

Council Briefing Agenda

Date: Thursday, 11 March, 2021

Time: 10:30 am

Location: Council Chamber
Forum North, Rust Avenue
Whangarei

Elected Members: Her Worship the Mayor Sheryl Mai
(Chairperson)

Cr Gavin Benney

Cr Vince Cocurullo

Cr Nicholas Connop

Cr Ken Couper

Cr Tricia Cutforth

Cr Shelley Deeming

Cr Jayne Golightly

Cr Phil Halse

Cr Greg Innes

Cr Greg Martin

Cr Anna Murphy

Cr Carol Peters

Cr Simon Reid

For any queries regarding this meeting please contact
the Whangarei District Council on (09) 430-4200.

1. Apologies

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3. Closure of Meeting

2.1. Management of Public Trees Policy

Meeting: Council Briefing
Date of meeting: 11 March 2021
Reporting officer: Sue Hodge (Manager Parks and Recreation)

1 Purpose

To review and confirm the suggested changes to the Management of Public Trees Policy.

2 Background

Parks and Recreation department are responsible for the administration and management of around 18,250 street and park trees in the District.

As an Infrastructure team we work together to get the right balance between retaining street trees and the safe and efficient development, maintenance, and up-grading of the road network, including footpaths. We achieve this by the different departments working together and ensuring the value of trees is recognised and reasonably considered when undertaking any works.

This is based on the premise that a public tree is an equally important piece of community infrastructure as the footpath that is being repaired or the road being up-graded. This may mean the repairs are slightly more expensive, or we need to undertake the repair more often or the road design is changed to retain the tree. A great example is the recent collaborative approach between roading contractors and parks staff at Cross Street, Regent where slow street work required a slight redesign to protect the long-term health of the street trees.

However, sometimes a tree is just in the wrong place and must be removed. This is a last resort. At the new Town Basin Park pohutukawa trees followed the old road corridor. Unfortunately, this restricted the design of the park and impacted on underground services such as electrical, new water mains, stormwater as well as safety lighting lux design and the ability to raise the wharf to accommodate sea level rise. A tree assessment was undertaken, and seven trees were identified for removal. To mitigate the impact five 2000L and nine 1000L replacement trees were specified in the final design. This outcome is what the policy is trying to achieve i.e. the right balance.

3 Discussion

The existing policy for trees was prepared in 1991 and is now 30 years old. It has gaps in terms of aligning with current planning frameworks and the District's current vision for the future of the urban environment. These gaps include:

- The framework for development in the District has progressed and the policy doesn't align with the District Plan.

- There is little guidance where Council are making decisions to remove, re-plant/re-place Council trees in existing and new urban areas.
- There is a lack of policy that guides and/or prioritises ‘co-habitation’ of trees with infrastructure;
- Succession planning for trees in the urban environment is non-existent;
- There is new case law on Council’s liability for trees that fall and cause damage.

The policy must align with the recently adopted District Plan Notable and Public Trees (NTP) chapter which became operative in March 2020.

NPT Objective 1.3 states:

Public trees in road reserves, parks and reserves are protected and maintained where they positively contribute to amenity, historical or ecological values, while enabling the safe and efficient use, development, maintenance, operation and upgrading of the roading network and network utilities.

Prior to finalising the policy, a workshop was held 10th December to discuss the draft policy. A number of changes have been made to the document based on this discussion. These changes are shown highlighted in the attached document.

3.1 Financial/budget considerations

There are no financial or budget implications. The public tree budget was increased as part of the 2018-28 Long-Term plan to align with the then recently tendered Public tree maintenance contract.

3.2 Options

Two options have been considered:

Option 1

Adopt the policy – this option provides guidance for consistent decision making when dealing with decisions that impact on trees.

Option 2

Don’t adopt the policy – this option will mean staff must still make decisions consistent with the District Plan rules and seek a resource consent when applicable. However, it doesn’t provide direction around when trees should be protected or not, it doesn’t provide direction about how to minimise risk by regular monitoring and maintenance of trees and doesn’t articulate the “value” of trees as community infrastructure.

3.3 Risks

Because decisions about public trees are emotive there is a risk that decision making can become ad-hoc. This risk is mitigated by having a policy in place to guide consistent decisions that align with the vision of both the policy and the District Plan.

4 Attachments

1. Management of Public Trees Policy

Whangarei District Council

*Management of Public
Trees Policy*

*Policy
#tbc*

Management of Public Trees Policy			
Audience (Primary)	External	Business Owner (Dept)	Parks and Recreation
Policy Author	Infrastructure Planner	Review date	2025 (every 5 years)

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Management of Public Trees Policy

Audience (Primary)	External	Business Owner (Dept)	Parks and Recreation
Policy Author	Infrastructure Planner	Review date	2025 (every 5 years)

Purpose

The purpose of this policy is to provide guidance for dealing with the management of public trees that are generally located within road reserves, parks and reserves administered by Whangarei District Council.

This guide sets out the long-term objectives for the management of public trees located within the Whangarei District. The owner of this policy is the Parks and Recreation Department (Parks department).

Vision

Whangarei District's public trees provide a significant contribution to the amenity, historical, ecological and cultural values of our District.

Whangarei District Council is committed to providing and protecting public trees that contribute significantly to the values of our District.



Image 1: Pohutukawa, Logan Nicks Reserve, Bland Bay

Management of Public Trees Policy			
Audience (Primary)	External	Business Owner (Dept)	Parks and Recreation
Policy Author	Infrastructure Planner	Review date	2025 (every 5 years)

Background

Trees in public places, including road reserves, make the streetscape more appealing, improving pedestrian amenity and contributing to public health and wellbeing. Trees also provide an important environmental function in terms of storing carbon, providing habitat and food for wildlife, improving air quality and providing botanical and amenity values.

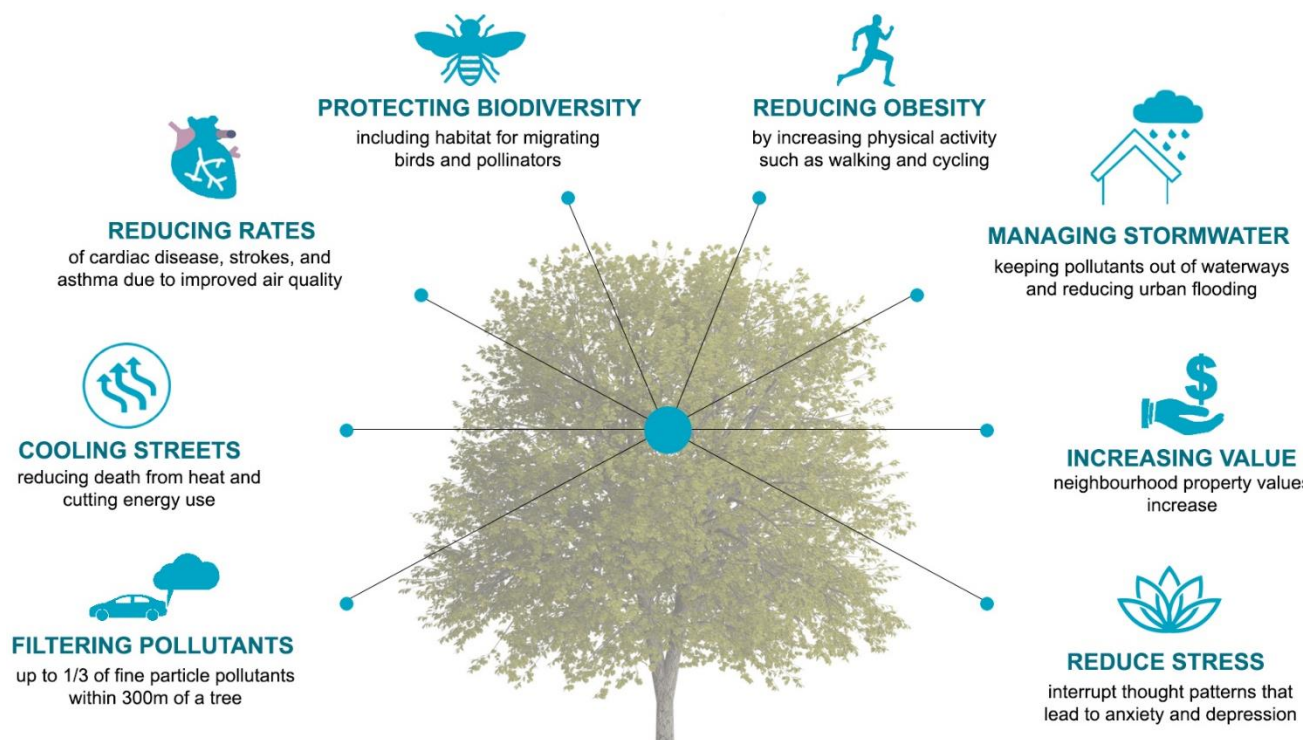
A public tree is defined as a tree located in road reserves, parks and reserves over a certain size. A full definition is provided in the Notable and Public trees Chapter NPT.1.13.1.

It is not feasible to identify and assess all the Districts public trees, given the extent of trees in the District. Rather, it is more appropriate to provide general protection of public trees that meet specific height and girth criteria. These criteria have been set out in the District Plan, along with a list of 'Notable' trees identified to be protected which may be located on either public or private land.

Public places, particularly road corridors where public trees are often located, facilitate a wide range of uses such as network utilities which can lead to conflict with the presence of trees. As such, the protection of trees in public places including road reserves needs to be balanced with these competing uses.

Note: This guide does not deal with the issue of protecting trees on private property.

Benefits of Street Trees



Management of Public Trees Policy			
Audience (Primary)	External	Business Owner (Dept)	Parks and Recreation
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Protection and Maintenance

There are over 18,250 public trees currently maintained on Council land, including street trees located in the road corridor and trees on parks and reserve land administered by Whangarei District Council.

Trees contribute to the character of an area, including both evergreen and deciduous species.

Public trees are managed in accordance with Council's maintenance contract specifications and significant pruning and removal is guided by the provisions in the District Plan and this policy.

As a minimum, Council seeks to maintain current planting levels and have a mixed age of tree stock on each reserve. Where significant trees are removed, suitable replacement tree planting may be undertaken.

The amenity value of public trees located on rural roads is generally lower than trees located in an urban or coastal setting. As such, Council will not invest the same level of maintenance on rural trees. Council would more than likely maintain a tree around powerlines in an urban environment, depending on the species, age, size and health and vitality of the tree, but may remove the same tree in a rural setting.



Image 2: Newly planted street tree, Wilkinson Ave

Management of Public Trees Policy			
Audience (Primary)	External	Business Owner (Dept)	Parks and Recreation
Policy Author	Infrastructure Planner	Review date	2025 (every 5 years)

Policy Provisions:

1. Trees located in road reserves, parks and reserves administered by Whangarei District Council are protected through the Whangarei District Plan 'Notable and Public Trees' chapter.
2. Council will maintain public trees in a safe and healthy condition through:
 - 2.1. Inspection and assessment based on 'Risk Category Classification' provided in Councils tree maintenance contract.
 - 2.2. Any trimming or alteration required for the removal of dead, dying or diseased wood is completed under the supervision of a qualified arborist.
 - 2.3. All tree works are carried out in accordance with the rules of the District Plan.
 - 2.4. When emergency works are required, the works must be approved and managed by the relevant Council Asset Manager i.e. Manager Parks and Recreation or Roading.
3. Maintenance work shall be prioritised on the following criteria:
 - 3.1. Safety of the public;
 - 3.2. Health and structure of the tree; and
 - 3.3. Network utility operational requirements.
4. Council will undertake maintenance work in collaboration with network utility owners, including electricity companies. Priority will be given when the following arises:
 - 4.1. Trees are interfering with the network utility operation and therefore a risk to public safety or provision of that service.
 - 4.2. Trees are undermining a structure, flood protection or erosion control structures.
 - 4.3. Trees of poor health shall be addressed if they become a safety concern through routine maintenance.
5. Pest prevention strategies shall be implemented where practicable and cost effective to prevent disease and pest damage.
6. Where practicable Council will maintain public trees to avoid damage to private property. When aware that a Council tree has caused material damage to private property or network utility services, residents should contact their insurer in the first instance. Council will then assess the situation and practicable steps will be carried out to remedy the situation, considering arboriculture best practice methodologies.
7. Where there is an existing public tree adjoining private property, private property owners are advised to take precautions to ensure that any future paving, new buildings, additions or services they install will not be negatively affected by the tree or vice versa.
8. Council will manage the impact of leaf-fall from deciduous tree species through regular street sweeping. This is managed through the roading maintenance contract.

Management of Public Trees Policy			
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Co-location of Trees and Infrastructure

Council seeks to achieve an appropriate balance between retention of public trees and the safe and efficient development, maintenance, operation and up-grading of the road network, network utilities, driveways and private assets.

Council has responsibility of ensuring all trees are planted and maintained in a way that potential harm to infrastructure now or into the future, is avoided. However, there are instances where previous decisions or development may make this difficult.

All community assets, including trees are valued. Where a tree is damaging infrastructure such as a road pavement, drain, footpath or a structure in the road, an assessment will be made by the Council that involves the Council's Parks Manager and the Asset Manager responsible for the infrastructure. If on-going damage to the infrastructure is likely, then the most practicable option will be adopted. The value of trees and infrastructure will be considered when decision-making.

The development, maintenance, operation and upgrading of the road network and network utilities is supported where appropriate by allowing for the trimming and alteration of its public trees in accordance with arboriculture best practice and in line with the provisions of the NPT Chapter of the WDC District Plan.



Image 3: Trees and powerlines don't mix well

Policy Provisions:

1. Relevant Council departments will work with utility operators and the Council tree maintenance contractors, ensuring the value of trees is recognised and reasonably considered when maintaining, upgrading or constructing infrastructure. This will include engaging in processes such as:
 - 1.1. Council's contractors seeking advice and approval where activities are identified as requiring resource consent under the District Plan;
 - 1.2. Council's asset owners working across departments to ensure consideration of the location and value of existing trees and infrastructure in early planning stages of projects.
 - 1.3. Obtaining resource consents for tree works where required.

Management of Public Trees Policy

Audience (Primary)	External	Business Owner (Dept)	Parks and Recreation
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2. Works required on trees for maintaining the safe and efficient network operations of electricity, telecommunications, roads and underground water, waste and stormwater services will be done by a qualified arborist and in accordance with arboriculture best practice standards.
3. Council will consider the design, planning, safety and ongoing cost impacts of new trees prior to planting. Considerations will include:
 - 3.1. The relationship of the trees with their surrounding environment i.e. character, form, landscape, amenity, historical, cultural and ecological values;
 - 3.2. The foreseeable effects of trees on infrastructure damage and built structures by roots, branches and canopies or leaf fall;
 - 3.3. Future maintenance of the trees;
 - 3.4. Retaining access to infrastructure; and
 - 3.5. Impacts on visibility and safety within the road corridor **and public spaces.**
4. Riparian planting will be carried out in such a way that avoids exacerbation of flooding, provides for adequate stormwater flows and access for future maintenance. This will be achieved by:
 - 4.1. Appropriate plant selection; and
 - 4.2. Council's asset owners, including Stormwater, Parks and Roading departments, being involved in the early planning stages of projects.
5. Council will ensure that trees planted within the road corridor will be planted to enhance urban **and rural** streetscapes and carparks. This includes providing:
 - 5.1. Appropriate tree selection;
 - 5.2. Adequate space to accommodate the tree's anticipated root zone, height and canopy spread i.e. Avoiding conflict with overhead or underground services **and stone walls**; and
 - 5.3. Trees that will not require significant long-term management.

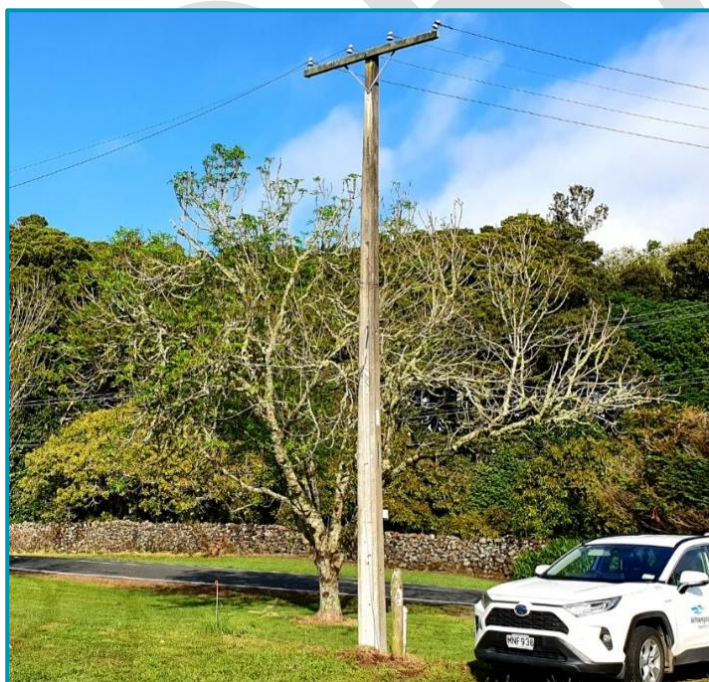


Image 4: A public tree in decline, Maunu Cemetery

Management of Public Trees Policy

Audience (Primary)	External	Business Owner (Dept)	Parks and Recreation
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New Trees and Succession Planting

The District has many introduced trees which were planted by early settlers and now form an integral part of our local landscape.

Some of these trees have been listed as pest species **by the Northland Regional Council** such as the row of phoenix palms along Kensington Avenue that demarcate the edge of Kensington Park (Image 5).

These introduced species need to be managed appropriately on a long-term basis, based on the expected life of the species. In some cases, this could be anywhere from 50 to 150 years.

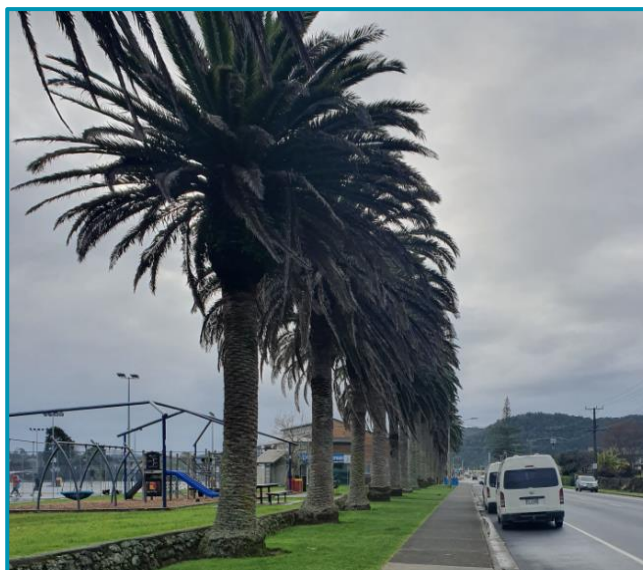


Image 5: Phoenix palms, a pest species, line Kensington Ave

Policy Provisions:

1. Future development will be supported by the planting of new trees that will contribute to the amenity, ecological, historical or cultural values of the urban centre.
 - 1.1. Council's Parks department will work with developers and across council to provide technical and policy advice in planning for street planting in new development areas.
 - 1.2. Long terms costs of maintenance will be considered by Council prior to implementation of planting plans and partnerships may be entered with private developers where appropriate.
 - 1.3. Location of **existing infrastructure and CPTED principles** shall be considered when making the decision to plant new trees. The species and location of new trees must be appropriate.
2. Council's tree planting will be carried out to ensure the areas distinctive landscape character in the District is re-enforced. This means using tree species that are considered appropriate for Whangarei, **including use of both native and introduced species.**
 - 2.1. Localised planting themes can be developed, where appropriate, throughout the District. These themes should include species that are suitable for the environmental conditions and consider the local character and amenity of the neighbourhood.
 - 2.2. Planting themes can be used to inform the preparation of more detailed landscape plans associated with Council projects.
3. Council will reduce the use of species requiring high maintenance by giving preference to the following values associated with a tree species:
 - 3.1. Resistance to pests and disease;
 - 3.2. Maximise ecological benefits and provide ecosystem support;
 - 3.3. Suited to the location and environment type;
 - 3.4. Non-invasive;

Management of Public Trees Policy			
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Tree Pruning or Removal

When a public tree is professionally determined as being unsafe to the public and property (emergency works), or is dead or dying, the tree may be removed, provided pre-approval is received from a qualified Arborist and Council Tree Officer.

An assessment of the tree by a qualified arborist is otherwise required under NPT.1.5 of the District Plan prior to the removal of a public tree.

A resource consent may be required for removal of a public tree that does not meet the requirements of NPT.1.5. Removal of trees will be carried out in accordance with arboriculture best practice.

The District Plan provisions for removal of a listed 'Notable' tree are more restrictive. **Infringements are managed by Councils monitoring team.**



Image 6: Wrong tree's, wrong place? Hora Hora

Policy Provisions:

The following scenarios apply where Council *may* **prune** or remove a tree:

- The tree is diseased or in decline as per an arborist's assessment;
- The tree is causing problems for traffic safety, reducing visibility or obstructing the road or footpath;
- There is a need to preserve other trees considered of greater value than are impacted on;
- If the tree is a pest or weed species; and
- To manage the risk of potential danger to people or property due to the age or condition of the tree.

Council will *not* **prune** or remove a public tree to:

- Preserve or create views;
- To reduce shade or leaf litter;
- Because of the 'nuisance' of nesting birds;
- Prevent erosion of low use public land;
- To negate root disturbance of roads, paths and accessways, unless all alternative options have been considered.

Management of Public Trees Policy			
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Procedures, Processes, Standards and Guidelines

Tree Removal, Replacement and Payments

It is Councils preference to retain trees where possible. However, if we do allow trees to be removed from an area, there may be a requirement to either carry out replacement planting or make a payment (mitigation payment).

Council **must** approve any replacement planting; specifying the size, species, location and maintenance required for the replacement tree(s). Based on the reasons for removal, the replacement tree(s) may be planted in an alternative location. Planting is at the applicant's cost.

Where a tree is removed and is not replaced, mitigation payments will be sought. These are to cover maintenance and compensation for the loss in value associated with removing the tree. Payment values are assessed by the Council Officer using the following assessment criteria:

- Trees over 2m in height and/or a diameter of 600mm;
- Existing street trees planted and maintained by Council Parks & Recreation;
- Species;
- Maintenance cost;
- Health and condition of tree replaced;
- Streetscape value and quality;
- Works proposed;
- Resource consent conditions;
- Amenity value; and
- Stakeholder concerns i.e. residents.

In selecting a replacement tree(s), Council Officers will consider the ecological context, lifespan, origin, maturity, rarity, health and aesthetic qualities.

The decision to allow for tree removal depends on the overall assessment of the benefits and loss associated with the removal of the tree. These will be scoped and quantified in order to reach a final decision.

Replacement planting and/or payment takes place only when Parks and Recreation officers have approved the removal and proposed replacement planting.

It is an offence to remove trees and vegetation under the Public Places Bylaw and Council retains the right to not allow planned works to proceed. **Infringements are managed by Councils monitoring team.**

Management of Public Trees Policy

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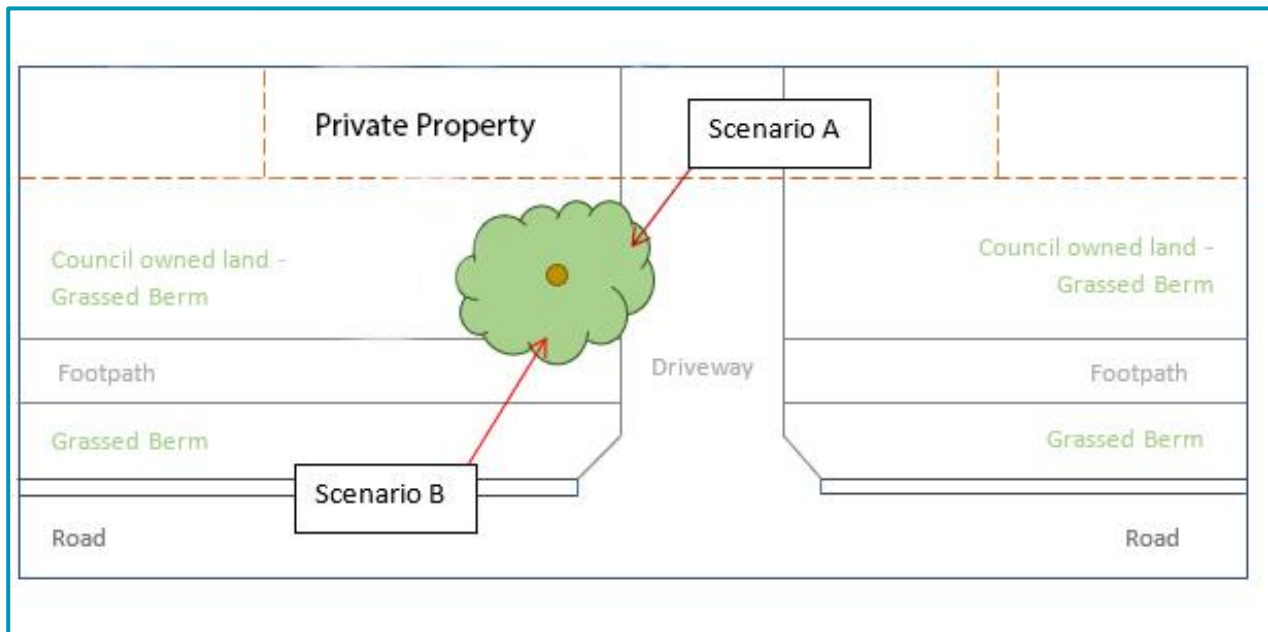
Guide to Replacement Planting and Payments:

Scenario	Likely Outcome
<ul style="list-style-type: none"> The area or proposed land use does not allow for replacement trees on site. 	<ul style="list-style-type: none"> Alternative location for tree sought OR no planting is undertaken. Cost to cover alternate location planting OR full compensation sought for tree loss from applicant.
<ul style="list-style-type: none"> Tree to be removed is not of significance. 	<ul style="list-style-type: none"> Replacement tree planted at the cost of the applicant. Tree type at the discretion of Council. Payment to cover replacement tree costs.
<ul style="list-style-type: none"> Tree has some benefits to the area, however is not highly significant in value. 	<ul style="list-style-type: none"> Replacement tree planted at the cost of the applicant. Tree type at the discretion of Council. Payment likely to cover replacement tree costs and compensation towards value loss from applicant.
<ul style="list-style-type: none"> Tree is highly significant in value. 	<ul style="list-style-type: none"> Replacement tree planted at the cost of the applicant. Tree type at the discretion of Council; generally, the tree grade shall reflect the size and form of the tree removed. Payment likely to cover replacement tree costs and full compensation towards value loss from applicant.
<ul style="list-style-type: none"> Public tree has damaged private property (driveway access) – refer to Diagram A – Scenario A 	<ul style="list-style-type: none"> Assessment to be made by Council arboriculture advise as to actions required. Council may contribute to the cost of root pruning and/or root protection while a driveway is renewed to rectify if required. Driveways/accessways are owned by residents, located over Council property (berm), at Councils pleasure. All rights and maintenance or renewal associated with a driveway/accessway are the residents.
<ul style="list-style-type: none"> Public tree has damaged Council footpath or water/wastewater pipeline – refer to Diagram A – Scenario B 	<ul style="list-style-type: none"> Assessment to be made by Council roading or water/wastewater officer as to actions required, including measures to reduce future tree damage to assets. Utility asset owner likely to contribute full costs to rectify if required.

Management of Public Trees Policy

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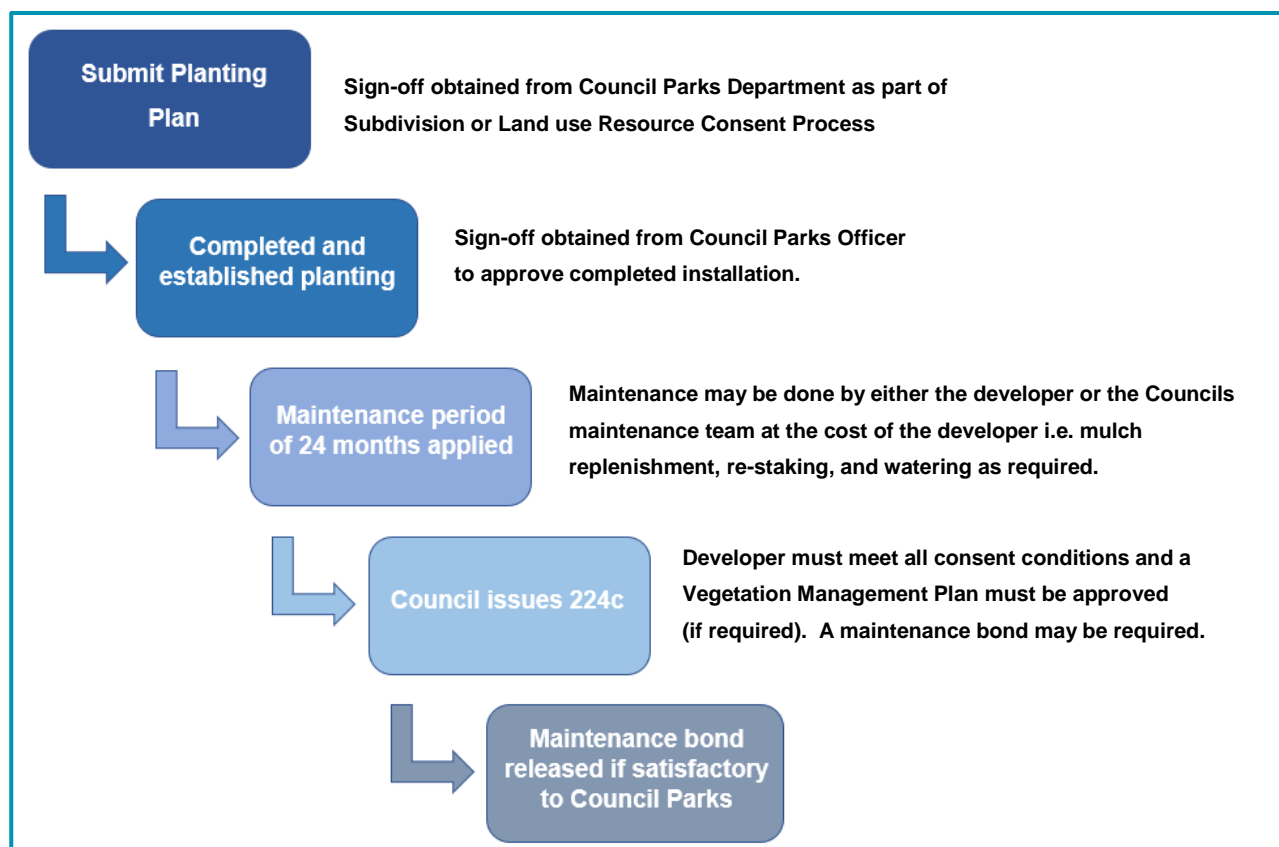
Diagram A: Scenario A and B



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Implementing tree planting as part of a new development

Council encourages the integration of street trees in new development proposals. The following diagram illustrates the process developers will go through when implementing tree planting as part of a new development. **The establishment of community gardens are addressed in Council's Community Gardens Policy (Policy #181).**



Exceptions:

All trees listed as a Notable tree in the District Plan are exempt from this Policy. These trees, and removal of some Public trees, are subject to the Resource Consent Process and will be assessed on a case by case basis with the input of Councils Parks and Recreation officers through the planning process.

Tree Damage:

Damage that occurs to public trees e.g. wilful damage, during construction, may incur a warning, fine or prosecution. Schedule 1 of the Resource Management Act 1991 sets out infringement fees and processes relevant to contraventions of the Act, of which District Plan rules seeks to achieve.

Councils compliance and monitoring team are responsible for the issuing of abatement notices, infringements and prosecutions.

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Definitions

Protected Public Tree (NPT.1.13)

1. Public tree means, any tree or trees located on a road reserve, park or reserve administered by Whangarei District Council (excluding any tree or trees within any designated State Highway) greater than 6.0m in height or with a girth (measured 1.4m above the ground) greater than 600mm except:
 - a) Pest species identified in the Northland Regional Council Pest Management Strategy and Surveillance list are not subject to general protection.
 - b) Any tree listed as an Environmental weed or National pest plant under an approved document prepared in accordance with the Biosecurity Act 1993.
 - c) Any tree subject to an order made under Section 129 of the Property Law Act 1952.
 - d) Any tree species grown for its edible fruit (except Walnut (*Juglans* spp.), Chestnut (*Castanea sativa*), Pecan nut (*Carya illinoensis*) and Carob (*Ceratonia siliqua*) which are protected).
 - e) The following additional tree species are not subject to protection within a road reserve, park or reserve administered by Whangarei District Council:
 - i) Acacia species – all except *Acacia melanoxylon*
 - ii) *Eucalyptus cinerea* (silver dollar gum).
 - iii) *Acmena smithii* (acmena or lillypilly).
 - iv) *Casuarina* spp.
 - v) *Phoenix canariensis* (Phoenix palm).
 - vi) *Ligustrum* spp (Privet).
 - vii) *Salix* species (willow).
 - viii) *Hakea salicifolia*.
 - ix) *Archontophoenix cunninghamiana* (Bangalow palm).
 - x) *Erythrina x sykesii* (Coral Tree – also referred to as Flame Tree).
 - xi) *Trachycarpus Fortunei* (Windmill palm).
 - xii) *Populus yunnanensis* (Chinese Poplar).
 - xiii) *Cupressus macrocarpa* (Macrocarpa).
 - xiv) *Pinus* spp.
 - xv) *Prunus campanulata* (Taiwan cherry)
 - xvi) Bamboo (*Bambuseae*)

Listed Notable Tree (NPT.1.12)

Section NPT 1.1.12 of the District Plan contains details of Notable Trees identified on the Planning Maps. Trees listed within Table NPT.1.12.1 have been identified in accordance with the criteria in NPT.1.11. Rules relating to these trees are provided in NPT.1.5 - NPT.1.9.

Private Tree

Any tree located on privately owned land that is not listed on the Notable tree schedule (NPT.1.12.1)

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Relevant Legislation

Long Term Plan

The Local Government Act 2002 (LGA) requires every council to produce a Long-Term Plan (LTP) every three years. The LTP outlines Council's activities and priorities for the next ten years, providing a long-term focus for decision-making. It also explains how work will be scheduled and funded.

Within the LTP Council's parks department commits to maintenance and capital works to deliver a greener urban environment. This can include succession planting for trees removed due to age, enhancing streetscapes and reserve land, and continuing maintenance works that are essential to maintaining the health and lifespan of trees across the district.

Local Government Act (1974) and Local Government Amendment Act (2002 / 2010)

The Local Government Act 1974, Local Government Act 2002 (LGA) and Local Government Amendment Act 2010 (LGAA) provides Council with the ability to undertake works on trees, including tree removal, that are overhanging Council roads. It also provides Council with the ability to prune or remove trees that may be considered a fire hazard.

In the instance that a tree warrants pruning or removal because the tree is adversely affecting the road corridor i.e. damage, safety or visibility, Section 355 of the LGA will apply. This rule enables Council to undertake the works without delay and also requires Council to undertake communications with land owners prior to undertaking the works.

Where a tree may be considered a fire hazard, section 183 of the LGA 2002 shall apply.

No trees are permitted to be planted within the road corridor, without the prior approval of Council. Generally, this will not be approved unless formed part of an approved development and resource consent process. Penalties apply to those that do undertake planting and section 357 of the LGA 2002 applies in this case.

Reserves Act 1977

The Reserves Act 1977 deals with the powers and responsibilities of a local authority as the administering body of a reserve. Areas are provided and managed as reserves under the Act to protect a range of special features or values, including recreational, historical and community values. In many cases, trees and vegetation form a major component of the character and values of our Reserves. In summary, the Reserves Act is:

- providing for the preservation and management of areas for the benefit and enjoyment of the public;
- ensuring, as far as possible, the survival of all indigenous species of flora and fauna;
- ensuring, as far as possible, the preservation of access for the public;
- providing for the preservation of representative samples of all classes of natural ecosystems and landscape; and
- promoting the protection of the natural character of the coastal environment and the margins of lakes and rivers.

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Audience (Primary)	External	Business Owner (Dept)	Parks and Recreation
Policy Author	Infrastructure Planner	Review date	2025 (every 5 years)

The Reserves Act gives Council the power to manage and administer all Reserves within the Whangarei District. This means that Council has the responsibility to maintain all Reserves and any proposal to significantly change or undertake works on the Reserve, must be approved by Council.

Related Policies and Documents

District Plan

Whangarei District Council also provides for the management and protection of trees on public and private land through tree protection rules within the District Plan.

The threshold for classifying a public tree within the District Plan is any tree greater than 6.0m in height or with a girth (measured 1.4m above the ground) greater than 600mm (refer NPT.1.13).

Under the District Plan trees are protected through the following:

- Permitted activity standards and requirements;
- Both public and private trees can be registered on the 'Schedule of Notable Trees'; and
- Conditioned under a resource consent or covenant.

Requirements for planting new trees is also sought in the planning stages for new development under the District Plan. This is generally achieved through the resource consent process and agreed between developers and Council. The District Plan and relevant Plan Changes also include objectives and policies that guide new development in both natural and urban environments.

Engineering Standards

Council's Engineering Standards (EES) form part of the District Plan. They are applied when an application for resource consent is required for a new development.

Tree and landscaping standards and requirements are included in the EES to guide developers on technical details regarding the location, species and construction methods when trees are to be located in the road reserve and/or within an open space environment.

Management of Public Trees Policy			
Audience (Primary)	External	Business Owner (Dept)	Parks and Recreation
Policy Author	Infrastructure Planner	Review date	2025 (every 5 years)

Adopted

Date of meeting:

By: Whangarei District Council – February 2021

Policy Review

This Policy was reviewed in YYYY and this revised Policy was updated as follows:

Date of meeting: DD-MM-YYYY

By: Whangarei District Council **OR** name of committee

Approval

Delete once complete - Only use this section if the policy **does not** require approval through a Committee or Council.

This Policy has been approved by (remove or add as required):

	Name	Date
Group Manager -	Name	Date
CE on behalf of Senior Leadership Team	Name	Date
Chief Executive	Name	Date

Policy Review

This Policy was reviewed in YYYY and this revised Policy was approved as follows:

Copy approval table as above as required.

2.2. Marsden Maritime Holdings Ltd – Easement Request

Meeting: Council Briefing
Date of meeting: 11 March 2021
Reporting officer: Sue Hodge (Manager, Parks and Recreation)

1 Purpose

To provide information on a request received by Council for an easement across a public reserve, containing the Marsden Marina boat ramp and car park, at Rauiri Rd, One Tree Point, to facilitate access to a loading bay for a supermarket on an adjacent site.

2 Background

Marsden Maritime Holdings (MMH) have obtained a resource consent to construct a supermarket facility at 30 Rauiri Drive, One Tree Point.

The approved development incorporates the creation of a loading bay alongside the western façade of the building, as well as an alternative loading bay on the north side of the building. Access to this loading bay is intended to be obtained over the adjacent WDC owned Recreation Reserve legally described as Lot 804 DP 376145. The Recreation Reserve provides access to and boat trailer parking for the Marsden Marina public boat ramp.

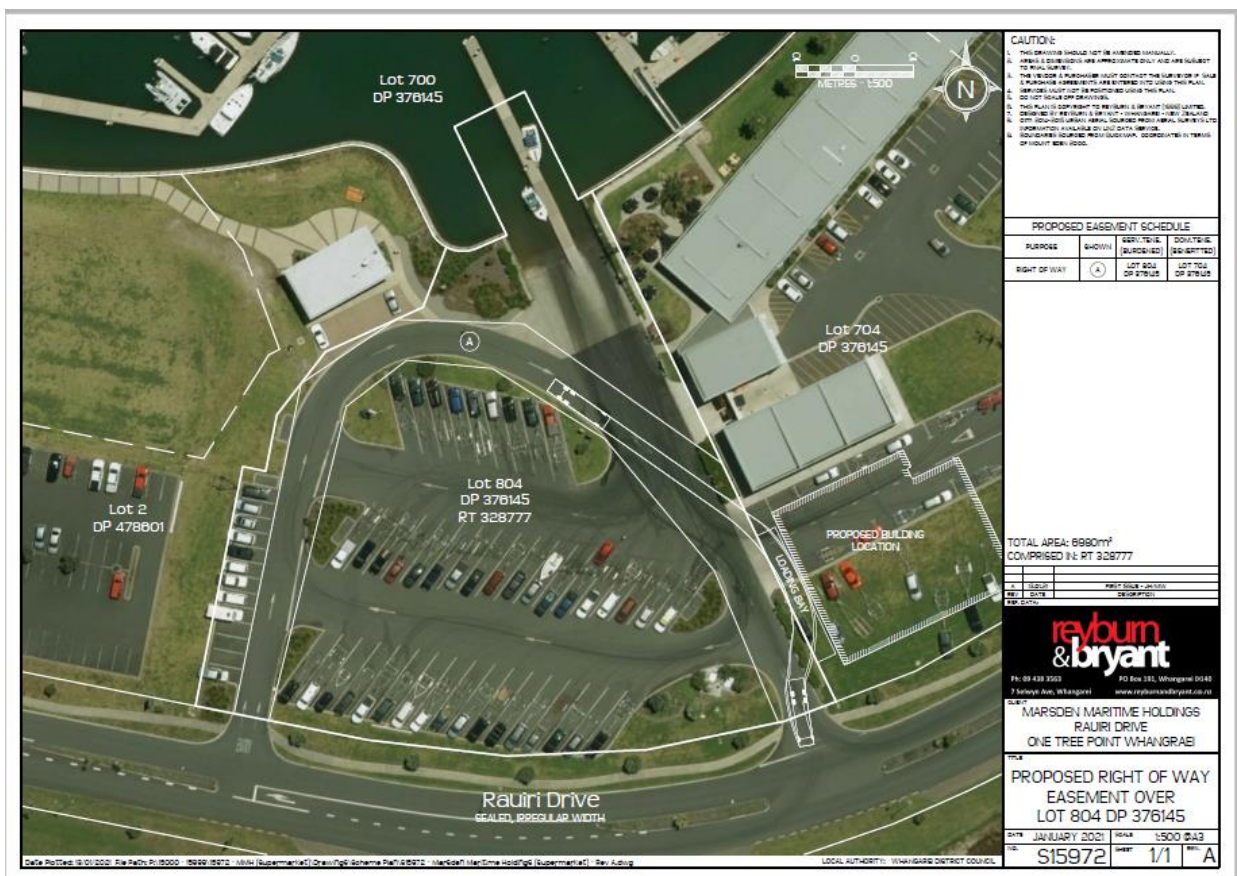
Discussions were had late in the Resource Consent process as to the acceptability of access to the loading bay across the reserve. The requirement for an easement as well as an alternative loading bay were added to the conditions of consent. As the land is vested as Recreation Reserve, the applicant needs to apply for an access easement under the Reserves Act 1977 over Lot 804 DP 376145 to access the designed loading bay.

This easement application has now been received.

3 Discussion

Lot 804 DP 376145 is the public boat ramp and boat trailer carpark at Marsden Marina.

The easement would be across the car park enabling delivery trucks to enter and exit the designed loading bay up to 4-6 truck movements per day.



A report containing the proposal will be provided to the April 2021 Infrastructure Committee meeting for consideration.

The Reserves Act process requires the proposal to be publicly notified, submissions or objections called for and a Hearing held to consider any such objections or submissions.

Council is also required to comply with s.4 Conservation Act and consult with and have regard to the views of iwi or hapu before making any decisions.

2.3. Port Road and Kioreroa Road Intersection and Bridge Upgrade

Meeting:	Council Briefing
Date of meeting:	11 March 2021
Reporting officer:	Jeff Devine (Strategy and Planning Manager NTA)

1 Purpose

To provide the Committee with an update of the Port Road and Kioreroa Road Intersection Upgrade and Port Road Bridge Upgrade projects.

2 Background

Council received \$10M from the Crown Infrastructure Partnership (CIP) for the widening of the Port Road bridge across Limeburners Creek to provide 4-traffic lanes and a shared path. The contract was signed by MBIE in late November 2020.

The council will also be seeking \$6M of subsidised funding from NZTA to carry out the Port / Kioreroa intersection improvements in conjunction with the bridge widening works. A business case for this funding is starting to be prepared, and this funding has been allowed for in the 2021/31 LTP. This intersection upgrade work is still subject to funding approval.

Investigations to locate services on site have been completed and geotechnical investigations are now underway. Investigations to identify any contaminated soil in the old fertiliser works site are allowed to commence in preparation for the new intersection layout.

Consent applications and contract documents are being prepared. Tender documents are expected to be released in March and construction is expected to commence on the bridge widening in May 2021.

Completion of the bridge widening is expected to be completed in February 2022 and the intersection upgrade (if it proceeds) is expected to be completed in November 2022.

Preliminary designs have been completed and the detailed design is now underway. A presentation will be provided at the meeting of designs that are currently available.

2.4. Waterfront Facilities Upgrade Project Update

Meeting: Council Briefing
Date of meeting: 11 March 2021
Reporting officer: Shelley Wharton (Manager Infrastructure Planning & Capital Works)

1 Purpose

The purpose of this briefing is to give an update on the project to upgrade bus and visitor facilities at the Town Basin.

2 Background

Council approved a project to upgrade the Waterfront Facilities within the 2019/2020 Annual Plan to prepare for an increase in visitors arriving by bus to the Town Basin. This included increasing bus stop capacity, wayfinding signage and a package of information for bus operators to manage how they travel and stop within the city. Council applied successfully to the Tourism Infrastructure Fund to obtain \$1.67 million of additional government funding to help address the visitor impacts at the Town Basin.

The project is consistent with the City Centre Plan (2017), City Core Precinct Plan (2019), and City Centre Complete Streets Masterplan (2020) approvals of council, while adapting the solutions based on new information and outcomes of investigation and concept phases of the project which looked further into safety and compliance with transport design standards and urban design considerations around how people use various spaces in and around the Town Basin.

Although the urgency of this project reduced with the worldwide COVID-19 situation halting the arrival of international visitors and delaying the arrival of cruise ships to Whangarei, the underlying need for the project to address safety and capacity issues has not diminished.

At the 12 March 2020 Infrastructure Council Briefing meeting, a report item and presentation was presented to council regarding this project. That report and presentation is attached to this item.

Since last update:

- The City Centre Complete Streets Masterplan has been completed and endorsed by Council.
- The project to upgrade the playground at the Town Basin has been completed, opening successfully at the end of January. This project has resolved the immediate safety issues between the playground and the carpark. The issue of children crossing the carpark to get to the public toilet located at Lower Dent Street is planned to be resolved through the Waterfront Facilities Upgrade project.
- The New Town Basin Park project is under construction and planned to open around November 2021.

- The Hundertwasser Art Centre with Wairau Maori Art Gallery construction is well advanced with opening planned for December 2021.
- Further planning has been undertaken by Whangarei Art Museum Trust about their future plans for the art gallery space.
- Council priorities for the 2021-2031 Long Term Plan have been set, and the draft LTP including proposed programmes and projects is out for public consultation.

Investigation and design work on the Waterfront Facilities Upgrade projects has begun but is not yet at a stage where further details can be shared. We will update council further on this project when new plans are available.

3 Attachment

1. 12 March 2020 Report item
2. Presentation provided on the 12 March 2020

Waterfront Facilities Upgrade Project Update

Meeting: Council Briefing
Date of meeting: 12 March 2020
Reporting officer: Shelley Wharton (Manager Infrastructure Planning & Capital Works)

1 Purpose

The purpose of this briefing is to give an update on the project to provide additional bus and visitors facilities at the Town Basin.

2 Background

Council approved a project to upgrade the Waterfront Facilities within the 2019/2020 Annual Plan to prepare for an increase in visitors arriving by bus to the Town Basin. This included increasing bus stop capacity, wayfinding signage and a package of information for bus operators to manage how they travel and stop within the city.

In December 2019 an application to the Tourism Infrastructure Fund (TIF) was approved, which is providing an additional \$1.67m funding to upgrade and extend bus facilities, public toilets, i-site/visitor centre, landscaping of pedestrian areas, digital information and a visitor management plan.

Information on options for buses was presented to the previous Council in September 2019, with feedback received and incorporated into the project. The approval of TIF funding has increased the scope of works that can be achieved within this project.

3 Discussion

Within the surrounding Waterfront area there are many interconnected projects and activities happening which has required a high level of coordination across all parts of Council as well as some external parties.

For context these other projects include:

- Approved City Centre Plan, and City Core Precinct Plan
- Implementation of actions within the City Centre Plan including the City Centre Complete Streets Masterplan in final draft form pending further traffic modelling work
- Waterfront Precinct Plan initial discussions
- Whangarei Art Museum Trust and the Hundertwasser Art Centre with Wairau Maori Art Gallery project
- New Town Basin Park project
- Town Basin Playground upgrade project (between Clapham's & Reyburn House)
- Issues with Town Basin service lane to the Marina Office & The Quay conflicting with Hatea Loop and playground users

- Ball Clock project
- Ongoing i-site discussions
- Commercial property review including Town Basin buildings
- Ongoing operational issues with the public toilets on Lower Dent Street
- Waste and recycling facilities for Town Basin tenants
- Clapham's building challenges and opportunities to improve internal spaces
- Approved Hihiaua Precinct Plan
- Hihiaua Cultural Centre
- Increasing visitor numbers expected when HAC opens in mid-2021
- Multi-agency preparations for the cruise ship industry coming to Whangarei in 2020.
- Announcement of government investment in Northland rail and 4-lane highway from Whangarei to Marsden which could impact on the main 'entranceway' to the city.

Significant effort has gone into understanding each of these projects, consulting with many stakeholders and incorporating various elements into the preferred solution.

The Playground Renewal project is ready to start construction in late April 2020, and will be complete around August 2020. The new playground design includes a 1.2m high bunded area with a balustrade on the carpark side. This makes it impossible for children to go directly from the playground to the carpark. There are controlled access points towards Clapham's and Reyburn House and along the new design for Hatea Loop past the playground.

Isthmus consultants were engaged to undertake a feasibility study and options analysis in relation to visitor bus facilities. Isthmus were selected due to their expertise, recent and ongoing work on the Complete Streets Masterplan, and their familiarity with the current and future streetscapes and traffic in Whangarei. This included development of assessment criteria which have been used to come up with a preferred option.

Internal stakeholders including key people from Roding, Parks, Commercial Property, District Development and Customer Services have been involved throughout by giving feedback on the options, and finally undertaking individual rating of options using the agreed assessment criteria. Ratings have also been done by the project team and Isthmus. All scores have been collated to identify a preferred option that is supported by all stakeholders.

Elements of the project will include the following changes. The existing bus area on Dent Street will be extended to provide 3 spaces with these buses exiting through the Reyburn Street roundabout. In addition, a managed bus/carpark area will be provided behind Clapham's by extending the kerb line of Reyburn House Lane towards Clapham's. The managed area will allow for cars park there when the area isn't needed by buses. These buses will exit through Reyburn House Lane at a slow speed, the same as the current situation allows. An additional managed overflow bus area will be provided on Lower Dent Street for the busiest days. Again, cars will be able to park there when it isn't required by buses. Buses exiting Reyburn House Lane and from Lower Dent Street will turn onto Finlayson and on to join the main road at one of the Reyburn Street roundabouts.

For cruise ship days there will be temporary traffic management in place along with ambassadors who will assist to direct buses, private vehicles, and pedestrians to their destinations in the safest possible way.

The design will incorporate safe pedestrian areas and crossings from the surrounding carparks into the Town Basin. The service lane by the Marina Office will be changed to controlled access to reduce existing conflict with Hatea Loop and playground users. New public toilets will be provided adjacent to Clapham's which are closer to the playground and Hatea Loop and accessible without crossing any carparks or roads.

Further detail will be presented at the briefing.

Northport have advised that there are now 10 cruise ship bookings. At present (subject to change) the first is a cruise ship booking on 4 June 2020 carrying 800 passengers. The playground will be closed at the time of this first cruise ship visit. Preparations are underway by multiple agencies to manage this event including the need for a temporary traffic management plan.

Waterfront Facilities & Cruise/Visitor Preparations Update

Council Briefing - 12 March 2020

Shelley Wharton

(Manager Infrastructure Planning & Capital Works)

Cruise Research and Findings

From discussions with Focus Paihia, bus operators, Fullers, IDNZ Destination Management, other NZ cities experiences of cruise industry:

Cruise passengers roughly split up as follows:

- 1/3 on pre-booked tours
- 1/3 stay on ship
- 1/3 'free-rangers' catch a shuttle bus to Town Basin to wander around
 - Looking for unique and authentic experiences
 - Do not generally go shopping or go to cafés or restaurants
 - Often will not walk very far
- Will want to use public toilets when they get on/off the bus
- Free-rangers will use i-Site and may go on small mini-van type tours from the Town Basin



Cruise Research and Findings

Pre-booked tour destinations are likely to include:

- Whangarei: Hundertwasser Art Centre, Clapham's Clock Museum, Kiwi North, Quarry Gardens, Whangarei Falls, Poor Knights Islands
- South: Waipu Museum, Mangawhai vineyards, Te Hana, Matakoho Museum
- Locals stay away from visitor areas on a cruise ship day (Paihia experience)
- Dunedin has published an 'Operator Guide' for the cruise season based on a destination marketing approach
- Many small tour-van type operators will turn up on cruise ship day
- Temporary traffic management will be required
- Ambassadors will be needed to inform and guide visitors



Cruise Research and Findings

- i-Site function is critical:

- Warm welcome to Whangarei
- i-Site has a common symbol & function across NZ
- Sell tickets on behalf of small operators (revenue stream)
- Need a pop-up i-Site outside Northport fence, 'free-rangers' will use it after clearing customs and while they are waiting for shuttle buses



SITE



- Venues & Events team will be critical for cruise day operations
- Multi-agency approach is required
- Bay of Islands has a Cruise Ship Committee to ensure everything is organised each cruise ship day

- BOI & Auckland are very busy with 60-90 cruise ships per year
- Dunedin prepared a Cruise Action Plan to improve their offerings and quality of service to visitors



Cruise Research and Findings

- Northport has 10 cruise ship bookings now, and continuing to increase
 - Cruise ship dates (per Northport website on 3/3/20) are:
 - Thursday 4 June 2020 – 650 passengers & 375 crew
 - Tuesday 10 November 2020
 - Wednesday 2 December 2020 – 2500 passengers
 - Saturday 5 December 2020
 - Sunday 17 January 2021
 - Thursday 9 December 2021
 - Plus 4 dates over Jan-Feb 2022
- Bad weather in BOI could divert cruise ships to stop at Northport at short notice

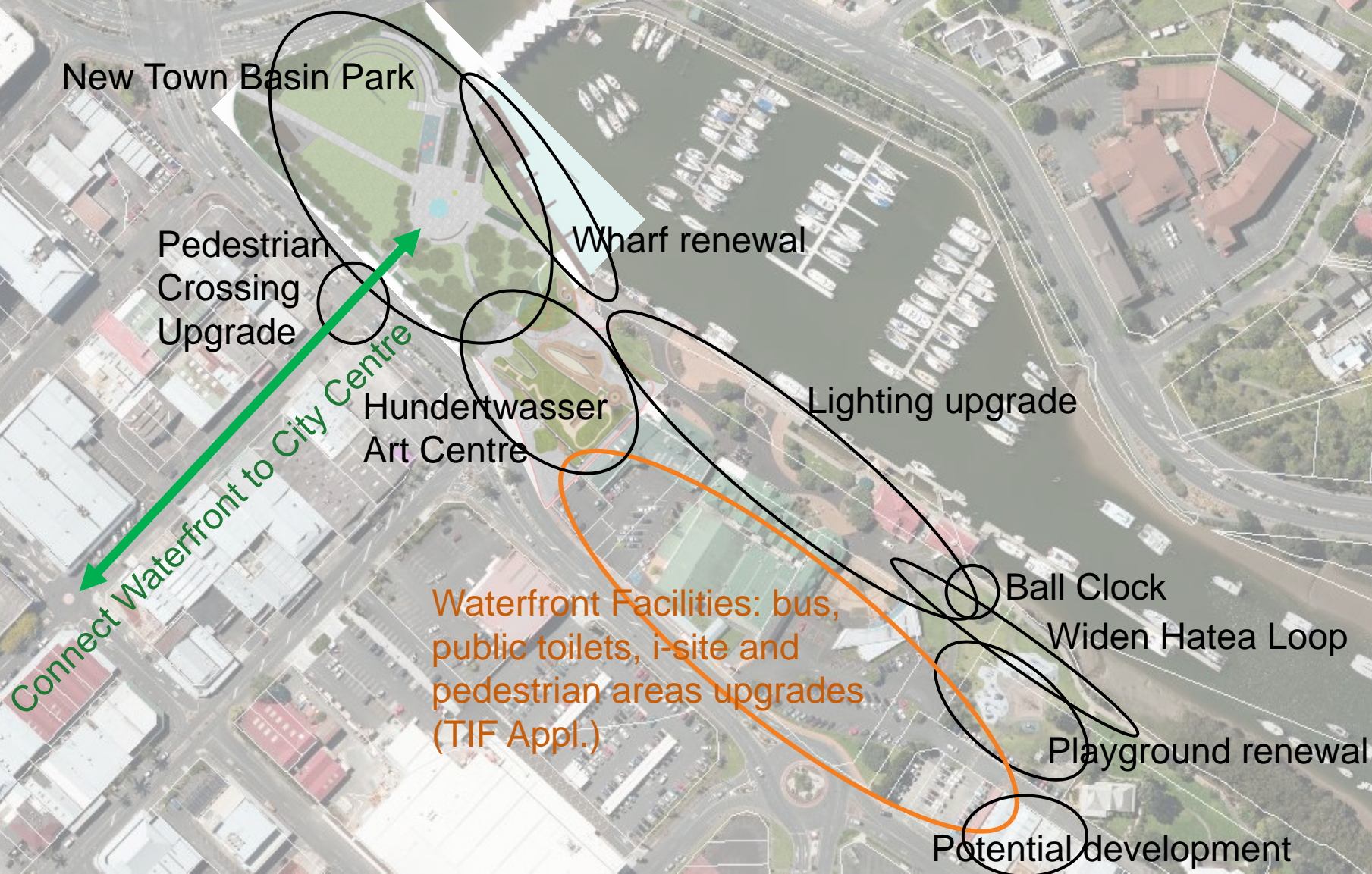


Cruise & Visitor Preparations

- Multiple agencies are working together on an action plan including WDC, Northport, Northland Inc, Chamber of Commerce, Ritchies Buses
- Actions for WDC
 - Various infrastructure projects
 - Connect waterfront to city centre – John St interventions
 - Wayfinding signs & bus operator information
 - Pop-up i-site at Northport
 - Traffic Management Plan for cruise days
 - Visitor experience – markets, events, entertainment, information, roving ambassadors
 - Extra rubbish collection, toilet cleaning on cruise days
 - Coordination among agencies
 - Communications



³⁹ *Whāngarei Town Basin Projects 2018-2021*





***\$5.2m New Town Basin Park Project
open by June 2021***



***\$30m Hundertwasser Art Centre with
Wairau Maori Art Gallery open July 2021***



***\$0.9m Ball Clock Project
open by October 2020***

SITE CONCEPT



\$0.87m Town Basin Playground & Pedestrian Area Renewals open by October 2020



Whangarei
District Council

1:200 (A3)



***Town Basin Playground Design:
view towards Reyburn House***

Waterfront Facilities Upgrade Project Background

- Whangarei City Centre Plan was approved in 2017
- City Core Precinct Plan was adopted in 2019
- Implementation of the City Centre Plan actions:
 - Whangarei City Centre Complete Streets Masterplan is at final draft stage pending final traffic modelling
- Council approved budget in 19/20 Annual Plan for Waterfront Facilities Upgrade Project including provision of additional bus capacity
- Tourism Infrastructure Fund approved in Dec 2019 an application for \$1.67m additional funding for bus facilities, public toilets, shelters, i-site, wayfinding, digital information, pedestrian area upgrades and a visitor management plan
- Northern Advocate published an article on the TIF funding for this project and have asked if a follow up story could be published once we have a design and images to show

Dent Street & Reyburn House Lane

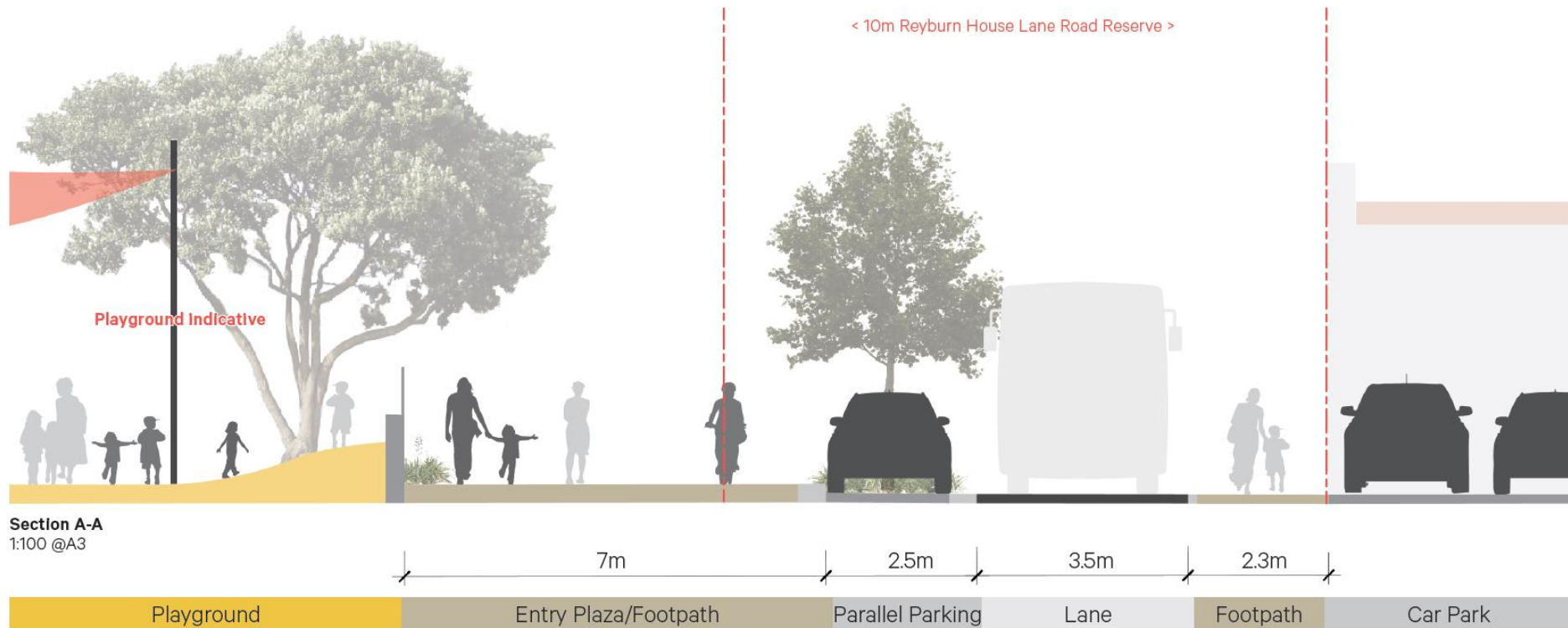
Key Plan - Managed Cruise Bus Movement

Hatea River



**\$2.5m Waterfront Facilities Bus Upgrade
open by July 2021**

Indicative cross section between Reyburn House Lane & Playground



Next Steps

- Playground construction starts in April 2020 and finishes by September 2020
- Cruise preparation action planning & implementation
- Continue with investigation and design of Waterfront Facilities Upgrade project
 - Continue internal stakeholder meetings to clarify design requirements
 - Work with Town Basin tenants on waste minimisation including rubbish collection and recycling initiatives
 - Prepare a Project Communications Plan

2.5. Update on Three Waters DIA Request for Information

Meeting:	Council Briefing
Date of meeting:	11 March 2021
Reporting officer:	Shelley Wharton (Manager Infrastructure Planning & Capital Works) Simon Weston (General Manager Infrastructure)

1 Purpose

The purpose of this report is to update Council on the process and outcomes of responding to the Department of Internal Affairs' Three Waters Request for Information.

2 Background

In July 2020, the Government announced a \$761 million funding package to provide post COVID-19 stimulus to maintain and improve three waters infrastructure, support a three year programme of reform of local government water service delivery arrangements (reform programme), and support the establishment of Taumata Arowai, the new Water Services Regulator.

A joint Central/Local Government Three Waters Steering Committee has been established to provide oversight and guidance to support progress towards reform, and to assist in engaging with local government, iwi/ Māori, and other water sector stakeholders on options and proposals.

The reform programme is designed to support economic recovery, and address persistent systemic issues facing the three waters sector, through a combination of:

- Stimulating investment, to assist economic recovery through job creation, and maintain investment in water infrastructure renewals and maintenance; and
- Reforming current water service delivery, into larger scale providers, to realise significant economic, public health, environmental, and other benefits over the medium to long term

Initial funding from the stimulus package has been made available to those councils that agree to participate in the first stage of the reform programme through a Memorandum of Understanding.

Council resolved at the 27 August 2020 Council meeting to sign up to participate in the Memorandum of Understanding (MoU), along with all the other Councils in New Zealand. The MoU includes a requirement to share information.

As part of this MoU the Department of Internal Affairs (DIA) issued a detailed Request for Information (RFI) to all councils on 23 October 2020 with a response deadline of 1 February 2021. The RFI Guidance Document is attached for information.

3 Discussion

The DIA is using consultants from the Water Industry Commission for Scotland (WICS) and Ernst Young (EY) to gather and analyse data to inform the Three Waters Reform process. WICS provided the RFI templates, training and support to councils to complete the RFI.

Whangarei District Council (WDC) is in the group which had to provide more comprehensive information through completing Workbook 1.

A person from the Society of Local Government Managers (SOLGM) was allocated to each council to provide additional support throughout this RFI process.

The following is an outline of the process followed by WDC staff to complete the RFI:

- Infrastructure Managers undertook an initial review of the RFI questions to identify the people required.
- Due to the large amount of people, tasks, coordination and tight deadlines the RFI needed to be managed as a project.
- An RFI project team was established involving around 20 people from across the organisation plus external support as allowed for in the DIA stimulus funding.
- The project team was briefed, and then used the online training, guidance documents, supporting schedules and regular Q&A updates to ensure work was being done correctly to meet DIA's requirements.
- The project team met weekly to monitor and manage progress, allocate out work tasks, and update reports.
- Key staff attended the weekly online clinics and attended weekly meetings with WICS and SOLGM.
- Weekly progress reports were submitted to our SOLGM representative.
- Where possible we have worked collaboratively with Far North District Council and Kaipara District Council to support each other.
- Completed sections of the RFI spreadsheet were submitted for early review by WICS and Ernst Young. Feedback was responded to and data amended accordingly.
- Three draft versions of the full workbook were submitted during January for review by WICS and Ernst Young.
- The completed Final RFI was submitted ahead of deadline on Thursday 28 January 2020 as 5 documents:
 1. Final RFI Workbook 1 (excel spreadsheet)
 2. Attachment 1 – Organisation Charts
 3. Attachment 2 – Growth Strategy
 4. Attachment 3 – Infrastructure Strategy audited draft version for LTP 2021-31
 5. Attachment 4 – Infrastructure Asset Valuation Report as at June 2019

During February and March 2021 the data submitted will be analysed by DIA and their consultants. On 5 February DIA issued a request for refinement of the RFI to councils based on initial assessments of their submission. WDC have reviewed and refined the RFI data in consultation with WICS and EY, and responded to the queries on 19 February 2021. There may be further queries which WDC's project team will have to respond to up to the end of February.

Each council will have the opportunity for a feedback session on their RFI response between 1 March and 12 March 2021. This is not a comparison to other councils, but a reflection of what our data is telling them and we have been cautioned that sometimes the reflection can be startling.

Overall the RFI has been an intense process, and a lot of work on top of 'business as usual' workloads. Much of the data requested is not normally reported on by WDC, which was challenging but also showed areas where better data could be used to inform infrastructure

management and investment decision making. Both WICS and SOLGM gave us very positive comments about how we managed the Request for Information process.

The DIA will use the information, analysis and any recommendations from their consultants to guide them in the next steps of the Three Waters Reform process. It is possible that further requests for information could be sent to councils before the Memorandum of Understanding expires on 30 June 2021.

4 Attachments

DIA Three Waters Reform – Request for Information Guidance Document



Three Waters Reform Programme

Request for information

23 October 2020

Guidance document



Request for Information for the Three Waters Reform Programme

At a glance

1

The Crown has signed Memoranda of Understanding with all eligible local authorities and provided stimulus funding to support economic recovery and transform the delivery of three waters services. The Memoranda of Understanding included a commitment to share information to support the Three Waters Reform Programme.

2

The Department of Internal Affairs, in partnership with the Steering Committee, is seeking information from local authorities to support detailed modelling and analysis. This will enable informed decision-making as part of the Programme, and is consistent with the sector's desire for more detailed evidence at the local level.

3

We acknowledge the significant demands on local authorities at this time and have made support available to help them complete this Request for Information. This includes email helpdesk, webinars, regular updates, and technical support.

4

All local authorities must provide a base level of information to inform analysis of the policy, commercial and financial impacts, and advantages of reform.

5

A sample of local authorities have been selected to provide more detailed information to enable more applied analysis. Where they are able to do so, remaining local authorities are encouraged to provide this additional information. Greater levels of support, including more proactive and direct contact, will be provided to local authorities that were selected or choose to join the sample.



Section 1: Overview

Context for this RfI

1. The Crown has signed Memoranda of Understanding (MoU) with all eligible local authorities to support improved three waters service delivery for communities, with the aim of realising significant public health, environmental, economic, and other benefits over the medium to long term.
2. As part of the Three Waters Reform Programme (the Reform Programme) MoU, the Crown has provided stimulus funding to support economic recovery post COVID-19 and address persistent systemic issues in the three waters sector.
3. During engagement with the sector between July and August 2020, a clear desire was expressed for more detailed modelling and analysis of the potential impacts and advantages of reform at a local level. The MoU also signalled there would be open sharing of information over the course of the Programme.

Purpose of this RfI

4. The purpose of this Request for Information (RfI) is to specify the information and data requirements signalled by the MoU. The information provided through the RfI process will inform the analysis to be undertaken by the Department of Internal Affairs (DIA) in partnership with the Three Waters Steering Committee (the Steering Committee), to advise Ministers on the relative merits of the water services delivery reform options.
5. The intention is to provide the outcomes of this analysis (including access to the underlying data), once this is complete. A process is currently underway to determine how this can be implemented in a way that protects and maintains the confidentiality of information provided by local authorities.

The information being requested

6. The information requested in this RfI is required to support an additional level of detail in the analysis for the Programme.
7. DIA has commissioned work from specialist economic, financial, and commercial advisors to support this analysis, including:
 - Detailed economic modelling by the independent economic regulator for the Scottish water and wastewater industry, the Water Industry Commission for Scotland (WICS).
 - Financial and commercial modelling by Ernst & Young and Mafic Partners.
8. This analysis will provide a better understanding of the current state of the three waters related asset base, asset condition, the operating environment, commercial and financial arrangements, and the forecast investment plans. It will also help to identify the potential

impacts of reform on the local government sector relative to the status quo. These areas were consistently identified as needing further evidence and detailed cost and benefit modelling during workshops with the sector throughout July and August.

9. Table 1 summarises the requested information and its intended purpose.

Table 1: RfI Response Template information requested

Ref.	Section	Purpose	Description
AA	Qualitative	Analysis of commercial and charging arrangements, including asset management, financing, and service delivery. Analysis of current arrangements for funding, managing, and delivering stormwater systems.	<ul style="list-style-type: none"> • Pricing • Commercial contracts • Financing • Stormwater management • Infrastructure strategy • Land and asset valuations • Consents
A	Base information	Analysis of factors that could affect operating costs and future growth investment.	<ul style="list-style-type: none"> • Properties and population served • Water volumes and losses • Wastewater and storm water volumes and loads
B	Levels of service	Analysis of factors that impact on current levels of service and the scope for greater efficiency.	<ul style="list-style-type: none"> • Water availability • Pressure and interruptions • Wastewater flooding • Customer contact • Security of supply
C	Quality and environment outputs	Analysis of factors that impact on current levels of service and the scope for greater efficiency.	<ul style="list-style-type: none"> • Water quality compliance • Wastewater compliance
E	Operating costs and efficiency	Analysis of factors that impact on cost effectiveness and the scope for greater efficiency.	<ul style="list-style-type: none"> • Activity based costing for the water, wastewater, and stormwater • Information on the drivers of operating costs
F	Current and forecast financial information	Analysis to enable economic and financial modelling, and to understand potential commercial positions of the new entities.	<ul style="list-style-type: none"> • Profit and loss • Balance sheet • Cash flow statement • Analysis of revenue • Analysis of borrowing



Ref.	Section	Purpose	Description
G	Investment plan	Analysis of current levels of investment and the renewals backlog.	<ul style="list-style-type: none"> Investment expenditure Investment plan
J	Asset replacement	To test the estimates for economic depreciation.	<ul style="list-style-type: none"> Replacement cost by asset type Expected asset lives by asset type

Provision of more detailed information by selected local authorities

10. The request has been structured to enable more detailed economic analysis to be undertaken on a representative sample of councils. This approach will ensure we can undertake a robust analysis to inform the options for reform without placing significant demands on local authority resources.
11. Local authorities selected to form the representative sample were chosen to ensure an appropriate spread of local authority types, geographies, and underlying drivers of need. The following characteristics were considered when determining the representative sample:
 - Local authorities from the North and South Island
 - Local authorities from each Regional Council grouping
 - Local authorities with major population centres
 - Local authorities from metro, provincial and rural areas
 - Local authorities situated in areas of high population growth
 - Local authorities that have recently undertaken detailed surveys to inform reports
 - Local authorities that have already – or are in the process of – providing detailed information to WICS
 - Local authorities with materially lower or higher reported asset values or expenditure (e.g. unit operating expenditure)
 - Local authorities with access to funding from the Three Waters Infrastructure Fund.
12. A sampling approach has been taken in recognition of the greater information requirements placed on these local authorities.
13. Any local authority not selected as part of the representative sample is encouraged to consider whether they can provide the more detailed information sought. This will provide local authorities with more detailed evidence and modelling to improve understanding of the current state and its associated challenges. It will also support more informed decision-making at a local level as the Reform Programme progresses.



14. The local authorities selected for the representative sample are identified in Appendix 2.
15. Any local authorities that choose to provide more detailed information (leading to the subsequent completion of Workbook I), must communicate their decision by email to threewaters@dia.govt.nz by Friday, 6 November 2020.

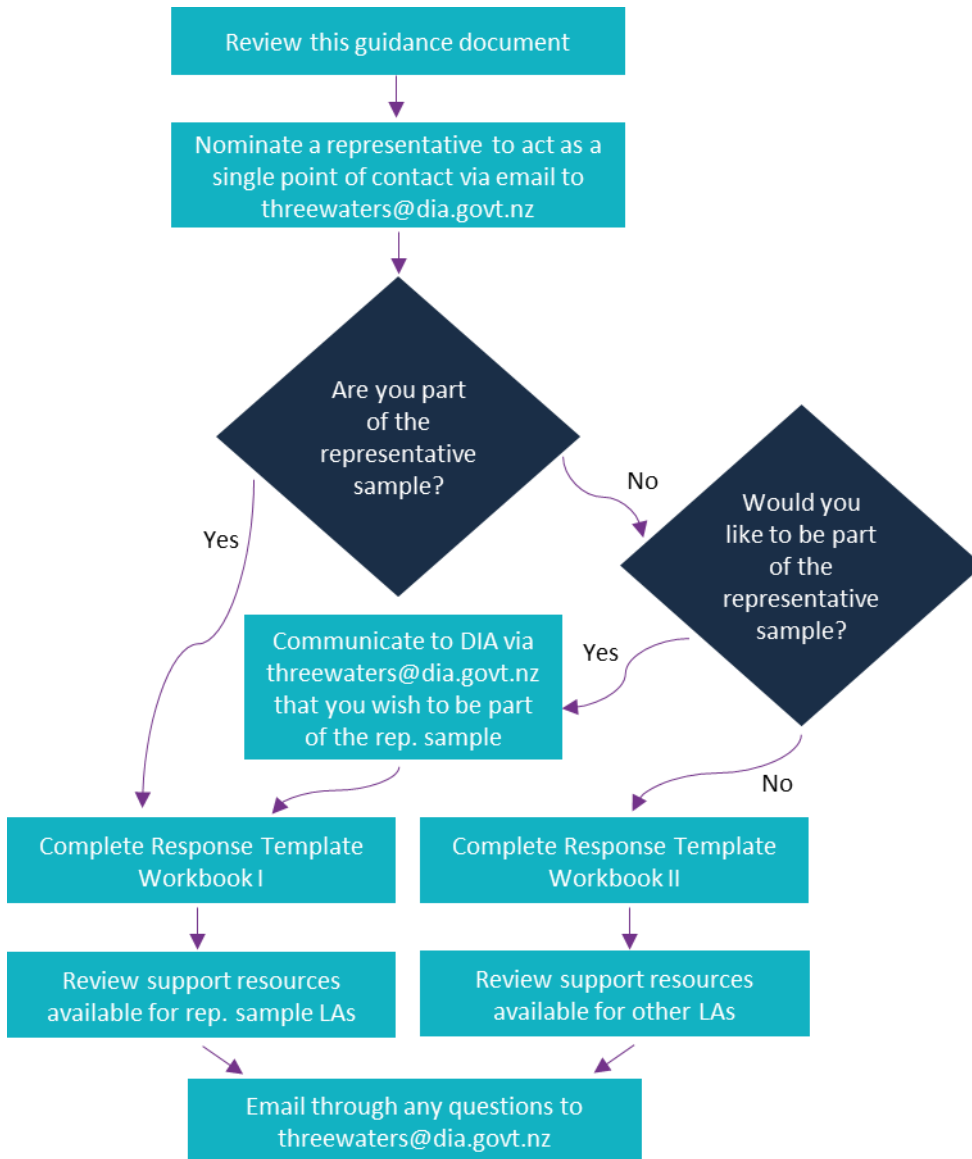
Support available to local authorities to complete this request

16. DIA is conscious of the significance of this request and has taken steps to make support available to local authorities.
17. This support will include:
 - **Guidance materials** including this document, Rfl Response Templates and Rfl Supporting Schedules with instructions for completing the templates.
 - **Introductory webinars** to launch the Rfl and guide local authorities through the requirements.
 - **An email helpdesk** for local authorities to send questions to. These questions will be directed to the relevant leads within DIA to respond.
 - **Pre-recorded guidance videos**, released in the first two weeks of the Rfl process to guide local authorities through each section of the Rfl Response Template.
 - **Weekly clinics** for local authorities to ask WICS and/or the relevant leads at DIA questions.
18. Some local authorities indicated in their Delivery Plans that they may apply stimulus funding to support their engagement with this work.
19. Any local authority may opt to redirect up to \$60,000 of their Stimulus Funding toward acquiring resource to support its response to the Rfl. To avoid doubt, this does not represent additional funding payable from the DIA to the local authority. Local authorities are not required to resubmit their Delivery Plan should they choose to do this. Should you choose to do this, a line item must be added to the Milestone Table recording the amount apportioned to support for the Rfl process at the first quarterly report.
20. Local authorities may want to consider whether value would be derived from sharing resources across regions and multi-regions where this makes sense.
21. Local authorities selected for the representative sample will have access to more direct and proactive forms of support, for example, direct contact with technical advisers and 'hands-on' support with responding to the Rfl. This recognises the greater requirements these local authorities will need to meet. This assistance will also be extended to other local authorities that choose to respond to the more detailed request.



22. The decision tree below is intended to provide clarity to local authorities on the relevant Rfl Response Template Workbook to complete, and which support resources are available.

Figure 1: Decision tree



Rfl timeline

23. Key dates for the Rfl are summarised in Table 2.
24. We understand this timeline is challenging – in order to meet the Reform Programme deadlines set by Ministers, all local authorities must meet the dates specified below. Local authorities play a crucial part in this reform and carry significant responsibility. As such, we will endeavour to provide support through different mediums and work with local authorities to meet specified timelines. Receiving information on time will be critical to enable good decisions and will

significantly contribute towards the overall success of the Reform Programme.

Table 2: Rfl timeline

Rfl Process Items	Date
Webinar 1: Introducing the Rfl	Wednesday, 21 October 2020 – 8:00 – 9:00
Rfl released	Friday, 23 October 2020
Deadline for responses from local authorities who wish to respond to the more detailed information request	Friday, 6 November 2020
DIA providing support to local authorities for information requests	Wednesday, 21 October 2020 – Monday, 1 February 2021
Webinar 2: Overview of Rfl Response Templates	Wednesday, 28 October 2020 – 9:00 – 10:00
Weekly clinics to provide additional guidance and an opportunity to ask questions	Tuesday, 3 November 2020 – Tuesday, 8 December 2020
Notifications for Rfl updates or clarifications from DIA throughout the Rfl period	Wednesday, 21 October 2020 – Monday, 1 February 2021
Deadline for questions to the nominated DIA inbox (threewaters@dia.govt.nz)	Friday, 22 January 2021
Response deadline (for all local authorities)	Monday, 1 February 2021
DIA to review Rfl responses and ask clarification questions	Monday, 30 November 2020 – Friday, 26 February 2021

25. Both webinars will be recorded and be made available to all local authorities.
26. Separate recordings that provide guidance for each section of the Rfl Response Templates will also be available on <https://www.dia.govt.nz/Three-Waters-Reform-Rfl>, within two weeks following the release of the Rfl.
27. In addition to the individual recordings, weekly clinics will be scheduled. Weekly clinics will be facilitated as an open forum for questions and answers and may include short presentations to address common issues and experiences. These provide a platform for local authorities to receive additional guidance and support. All clinics will be recorded and made available through <https://www.dia.govt.nz/Three-Waters-Reform-Rfl>.



Table 3: Weekly clinic timeline

Date	Time
Tuesday, 3 Nov 2020	8am – 11am
Tuesday, 10-Nov 2020	8am – 11am
Tuesday, 17 Nov 2020	8am – 11am
Tuesday, 24 Nov 2020	8am – 11am
Tuesday, 1 Dec 2020	8am – 11am
Tuesday, 8 Dec 2020	8am – 11am

28. Clinics after 8 December will be scheduled on an ad-hoc basis and will respond to the needs, questions, and matters of significance raised by Local Authorities as the RfI progresses.

Submitting your response

29. In submitting your response, you must use the RfI Response Template provided. This is an Excel document that you can edit. Local authorities selected for the representative sample (and those choosing to provide more detailed information) must use **RfI Response Template Workbook I**. All other local authorities must use **RfI Response Template Workbook II**. Please check you have provided all information requested in the specified format.
30. Completed 'Request for Information Response Templates' should be sent to the following DIA email address with reference to "RfI" in the subject line: threewaters@dia.govt.nz
31. Due to the short timelines for reviewing the information provided, local authorities should submit the RfI Response Template upon completion i.e. do not wait until the due date.
32. Additionally, local authorities are encouraged to submit each section of the RfI template as these are completed. This may mean that you submit certain sections in advance of others.
33. Please ensure the completed RfI Response Template is submitted by the response deadline of **1 February 2021**. Further details on the Response Templates are provided in SECTION 2.

How to contact us?

34. If anything is unclear or you have any questions, please direct all enquiries to the following DIA email address with reference to "RfI" in the subject line: threewaters@dia.govt.nz
35. The enquiry will be directed to the most appropriate party and DIA will endeavour to respond to your request as soon as possible.



Our RfI process, terms, and conditions

36. By submitting the Response Templates, the local authority agrees to the terms contained in the RfI for the Programme in respect of all material submitted and all matters related to the RfI Response Template.

Next steps for local authorities

- 1) Read this guidance document and the response templates and review information on available on <https://www.dia.govt.nz/Three-Waters-Reform-RfI>
- 2) Send any questions about the templates, process or anything else to do with the RfI to threewaters@dia.govt.nz (please refer to “RfI” in the subject line)
- 3) Nominate a single representative responsible for co-ordinating the RfI response. Send their name and contact details to threewaters@dia.govt.nz
- 4) Attend the webinar to be held on Wednesday, 28 October 2020
- 5) Identify and make available the subject matter experts and key personnel within your organisation who have access to the information specified in this RfI
- 6) Begin filling out the response templates



Section 2: RfI Response Templates and how to complete these

RfI Response Templates

37. The RfI Response Templates contain the data requests that are to be populated under this RfI.
38. There are two RfI Response Template Workbooks. Local authorities should only complete one workbook as shown below in Table 4. The local authorities selected for the representative sample are identified in Appendix 2.
39. As noted in SECTION 1, local authorities not selected as part of the representative sample can choose to provide more detailed information and complete Workbook I instead of Workbook II. Further information is shown in Figure 1 and Table 4 below.

Table 4: RfI Response Templates

Local authority	RfI Response Templates
Representative Sample local authorities	Workbook I
Local authorities choosing to provide more detailed information	
All other local authorities.	Workbook II

40. The table below provides an overview of the information requested in both Workbook I and Workbook II.

Table 5: Information requested (summary)

Template Reference	Section
AA	Qualitative information
A	Base information
B	Levels of service
C	Quality and environmental outputs
E	Operating costs and efficiency
F	Current and forecast financial information
G	Investment plan
J	Asset replacement

RfI Supporting Schedules

41. RfI Supporting Schedules have been developed to provide generic guidance for key elements within each section (e.g. section overview) and specific guidance for requests within each section where required (e.g. line by line definitions).

42. It is important that each section of the Rfl Response Template is completed in conjunction with reading the Rfl Supporting Schedules.

Template personnel completion

43. In completing the Rfl Response Templates, we recognise a variety of people across different areas of expertise, functions and roles may be required. For example: Utilities Data Analysts, Water and Wastewater Engineers and Asset Managers, Finance Officers, Strategic Planning Consultants, Customer Service, and IT staff involved in GIS and asset information systems.
44. To facilitate the completion of the templates effectively, it is recommended that each local authority identify a co-ordinator to gather information from all personnel involved (refer to the point above). Having one person completing the Rfl Response Templates will ensure a consistent approach to gathering and providing the information.

Template requirements

45. The Rfl Response Template contains detailed instructions to aid completion. A summary of these instructions is provided in the table below.

Table 6: Summary of instructions - summary template

Description			
1			
Colour	Description	LA Input cell (insert data)	Calculation cell (do not alter)
	Orange cells indicate where relevant data should be inputted, including supplementary commentary.	✓	
	Yellow cells indicate data input fields that are also requested by the 2020 Water New Zealand, National performance review and for those local authorities who are participating in the NPR. If applicable, the NPR reference is provided in dark grey cells to the right-hand side of the worksheet.	✓	
	Green cells indicate where local authorities must select from the dropdown menu.	✓	
	Light grey cells indicate where local authorities input the sources of the information provided. This will help with potential queries on specific line items in the quality assurance process, and any future process of a similar nature.	✓	
	Blue cells indicate where cells lookup information contained in other worksheets.		✓



Description			
		Pink cells indicate calculations. Do not alter these cells.	✓
		Dark grey cells. Do not use or alter these cells.	✓
	Ok	Worksheet and Template level error check cells, do not alter these cells.	✓
2	Local authorities must only input data or formulae into any cells shaded in orange, yellow, green or light grey. All orange, yellow and green highlighted cells must contain a response.		
3	Local authorities must select a response from the drop-down box in any cells shaded green.		
4	All inputs should be provided in accordance with the unit and time period defined in each tab.		
5	All monetary values should be entered in New Zealand Dollars as indicated by the unit for each item required.		
6	If there are insufficient rows within the RfI Response Template, it is expected that the local authorities will add rows as required, noting all changes, and ensuring that the totals and summary worksheets remain accurate.		
7	Local authorities should add supporting explanatory notes in the in the orange 'comment' and light grey 'further notes' cells provided to add explanatory comments and provide details on any assumptions used.		
8	The 'Units' field describes the intended Unit required for each response. For example, a Unit that states '\$'000 requires monetary values to presented in thousands. The units are described in each Supporting Schedule.		
9	Field Types described the purpose of each line item. A Field Type of 'C' denotes calculated fields and 'I' denotes where inputs are required. Additional detail on the Field Types is provided in the Supporting Guidance where relevant.		

Confidence grades

46. This RfI includes a confidence grading system which requires local authorities to apply a level of confidence to each request.
47. The confidence grade system has been developed to provide a reasoned basis for local authorities to qualify information in respect to reliability and accuracy. It is essential that proper care and a high level of application is given to the assignment of confidence grades to data requiring such annexation.
48. The confidence grading has two elements:
 - Reliability bands (A to D); and
 - Accuracy bands (1 to 6).
49. The reliability bands are assigned according to the source of the information.

**Table 7: Confidence levels**

Reliability Band	Description
A	Sound textual records, procedures, investigations, or analysis properly documented and recognised as the best method of assessment.
B	As for 'A' but with minor shortcomings. Examples include old assessment, some missing documentation, some reliance on unconfirmed reports, or some use of extrapolation.
C	Extrapolation from limited sample for which Grade A or B data is available.
D	Unconfirmed verbal reports, cursory inspections, or analysis.

50. Accuracy bands provide the margin of error around the central estimate.

Table 8: Accuracy bands

Accuracy Band	Accuracy to or within +/-
1	1%
2	5%
3	10%
4	25%
5	50%
6	100%
X*	Accuracy outside +/- 100 %, zero or small numbers or otherwise incompatible, see example below.

* The X grade is only likely to be appropriate where a zero has been entered.

51. The overall confidence grade is a combination of the reliability and accuracy band. For example:

- A2: Data based on sound records etc. (A, highly reliable) and estimated to be within +/- 5% (accuracy band 2);
- C4: Data based on extrapolation from a limited sample (C, unreliable) and estimated to be within +/- 25% (accuracy band 4);
- AX: Data based on sound records etc. (A, highly reliable) but value too small to calculate any meaningful accuracy percentage.



52. Certain reliability and accuracy band combinations are considered to be incompatible; for example, A5 and A6 or D1 and D2.
53. When selecting a confidence grade from the drop-down boxes provided in the template, you must include explanatory comments for responses with lower confidence levels in the Comments Field.

Information source

54. Each line item in the RfI Response Templates contains a light grey cell for the local authority to insert the source of the information used to populate each respective field. It is recommended that these cells are completed for each request. This will help with potential queries on specific line items in the quality assurance process, and any future process of a similar nature.

Comments and further notes

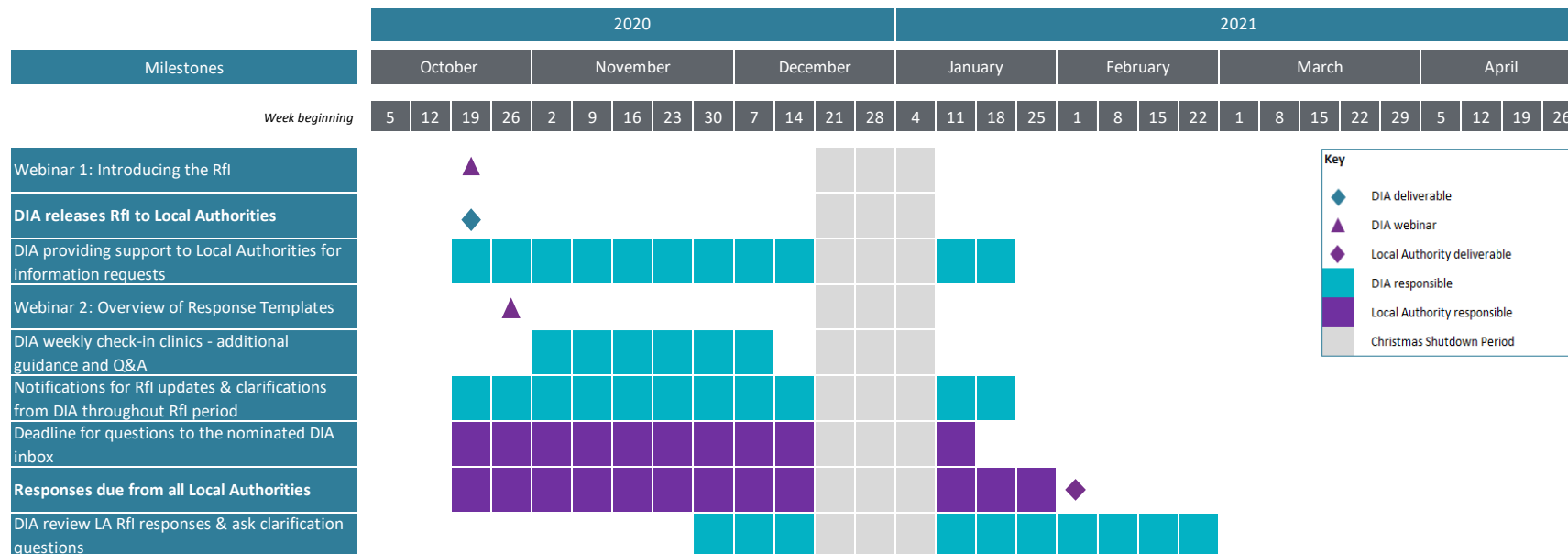
55. Each request line in the RfI Response Template include a comments box. This comment box provides an opportunity for local authorities to add explanatory commentary to identify the key assumptions underpinning each response. It also provides an opportunity for local authorities to add explanatory comments to support their response.
56. Local authorities are encouraged to use this as a means of providing broader context and justification around the way in which the responses have been filled.
57. For example, if there is a request to provide information in respect of assets or services that cross boundaries or are shared between local authorities (e.g. a wastewater treatment plant), the assumptions or proportion of the asset or service for your local authority should be included and noted in the template response comment field.
58. A light grey text box at the bottom of each worksheet provides an opportunity to add further notes where require



SECTION 3: RfI process and support available to local authorities

Timeline

59. The chart below presents the timeline visually.





Pre-submission of Rfl

Rfl notices

60. All notices to a local authority in relation to this Rfl (local authority notice) will be sent via email to the local authority's nominated representative for the Rfl. Local authority notices will be consecutively numbered and will form part of the Rfl.
61. Where DIA makes clarifications or changes to this Rfl:
 - It will advise all local authorities by way of Notice
 - The response deadline may be extended (at the sole discretion of DIA).

Support provided to all local authorities

62. Support will be made available for local authorities to engage in this Rfl process. This includes:
 - **Guidance materials** including this document, Rfl Response Templates and Rfl Supporting Schedules with instructions for completing the response templates.
 - **Introductory webinars** to launch the Rfl and guide Local Authorities through the requirements.
 - **An email helpdesk** for Local Authorities to send questions to. These questions will be directed to the relevant leads within DIA to respond.
 - **Pre-recorded guidance videos**, released in the first two weeks of the Rfl process to guide Local Authorities through each section of the Rfl template.
 - **Weekly clinics** for Local Authorities to ask WICS and/or the relevant leads at DIA questions.

**Table 9: Virtual briefings detail**

Virtual briefings	Intended audience	Content	Date
Webinar 1: Introducing the Rfl	<ul style="list-style-type: none"> Chief Executives Asset Managers Technical CFOs Strategic planning team. 	During this webinar, DIA will provide context around the Rfl, the Rfl process, and the Rfl Response Templates.	Wednesday, 21 October 2020 – 8:00 – 9:00
Webinar 2: Overview of Rfl Response Templates	<ul style="list-style-type: none"> Asset Managers Technical CFOs Strategic planning team. 	During this webinar WICS will provide further technical detail on the Rfl and what the data requested will be used for.	Wednesday, 28 October 2020 – 9:00 – 10:00
Weekly clinics	<ul style="list-style-type: none"> Asset Managers Technical CFOs Strategic planning team. 	Weekly clinics to provide additional guidance and an opportunity to ask questions.	Tuesday, 3 November 2020 – Tuesday, 8 December 2020

63. All webinar recordings, template recordings, updates, supporting guidance and frequently asked questions will be available in the Rfl section on the official Three Waters Reform website at <https://www.dia.govt.nz/Three-Waters-Reform-Rfl>

Support provided to local authorities that provide the more detailed information

64. Local authorities selected for the representative sample will have access to more direct and proactive forms of support, for example direct contact with technical advisers and ‘hands-on’ support with responding to the Rfl. This recognises the greater requirements these local authorities will need to meet.
65. This assistance will also be extended to other local authorities that choose to respond to the more detailed request.
66. Local authorities will have direct access to expert advice from the Water Industry Commission for Scotland (WICS), the independent economic water regulator in Scotland. This will allow for one-to-one phone and video calls to ask questions about the templates, the analysis this will be used for and guidance on how to prepare responses. WICS bring a wealth of experience and expertise, not only from their experience in Scotland, but from having undertaken improvement processes for providers in other jurisdictions.
67. Local authorities will also have access to more proactive, on-the-ground support sector support. This will involve face-to-face engagements at a local and regional level, weekly engagement throughout the Rfl period, and on-call support to help resolve any issues or questions.



Using stimulus funding to support the RfI

68. Some local authorities indicated in their Delivery Plans that they may apply stimulus funding to support their engagement with this work.
69. Any local authority may opt to redirect up to \$60,000 of their Stimulus Funding toward acquiring resource to support its response to the RfI. To avoid doubt, this does not represent additional funding payable from the DIA to the local authority. Local authorities are not required to resubmit their Delivery Plan should they choose to do this. Should you choose to do this, a line item must be added to the Milestone Table recording the amount apportioned to support for the RfI process at the first quarterly report.
70. Local authorities may want to consider whether value would be derived from sharing resources across regions and multi-regions where this makes sense.

Clarification questions

71. If local authorities have questions, or if there is perceived ambiguity in the RfI documents, they should seek clarification from DIA. All requests for clarification must be sent to the nominated DIA inbox threewaters@dia.govt.nz. DIA will co-ordinate and distribute the request to the most appropriate party and endeavour to respond to the local authority's request as quickly as possible.
72. If the request is of sufficient importance to all local authorities, specific guidance will be provided during a future weekly clinic.
73. In certain circumstances, DIA may also provide details of the question and answer to all local authorities. In doing so DIA may summarise the local authority's question on the Q&A Repository and will not disclose the local authority's identity.

Response submission

How to submit a response

74. Completed 'Request for Information Response Templates' should be sent to the nominated DIA inbox: threewaters@dia.govt.nz
75. Each local authority is responsible for ensuring that its response is received by DIA at threewaters@dia.govt.nz on or before the deadline for responses of **1 February 2021**. DIA will acknowledge receipt of each response.
76. DIA intends to rely on all information provided by the local authority. In submitting a response, local authorities must check that all information is:
 - True, accurate within a confidence grade and complete and not misleading in any material respect; and
 - Does not contain material that will breach a third party's intellectual property rights.
77. If a local authority is unable to complete any part of the template requested due to insufficient available information or uncertainty, the local authority is encouraged to raise a query to the nominated DIA



inbox and we will endeavour to respond to the query in a timely manner or put you in contact with the party best able to assist with resolving the query.

Submitting information before the response deadline

78. Due to the short timelines for reviewing the information provided, local authorities should submit each Template Section of the RfI as they are ready. This may mean that you submit certain sections in advance of others.
79. Please ensure that all templates are submitted by the response deadlines.

Review phase

80. After receiving the submissions, DIA and its advisors will review the information provided by the local authority. DIA may reach out to the local authority with clarification questions. The local authority should provide the clarification or additional information in the format requested and in a timely manner.



SECTION 4: Response requirements

82. This section specifies the basis upon which each local authority is required to submit their information. It is important that each local authority complies with the information and instructions provided below to support consistency in the information review.
83. To enable the DIA to review and analyse each response in an efficient and effective manner, each local authority is required to comply with the following instructions for its response.

Compliant response

84. We ask that local authorities submit a compliant response:
 - Adhere to the response formats specified in each section of this RfI, including using the RfI Response Templates and supporting guidance where provided, and clearly referencing the response to specific questions for ease of evaluation.
 - Responses must be sufficiently detailed to enable assessment by the DIA without requiring further clarification or information from the local authority.

Local authority details

85. Each local authority is required to nominate a single representative who will be responsible for co-ordinating the RfI response and send their name and contact details to threewaters@dia.govt.nz

Intellectual Property and ownership

86. Following submission, any responses submitted to DIA as part of this RfI will become the physical property of DIA and will not be returned to the local authority.
87. Subject to paragraph 68 below, DIA owns all intellectual property in the document, the RfI templates and any related guidance document.
88. The local authority may retain its intellectual property rights in the material it submits as part of its response to this RfI. However, subject to any confidentiality obligations below, it grants DIA (and its employees, agents, suppliers and contractors) a non-exclusive, perpetual licence to retain, use, copy, and disclose such material for any purpose related to the RfI process, the wider reform or any related activities as described in this request for information.

Confidentiality

89. For the purposes of this document and any response templates, Confidential Information means information that is marked as “confidential” or “commercial in confidence” by the local authority. Local authorities agree to only mark information this way if they consider they would withhold such information under section 7 of the Local Government Official Information and Meetings Act 1987 should it be requested under that Act. To avoid doubt, such assessment will



not be the deciding factor should DIA be asked to release the Confidential Information under an Official Information Act 1982 request.

90. DIA, and its employees, agents, suppliers, and contractors may use, copy, or disclose any and all information (other than Confidential Information) provided by the local authority in relation to this RfI for any of the purposes described in this RfI. To avoid doubt this includes the right to share such information with:
 - All economic, financial, commercial, legal, other advisors, and suppliers
 - Other local authorities and local body entities
 - Ministers
 - Other public sector agencies
91. DIA will not disclose Confidential Information to any person or organisation unless:
 - That person or organisation is an employee, agent, supplier, or contractor who needs to know the information in order to perform tasks in relation to one of the purposes described in this request for information, on a strict no share basis
 - The Confidential Information has become public knowledge by no fault of DIA
 - The local authority gives DIA prior written approval to make the disclosure
 - The Confidential Information is included in an aggregated dataset that does not identify the individual data
 - The disclosure of Confidential Information is required under the Official Information Act 1982, the Local Government Official Information or Meetings Act 1987, or under a Parliamentary process, provided DIA will give the local authority as much advance notice as possible of the disclosure
92. DIA reserves the right to verify any details provided in response to the RfI. Local authorities should note that verification may involve having the details audited by DIA appointed auditors.
93. When writing any Cabinet paper, or other official document, DIA may use information provided by a local authority within the terms of this provision without attributing that information to the local authority.
94. All information provided (including Confidential Information) is subject to release under the Official Information Act 1982, the Local Government Official Information or Meetings Act 1987, or as a result of a Parliamentary question or process. DIA will advise the local authority of such questions as they arise, but the views of the local authority will not be determinative in deciding whether or not to release.



Appendix 1. Glossary

96. Capitalised terms used in this RfI and defined in the glossary have the meanings given to them below.

Table 10: Glossary

Term	Description
DIA	Department of Internal Affairs
MoU	Memorandum of Understanding
NPR	Water New Zealand National Performance Review
Reform Programme	Three Waters Reform Programme
RfI	Request for Information
RfI Notices	A written notice which will be issued by DIA to all local authorities.
RfI Supporting Schedules	General and specific guidance provided to complete the RfI Response Template. Please ensure the RfI Supporting Schedules are read in line with the RfI Response Template.
RfI Response Template	The Excel template which local authorities should use to submit the information requested.
WICS	Water Industry Commission of Scotland



Appendix 2. Local authorities

97. The table below sets out those local authorities that are selected to be part of the Representative Sample and to complete RfI Response Template Workbook I. Unless choosing to provide more detailed information in Workbook I, the other local authorities are to complete RfI Response Template Workbook II.

Table 11: Local authorities

#	Local authority	Territory	Island	LGNZ classification	Rep. sample Workbook I	Other LAs Workbook II
1	Ashburton	Canterbury	South	Provincial		✓
2	Auckland	Auckland	South	Metro	✓	
3	Buller	West Coast	North	Rural		✓
4	Carterton	Wellington	South	Rural		✓
5	Central Hawke's Bay	Hawke's Bay	North	Rural	✓	
6	Central Otago	Otago	North	Provincial	✓	
7	Chatham Islands	Chatham Islands	South	Rural		✓
8	Christchurch	Canterbury	South	Metro	✓	
9	Clutha	Otago	South	Rural	✓	
10	Dunedin	Otago	South	Metro	✓	
11	Far North	Northland	South	Provincial	✓	
12	Gisborne	Gisborne	North	Provincial	✓	
13	Gore	Southland	North	Rural	✓	
14	Greater Wellington	Wellington region	North	Regional		✓
15	Grey	West Coast	South	Rural		✓
16	Hamilton	Waikato	South	Metro	✓	
17	Hastings	Hawke's Bay	North	Provincial	✓	
18	Hauraki	Waikato	North	Rural		✓
19	Horowhenua	Manawatu-Wanganui	North	Provincial		✓
20	Hurunui	Canterbury	North	Rural		✓
21	Hutt City	Wellington	North	Metro	✓	
22	Invercargill	Southland	South	Provincial	✓	
23	Kaikoura	Canterbury	South	Rural		✓
24	Kaipara	Northland	South	Provincial		✓
25	Kapiti Coast	Wellington	North	Provincial	✓	
26	Kawerau	Bay of Plenty	North	Rural		✓
27	Mackenzie	Canterbury	North	Rural		✓
28	Manawatu	Manawatu-Wanganui	South	Provincial	✓	
29	Marlborough	Marlborough	North	Provincial		✓



#	Local authority	Territory	Island	LGNZ classification	Rep. sample Workbook I	Other LAs Workbook II
30	Masterton	Wellington	South	Provincial		✓
31	Matamata-Piako	Waikato	North	Provincial		✓
32	Napier	Hawke's Bay	North	Provincial	✓	
33	Nelson	Nelson	North	Provincial	✓	
34	New Plymouth	Taranaki	South	Provincial	✓	
35	Opotiki	Bay of Plenty	North	Rural		✓
36	Otorohanga	Waikato	North	Rural	✓	
37	Palmerston North	Manawatu-Wanganui	North	Metro	✓	
38	Porirua	Wellington	North	Metro	✓	
39	Queenstown Lakes	Otago	North	Metro	✓	
40	Rangitikei	Manawatu-Wanganui / Hawke's Bay	South	Rural		✓
41	Rotorua Lakes	Waikato/BoP	North	Provincial	✓	
42	Ruapehu	Manawatu-Wanganui	North	Rural		✓
43	Selwyn	Canterbury	North	Provincial		✓
44	South Taranaki	Taranaki	South	Provincial		✓
45	South Waikato	Waikato	North	Provincial		✓
46	South Wairarapa	Wellington	North	Rural	✓	
47	Southland	Southland	North	Provincial	✓	
48	Stratford	Taranaki/M-W	South	Rural		✓
49	Tararua	Manawatu-Wanganui	North	Rural		✓
50	Tasman	Tasman	North	Provincial	✓	
51	Taupo	Bay of Plenty	South	Provincial		✓
52	Tauranga	Bay of Plenty (BoP)	North	Metro	✓	
53	Thames-Coromandel	Waikato	North	Provincial		✓
54	Timaru	Canterbury	North	Provincial	✓	
55	Upper Hutt	Wellington	South	Metro	✓	
56	Waikato	Hamilton	North	Provincial	✓	
57	Waimakariri	Canterbury	North	Provincial	✓	
58	Waimate	Canterbury / Otago	South	Rural	✓	
59	Waipa	Waikato	South	Provincial		✓
60	Wairoa	Hawke's Bay	North	Rural	✓	
61	Waitaki	Canterbury	North	Provincial		✓
62	Waitomo	Waikato	South	Rural		✓



#	Local authority	Territory	Island	LGNZ classification	Rep. sample Workbook I	Other LAs Workbook II
63	Wellington	Wellington	North	Metro	✓	
64	Western Bay of Plenty	Bay of Plenty	North	Provincial	✓	
65	Westland	West Coast	North	Rural		✓
66	Whakatane	Bay of Plenty	South	Provincial		✓
67	Whanganui	Manawatu- Wanganui	North	Provincial	✓	
	Whangarei	Northland	North	Metro	✓	

2.6. Whangarei Airport Location Option Study Briefing

Meeting: Council Briefing
Date of meeting: 11 March 2021
Reporting officer: Simon Weston (General Manager Infrastructure)

1 Purpose

To provide a background information update to council of the Whangarei Airport Location Option Study project.

2 Background

Concerns raised in 2014 regarding the long-term suitability of the Onerahi Airport to meet the future needs of the district and Northland region resulted in a strategic review of the Whangarei District Airport at Onerahi.

This report is to provide an update on the background information of the project, to date.

This update will be provided at the meeting via presentation.