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**MARLBOROUGH  
DISTRICT COUNCIL**

24 January 2024

Record No: 2415477  
File Ref: D050-001-A03  
Ask For: Nicole Chauval

## **Notice of Committee Meeting – Tuesday, 30 January 2024**

A meeting of the Assets & Services Committee will be held in the Council Chambers, 15 Seymour Street, Blenheim on **Tuesday, 30 January 2024 commencing at 9.00 am.**

### **BUSINESS**

As per Agenda attached.

MARK WHEELER  
CHIEF EXECUTIVE



**Meeting of the  
ASSETS AND SERVICES COMMITTEE  
to be held in the Council Chambers, District Administration Building, Seymour Street,  
on TUESDAY, 30 JANUARY 2024 commencing at 9.00 am.**

**Committee**

Clr B G Dawson (Chairperson)  
Clr J C Rosene (Deputy)  
Clr S R W Adams  
Clr J D N Croad  
Clr D A Dalliessi  
Clr M R L Flight  
Mayor N P Taylor  
Iwi representative (to be advised)

**Departmental Head**

Richard Coningham, (Manager, Assets & Services) and Jamie Lyall  
(Manager, Property & Community Facilities)

**Staff**

Nicole Chauval (Committee Secretary)

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**In Public**

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## **1. Apologies**

No apologies received.

## **2. Declaration of Interests**

Members are reminded of the need to be vigilant to stand aside from decision making when a conflict arises between their role as a member and any private or other external interest they might have.

### 3. Financial Report for the year to 30 November 2023

(The Chair) (Report prepared by David Craig)

F275-001-02

#### Purpose of Report

- To present the Financial Report for the Assets and Services and Community Facilities (including Parking) Departments for the year to 30 November 2023.

#### Executive Summary

- The Financial Report for the Assets & Services and Community Facilities (including Parking) Departments from 1 July 2023 to 30 November 2023 is presented below.

#### Revenue and Operational Expenditure

(in millions)	1 July to 30 November			Whole year		
	Actual	Budget		Forecast	Budget	
Surplus/Deficit	\$4.7	\$8.0	✘ \$3.3	\$24.5	\$23.9	✓ \$0.6
Income	\$58.2	\$69.7	✘ \$11.5	\$157.0	\$168.7	✘ \$11.7
Expenditure	\$53.5	\$61.7	✓ \$8.2	\$132.5	\$144.8	✓ \$12.3

#### Major variances between year to date actual and budget:

- Roading emergency reinstatement costs relating to the July 2021 and August 2022 storm events are below budget by \$6.36M and are offset by reduced operational roading subsidies of \$5.37M.
- Roading subsidy on capital expenditure is below budget by \$9.06M due to a combination of the unexpended capital component of emergency reinstatement works \$8.32M and the annual renewals programme being scheduled over the warmer summer months \$2.2M.
- Network and Asset Management costs are unfavourable to budget by \$291k. Council budgets for 60% of this cost under its roading renewal activities. An adjustment is made at year end to recognise this.
- Also, within the Roads and Footpaths activity there is a favourable variance of \$876k for sealed pavement maintenance. For simplicity, all operating expenditure budget carryovers for various roading activities were accumulated to this expenditure category.
- Other flood damage repair costs have been incurred within the Flood Protection activity and are well within budget at this time, with a favourable variance of \$1.47M. There are also associated savings of \$494k for minor works contracts in that same activity.
- Flood event welfare response and recovery costs are captured under the Emergency Management Activity and expenditure to date is \$678k These costs are offset by subsidy of \$589k from Waka Kotahi (NZTA).
- Development contributions (\$227k) and Reserve fund contributions (\$45k) are both unfavourable to budget.
- Vested assets are favourable to budget by \$149k and relate to stage 9b of the Rose Manor subdivision.
- Dump fee revenue is favourable to budget by \$423k.
- Grant income is favourable to budget by \$1.14M due to the Ministry of Education surrender payment for College Park use and contribution towards the hockey turf relocation \$917k and

Three Water Reforms funding \$569k; offset by unfavourable Better Off funding payments \$265k.

- Personnel costs are favourable to budget by \$290k.
- Insurances are favourable ytd by \$383k. Further premiums are due to Local Authority Protection Plan (LAPP) later in the year for 3Waters and River assets.
- Interest payments are favourable to budget by \$432k
- Additional information is given on variances at an activity level later in the report.

## Capital Expenditure

(in millions)	1 July to 30 November		Whole year			
	Actual	Budget		Forecast	Funded	
Capex	\$18.9	\$52.7	✘ \$33.8	\$95.2	\$98.6	✔ \$3.4

Council has funded a budget of \$98.6M for capital expenditure in the 2023-24 Annual Plan. The total programmed work for the year is \$116.7M (including \$18.1M of carryovers from previous financial years). This ensures that multiple projects can continue to progress.

Actual year to date capital expenditure of \$18.9M represents 19% of the funded amount.

Capital expenditure is impacted for many reasons including finalising community consultation, obtaining land access, obtaining resource consents, the availability of external professional expertise and receiving an acceptable contract price and contractor availability.

### Forecasts

- Forecast values are system generated and require manual intervention to improve accuracy. Much of the required information to do this will be obtained from the 2024-34 Long Term Plan process, which is currently underway.
- The year end operating surplus is forecast to increase by \$591k to \$24.5M through a combination of reduced revenue of \$11.7M (roading subsidies) and reduced expenditure of \$12.3M (emergency reinstatement works).
- It should be noted that the operating surplus is not a cash surplus as it includes non-cash items, such as vested assets, and other revenues which are specifically dedicated to funding capital expenditure (development contributions, reserve fund contributions etc). The capital portion (or principal repayments) of loans are also funded from the operating surplus.
- Forecast capital expenditure is \$95.2M, which is \$3.4M below the 2023-24 Annual Plan budget and includes \$14M of capitalised emergency reinstatement renewals.
- Forecast data will continue to be updated as we progress through the year and as new information comes to hand.

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## RECOMMENDATION

**That the financial report for the period ended 30 November 2023 be received.**

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## Background/Context

3. Below is the Financial Report for the Assets & Services and Community Facilities (including Parking) Departments, for the five-month period ended 30 November 2023.
4. Budget values include 2022-23 carryovers, which were approved in the August meeting cycle.

5. The Forecast column provides projected end of year outcomes, and these will be continually updated as we progress through the year.
6. Entries have been completed to account for November revenues and expenditures, including outstanding retention values of \$2.46M for 52 separate construction contracts.
7. All figures are rounded to the nearest thousand unless otherwise stated.
8. The use of **x** or **✓** is challenging for capital expenditure. Normally if you are over budget, it is not good, so should get a **x**. Equally if you are tracking well behind/under budget that is also not good. As a result, for capital expenditure a **✓** is for within -10%/+5% and anything outside that range being a **x**.

## Financial Report by Significant Activity

### 9. Community Facilities

#### Revenue and Operating Expenditure

(in thousands)	1 July to 30 November				Whole year			
	Actual	Budget			Forecast	Budget		
Surplus/Deficit	\$2,977	\$3,046	<b>x</b>	-\$69	\$3,640	\$3,709	<b>x</b>	-\$69
Revenue	\$11,540	\$10,689	<b>✓</b>	\$851	\$21,578	\$20,727	<b>✓</b>	\$851
Expenditure	\$8,563	\$7,643	<b>x</b>	\$920	\$17,938	\$17,018	<b>x</b>	\$920

The favourable revenue variance of \$851k or 8% is due to grants for College Park surrender and relocation of hockey turf \$836k, insurance claims \$119k and property rentals \$44k; offset by unfavourable Better Off funding payments \$75k and reserve fund contributions \$45k.

The unfavourable operating expenditure variance of \$920k or 12% is due to consultancy \$46k, insurances \$31k, materials \$45k, pest & weed control \$33k, projects (hockey turf relocation yet to be capitalised) \$623k, repairs & maintenance \$309k and tree maintenance (including power line clearance work) \$148k; offset by favourable contracts \$162k, general expenses \$33k, grants (Whale Trail and Equestrian Park) \$39k and interest \$70k.

#### Capital expenditure

(in thousands)	1 July to 30 November				Whole year			
	Actual	Budget			Forecast	Funded		
Capex	\$3,933	\$7,932	<b>x</b>	-\$3,998	\$13,800	\$14,338	<b>✓</b>	-\$538

We have achieved 22% of programmed works or 27% of the \$14.34 million approved in the annual plan (i.e., excluding carry overs). This is due to lower than budgeted expenditure in cemeteries \$86k, memorials \$27k, public conveniences \$546k, reserves \$3.1M and swimming pools \$213k.

The major budgets within the community facilities program are for cemeteries \$753k (actual \$228k), public conveniences \$1.15M (\$199k), reserves \$15.51M (\$3.46M) and swimming pools \$230k (\$0).

## 10. Direct Management

### Revenue and Operating Expenditure

(in thousands)	1 July to 30 November			Whole year				
	Actual	Budget		Forecast	Budget			
Surplus/Deficit	\$697	-\$353	✓	\$1,050	\$526	-\$582	✓	\$1,107
Revenue	\$734	\$268	✓	\$465	\$1,211	\$746	✓	\$465
Expenditure	\$37	\$621	✓	-\$585	\$686	\$1,328	✓	-\$642

Favourable revenue variance of \$465k is due to Three Waters Reform funding.

The favourable operating expenditure of \$585k or 94% is due to personnel costs \$463k, contracts \$94k, professional fees (climate change provision) \$111k, projects (Better Off Fund) \$101k and internal costs & recoveries \$66k; offset by unfavourable consultancy \$23k, software \$27k and valuation expenses \$230k.

### Capital expenditure

(in thousands)	1 July to 30 November			Whole year				
	Actual	Budget		Forecast	Funded			
Capex	\$0	\$0	✓	\$0	\$0	\$0	✓	\$0

No Capital expenditure is budgeted.

## 11. Emergency Management

### Revenue and Operating Expenditure

(in thousands)	1 July to 30 November			Whole year				
	Actual	Budget		Forecast	Budget			
Surplus/Deficit	-\$42	\$57	✗	-\$99	\$147	\$197	✗	-\$50
Revenue	\$1,038	\$477	✓	\$561	\$1,917	\$1,184	✓	\$733
Expenditure	\$1,080	\$420	✗	\$661	\$1,771	\$988	✗	\$783

The favourable revenue variance of \$561k or 118% is due to roading subsidies for Marlborough Sounds future access study (MSFAS) & barging costs \$589k and community resilience funding \$86k; offset by unfavourable grants (Better Off Funding) \$96k.

The unfavourable operating expenditure of \$661k or 157% is due to the flood response and welfare costs (MSFAS & barging) \$678k, consultancy \$51k and repairs & maintenance \$17k; offset by favourable personnel costs \$67k.

### Capital expenditure

(in thousands)	1 July to 30 November			Whole year				
	Actual	Budget		Forecast	Funded			
Capex	\$0	\$4	✗	-\$3	\$6	\$9	✗	-\$3

A small budget provision of \$9k has been made for office and communication equipment, with no expenditure to date.

## 12. Roads and Footpaths

### Revenue and Operating Expenditure

(in thousands)	1 July to 30 November			Whole year			
	Actual	Budget		Forecast	Budget		
Surplus/Deficit	-\$1,102	\$6,290	✘ -\$7,392	\$12,900	\$15,865	✘ -\$2,964	
Revenue	\$18,479	\$33,155	✘ -\$14,675	\$64,667	\$79,555	✘ -\$14,889	
Expenditure	\$19,582	\$26,865	✔ -\$7,283	\$51,766	\$63,691	✔ -\$11,925	

The \$14.68M or 44% unfavourable variance in the Roothing and Footpath revenue is due to subsidy on unexpended emergency reinstatement works and renewal expenditure \$15.02M and development impact levies \$45k. These are offset by favourable development contributions \$333k, disbursement recoveries \$39k and vested assets \$27k.

The favourable total expenditure variance of \$7.28M or 27% is primarily due to emergency reinstatement of \$6.36M, with \$8.0M being spent year to date.

Network and Asset Management costs are above budget by \$291k. This is the Waka Kotahi NZTA work category which provides for the general management and control of the road network and management of road assets. This includes professional services and Council budgets for 60% of this cost under its roading renewal activities. A transfer will be completed at year end.

There are favourable variances for minor events \$159k, sealed pavement maintenance \$876k, structure maintenance \$125k and interest costs \$100k.

### Capital expenditure

(in thousands)	1 July to 30 November			Whole year			
	Actual	Budget		Forecast	Funded		
Capex	\$4,105	\$17,968	✘ -\$13,863	\$30,930	\$35,781	✘ -\$4,851	

We have achieved 10% of programmed works or 11% of the \$35.78M approved in the annual plan. The bulk of the capital (renewals) programme is below budget due to scheduling of these works over the warmer summer months and the capital component of emergency reinstatement works of \$20M. There are favourable variances in bridge renewals \$196K, drainage renewals \$123k, minor improvements \$640k, pavement rehabilitation \$269k, sealed road resurfacing \$962k, structures component replacements \$88k, traffic services \$97k and emergency reinstatement \$8.32M; offset by unfavourable unsealed road metalling \$222k.

Other non-subsidised activities which are also behind budget include the Northwest Blenheim extension zone \$1.06M, Picton CBD works \$400k, small townships upgrades \$985k, roading related works (including cycle facilities, kerb & channel, signage and seal extension) \$890k and wharves \$161k; offset by Blenheim CBD works, which are ahead of budget by \$303k.



### 13. Parking

#### Revenue and Operating Expenditure

(in thousands)	1 July to 30 November			Whole year				
	Actual	Budget		Forecast	Budget			
Surplus/Deficit	\$108	-\$76	✓	\$184	\$230	\$46	✓	\$184
Revenue	\$1,076	\$890	✓	\$186	\$2,322	\$2,135	✓	\$186
Expenditure	\$968	\$966	✗	\$2	\$2,092	\$2,090	✗	\$2

The favourable revenue variance of \$186k or 21% is due to infringements \$102k, parking leases \$70k and miscellaneous revenue \$14k.

Operating expenditure is unfavourable to budget by \$2k or 0% due to legal fees (lodgement of fines at court) \$9k, levy payments (NZ Police) \$10k, professional fees (parking survey) \$13k and security \$6k; offset by favourable contracts \$12k, repairs & maintenance \$23k and interest \$9k.

#### Capital expenditure

(in thousands)	1 July to 30 November			Whole year				
	Actual	Budget		Forecast	Funded			
Capex	\$321	\$206	✗	\$115	\$610	\$86	✗	\$524

We have achieved 65% of programmed works or 373% of the \$86k approved in the annual plan, which is due to the resurfacing of the Coathanger carpark in Picton at a cost of \$321k. This project was funded by carryovers from prior years as agreed by Council.

The budget provides for resurfacing of various carparks \$446k, parking machines \$25k and sundry plant \$24k.

### 14. Plant

#### Revenue and Operating Expenditure

(in thousands)	1 July to 30 November			Whole year				
	Actual	Budget		Forecast	Budget			
Surplus/Deficit	-\$69	-\$19	✗	-\$50	-\$52	\$6	✗	-\$59
Revenue	\$0	\$0	✓	\$0	\$0	\$0	✓	\$0
Expenditure	\$69	\$19	✗	\$50	\$52	-\$6	✗	\$59

The unfavourable operating expenditure variance of \$50k or 263% is due to repairs & maintenance \$20k and internal plant recharges \$44k; offset by favourable telemetry recoveries \$16k.

#### Capital expenditure

(in thousands)	1 July to 30 November			Whole year				
	Actual	Budget		Forecast	Funded			
Capex	\$175	\$217	✗	-\$42	\$232	\$164	✗	\$68

We have achieved 52% of programmed works or 107% of the \$164k approved in the annual plan.

A new services truck and reserves loader have been purchased. Other minor plant replacement is ongoing.

## 15. Flood Protection

### Revenue and Operating Expenditure

(in thousands)	1 July to 30 November			Whole year				
	Actual	Budget		Forecast	Budget			
Surplus/Deficit	\$1,379	-\$795	✓	\$2,174	\$3,019	\$894	✓	\$2,125
Revenue	\$4,394	\$4,233	✓	\$161	\$12,432	\$12,271	✓	\$161
Expenditure	\$3,015	\$5,028	✓	-\$2,013	\$9,413	\$11,377	✓	-\$1,964

The favourable revenue variance of \$161k or 4% is due to gravel extraction \$72k and property rentals \$196; offset by unfavourable sales (quarry rock) \$115k.

The favourable operating expenditure variance of \$2.01M or 40% is due to contracts \$110k, flood damage repairs \$1.48M, insurances \$127k, minor contract works \$494k and interest \$67k; offset by unfavourable plants & shrubs \$27k, pest & weed control \$62k, repairs & maintenance \$58k, vandalism \$41k and internal costs & recoveries \$66k.

### Capital expenditure

(in thousands)	1 July to 30 November			Whole year				
	Actual	Budget		Forecast	Funded			
Capex	\$1,446	\$2,949	✗	-\$1,504	\$5,740	\$4,773	✗	\$967

We have achieved 20% of programmed works or 30% of the \$4.77M approved in the annual plan. Favourable ytd variances include pump stations \$163k, rock and gabion protection \$146k, stop banks \$357k and drainage channels (Town Branch drain) \$1.52Mk.

Major budgeted projects include Lower Wairau stop banks \$900k (actual \$97k), Wairau River (Upper Conders upgrade) \$942k (\$489k), Ruakanakana Gibson Creek (Renwick lower terrace flood protection) \$300k, Omaka River stop bank & edge protection works \$400k, Boyce St drainage pump station \$360k and Town Branch Drain/Cameron's Drain upgrades \$3.23M (\$433k).

Development work at Pukaka Quarry extension continues with a new haul road to the upper quarry floors being established and benching of the work face being undertaken. A budget of \$149k has been provided for this project (actual \$372k).

The first milestone payment of \$51k has been made for the replacement weed cutter boat. Delivery is programmed for October 2024 at a total cost of \$345k.

## 16. Wastewater

### Revenue and Operating Expenditure

(in thousands)	1 July to 30 November			Whole year				
	Actual	Budget		Forecast	Budget			
Surplus/Deficit	\$92	-\$30	✓	\$122	\$1,296	\$1,521	✗	-\$225
Revenue	\$5,797	\$5,726	✓	\$71	\$15,137	\$15,066	✓	\$71
Expenditure	\$5,705	\$5,756	✓	-\$51	\$13,841	\$13,545	✗	\$296

Revenue has a favourable variance of \$71k or 1% due to connection charges \$23k, miscellaneous contributions \$33k, trade waste charges \$75k and vested assets \$143k; offset by unfavourable development contributions \$209k.

Operating expenditure has a favourable variance of \$51k or 1% due to insurance \$139k, reticulation maintenance \$43k and interest costs \$55k; offset by unfavourable pump stations \$100k, treatment \$17k and depreciation \$39k.

### Capital Expenditure

(in thousands)	1 July to 30 November			Whole year				
	Actual	Budget		Forecast	Funded			
Capex	\$2,578	\$10,285	✗	-\$7,708	\$16,977	\$16,840	✗	\$137

We have achieved 10% of programmed works or 15% of the \$16.84M approved in the annual plan. Pump stations \$2.96M, pipelines \$3.0M and treatment \$1.9M are behind programme.

The focus on relining of earthenware wastewater pipes is continuing in Picton. \$3.77M is budgeted in 2023-24, with \$1.52M expended year to date.

Major 2023-24 budgets by scheme include:

- **Blenheim \$13.87M** (actual \$692k) **Budget (\$000)**
  - Main Outfall Pump Station \$3,000
  - Purkiss St Pump Station \$2,300
  - Treatment –Blenheim STP desludging \$2,100
  - Pipelines – MOPS to Blenheim STP \$1,725
  - Pipelines – Purkiss St \$750
  - Pipeline renewals – earthquake repairs \$1,708
- **Havelock \$6.36M** (actual \$111k)
  - Pump Station – new terminal pump station \$1,399
  - Treatment - new treatment plant \$2,943
  - Pipelines - supply pipeline \$1,843
- **Picton \$4.41M** (actual \$1.60M)
  - Treatment – new blowers \$418
  - Pipeline renewals – earthquake repairs \$3,766
- **Seddon \$3.65M** (actual \$98k)
  - Treatment – irrigate to land \*\$3,550

Replacement of the Main Terminal Pump Station (MOPS) in Alabama Road is planned during 2023-25. This station pumps all the sewage from Blenheim, Woodbourne, Renwick and Marlborough Ridge through a 5.1km long pipeline to the Blenheim sewage treatment plant. The station is built in an area that is susceptible to liquefaction. Consideration was given to ground improvement and strengthening

but that proved impractical. A new station will provide improved seismic and hydraulic performance. \$3.0M is budgeted in 2023-24 (actual \$16k) and a further \$11M in 2024-25.

A new sewage treatment plant is planned for Havelock. The new treatment plant will significantly improve effluent quality. The project is budgeted over 2023-25 for the consenting, design and building of a new treatment plant at a new site and the construction of a new terminal pump station. The budget over this period is \$13.05M, with \$6.87M budgeted in 2024-25 (actual \$44k).

The Seddon sewage treatment plant requires major upgrading. Although the existing treatment plant could be replaced with a modern plant producing a consistently high-quality effluent which is suitable for continuing discharge to Starborough Creek without environmental impact, there is a strong recommendation in the current discharge consent for removal of the discharge to Starborough Creek and instead to irrigate to land. A significant volume of storage and large area of land is required for land treatment.

The preferred option includes storage, high level treatment, irrigation of the golf course and other sites. A total budget of \$14.2M has been allocated for 2023-25, with \$10.65M budgeted in 2024-25 (actual \$59k).

Total capital expenditure includes vested assets of \$193k for stage 9B of the Rose Manor development.

## 17. Stormwater

### Revenue and Operating Expenditure

(in thousands)	1 July to 30 November		Whole year					
	Actual	Budget			Forecast	Budget		
Surplus/Deficit	\$190	\$418	✗	-\$229	\$911	\$1,169	✗	-\$258
Revenue	\$1,522	\$1,795	✗	-\$274	\$4,035	\$4,309	✗	-\$274
Expenditure	\$1,332	\$1,377	✓	-\$45	\$3,125	\$3,141	✓	-\$16

Revenue has an unfavourable variance of \$274k or 15% due to development contributions \$264k and vested asset \$22k; offset by favourable connection charges \$12k.

Operating expenditure is favourable to budget by \$45k or 3% due to insurances \$63k and reticulation maintenance \$19k; offset by unfavourable monitoring costs \$48k.

### Capital expenditure

(in thousands)	1 July to 30 November		Whole year					
	Actual	Budget			Forecast	Funded		
Capex	\$254	\$301	✗	-\$47	\$2,676	\$2,073	✗	\$603

We have achieved 9% of programmed works or 12% of the \$2.07M approved in the annual plan.

Year to date expenditure totals \$254k for new connections \$50k, pipelines \$123k, other structures (boundary fencing) \$20k and vested assets \$61k.

Major budgets include Murphys Creek pipeline \$2.75M (actual \$119k), replacement of Redwood St stormwater main (Muller Rd to Stephenson St) \$1M, Blenheim pipeline renewals \$1M, Goulter St pipeline upgrade in Seddon (ahead of roading improvements) \$350k and vested assets \$200k (actual \$61k).

## 18. Waste management

### Revenue and Operating Expenditure

(in thousands)	1 July to 30 November		Whole year					
	Actual	Budget			Forecast	Budget		
Surplus/Deficit	\$452	\$258	✓	\$193	\$156	-\$38	✓	\$194
Revenue	\$7,744	\$7,313	✓	\$431	\$18,410	\$17,979	✓	\$431
Expenditure	\$7,291	\$7,055	✗	\$237	\$18,254	\$18,017	✗	\$237

Revenue has a favourable variance of \$431k or 6% due to dump fees \$423k and rentals \$12k; offset by unfavourable sales \$6k.

Operating expenditure has an unfavourable variance of \$237k or 3% due to contracts \$374k, minor works \$16k, postage \$16k, refuse bags \$47k and internal costs & recharges \$27k; offset by favourable consultancy & professional fees \$31k and projects (recycling) \$210k.

### Capital Expenditure

(in thousands)	1 July to 30 November		Whole year					
	Actual	Budget		Forecast	Funded			
Capex	\$849	\$1,807	✗	-\$958	\$3,022	\$3,642	✗	-\$620

We have achieved 21% of programmed works or 23% of the \$3.64M approved in the annual plan.

Regional Landfill stage 9 construction costs were budgeted over 2022-24, with \$3.72M in 2023-24. Actual expenditure to date is \$540k.

A budget of \$255k has been provided in 2023-24 to complete the green waste outward weighbridge installation. Actual expenditure to date is \$297k.

## 19. Water supply

### Revenue and Operating Expenditure

(in thousands)	1 July to 30 November		Whole year					
	Actual	Budget			Forecast	Budget		
Surplus/Deficit	\$25	-\$788	✓	\$813	\$1,739	\$1,135	✓	\$604
Revenue	\$5,912	\$5,213	✓	\$699	\$15,267	\$14,747	✓	\$520
Expenditure	\$5,887	\$6,001	✓	-\$114	\$13,528	\$13,612	✓	-\$84

Revenue has a favourable variance of \$699k or 13% due to backflow prevention charges \$94k, connection charges \$108k, capital contributions \$30k, miscellaneous revenue \$27k and rates & charges \$651k; offset by unfavourable development contributions \$74k, sales \$12k and metered water sales \$127k.

Expenditure has a favourable variance of \$114k or 2% due to insurances \$108k, general expenses \$19k, meter maintenance & reading \$17k, treatment \$110k and interest \$115k; offset by unfavourable contracts \$81k, grants for remission \$38k, pump stations \$48k and reticulation maintenance \$60k.

## Capital Expenditure

(in thousands)	1 July to 30 November		Whole year			
	Actual	Budget		Forecast	Funded	
Capex	\$5,283	\$11,057	✘ -\$5,774	\$21,232	\$20,884	✔ \$348

We have achieved 20% of programmed works or 25% of the \$20.88M approved in the annual plan.

Expenditure to date has been primarily for water treatment upgrade in Renwick (\$3.22M) and Wairau Valley \$207k and also Blenheim water pipeline upgrades \$454k.

Major 2023-24 budgets by scheme include:

•	<b>Blenheim \$4.79M</b> (actual \$831k)	<b>Budget (\$000)</b>
	Pipelines - capacity upgrade McLauchlan St	\$1,850
	Treatment – chlorination	\$1,905
	Pipeline renewals	\$520
•	<b>Havelock \$2.29M</b> (actual \$31k)	
	Treatment - new treatment plant and supply pipeline	\$2,036
•	<b>Picton \$1.50M</b> (actual \$120k)	
	Pipelines – complete Speeds to Elevation pipeline \$600	
	Treatment – improve pH control	\$3,800
•	<b>Renwick \$8.58M</b> (actual \$3.84M)	
	Treatment - new water treatment plant and connection to the bores in Condors Bend Road	\$6,280
	Pipeline renewals – AC pipe replacement	\$2,100
•	<b>Awatere Rural \$2.23M</b> (actual \$55k)	
	Reservoir - Lions Back	\$1,450
•	<b>Seddon \$1.54M</b> (actual \$22k)	
	Treatment – reduce backwash volumes	\$190
	Reservoir – second reservoir for high summer demand	\$1,305
•	<b>Riverlands \$8.74M</b> (actual \$31k)	
	Pipelines - from new wells to reticulation scheme	\$2,626
	Treatment - new wells into service with treatment to meet drinking water standards	\$5,889
•	<b>Flaxbourne Irrigation Scheme \$1M</b> (actual \$0)	
	Pipelines – new irrigation scheme	\$1,000

Havelock's existing water source is a shallow aquifer near the Kaituna River, and the groundwater has been affected by saltwater intrusion in dry summers. A new well has been drilled further inland at Readers Road, which has shown to produce a good supply of water with less risk of saline intrusion. \$8.14M has been budgeted over 2023-25 for a new water treatment plant with supply pipeline for Havelock. \$6.11M has been budgeted in 2024-25 (actual \$5k).

Riverlands current water supply has a high concentration of manganese, which is difficult to treat to Drinking Water Standards. The preferred option is an alternative source within the same freshwater management unit that is low in manganese. New wells have been drilled further inland close to Blenheim. Pump testing has shown they are suitable for supplying Riverlands and a filter trial is to be conducted to determine the type of treatment required.

Budget of \$17.03M has been provided in 2023-25 to bring the new wells in to operation with treatment meeting the drinking water standards. \$8.52M has been budgeted in 2024-25 (actual \$12k).

## 20. Forecasts

Forecast values are system generated and require manual intervention to improve accuracy. Much of the required information to do this will be obtained from the 2024-34 Long Term Plan process, which is currently underway.

The year end operating surplus is forecast to increase by \$591k to \$24.5M through a combination of reduced revenue of \$11.7M (roading subsidies) and reduced expenditure of \$12.3M (emergency reinstatement works).

Forecast capital expenditure is \$95.2M, which is \$3.4M below the 2023-24 Annual Plan budget and includes \$14M of capitalised emergency reinstatement renewals.

Forecast data will continue to be updated as we progress through the year and as new information comes to hand.

Author	David Craig, Management Accountant – Operations
Authoriser	Richard Coningham, Assets and Services Manager and Jamie Lyall, Property and Community Facilities Manager

## 4. Waitohi/Picton Community Garden – Establishment Works

(The Chair) (Report prepared by Linda Craighead/Grahame Smail)

R510-009-H10-05

### Purpose of Report

1. To seek funding for initial establishment works for the Waitohi/Picton Community Garden.

### Executive Summary

2. In March 2022 the Assets and Services Committee considered establishment of a community garden in Picton on an area of Victoria Domain Reserves at the end of Huia Street. Funding of \$15,500 was approved along with a requirement for a lease to be entered into with Envirohub Marlborough.
3. Envirohub's focus for use of the approved \$15,500 was for the establishment of the community garden itself. However, there are other establishment works required for which there is no funding within existing Parks and Open Spaces budgets. The work required includes a new water connection, a fence, development of a small carpark and redirection of a small section of the Marina to Marina pathway.
4. It is considered that the additional funding requirement could be made available through the Land Subdivision Account. With increased use of this area of Victoria Domain Reserves, there is a need to develop enhanced facilities, much in the same way that playgrounds enhance the use of neighbourhood reserves.

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### RECOMMENDATION

**That Council approve \$22,400 through the Land Subdivision Account for the Waitohi/Picton community garden for related establishment works including development of a new water connection, a fence, development of a small carpark and redirection of a small section of the Marina to Marina pathway.**

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### Background/Context

5. In March 2022 the Assets and Services Committee considered establishment of a community garden in Picton on an area of Victoria Domain Reserves at the end of Huia Street. The 2022 proposal followed an earlier decision of the Council through the 2018-2028 Long Term Plan process to grant funding for the establishment of a community garden on the Beach Road Reserve. That proposal did not proceed but in late 2021 Envirohub Marlborough reignited the idea of a community garden and looked at a site at the northern end of Huia Street. The land forms part of the Victoria Domain Reserves and is currently being used for horse grazing.
6. The proposal submitted by Envirohub to Council in March 2022 set out a staged process for development of the area. This included separating out an area of the land to enable continued horse grazing.
7. After considering the provisions of the Victoria Domain Reserves Management Plan and the detail of the development proposal the Committee made the following decisions (this was later confirmed by full Council on 7 April 2022):
  1. **Approve the establishment of a community garden for the use and benefit of the Picton/Waitohi community at Huia Street Reserve.**
  2. **Approve \$15,500 (fifteen thousand, five hundred dollars) as establishment support funding including assistance with the provision of other aspects such as access, fencing, water supply and signage.**
  3. **Approve the garden to be established under the auspices of Envirohub Marlborough through a formal lease.**
8. The funding was made available through the Forestry and Land Development Reserve.



9. It has taken some time for a lease to be prepared in terms of Recommendation 3, however that was completed prior to Christmas 2023.
10. Envirohub's focus for the approved \$15,500 was for establishment in relation to the community garden itself. The assistance referred to in Recommendation 2 does require separate funding, however there is no funding available within existing Parks and Open Spaces budgets to cover these additional establishment costs, which amount to approximately \$25,400 +GST. The work required includes a new water connection, a fence, development of a small carpark and redirection of a small section of the Marina to Marina pathway.

## Assessment/Analysis

11. The costs for the various works are as follows:

No.	Work needed	Comment	\$ (GST exclusive)
1	Fencing	To create a separate paddock for the horse	2,200
2	Carpark	Creation of a small carpark for those working or visiting the community garden	12,236
3	Marina to Marina pathway	Improved and safer entry/exit points for the pathway.	2,100
4	Set up costs for items 1 - 3		1,200
5	Water connection	An extension to an existing pipeline on the east side of Huia Street is required and the costs include a meter and backflow preventer.	7,600
	<b>Total</b>		<b>\$25,336</b>

12. In discussions with Envirohub they have advised they would contribute \$3,000 from the already approved funding towards the costs of the water connection. This would then reduce the required additional funding to approximately \$22,400.
13. With no funding available within existing budgets, it is considered that the additional funding could be made available through the Land Subdivision Account, particularly through the community facilities levy component of the account. With increased use of this area of Victoria Domain Reserves, there is a need to develop enhanced facilities, much in the same way that playgrounds enhance the use of neighbourhood reserves, once created.
14. The proposed carpark provides space for those working in the community garden as well as for visitors. The carpark can also be used for those walking parts of the Marina to Marina pathway. The safety improvements to the pathway in this area are necessary with creation of a more formal carpark.
15. The community garden will be a community facility that will contribute to Long-Term Plan outcomes for People, Living, Environment and Connectivity.

## Next steps

16. If funding is approved then Envirohub can commence establishment works, the water connection can be installed and the fencing and carpark development can get underway. If funding is not approved then Envirohub will need to look to other options to help fund establishment costs.

Author	Linda Craighead, Planner – Parks and Open Spaces Grahame Smail, Parks Officer – Parks and Open Spaces
Authoriser	Jane Tito, Manager – Parks and Open Spaces

## 5. Speed Management Plan

(also refer to separate reports available on Council's website)

(Clr Adams) (Report prepared Laura Skilton)

L150-023-002-43

### Purpose of Report

1. To approve the Speed Management Plan for certification with the New Zealand Transport Agency in accordance with the requirements of the Land Transport Rule: Setting of Speed Limits 2022 and 2023 Amendment.
2. To approve targeted consultation for additional speed changes that were not included in the Speed Management Plan.

### Executive Summary

3. The Land Transport Rule: Setting of Speed Limits 2022 and the 2023 Amendment covers how speed limits are changed on roads in New Zealand. There are two methods of altering speed limits, either through a Speed Management Plan (Plan), or with special permission from the Director at the New Zealand Transport Agency.
4. Prior to the 2023 Amendment, it was compulsory for a local authority to prepare a Speed Management Plan (SMP) and to review it every three years. As such, Marlborough had prepared a draft Plan which has been publicly consulted and updated to reflect the submissions. The Plan is now ready for certification.
5. The 2023 Amendment made the introduction of SMP's voluntary and revoked clause 5.4 which introduced speed zoning around schools.
6. The submissions received included requests from residents to reduce speed limits in French Pass and Kaiuma. The SMP Committee considered the request to be reasonable and that speed reductions here should be progressed for these areas after a targeted consultation is carried out.
7. While a Plan is no longer compulsory, it is recommended to continue with this process to enable some speed changes to be made and to separately undertake the works required to reduce speed limits in French Pass and Kaiuma.

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## RECOMMENDATIONS

That Council:

1. Approves the certification of the Marlborough Speed Management Plan
2. Approves commencement of the process to begin with targeted consultation to reduce speed limits in French Pass and Kaiuma.

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### Background/Context

8. The Land Transport Rule: Setting of Speed Limits 2022 (Rule) and the 2023 Amendment sets out how speed limits are set on New Zealand Roads.
9. The Rule sets up a new National Speed Limit Register as a single, central source of speed limits for all roads in New Zealand. It replaced all Council Speed Bylaws. The "land transport record" becomes the legal instrument for the speed limits and all existing Speed Bylaws have been revoked.
10. The Rule allows two methods for a speed limit to be changed, namely:
  - via a certified Plan (provided the new speed is the same as the proposed speed in the Plan)

- with the Directors approval. This requires the information that would need to be submitted to the registrar under Section 200L of the Transport Act. The Director must also be satisfied that there is a good reason for the proposed speed limit to be set before the next relevant plan is published. An RCA must consult specifically on the proposed change (which can be targeted consultation).

11. The 2023 Amendment saw some changes to the Rule. Specifically:

- the development of speed management plans is now discretionary rather than mandatory.
- Clause 5.4 (implementation of new speed limits around schools) has been revoked.

## Marlborough Speed Management Plan

12. As part of the Rule, Marlborough Roads prepared a Speed Management Plan during 2023. The Plan includes speed limit changes in Kenepuru Sounds, in small townships, existing 70 km/h and 90 km/h areas, inconsistent speed limits and around schools and maraes and, existing areas of concern.
13. Public consultation of the plan occurred during June/July 2023. A total of 130 submissions were received, with 24 submitters wanting to attend a hearing.
14. A Speed Management Plan Committee (SMP Committee) was set up to review the written and verbal submissions. The SMP Committee consisted of Councillors Brian Dawson, Scott Adams and Barbara Faulls. The SMP Committee recommended a number of changes that have been incorporated into the final Plan. The final Plan is available on Council's website [here](#).
15. The most significant change is the decision to implement 40km/hr speed limits in the vicinity of all urban schools rather than 30 km/h. Currently the majority of school have a speed advisory of 40km/hr with “when children present” signage. As a step change for the district, it was decided to change these to legal speed limits to enable the Police to enforce this lower speed limit. As the majority of people are familiar with these signs and assume that they are speed limit signs this will have little to no noticeable impact on the operation of these areas.
16. Many submissions were received from residents in Elaine Bay, Okiwi Bay, French Pass and Kaiuma requesting a lower speed limit on their roads. As the roads in Kenepuru Sounds are proposed to reduce from 100 km/h to 60 km/h, changing the speed limits in these areas to 60 km/h will provide consistency within the Sounds.
17. The proposed speed changes in the Plan are provided below, and the SMP Committee recommends that the roads shown orange are also reduced to 60 km/h. The roads in red are state highways and not covered by the Plan.



## Implementation

18. When the Rule was made in 2022, Councils had to “use reasonable effort” to reduce speeds on “typical or expected routes for pedestrians to access school” by 31 December 2027. The 2023

Amendment removed this requirement. Within Marlborough there is no evidence to suggest that speed is causing safety issues around schools.

19. Funding for the implementation of the Plan will be via the Regional Land Transport Plan (RLTP). There is still around \$210,000 of funding from the 2021-24 RLTP. This has not been spent as Marlborough Roads were waiting for a certified Plan.
20. Funding in the 2024-27 RLTP will also require significant investment for the Marlborough Sounds Future Access Study (MSFAS) programme and raising the level of service on Marlborough Roads.
21. It is recommended that only the essential speed limit changes are made in the remaining 2021-24 RLTP and the 2024-27 RLTP period, and other speed limit changes can be deferred until after 2027. The implementation dates in the Plan reflect this. These include:
  - speed limit reductions on Kenepuru Road and other roads in Kenepuru Sounds (MSFAS)
  - speed limit changes on Marfell's Beach (in line with the recent bylaw changes)
  - speed limit changes in Canvastown, (in line with the small townships programme improvements)
  - speed limit changes in Seymour Street and Beaver Road for consistency
  - making holiday speed limits permanent
  - speed limit changes based on Council's small township programme
  - where speed limits are inconsistent (partially due to speed limit changes on state highways)
  - enlarge the existing Urban Traffic Areas (in line with the zoning in the MEP)
22. A summary of the recommended implementation plan is provided below. This does not include the costs of implementing any speed changes in French Pass and Kaiuma.

	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33	2033/34	Total
School	\$ -	\$ -	\$ -	\$ -	\$374,000	\$394,500	\$425,000	\$327,000	\$386,000	\$442,000	\$455,000	\$2,803,500
Marae	\$ -	\$ -	\$ -	\$ 57,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 57,000
Township	\$150,500	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 180,500
70/90	\$ -	\$ 49,000	\$105,000	\$ 12,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 166,000
Inconsistent	\$ 60,000	\$114,000	\$ 37,000	\$ 15,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 226,000
Total	\$210,500	\$193,000	\$142,000	\$ 84,000	\$374,000	\$394,500	\$425,000	\$327,000	\$386,000	\$442,000	\$455,000	\$3,433,000

23. It should be noted that Council will not be fixed on the implementation dates, as the Plan is subject to funding. The Plan also states that the implementation will be reviewed every three years (in line with RLTP funding periods).
24. It should also be noted that the speed limit reduction on SH6 from 100 km/h to 90 km/h was a trial and due to finish in June 2023. The New Zealand Transport Agency (NZTA) has not responded to requests to clarify if the 90 km/h speed limit will be retained. If the 90 km/h is retained, NZTA are responsible for signposting the side roads back to 100 km/h

## Recommendations

25. In order to change the essential speed limits, the Speed Management Plan needs to be Certified by the Director at the New Zealand Transport Agency. This process has taken up to three months for other councils in New Zealand.
26. It is recommended that the Speed Management Plan is certified such that the essential speed limit changes can be readily implemented.
27. It is also recommended that targeted consultation is undertaken in French Pass and Kaiuma with the intent that these roads have their speed limits reduced to 60 km/h and that the alternative speed reduction process is used. An alternative is to delay the Plan certification and incorporate these areas, however this could result in the allocated funding for 2021-24 not being achieved.

## Option One (Recommended Option) – Approve Certification of the Marlborough Speed Management Plan and additional consultation

28. To certify the updated Plan and to allow Council Officers to undertake targeted consultation for French Pass and Kaiuma. This Plan has been prepared based on public consultation with the implementation dates based on available funding. It allows speed limit changes to be made in

essential areas, and defers non-essential speed limit changes to when they are more likely to be affordable.

### ***Advantages***

- 29. Allows speed changes to be made in Marlborough Sounds and areas of inconsistency.
- 30. Changes in the proposed implementation will reduce short term costs to Council.

### ***Disadvantages***

- 31. The proposed implementation on the Plan will defer speed reductions around schools.

## **Option Two – Include the recommended speed changes in French Pass and Kaiuma into the Draft Speed Management Plan and then get the Plan Certified**

- 32. To allow Council Officers to undertake targeted consultation for French Pass and Kaiuma to enable the Plan to be updated to incorporate these changes prior to finalising the plan and then undertake the certification process.

### ***Advantages***

- 33. Ensures all the recommended speed changes are in a single document.

### ***Disadvantages***

- 34. There will be delays in finalising the Plan which could mean that the FAR funding set aside for speed changes will not roll over into 2024-27 RLTP period.

## **Option Three – Status Quo**

- 35. Do not certify the Speed Management Plan

### ***Advantages***

- 36. No work required by Council Officers

### ***Disadvantages***

- 37. Changing speeds in essential areas will be more cumbersome without a certified Plan.
- 38. Existing budget in 2021-24 RLTP will be harder to spend without a certified Plan.

## **Next steps**

- 39. Marlborough Roads to submit final Speed Management Plan to NZTA for certification.
- 40. Commence consultation for reduced speeds in French Pass and Kauima.

## **Presentation**

A short presentation will be given by Laura Skilton (15 minutes).

## **Attachments**

Attachment 1 – Marlborough Regional Speed Management Plan

Attachment 2 – Technical Assessment

The above reports are available on Council's website via the following link

<https://www.marlborough.govt.nz/your-council/meetings>

Author	Laura Skilton, Transport Planner, Marlborough Roads
Authoriser	Richard Coningham, Asset and Services Manager

<b>Summary of decision-making considerations</b>			
<b>Fit with purpose of local government</b>			
The proposal enables the implementation of the Marlborough Speed Management Plan.			
<b>Fit with Council policies and strategies</b>			
	<i>Contributes</i>	<i>Detracts</i>	<i>Not applicable</i>
LTP / Annual Plan	<b>X</b>	<input type="checkbox"/>	<input type="checkbox"/>
Financial Strategy	<b>X</b>	<input type="checkbox"/>	<input type="checkbox"/>
Infrastructure Strategy	<b>X</b>	<input type="checkbox"/>	<input type="checkbox"/>
Social well-being	<b>X</b>	<input type="checkbox"/>	<input type="checkbox"/>
Economic development	<input type="checkbox"/>	<input type="checkbox"/>	<b>X</b>
Environment & RMA Plans	<input type="checkbox"/>	<input type="checkbox"/>	<b>X</b>
Arts & Culture	<input type="checkbox"/>	<input type="checkbox"/>	<b>X</b>
3 Waters	<input type="checkbox"/>	<input type="checkbox"/>	<b>X</b>
Land transport	<b>X</b>	<input type="checkbox"/>	<input type="checkbox"/>
Parks and reserves	<input type="checkbox"/>	<input type="checkbox"/>	<b>X</b>
This proposal contributes to the Road Safety Action Plan relating to making Marlborough roads safer and also the Marlborough Sounds Future Access Study.			
<b>Nature of the decision to be made</b>			
The options do not involve a significant decision in relation to land or a body of water.			
<b>Financial considerations</b>			
The project has been budgeted for in 2021-24 RLTP and will enable the budget for the 2024-27 to be assessed.			
<b>Significance</b>			
The decision is considered of low significance under Council's Significance and Engagement Policy.			
<b>Engagement</b>			
Public consultation has occurred in June/July 2023. The Plan incorporates changes as a result of the public consultation. No further engagement is proposed.			
<b>Risks: Legal / Health &amp; Safety etc</b>			
There are no known significant risks or legal implications.			
<b>Climate Change Implications</b>			
There are no known climate change implications to this decision.			

## 6. Marlborough Roads to Represent as Road Controlling Authority

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(Clr Adams) (Report prepared by Amanda Smith)

R800-004-02

### Purpose of Report

1. To reconfirm Marlborough Roads as Council's representatives as the Road Controlling Authority (RCA) to move to the New Zealand Guide for Temporary Traffic Management (NZGTTM).

### Executive Summary

2. New Zealand is moving from the Code of Practice for Temporary Traffic Management (COPTTM) to the New Zealand Guide for Temporary Traffic Management (NZGTTM) to meet the Health and Safety at Work Act 2015 (HSWA) and Local Government Act 2002 and 1974 (LGA).
3. COPTTM which has been in place for circa 20 years for New Zealand is a prescriptive code used for traffic management, NZGTTM will be more of a risk based approach to traffic management.
4. The NZGTTM allows for the Road Controlling Authority (RCA) to be represented by a third party, administering the duties on behalf of the RCA. In this case, Marlborough District Council will be represented by Marlborough Roads as the RCA.

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### RECOMMENDATIONS

1. That Marlborough Roads are approved as representatives of Marlborough District Council as the Road Controlling Authority (RCA) as we move to the New Zealand Guide for Temporary Traffic Management (NZGTTM).
2. That delegated authority be given to Marlborough Roads staff to approve Temporary Speed Limits and Road Closures for Traffic Management Plans as the Road Controlling Authority (RCA). These staff being; Marlborough Roads Manager, Principal Network Manager and Senior Network Manager.
3. That the Principal Network Manager be delegated to approve delegation of staff from the Fulton Hogan/ HEB joint venture to be able to approve Temporary Speed Limits and Road Closures. This is to be limited to the holders of the positions of Traffic Management Co-ordinator and Corridor Manager.

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### Background/Context

5. Under the NZGTTM responsibility model, the RCA is responsible for;
  - a) Peer reviews risk assessments to make sure the needs of the parties they represent are recognised and addressed.
  - b) Coordinates the combination of contracting PCBUs wanting to occupy the network.
  - c) Regulatory duties are complied with such as authorising use of traffic control devices, temporary speed limits, road closures etc.
  - d) Has veto rights and can stop a TMP from being implemented if they consider it too risky for road users.
6. Under the Networks Outcomes Contract (NOC) the processing and administration of Temporary Traffic Management Plans is being undertaken by the NOC.
7. This process is audited and monitored by the Marlborough Roads Network Management Team

8. A Traffic Management Plan is a plan that is prepared by someone undertaking work or holding an event within the road corridor. The plan sets out how traffic will be guided safely through the site while the work or event is taking place.
9. A number of Temporary Traffic Management Plans require the implementation of a Temporary Speed Limit or Road Closure. For these to be enforceable the Speed limit or closure must be signed by an authorised person that has been given delegation from the Road Controlling Authority.
10. Under COPTTM, the authorised person must be trained and hold a current Site Traffic Management Supervisor (STMS) qualification. As we move to the NZGTTM, the training and qualification requirements have not yet been defined for this role however they do need to be suitably trained and competent. Until such time that appropriate training is available, the COPTTM requirements will be used to deem suitable training.

Author	Amanda Smith, Principal Network Manager
Authoriser	Richard Coningham, Manager Assets and Services



<b>Summary of decision-making considerations</b>			
<b>Fit with purpose of local government</b>			
This is a process that needs to be undertaken by the Road Controlling Authority.			
<b>Fit with Council policies and strategies</b>			
	Contributes	Detracts	Not applicable
LTP / Annual Plan	<input type="checkbox"/>	<input type="checkbox"/>	<b>X</b>
Financial Strategy	<input type="checkbox"/>	<input type="checkbox"/>	<b>X</b>
Infrastructure Strategy	<input type="checkbox"/>	<input type="checkbox"/>	<b>X</b>
Social well-being	<input type="checkbox"/>	<input type="checkbox"/>	<b>X</b>
Economic development	<input type="checkbox"/>	<input type="checkbox"/>	<b>X</b>
Environment & RMA Plans	<input type="checkbox"/>	<input type="checkbox"/>	<b>X</b>
Arts & Culture	<input type="checkbox"/>	<input type="checkbox"/>	<b>X</b>
3 Waters	<input type="checkbox"/>	<input type="checkbox"/>	<b>X</b>
Land transport	<b>X</b>	<input type="checkbox"/>	<input type="checkbox"/>
Parks and reserves	<input type="checkbox"/>	<input type="checkbox"/>	<b>X</b>
<b>Nature of the decision to be made</b>			
The options do not involve a significant decision in relation to land or a body of water.			
<b>Financial considerations</b>			
There are no known financial implications.			
<b>Significance</b>			
The decision is considered of low significance under Council's Significance and Engagement Policy.			
<b>Engagement</b>			
No engagement is proposed as it is a standard process.			
<b>Risks: Legal / Health &amp; Safety etc</b>			
There are no known significant risks or legal implications.			
<b>Climate Change Implications</b>			
There are no known climate change implications to this decision.			

## **7. Accessway's Built Under Previous Development Standards**

(The Chair) (Report prepared by Steve Murrin)

R800-007-01

### **Purpose of Report**

1. To provide clarity on Council policy relating to accessways built under previous development standards.

### **Executive Summary**

2. Council staff have been dealing with a resident who is suffering damage to their vehicle from the angle and width that their driveway entrance was developed to in the 1970's. The driveway width and angle are compliant with the standard of the time. The resident believes that their driveway entrance should be changed based on the new development standards that are in place currently for Marlborough at Council's cost. As there is not a documented policy decision on this type of situation, this paper is being presented for Council to consider and confirm a decision moving forward for staff to implement on this matter, which may arise with other driveway entrances in the region.

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### **RECOMMENDATION**

**That Council confirms that its policy in relation to accessways is that if they are compliant with the standard they were developed under, this will be the standard that Council will accept responsibility to. Any improvement on this standard requested by the property owner will be at their cost.**

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### **Background/Context**

3. A resident in a subdivision developed in the 1970's in Blenheim has been in correspondence with Marlborough Roads for a number of years due the width and angle of their driveway, which was developed to the standards applicable in the 1970's.
4. The resident has modern vehicles and a caravan which suffer scraping damage when entering the driveway due to their lower profile than vehicles of earlier years.
5. Marlborough Roads staff have visited the site on a number of occasions and have had dialogue with the resident, where he has been advised that the driveway meets the standards of the time when the property was developed. If they would like their driveway entrance widened and the angle of entry changed they would be able to do this at their own cost.
6. The resident disagrees with this approach and believes that as current development standards allow for wider driveway entrances that Council should widen their entrance at Council's cost. The resident would like Councillors to confirm what policy staff should follow moving forward in relation to this matter.
7. Council standards have generally aligned with the NZ Standard NZS4404 Land Development and Subdivision Infrastructure. As changes were made to this document MDC followed suit. Prior to around 1990 vehicle crossings were 9 feet wide (2.75m) this was widened to 3.0m at that time. About 2004 crossings were widened to 3.5m which is the current standard. Around 70% of crossings in Blenheim would be less than 3.5m wide.

### **Option One (Recommended Option)**

8. That Council confirms that its policy in relation to accessways is that if they are compliant with the standard they were developed under, this will be the standard that Council will accept responsibility to. Any improvement on this standard requested by the property owner will be at their cost.

**Advantages**

- 9. Provides clarity to staff on currently undocumented policy for situations such as accessways.
- 10. Minimises cost to Council and ratepayers of requests from the public for increases in level of service at ratepayers expense.

**Disadvantages**

- 11. Ratepayers requesting an increased level of services to their accessways will need to finance these personally.

**Option Two – Status Quo**

- 12. That Council agrees that accessways developed under previous standards should be upgraded to current standards at Council's cost.

**Advantages**

- 13. None

**Disadvantages**

- 14. Sets a precedent for all property accessways developed under previous standards to be upgraded at Council's cost.

Author	Steve Murrin, Marlborough Roads Manager
Authoriser	Richard Coningham, Manager Assets and Services

<b>Summary of decision-making considerations</b>			
<b>Fit with purpose of local government</b>			
The proposal enables democratic local decision-making and action by, and on behalf of communities and relates to providing a public service and it is considered good-quality and cost effective.			
<b>Fit with Council policies and strategies</b>			
	<i>Contributes</i>	<i>Detracts</i>	<i>Not applicable</i>
LTP / Annual Plan	<input type="checkbox"/>	<input type="checkbox"/>	✓
Financial Strategy	<input type="checkbox"/>	<input type="checkbox"/>	✓
Infrastructure Strategy	✓	<input type="checkbox"/>	<input type="checkbox"/>
Social well-being	<input type="checkbox"/>	<input type="checkbox"/>	✓
Economic development	<input type="checkbox"/>	<input type="checkbox"/>	✓
Environment & RMA Plans	<input type="checkbox"/>	<input type="checkbox"/>	✓
Arts & Culture	<input type="checkbox"/>	<input type="checkbox"/>	✓
3 Waters	<input type="checkbox"/>	<input type="checkbox"/>	✓
Land transport	✓	<input type="checkbox"/>	<input type="checkbox"/>
Parks and reserves	<input type="checkbox"/>	<input type="checkbox"/>	✓
This proposal contributes to the categories identified above as it will provide clarity to staff and the community on addressing accessways moving forward.			
<b>Nature of the decision to be made</b>			
The options do not involve a significant decision in relation to land or a body of water.			
<b>Financial considerations</b>			
There are no known financial implications.			
<b>Significance</b>			
The decision is considered of low significance under Council's Significance and Engagement Policy.			
<b>Engagement</b>			
Engagement has occurred with the resident and they will be advised of Council's decision on this matter.			
<b>Risks: Legal / Health &amp; Safety etc</b>			
There are no known significant risks or legal implications.			
<b>Climate Change Implications</b>			
There are no known climate change implications to this decision.			

## 8. Stump Creek Lane Road Reinstatement

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(Clr Adams) (Report prepared by Steve Murrin)

R800-004-002-02

### Purpose of Report

1. To provide options for the Committee to consider how Stump Creek Lane should be reinstated following excavation of an inadequate culvert to relieve upstream flooding.

### Executive Summary

2. During the Storm Event of July 2021, a culvert under Stump Creek Lane needed to be excavated to prevent upstream flooding. Since that time Stump Creek Lane has operated as two separate roads.
  3. A decision now needs to be made on how Stump Creek Lane should be reinstated.
- 

### RECOMMENDATION

**That Council approves the removal of the remains of the existing culvert, lining the creek channel with rock rip-rap and leaving as two independent cul-de-sac roads.**

---

### Background/Context

4. During the storm event of July 2021, Stump Creek, a tributary of Spring Creek experienced high flows that exceeded the capacity of the existing 1200 diameter concrete culvert under Stump Creek Lane. As a result, water levels upstream rose up to the deck level of the property at 13 Stump Creek Lane.
5. In response, MDC Rivers Team took action by excavating the road above the culvert to allow additional flow into Spring Creek. This prevented water entering the house, however a vehicle in the garage did suffer water damage.
6. Presently the road is operating as two independent sections of road.

### Assessment/Analysis

7. Consultancy Company Beca was commissioned by Council to consider options to prevent flooding in the future.
8. Beca's recommendation is that the channel that has been excavated remain as an open channel as this provides the greatest certainty of allowing any increased flows to pass through Stump Creek Lane without causing flooding issues to upstream properties.
9. This means the road will need to continue as two sections of one-way road or the channel will need to be spanned by a bridge.
10. Three options have been considered by Beca to reinstate Stump Creek Lane. To leave the road as two cul-de-sacs with an open channel, to provide a trafficable bridge, or to leave as two cul-de-sacs with a pedestrian bridge connection.
11. The preferred option for the residents of Stump Creek Lane would be to reinstate the road with a trafficable bridge. However, not having a bridge does not impact access to any properties. Therefore, the cost of the bridge would not meet the requirements for the bridge to be funded from NZTA Emergency Works funding. It would need to be funded by Council. The estimate to remove the existing culvert, shape and line the channel and construct new approaches is \$393,500.

12. If the road is to remain as two cul-de-sacs, the lining of the creek channel and constructing the new end of roads could be considered Emergency Reinstatement and should be able to be funded as part of the already approved Emergency Works Funding. The estimate for this is \$73,500.
13. If a pedestrian bridge was to be installed this would not be eligible for Emergency Works Funding and would need to be funded by Council. The estimate to remove the culvert and line the channel, construct the new road ends and install a pedestrian bridge is \$229,500.

**Option One (Recommended Option)**

14. To remove the remains of the existing culvert, line the creek channel with rock rip-rap and leave as two independent cul-de-sac roads.

*Advantages*

15. Work can be funded as Emergency Reinstatement from already approved Emergency Works funding.
16. No ongoing maintenance issues with culverts or bridges.

*Disadvantages*

17. There is no longer a continuous road link.

**Option Two – Status Quo**

18. Reinstatement the Road with a single lane bridge.

*Advantages*

19. Continuous road link to provide access for residents.

*Disadvantages*

20. Can not be funded as Emergency Works and would need to be funded by Council.

**Option Three**

21. Install pedestrian bridge to link the two cul-de-sacs.

*Advantages*

22. Provides pedestrian access for residents in the area.

**Attachment**

Attachment 1 - The Beca Options Report

Page [30]

Author	Steve Murrin, Marlborough Roads Manager
Authoriser	Richard Coningham, Manager Assets and Services

<b>Summary of decision-making considerations</b>			
<b>Fit with purpose of local government</b>			
The proposal enables democratic local decision-making and action by, an on behalf of communities and relates to providing a public service and it is considered good-quality and cost effective.			
<b>Fit with Council policies and strategies</b>			
	<i>Contributes</i>	<i>Detracts</i>	<i>Not applicable</i>
LTP / Annual Plan	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Financial Strategy	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Infrastructure Strategy	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Social well-being	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Economic development	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Environment & RMA Plans	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Arts & Culture	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3 Waters	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Land transport	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parks and reserves	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Nature of the decision to be made</b>			
The options do not involve a significant decision in relation to land or a body of water.			
<b>Financial considerations</b>			
The project has been budgeted for in Emergency Works in the current year budgets.			
<b>Significance</b>			
The decision is considered of low significance under Council's Significance and Engagement Policy.			
<b>Engagement</b>			
Limited engagement has occurred with some residents. They would prefer a bridge be installed.			
<b>Risks: Legal / Health &amp; Safety etc</b>			
There are no known significant risks or legal implications.			
<b>Climate Change Implications</b>			
There are no known climate change implications to this decision.			



# DP-242 BLN-763-00200 Stump Creek Road

CIVIL ENGINEERING

Prepared for Marlborough Roads  
 Prepared by Beca Limited (Beca)  
 At: Stump Creek Road

Project No.: 5325138  
 15 December 2023  
 CONCEPT DESIGN

DRAWING LIST	
DRAWING No.	DRAWING TITLE
5325138-BLN-763-00200-CE-101	OPTION 1 SITE LAYOUT
5325138-BLN-763-00200-CE-102	OPTION 1 VEHICLE TRACKING
5325138-BLN-763-00200-CE-201	OPTION 2 SITE LAYOUT
5325138-BLN-763-00200-CE-202	OPTION 2 VEHICLE TRACKING AND VISIBILITY
5325138-BLN-763-00200-CE-301	OPTION 3 SITE LAYOUT
5325138-BLN-763-00200-CE-302	OPTION 3 VEHICLE TRACKING
5325138-BLN-763-00200-CE-001	TYPICAL CROSS SECTION



**Marlborough Roads**



Creative people together transforming our world

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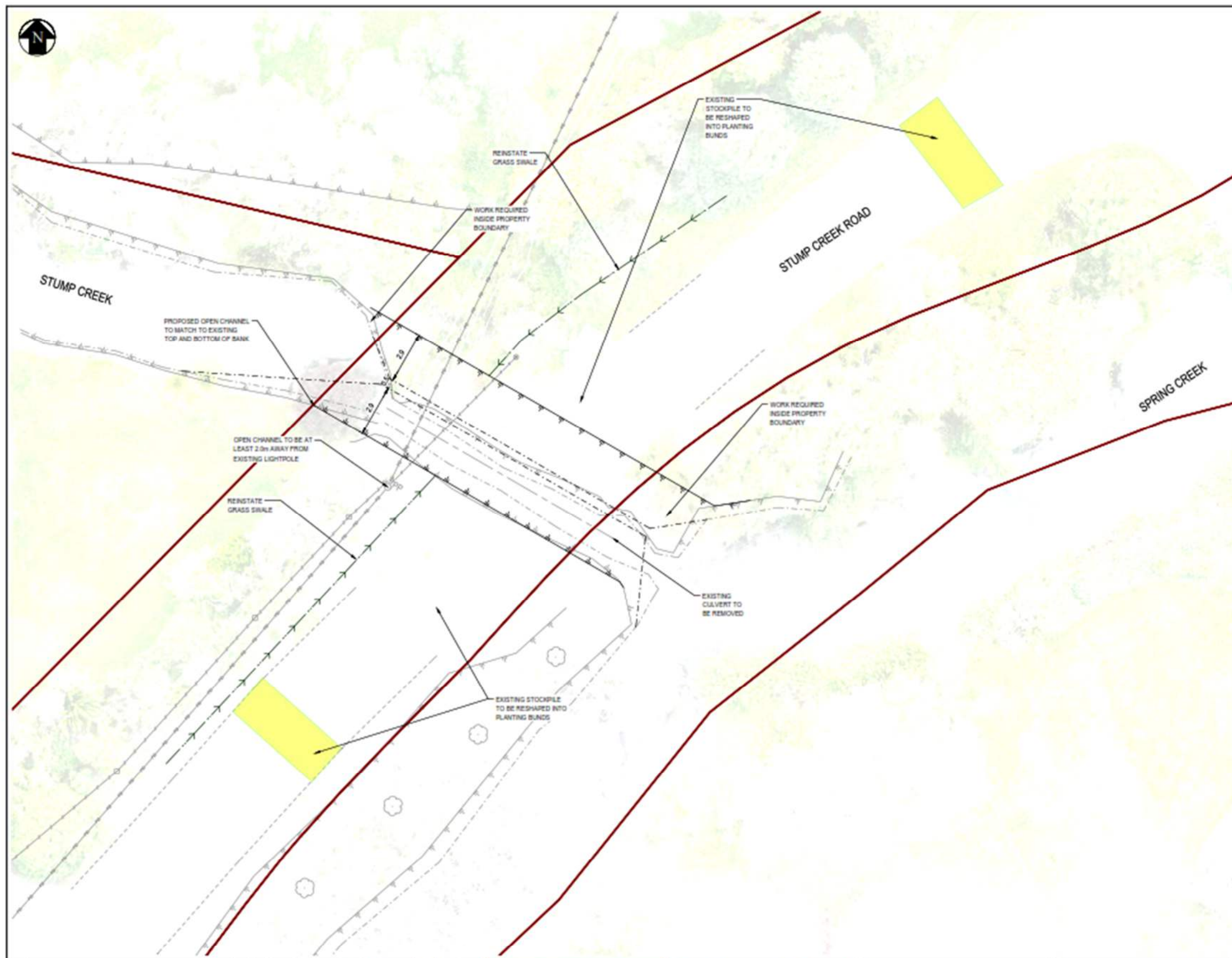


- NOTES**
- BOUNDARY INFORMATION AND ELECTRONIC SURVEY DATA PROVIDED BY GILBERT, HAYMES & ASSOCIATES LTD.
  - EXISTING SURFACE GENERATED FROM GILBERT, HAYMES & ASSOCIATES LTD. TOPOGRAPHICAL SURVEY DATA AND STORED WITH LEAP DATA SOURCED FROM LINE WEBSITE WITH THE APPROXIMATE ACCURACY 1:0.4
  - COORDINATE DATUM IS MARLBOROUGH CIRCUIT 200
  - HEIGHT DATUM IS NEW ZEALAND VERTICAL 2016 (NZVD2016)
  - SERVICE LOCATION PROVIDED BY GILBERT, HAYMES & ASSOCIATES LTD. OTHER UNIDENTIFIED SERVICES MAY BE PRESENT ON SITE

- ASSUMPTION**
- PROPOSED OPEN CHANNEL TO BE TRAPEZOIDAL SHAPE, 1:1 SLOPE AT EACH SIDE, WIDTH 0.5m, HEIGHT 2.5m. GEOTECHNICAL ENGINEERING INPUT REQUIRED DURING DETAILED DESIGN
  - IF 1:1 SLOPE IS NOT ACHIEVABLE DUE TO IN-SITU MATERIAL, IMPORTED MATERIAL MAY BE REQUIRED TO ENSURE OPEN CHANNEL SLOPE STABILITY.
  - 2:1 SLOPE MAY NOT BE ACHIEVABLE DUE TO PROXIMITY OF EXISTING POWERPOLE.
  - PROPOSED TOP OF BANK AND BOTTOM OF BANK ARE INDICATIVE AND TO MATCH WITH EXISTING
  - PLANTING BUND TO BE PLACED ON TOP OF EXISTING PAVEMENT TO REDUCE CONSTRUCTION COSTS.
  - PLANTING BUND SIZING DEPENDANT ON CUT WASTE FROM OPEN CHANNEL
  - ADDITIONAL SURVEY AND GPR DATA REQUIRED IN ORDER TO IDENTIFY EXISTING UNDERGROUND SERVICES, BEFORE COMMENCEMENT OF DETAILED DESIGN.
  - LIGHTING, SIGNAGE AND LINE MARKING DESIGN TO BE DEVELOPED DURING DETAILED DESIGN

- LEGEND**
- EXISTING**
- PROPERTY BOUNDARY
  - EXISTING POWERPOLE
  - OVERHEAD POWER LINE
  - POWER LINE TO GROUND
  - FENCE LINE AND POST
  - EDGE OF SEAL
  - TOP OF BANK
  - BOTTOM OF BANK
  - TREES
- PROPOSED**
- TOP OF CHANNEL
  - BOTTOM OF CHANNEL
  - PLANTING BUND
  - SEAL

ORIGINAL DRAWING  
IN COLOUR  
CONCEPT DESIGN  
NOT FOR CONSTRUCTION



No.	Revision	By	Chk	Date
A	CONCEPT DESIGN	AK	AC	15/12/23

Design	Checked	Approved	Date
AK	AK	AK	15/12/23
AK	AK	AK	15/12/23
AK	AK	AK	15/12/23



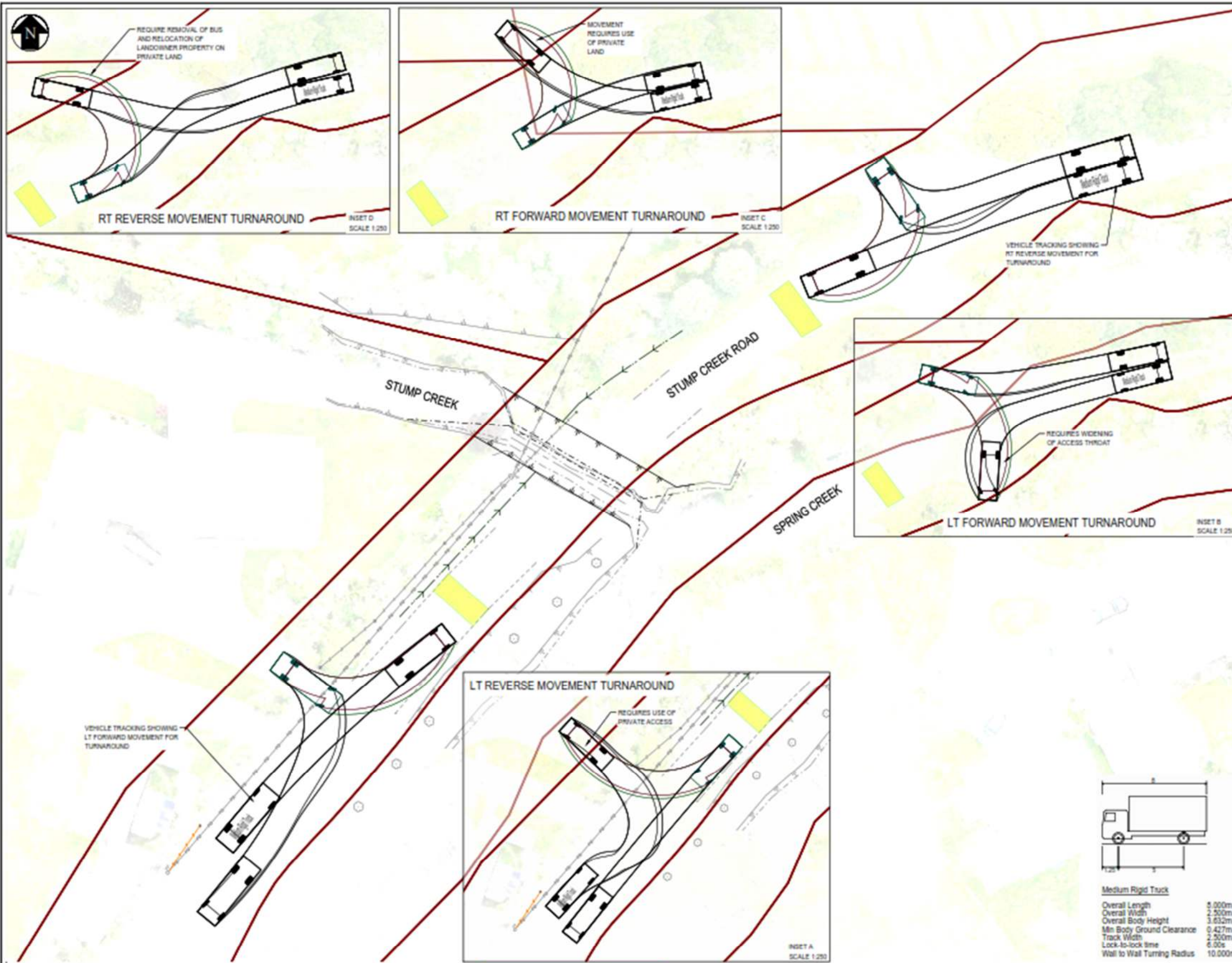
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STUMP CREEK ROAD

Option: OPTION 1  
SITE LAYOUT

Discipline: CIVIL ENGINEERING  
Drawing No: 5325138-BLN-763-00200-CE-101  
Rev: A

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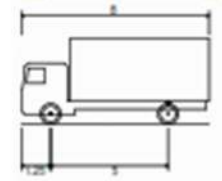
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  - COORDINATE DATUM IS MARLBOROUGH CIRCUIT 2000
  - HEIGHT DATUM IS NEW ZEALAND VERTICAL 2016 (NZVD2016)
  - SERVICE LOCATION PROVIDED BY GILBERT, HAYMES & ASSOCIATES LTD. OTHER UNIDENTIFIED SERVICES MAY BE PRESENT ON SITE

- ASSUMPTION**
- DESIGN VEHICLE: MEDIUM RIGID TRUCK
  - DESIGN SPEED FORWARD: 10KM/H
  - DESIGN SPEED REVERSE: 2.5KM/H
  - TRACKING ADAPTED TURN ON SPOT TO MIMIC THREE POINT TURN MOVEMENT
  - DESIGN VEHICLE PLACEMENT IS APPROXIMATELY AT THE CENTER OF TRAFFIC LANE DUE TO INSUFFICIENT SURVEY DATA.
  - PREFERABLE MOVEMENT ARE SHOWN ON THE MAIN DRAWING
  - INSET A,B,C AND D SHOWS DIFFERENT TRACKING POSSIBILITIES
  - INSET D IS NOT RECOMMENDED AS TRUCK BODY TRACKS OVER EXISTING FENCE POST
  - PLACEMENT OF PLANTING BUND ARE DEPENDANT ON TRACKING
  - IT IS IMPORTANT TO NOTE THAT SOME TRACKING DOES REQUIRE MOVEMENTS WITHIN PRIVATE PROPERTY. CONSULTATION IS REQUIRED

- LEGEND**
- EXISTING**
- PROPERTY BOUNDARY
  - EXISTING POWERPOLE
  - OVERHEAD POWER LINE
  - POWER LINE TO GROUND
  - FENCE LINE AND POST
  - EDGE OF SEAL
  - TOP OF BANK
  - BOTTOM OF BANK
  - TREES
- ENVELOPED**
- TOP OF CHANNEL
  - BOTTOM OF CHANNEL
  - PLANTING BUND
  - SHALE



**Medium Rigid Truck**  
 Overall Length 8.000m  
 Overall Width 2.500m  
 Overall Body Height 3.632m  
 Min Body Ground Clearance 0.427m  
 Track Width 2.500m  
 Lock-to-lock time 6.00s  
 Wall to Wall Turning Radius 10.000m

**ORIGINAL DRAWING**  
**IN COLOUR**  
**CONCEPT DESIGN**  
**NOT FOR CONSTRUCTION**

Original Scale: 1:250	Design: E. NG (08.12.23)	Approved For Construction: (08.12.23)
Drawn: E. NG (08.12.23)	Checked: A. WASHINGTON (08.12.23)	
Project: 5325138	City Client: A. COUGHLIN (08.12.23)	Date: (08.12.23)
Scale: 1:500	Maker or Revision 1 for Original Signature	

Rev	Chg	By	Date
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2		JD	15.12.23

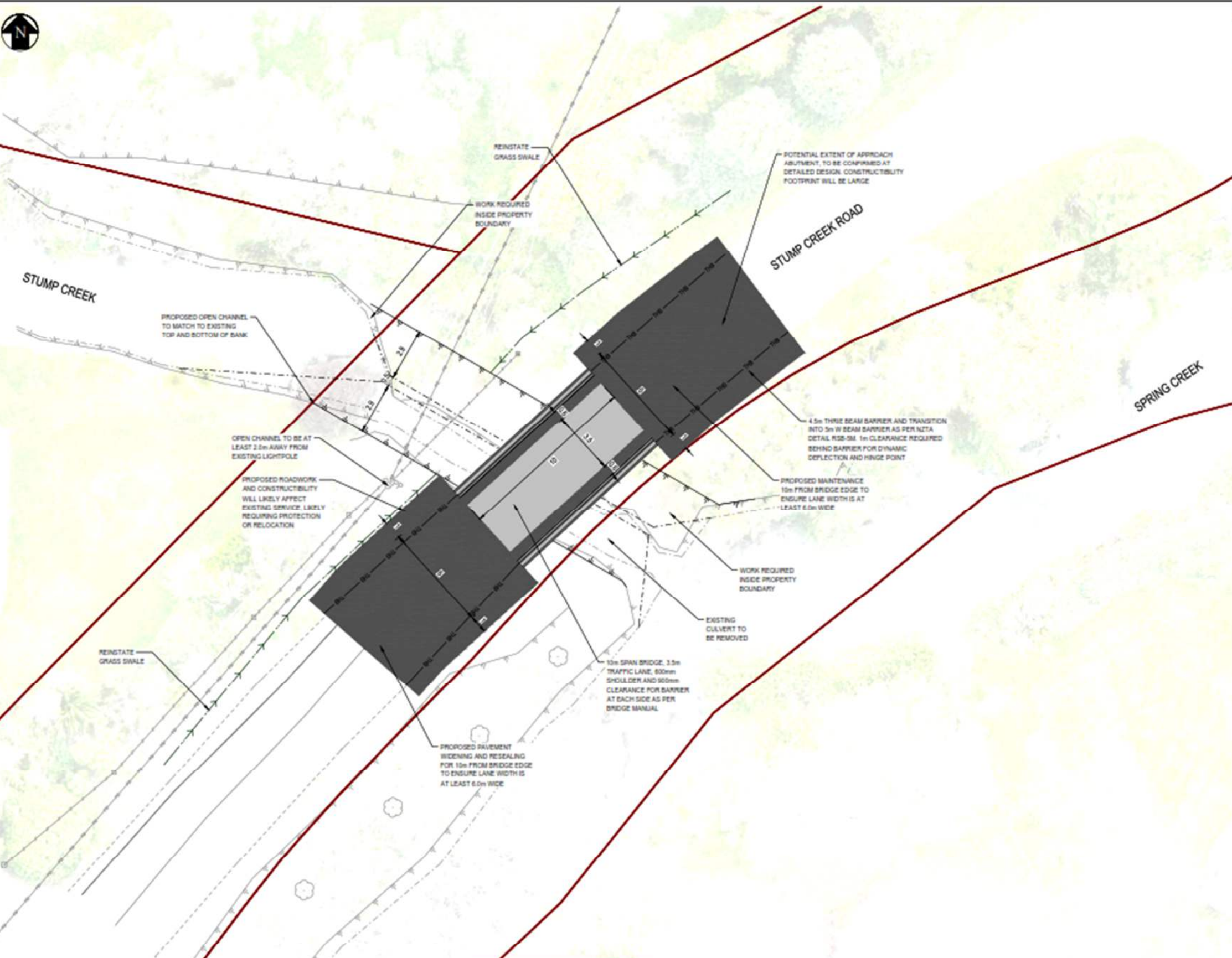
**BECA** **Marlborough Roads**

Project: DP-242 BLN-763-00200  
 STUMP CREEK ROAD

Option: **OPTION 1**  
 VEHICLE TRACKING

Discipline: **CIVIL ENGINEERING**  
 Drawing No: 5325138-BLN-763-00200-CE-102  
 Rev: A

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**NOTES**

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- COORDINATE DATUM IS MARLBOROUGH CIRCUIT 2000
- HEIGHT DATUM IS NEW ZEALAND VERTICAL 2016 (NZVD2016)
- SERVICE LOCATION PROVIDED BY GILBERT, HAYMES & ASSOCIATES LTD. OTHER UNIDENTIFIED SERVICES MAY BE PRESENT ON SITE.
- EXTENT OF BRIDGE WORKS WILL BE DEVELOPED FURTHER AT DETAILED DESIGN AND MAY HAVE A BIGGER EXTENT THAT INDICATED.

**ASSUMPTION**

- PROPOSED OPEN CHANNEL TO BE TRAPEZOIDAL SHAPE, 1:1 SLOPE AT EACH SIDE, WIDTH 0.5m, HEIGHT 2.5m. GEOTECHNICAL ENGINEERING INPUT REQUIRED DURING DETAILED DESIGN
- IF 1:1 SLOPE IS NOT ACHIEVABLE DUE TO IN-SITU MATERIAL, IMPROVED MATERIAL MAY BE REQUIRED TO ENSURE OPEN CHANNEL SLOPE STABILITY. 2:1 SLOPE MAY NOT BE ACHIEVABLE DUE TO PROXIMITY OF EXISTING POWERPOLE
- PROPOSED TOP OF BANK AND BOTTOM OF BANK ARE INDICATIVE AND TO MATCH WITH EXISTING
- ADDITIONAL SURVEY AND GPR DATA REQUIRED IN ORDER TO IDENTIFY EXISTING UNDERGROUND SERVICES, BEFORE COMMENCEMENT OF DETAILED DESIGN
- BRIDGE WIDTHS AND CLEARANCE ARE IN ACCORDANCE TO BRIDGE MANUAL
- BRIDGE DESIGN LIFE TO BE 100 YEAR
- 3.5m DESIRABLE MINIMUM TRAFFIC LANE, HORIZONTAL DIMENSION FOR BRIDGE BARRIER IS 900mm MINIMUM FOR TL-4 THREE-BEAM AND 800mm FOR TL-3 W-BEAM. NO FOOTPATH AND BRIDGE KERBS PROVIDED. SHOULDER WIDTH IS 800mm DESIRABLE MINIMUM FOR LOW VOLUME ONE-LANE ROAD (AADT < 500). REFER TO BRIDGE MANUAL APPENDIX A.
- LIGHTING, SIGNAGE AND LINE MARKING DESIGN TO BE DEVELOPED DURING DETAILED DESIGN.

**LEGEND**

- EXISTING**
- PROPERTY BOUNDARY
  - <sup>OP</sup> EXISTING POWERPOLE
  - <sup>OP</sup> OVERHEAD POWER LINE
  - <sup>P</sup> POWER LINE TO GROUND
  - <sup>F</sup> FENCE LINE AND POST
  - - - - - EDGE OF SEAL
  - - - - - TOP OF BANK
  - - - - - BOTTOM OF BANK
  - TREES
- PROPOSED**
- - - - - TOP OF CHANNEL
  - - - - - BOTTOM OF CHANNEL
  - <sup>T</sup> THREE / W-BEAM BARRIER
  - SWALE

**ORIGINAL DRAWING**  
IN COLOUR

**CONCEPT DESIGN**  
NOT FOR CONSTRUCTION

Project No.	5325138	Client	Marlborough Roads
Drawn By	B. SIG	Checked By	A. WASHINGTON
Design Date	08/12/23	Design Stage	CONCEPT DESIGN
Drawn Date	08/12/23	Drawn By	A. COUGHLIN
Checked Date	08/12/23	Checked By	A. COUGHLIN



Project: DP-242 BLN-763-00200  
STUMP CREEK ROAD

Option: OPTION 2  
SITE LAYOUT

Discipline: CIVIL ENGINEERING  
Drawing No: 5325138-BLN-763-00200-CE-201  
Scale: A

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**NOTES**

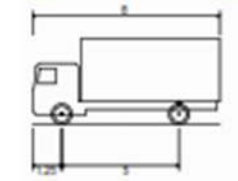
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6. EXTENT OF BRIDGE WORKS WILL BE DEVELOPED FURTHER AT DETAILED DESIGN, AND MAY HAVE A BIGGER EXTENT THAT INDICATED.

**ASSUMPTIONS AND SAFETY IN DESIGN**

1. TRUCK STOPPING SIGHT DISTANCE (SSD) REQUIRED FOR A 50km/h OPERATING SPEED IS 62m. ASSUMING REACTION TIME IS 2.5s AS PER AUSTRROADS PART 3.
2. STOPPING SIGHT DISTANCE IS MEASURED FROM CENTER OF TRAFFIC LANE TO THE OPPOSITE DIRECTION CENTER OF TRAFFIC LANE.
3. DESIGN VEHICLE: MEDIUM RIGID TRUCK.
4. AT THE CENTER OF TRAFFIC LANE DUE TO INSUFFICIENT SURVEY DATA.
5. LANE MARKING IS NOT CONSIDERED IN THIS STAGE. APPROXIMATELY 50m TAPER LENGTH SHOULD BE PROVIDED WHERE TWO WAY LANE MERGING INTO ONE WAY BRIDGE.

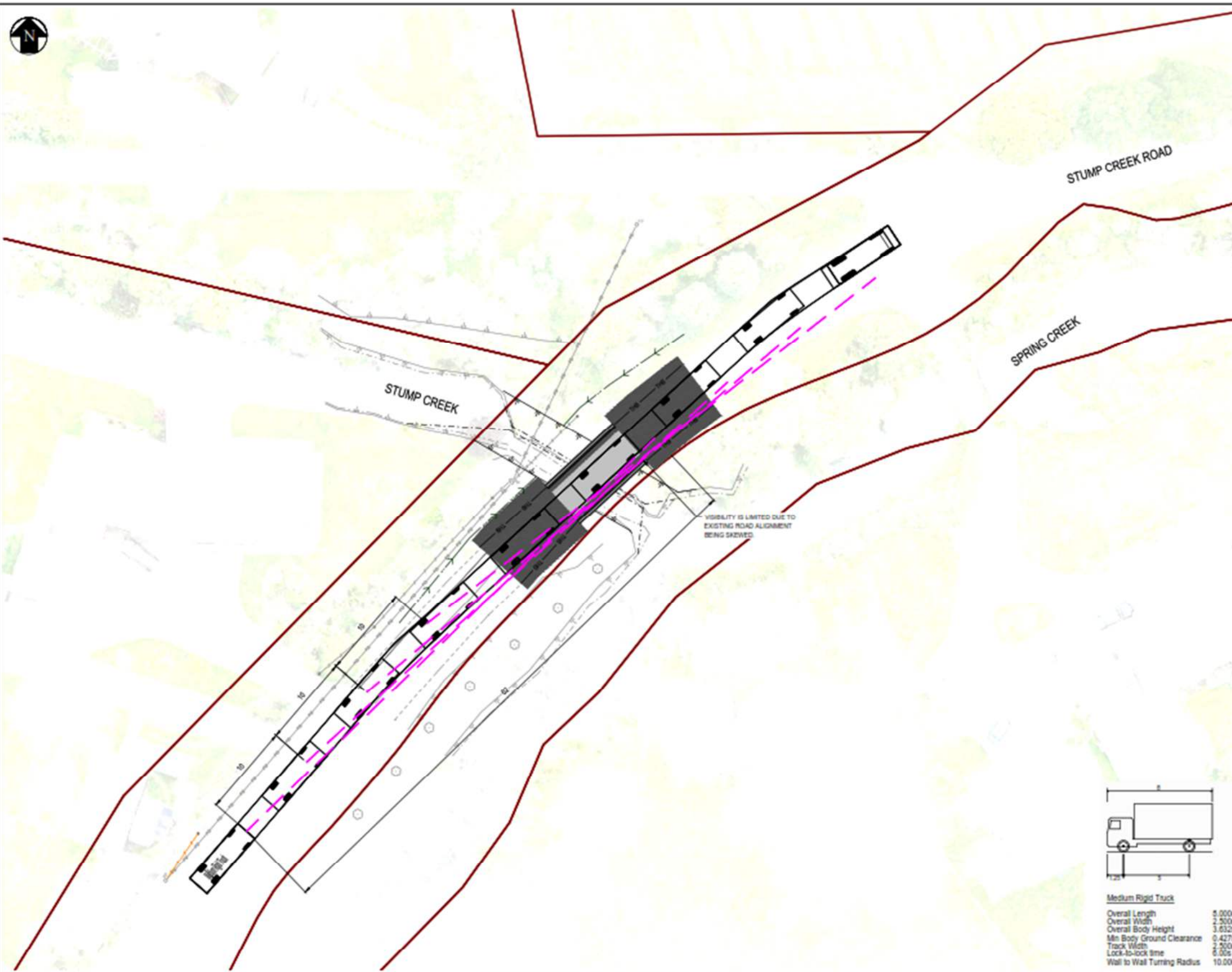
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- EXISTING**
- PROPERTY BOUNDARY
  - <sup>10</sup> EXISTING POWERPOLE
  - 70 — OVERHEAD POWER LINE
  - 7 — POWER LINE TO GROUND
  - 0 — FENCE LINE AND POST
  - - - - - EDGE OF SEAL
  - - - - - TOP OF BANK
  - - - - - BOTTOM OF BANK
  - TREES
- ERODED**
- - - - - TOP OF CHANNEL
  - - - - - BOTTOM OF CHANNEL
  - - - - - THREE / W BEAM BARRIER
  - - - - - GRALE
  - - - - - VISIBILITY LINE



Medium Rigid Truck  
 Overall Length 5.000m  
 Overall Width 2.500m  
 Overall Body Height 3.632m  
 Min Body Ground Clearance 0.427m  
 Track Width 2.500m  
 Lock-to-lock time 8.50s  
 Wall to Wall Turning Radius 10.000m

**ORIGINAL DRAWING**  
**IN COLOUR**  
**CONCEPT DESIGN**  
**NOT FOR CONSTRUCTION**



No.	Revision	Rev.	By	Check	Date
A	CONCEPT DESIGN	1/1	AC	JD	15.12.23

Original	Design	Checked	Approved For
1/23	K. NG	K. NG	08.12.23
1/23	A. WASHINGTON	A. WASHINGTON	08.12.23
1/23	A. COUGHLAN	A. COUGHLAN	08.12.23



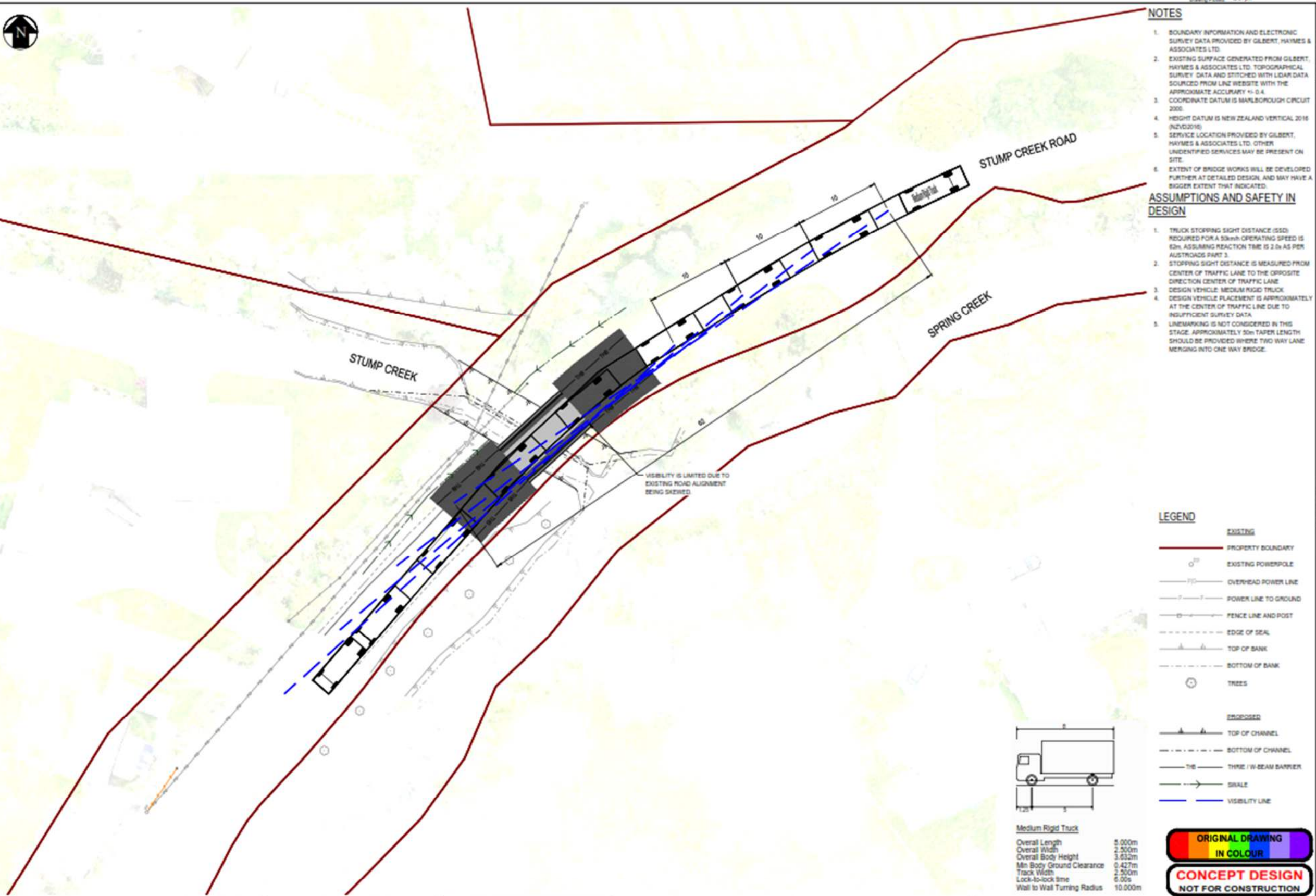
Project: DP-242 BLN-763-00200  
 STUMP CREEK ROAD

Option: OPTION 2  
 VEHICLE TRACKING AND VISIBILITY

Discipline: CIVIL ENGINEERING  
 Drawing No: 5325138-BLN-763-00200-CE-202  
 Rev: A

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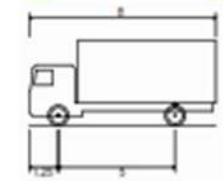
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- NOTES**
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  - COORDINATE DATUM IS MARLBOROUGH CIRCUIT 2000.
  - HEIGHT DATUM IS NEW ZEALAND VERTICAL 2016 (NZVD2016).
  - SERVICE LOCATION PROVIDED BY GILBERT, HAYMES & ASSOCIATES LTD. OTHER UNIDENTIFIED SERVICES MAY BE PRESENT ON SITE.
  - EXTENT OF BRIDGE WORKS WILL BE DEVELOPED FURTHER AT DETAILED DESIGN, AND MAY HAVE A BIGGER EXTENT THAN INDICATED.

- ASSUMPTIONS AND SAFETY IN DESIGN**
- TRUCK STOPPING SIGHT DISTANCE (SSD) REQUIRED FOR A 50km/h OPERATING SPEED IS 60m, ASSUMING REACTION TIME IS 2.0s AS PER AUSTROROADS PART 3.
  - STOPPING SIGHT DISTANCE IS MEASURED FROM CENTER OF TRAFFIC LANE TO THE OPPOSITE DIRECTION CENTER OF TRAFFIC LANE.
  - DESIGN VEHICLE: MEDIUM RIGID TRUCK.
  - DESIGN VEHICLE PLACEMENT IS APPROXIMATELY AT THE CENTER OF TRAFFIC LANE DUE TO INSUFFICIENT SURVEY DATA.
  - LINEMARKING IS NOT CONSIDERED IN THIS STAGE. APPROXIMATELY 50m TAPER LENGTH SHOULD BE PROVIDED WHERE TWO WAY LANE MERGING INTO ONE WAY BRIDGE.

- LEGEND**
- EXISTING
  - PROPERTY BOUNDARY
  - EXISTING POWERPOLE
  - OVERHEAD POWER LINE
  - POWER LINE TO GROUND
  - FENCE LINE AND POST
  - EDGE OF SEAL
  - TOP OF BANK
  - BOTTOM OF BANK
  - TREES
  - EROSION
  - TOP OF CHANNEL
  - BOTTOM OF CHANNEL
  - THREE / W BEAM BARRIER
  - GRALE
  - VISIBILITY LINE



**Medium Rigid Truck**  
 Overall Length 5.000m  
 Overall Width 2.500m  
 Overall Body Height 3.632m  
 Min Body Ground Clearance 0.427m  
 Track Width 2.500m  
 Lock-to-lock time 6.50s  
 Wall to Wall Turning Radius 10.000m

**ORIGINAL DRAWING**  
 IN COLOUR  
**CONCEPT DESIGN**  
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Original Date: 08/12/23 Scale: 1:200	Design By: A. NG Date: 08/12/23	Approved For Construction By: A. NG Date: 08/12/23
Revised Date: 05/12/23 Scale: 1:100	Design By: A. WASHINGTON Date: 05/12/23	Approved For Construction By: A. WASHINGTON Date: 05/12/23
	Design By: A. COUGHLIN Date: 05/12/23	Approved For Construction By: A. COUGHLIN Date: 05/12/23



Project: DP-242 BLN-763-00200  
 STUMP CREEK ROAD

Option: OPTION 2  
 VEHICLE TRACKING AND VISIBILITY

Discipline: CIVIL ENGINEERING  
 Drawing No: 5325138-BLN-763-00200-CE-203  
 Rev: A

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4. HEIGHT DATUM IS NEW ZEALAND VERTICAL 2016 (NZVD2016)
5. SERVICE LOCATION PROVIDED BY GILBERT, HAYMES & ASSOCIATES LTD. OTHER UNIDENTIFIED SERVICES MAY BE PRESENT ON SITE
6. EXTENT OF ABUTMENTS NOT SHOWN, THESE WILL BE DEVELOPED AT DETAILED DESIGN

**ASSUMPTION**

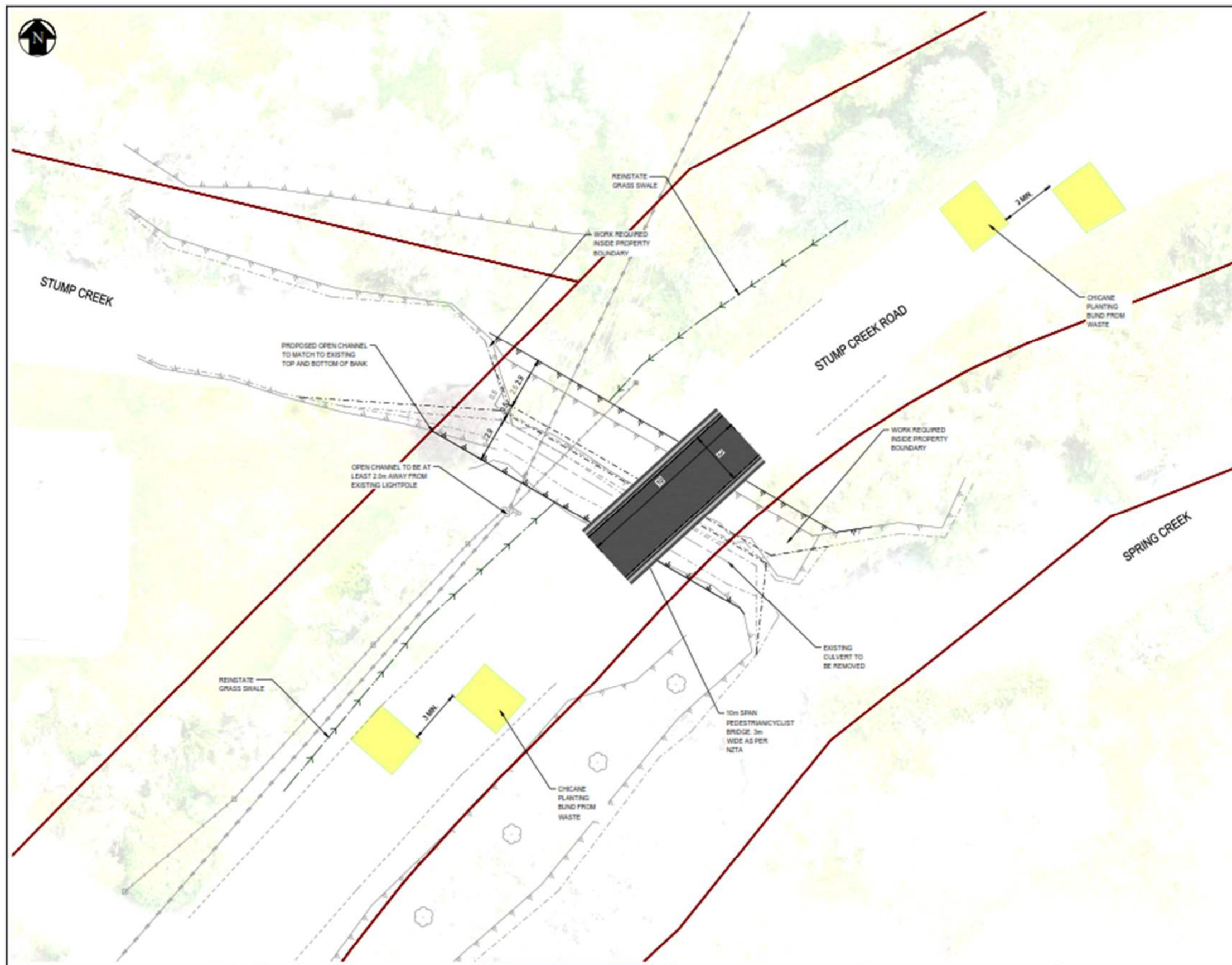
1. PROPOSED OPEN CHANNEL TO BE TRAPEZOIDAL SHAPE, 1:1 SLOPE AT EACH SIDE, WIDTH 0.3m, HEIGHT 2.5m. GEOTECHNICAL ENGINEERING INPUT REQUIRED DURING DETAILED DESIGN
2. IF 1:1 SLOPE IS NOT ACHIEVABLE DUE TO IN-SITU MATERIAL, IMPORTED MATERIAL MAY BE REQUIRED TO ENSURE OPEN CHANNEL SLOPE STABILITY.
3. 2:1 SLOPE MAY NOT BE ACHIEVABLE DUE TO PROXIMITY OF EXISTING POWERPOLE.
4. PROPOSED TOP OF BANK AND BOTTOM OF BANK ARE INDICATIVE AND TO MATCH WITH EXISTING
5. ADDITIONAL SURVEY AND GPR DATA REQUIRED IN ORDER TO IDENTIFY EXISTING UNDERGROUND SERVICES, BEFORE COMMENCEMENT OF DETAILED DESIGN.
6. 3.0m BRIDGE WIDTHS FOR SHARED PATH ARE IN ACCORDANCE TO BRIDGE MANUAL AND NZTA
7. BRIDGE DESIGN LIFE TO BE 100 YEAR
8. THE CHICANE PLANTING BUND REQUIRED AT LEAST 3.0m SEPARATION AS PER ALSTROADS PART 6A.
9. LIGHTING, SIGNAGE AND LINE MARKING DESIGN TO BE DEVELOPED DURING DETAILED DESIGN

**LEGEND**

- EXISTING**
- PROPERTY BOUNDARY
  - <sup>OP</sup> EXISTING POWERPOLE
  - OVERHEAD POWER LINE
  - POWER LINE TO GROUND
  - FENCE LINE AND POST
  - - - EDGE OF SEAL
  - ▲-▲- TOP OF BANK
  - ▲-▲- BOTTOM OF BANK
  - TREES
- PROPOSED**
- ▲-▲- TOP OF CHANNEL
  - ▲-▲- BOTTOM OF CHANNEL
  - PLANTING BUND
  - - - SIALE

**ORIGINAL DRAWING**  
IN COLOUR

**CONCEPT DESIGN**  
NOT FOR CONSTRUCTION



Original	Drawn	Checked	Approved
15/12/23	K. NG	K. NG	08/12/23
15/12/23	A. WASHINGTON	A. WASHINGTON	11/12/23
15/12/23	A. COUGHLAN	A. COUGHLAN	11/12/23

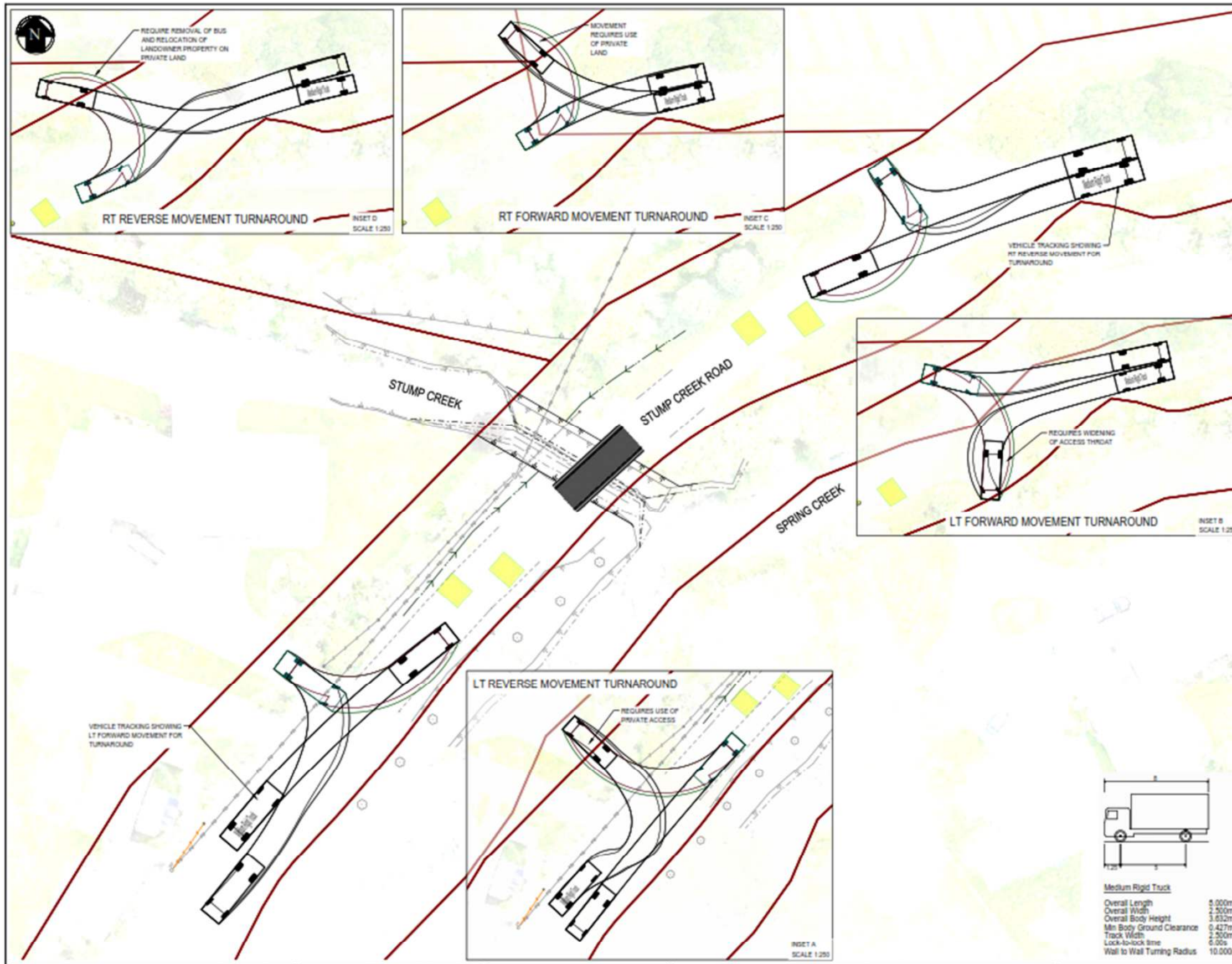


Project: DP-242 BLN-763-00200  
STUMP CREEK ROAD

Site: OPTION 3  
SITE LAYOUT

Discipline: CIVIL ENGINEERING  
Drawing No: 5325138-BLN-763-00200-CE-301

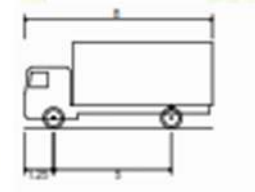
DO NOT SCALE FOR SET OUT DIMENSIONS



- NOTES**
- BOUNDARY INFORMATION AND ELECTRONIC SURVEY DATA PROVIDED BY GILBERT, HAYMES & ASSOCIATES LTD.
  - EXISTING SURFACE GENERATED FROM GILBERT, HAYMES & ASSOCIATES LTD. TOPOGRAPHICAL SURVEY DATA AND STITCHED WITH LIDAR DATA SOURCED FROM LINZ WEBSITE WITH THE APPROXIMATE ACCURACY +/- 0.4
  - COORDINATE DATUM IS MARLBOROUGH CIRCUIT 2000
  - HEIGHT DATUM IS NEW ZEALAND VERTICAL 2016 (NZVD2016)
  - SERVICE LOCATION PROVIDED BY GILBERT, HAYMES & ASSOCIATES LTD. OTHER UNIDENTIFIED SERVICES MAY BE PRESENT ON SITE
  - EXTENT OF ABUTMENTS NOT SHOWN, THESE WILL BE DEVELOPED AT DETAILED DESIGN

- ASSUMPTION**
- DESIGN VEHICLE: MEDIUM RIGID TRUCK
  - DESIGN SPEED FORWARD: 10KM/H
  - DESIGN SPEED REVERSE: 3.5KM/H
  - TRACKING ADAPTED TURN ON SPOT TO MIMIC THREE POINT TURN MOVEMENT
  - DESIGN VEHICLE PLACEMENT IS APPROXIMATELY AT THE CENTER OF TRAFFIC LANE DUE TO INSUFFICIENT SURVEY DATA
  - PREFERABLE MOVEMENT ARE SHOWN ON THE MAIN DRAWING
  - INSET A,B,C AND D SHOWS DIFFERENT TRACKING POSSIBILITIES
  - INSET D IS NOT RECOMMENDED AS TRUCK BODY TRACKS OVER EXISTING FENCE POST
  - PLACEMENT OF PLANTING BUND ARE DEPENDANT ON TRACKING
  - IT IS IMPORTANT TO NOTE THAT SOME TRACKING DOES REQUIRE MOVEMENTS WITHIN PRIVATE PROPERTY. CONSULTATION IS REQUIRED

- LEGEND**
- EXISTING**
- PROPERTY BOUNDARY
  - EXISTING POWERPOLE
  - OVERHEAD POWER LINE
  - POWER LINE TO GROUND
  - FENCE LINE AND POST
  - EDGE OF SEAL
  - TOP OF BANK
  - BOTTOM OF BANK
  - TREES
- ENGORGISED**
- TOP OF CHANNEL
  - BOTTOM OF CHANNEL
  - PLANTING BUND
  - SHALE



Medium Rigid Truck  
 Overall Length 8.000m  
 Overall Width 2.500m  
 Overall Body Height 3.632m  
 Min Body Ground Clearance 0.427m  
 Track Width 2.500m  
 Lock-to-lock time 6.00s  
 Wall to Wall Turning Radius 10.000m

**ORIGINAL DRAWING**  
**IN COLOUR**  
**CONCEPT DESIGN**  
**NOT FOR CONSTRUCTION**

Original Date: 08/12/23	Design: E. NG	08/12/23	Approved For Construction:
Revised Date: 15/12/23	Drawn: E. NG	15/12/23	
Scale: 1:50	Check: A. WASHINGTON	15/12/23	
	City Check: A. COUGHLAN	15/12/23	

Project No:	5325138-BLN-763-00200
Project Name:	STUMP CREEK ROAD
Option:	OPTION 3
Service:	VEHICLE TRACKING



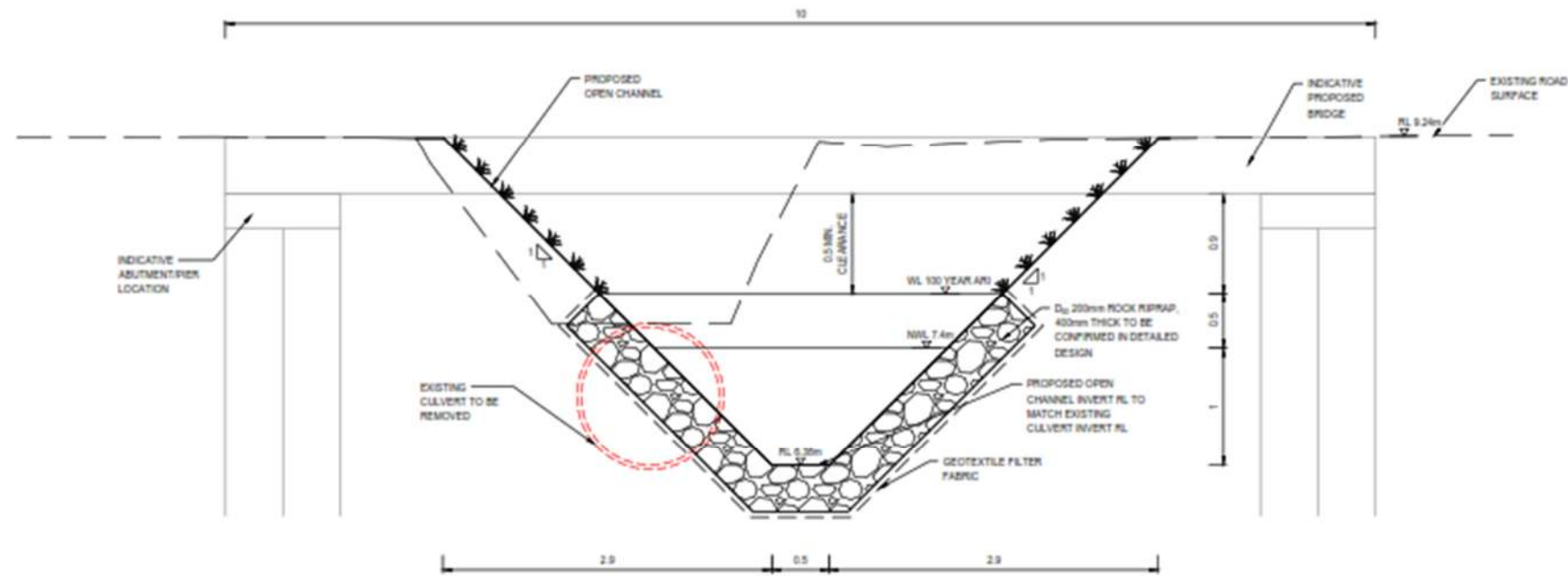
Project: DP-242 BLN-763-00200  
 STUMP CREEK ROAD

Option: OPTION 3  
 Service: VEHICLE TRACKING

Design: CIVIL ENGINEERING  
 Drawing No: 5325138-BLN-763-00200-CE-302  
 Scale: A

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ORIGINAL DRAWING  
IN COLOUR  
CONCEPT DESIGN  
NOT FOR CONSTRUCTION

Original Scale: 1:25	Design E. NG 08/12/22	Approved For Construction E. NG 08/12/22
Revised Scale: 1:25	Design A. WASHINGTON 15/12/22	Approved For Construction A. WASHINGTON 15/12/22
	Design A. COUGHLIN 15/12/22	Approved For Construction A. COUGHLIN 15/12/22



DP-242 BLN-763-00200  
STUMP CREEK ROAD

TYPICAL CROSS SECTION  
BRIDGE - 10m SPAN

CIVIL ENGINEERING  
5325138-BLN-763-00200-CE-001  
A

DO NOT SCALE FOR SET OUT DIMENSIONS

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## 9. Kapowai and Elmslie Jetty Cranes

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(The Chair) (Report prepared by Steve Murrin)

L150-001-F47C

### Purpose of Report

1. For the Committee to decide on whether the cranes on Kapowai (D'Urville Island) and Elmslie Bay (French Pass) jetties should be either
  - a) refurbished at Council costs and the current operation model continued;
  - b) refurbished and ownership transferred over to the respective resident associations (and allowing them to apply for maintenance grants if and when repairs/ maintenance of the cranes are required); or
  - c) removed completely and leave it to the residents to find alternative solutions to unload/ load their boats.

### Executive Summary

2. Council operates two electric powered cranes on Kapowai and Elmslie Bay jetties. If these cranes are to remain in place major refurbishment works are required.
3. If the cranes remain in Council ownership, Council continues to be responsible for the safe operation of the cranes, which includes maintaining them and ensuring that they are only operated by suitably qualified personnel. There are considerable Health and Safety risks with that operating model and Council would likely be held liable for any accident, regardless of how many of the recommended safety measures are put in place.

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### RECOMMENDATIONS:

That Council:

1. **Refurbishes the cranes on Kapowai and Elmslie Bay Jetties with these repairs to be funded from the existing jetties budget.**
2. **Transfers ownership (gifting) of the cranes to the D'Urville Island Settlers Association once their competency, capability and acceptance of ownership and responsibility for the cranes is confirmed and allows them to apply for a special grant from Council if the cranes require repairs or maintenance.**

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### Background/Context

4. With the dis-establishment of the Marlborough Harbour Board in the late 1980's Council inherited a number of Harbour Board Jetties that were not seen as commercially viable to be taken over by Port Marlborough.
5. Two of these jetties are Kapowai and French Pass. Marlborough District Council (MDC) has managed and maintained these jetties since they took ownership as they are seen as an essential connection between D'Urville Island and the mainland. As they are such an essential connection NZTA has agreed to subsidise the maintenance of the jetty structures. Any maintenance is funded from the Bridge Maintenance Budgets.
6. As well as the jetty structures MDC also took ownership of two electric cranes, being one on each jetty. Maintenance of the cranes is not subsidised by NZTA. Photos of the cranes are at the end of this item.

7. These cranes have been in service for at least 40 years. Marlborough Roads have managed the maintenance of the cranes and also ensured they met their annual certification. All cranes must have a structural and serviceability certification.
8. A routine inspection at the end of last year by the Engineering Company that maintains the cranes showed that both cranes will need major refurbishment if they are to receive ongoing certification.
9. The estimate for the works to refurbish the cranes is around \$85,000. There is currently circa \$70,000 available for maintenance in the Whares budget, and with other underspent roading budgets there will be sufficient funds to cover this cost.
10. Another issue with the cranes that was highlighted around five years ago was what is Council's Health and Safety obligations for the public to be operating a crane. A legal opinion was received from Simpson Grierson (SG) refer Attachment 1.
11. The opinion recommended the control of access to the cranes by installing a keypad, and only issuing the access code to suitably qualified people who had completed crane operation certification.
12. At the time discussions were had with the district secretary and Radich Law. The outcome was that a key switch be installed to each crane and keys be issued only to people that were familiar with operating the cranes. It was felt the certification of being a crane operator was probably not going to be able to be met.
13. Key locks were installed. Keys were issued by Laurence Etheridge who at the time was engaged as Council's Wharfinger and lived in the Lighthouse Keepers house at French Pass. Laurence kept a book with a list of all names that keys had been issued to. Laurence passed away around 2 years ago, since then the record of who has been issued keys has not been able to be located.
14. Conversations with locals that frequently use the cranes indicate that it is only residents in the area who are familiar with operating the cranes who have keys. Many residents have operated the cranes for many years.

### **Assessment/Analysis**

15. A number of the French Pass and D'Urville island residents confirm that the cranes are essential for the community to be able to load and unload onto the boats that service these communities.
16. The main use of the Elmslie Jetty crane is by commercial fisherman to unload their catch. It has also been highlighted that since the diesel bowser has been removed from the Elmslie Bay jetty it is essential that the crane be able to be used to load fuel tanks to boats.
17. A beekeeper that has hives on the island advises that they load around 12 tonnes of honey annually off the island at Kapowai and then onto a truck at French Pass using both cranes. The operators of the Wilderness Resort have also written in pointing out how essential the cranes are for their business.
18. As the owner of the cranes, Council is responsible for their safe operation under the Health and Safety at Work Act 2015. The respective health and safety risks can be minimised by ensuring that only suitably trained and qualified people have access to and operate the cranes (see the legal opinion from SG for detail). However, Council cannot prevent people from not complying with those safeguards, for instance if they share access codes or give access keys to people who are not qualified or trained to operate the cranes. The remote location makes it also very difficult for Council to audit compliance with any approved operating procedures.
19. If the cranes were to be removed, it will have a major impact on the community.
20. Ongoing maintenance and certification will be required. The cost of this could possibly be met by an annual grant from Council.

### **Option One**

21. Refurbish the cranes at Council's cost and continue the current operating model.

#### **Advantages**

22. The community can continue using the cranes as before.

#### **Disadvantages**

23. Council remains liable and responsible for the safe operation of the cranes. It appears that the current operating model does not follow the legal advice obtained from SG in 2019. This should be rectified as soon as practicable, i.e. Council should appoint suitable crane operators from the community and pay for their respective qualification. Even then, Council would still remain liable for any H&S breaches, i.e. the health and safety risks can only be minimised, not eliminated.

### **Option Two**

24. Refurbish the cranes and gift them to the D'Urville Island Settlers Association.

#### **Advantages**

25. That the community has cranes to service their needs.

26. Council is no longer responsible for any Health and Safety risks.

#### **Disadvantages**

27. If the association is not looking after the cranes, Council might have to step in at a later date and pay any repairs (i.e. political responsibility, not legal).

### **Option Three**

28. Remove the cranes completely.

#### **Advantage**

29. Council is no longer responsible for any Health and Safety risks and would save the estimated repair costs for the cranes.

#### **Disadvantage**

30. Disappointed/ upset community, which would have considerable difficulties loading or unloading their boats. Council would be blamed if any unsafe unloading/ loading attempts result in injury or damage to goods/ assets.

### **Attachment**

Attachment 1 – Simpson Grierson Opinion

page [45]

Author	Steve Murrin, Marlborough Roads Manager
Authoriser	Richard Coningham, Manager Assets and Services



Figure 1- Kapowai Crane



Figure 2- Elmslie Crane

<b>Summary of decision-making considerations</b>			
<b>Fit with Council policies and strategies</b>			
	<i>Contributes</i>	<i>Detracts</i>	<i>Not applicable</i>
LTP / Annual Plan	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Financial Strategy	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Infrastructure Strategy	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Social well-being	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Economic development	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Environment & RMA Plans	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Arts & Culture	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3 Waters	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Land transport	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parks and reserves	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
This proposal contributes to the Social Wellbeing relating to the outer Sounds Communities.			
<b>Nature of the decision to be made</b>			
The options do not involve a significant decision in relation to land or a body of water.			
<b>Financial considerations</b>			
Works to be funded from existing budgets.			
<b>Significance</b>			
The decision is considered of low significance under Council's Significance and Engagement Policy.			
<b>Engagement</b>			
Engagement has occurred with the French Pass and D'Urville island communities. These communities feel retaining the cranes is essential.			
<b>Risks: Legal / Health &amp; Safety etc</b>			
There are likely to be Health and Safety obligations. Seeking legal opinion is recommended.			
<b>Climate Change Implications</b>			
There are no known climate change implications to this decision.			

To Marlborough District Council  
From Simpson Grierson

26 March 2019

Subject Health and Safety Advice: Use of French Pass Cranes

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#### Background

1. The Marlborough District Council (MDC) owns and maintains two electric cranes that are installed on wharves in the French Pass (Cranes). We understand the Cranes are routinely used by members of the public to load and unload their personal vessels and vehicles to transport goods and equipment to their homes.
2. We further understand there are no control measures in place to restrict the use of the Cranes; they are available for unrestricted public use, and persons operating the cranes are not provided with training or supervision. Aside from a sign warning persons not to exceed the maximum swing load of 500kg, there is no safety signage on or around the Cranes.
3. MDC has sought our advice as to what health and safety obligations MDC has, as a Person Conducting a Business or Undertaking (PCBU), under the Health and Safety at Work Act 2015 (HSWA) in relation to the use of the Cranes by members of the public.
4. Below is a summary of our advice for external disclosure to the Marlborough Residents and Ratepayers' Association.

#### Summary of Advice

5. MDC, as a PCBU under HSWA, has a 'primary duty of care' to ensure the safety of persons is not put at risk by the use of the Cranes.
6. Where a duty is imposed on a PCBU under HSWA, it is required to manage it, so far as is reasonably practicable, by either eliminating it (or minimise if elimination is not possible) to the extent that it has the ability to influence and control the matter to which the risks relate.
7. To comply with the 'primary duty of care' and to manage the risks arising from the use of the Cranes, to the extent to which it has the ability to control their use, MDC must assess the extent of the risks and put in place measures to eliminate them (or minimising if elimination is not possible).
8. In assessing its options to manage the risks arising from use of the Cranes, we recommend that MDC undertake a risk assessment to identify the likelihood of risks arising and the degree of harm that might result from those risks. The findings of a risk assessment will then provide the basis for considering what "reasonably practicable" control measures are available to MDC to manage those risks.
9. In the first instance, we suggest MDC considers restricting the use of the Cranes to "authorised" persons only who are deemed to be competent; the installation of an electronic keypad, that requires a passcode to activate the Cranes, will assist.

10. To be "authorised", we suggest a set of standards are developed to establish the criteria for persons who are suitable to use the Cranes, such as the requirement for those persons to be competent and trained to operate the Cranes.
11. The set of standards should be drafted to comply with all relevant Regulations, Codes and Standards. We note the use of equipment, such as cranes, is covered by the Health and Safety in Employment (Pressure Equipment, Cranes and Passenger Ropeways) Regulations 1999 (PECPR). PECPR is supported by the Department of Labour Approved Code of Practice for Cranes (ACoP).
12. In particular, the Part 3 of ACoP states that crane operators should "have the skills, knowledge and experience necessary to safely operate their cranes". The ACoP further provides that all persons operating or working with a crane must hold an applicable Unit Standard as a minimum qualification and preferably hold a relevant National Certificate in Crane Operation.
13. In respect of the Cranes owned by the Council, the ACoP states that any person operating or working with a similar type of crane is required to have obtained NZQA Unit Standard 3789 as the "Minimum Unit Standard Requirement". Given this guidance, we suggest that MDC require proof that a person holds either NZQA Unit Standard 3789, or an equivalent recognised qualification, in order to be deemed "authorised" and provided with the access passcode for the keypads.
14. Although we recognise that it will be difficult for MDC to prevent "authorised" person from sharing the code with others who are not authorised to operate the Cranes. If MDC become aware that the codes have been shared, we suggest the codes are changed and, if known, the "authorised" person who shared the code should have this privilege removed.
15. For these reasons installing a key pad is unlikely to be an effective control measure by itself and we recommend that MDC considers additional steps to mitigate the risks arising from use of the Cranes, such as the provision of safety instructions, standard operating procedures and safety signage on or in the vicinity of the Cranes. Information on how members of the public can report any issues with the Cranes to MDC, such as mechanic faults or unsafe use, should also be provided.
16. Please note that failure to comply with the 'primary duty of care' outlined above is an offence under section 49 of the HSWA which carries a fine of up to \$500,000. In the event that such a failure exposes any individual to a risk of death or serious injury it is an offence which carries a fine of up to \$1.5 million.



## 10. CDEM Group Statutory Committee Meetings Timetable

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(The Chair) (Report prepared by Brian Paton)

E210-003-04

### Purpose of Report

1. To seek the Assets and Services Committee approval to meet as the Marlborough Civil Defence Emergency Management (CDEM) Group Statutory Committee three times during 2024 and beyond.
2. To provide some background on the roles and responsibilities of CDEM Group Statutory Committee.

### Executive Summary

3. After Councillor Dawson's appointment as the Assets and Services Committee Chair the CDEM Group Manager and the regions National Emergency Management Authority (NEMA) Advisors met to provide an induction into the role as effectively the Chair of the CDEM Group Committee.
4. Given the functions and powers of the Group Committee, Councillor Dawson decided that the Assets and Services Committee should meet on a regular basis to exercise its statutory responsibilities and be kept informed of the activities of the CDEM Group Office and the NEMA.
5. Given the CDEM Coordinating Executive Group (which provides operational oversight of the Group Office and includes FENZ, Police Health, Iwi, MDC and St John) meets three times a year it was decided that a similar meeting period would work well.
6. CDEM Group Committee meetings can be held within the existing Assets and Services meeting timetable and are likely to be about one hour in length.

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### RECOMMENDATION

**That Council approve the proposed timetable for the Assets and Services Committee members to meet as the Civil Defence Emergency Management Group Statutory Committee on the following dates in 2024: 12 March, 9 July and 1 October.**

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### Background

7. Under the CDEM Act 2002 every territorial authority must be a member of a CDEM Group and establish a governance structure (either a Joint Committee or in Marlborough's case a Statutory Committee) which has oversight and responsibility for meeting the obligations as outlined within the Act.
8. Joint Committee membership usually consists of Mayors and regional council chairs however as a single unitary authority Marlborough Council has delegated the role to the Assets and Services Committee members to act as the CDEM Group's Statutory Committee.
9. Marlborough District Council is the administering authority for the Marlborough CDEM Group and therefore provides the resources necessary and employs the staff to meet the Joint Committee's obligations.
10. CDEM Group Statutory Committees carry out such roles as appointing Group Controllers and Recovery Managers, approving budgets and business plans, approving CDEM Group Plans, ensuring the province is in an appropriate state of readiness and that all the statutory responsibilities of the Group are being met.
11. The Coordinating Executive Group is responsible to the Group Committee for providing advice, implementing the decisions and overseeing the implementation of the CDEM Group Plan. This work is done through the CDEM Group Office based in the Marlborough Emergency Coordination Centre.

12. The National Emergency Management Authority services the Minister and administers the National CDEM Plan and CDEM Groups must operate in a way that is not inconsistent with that Plan.
13. The NEMA has also developed Director's Guidelines which form best practise across the sector. Some examples include Mass Evacuation Planning, Welfare Services in an Emergency, Public Information Management and Volunteer Coordination.

**Assessment**

14. The previous Government's Emergency Management Bill has been picked up by the current Government and will now proceed through the Select Committee process. As it is currently written this will have significant implications around how emergency management is structured and operates in a regional context.
15. The Marlborough CDEM Group Plan has expired and is being rewritten in 2024. The new plan will seek to meet the objectives of the National Disaster Resilience Strategy. The public get consulted on the document and it will guide the Group Office work programmes over the proceeding five years.
16. Given the examples of emergencies in the last twelve months, and the expectation that these will increase, it is more necessary than ever before for elected officials to have an awareness of the hazards in their region, to have confidence that they will be managed well and that communities are as resilient to them as they can be.

Author	Brian Paton, Group Manager, Civil Defence Emergency Management
Authoriser	Richard Coningham, Manager, Assets and Services

## 11. Information Package

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### **RECOMMENDATION**

That the Assets & Services Information Package dated 30 January 2024 be received and noted.

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## **12. Decision to Conduct Business with the Public Excluded**

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**Decided** That the public be excluded from the following parts of the proceedings of this meeting, namely:

- **Property Purchase**

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

<b>General Subject of each matter to be considered</b>	<b>Reason for passing this resolution in relation to each matter</b>	<b>Ground(s) under Section 48(1) for the passing of this resolution</b>
<b>Property Purchase</b>	To enable the Council, as holder of the information, to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) as provided for under Section 7(2)(i).	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists under Section 7 of the Local Government Official Information and Meetings Act 1987.