



Ashburton District Council

AGENDA

A **MEETING** of the **OPERATIONS COMMITTEE**
will be held as follows:

Date: Thursday 17 November 2011

Time: To follow Environmental Services Committee

Venue: Council Chamber
5 Baring Square West
Ashburton

B LESTER
Chief Executive

MEMBERS:

Cr L J Leadley (Chair)
Cr P W Reveley (Deputy Chair)
Cr N A Brown
Cr D M Favel
Cr D N Nelson
Cr M J Nordqvist
Cr A B Totty
Cr R S Wilson
Mayor A R McKay (ex officio)

AGENDA

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10 November 2011

Ashburton District Council Report

File No 0720-00
Date 17 November 2011
Report to Operations Committee
From Operations Manager
Subject WMMP – Hearing Panel

5 Waste Management and Minimisation Plan – Appointment of a Hearing Panel

5.1 Summary

The Ashburton District Council Draft Waste Management and Minimisation Plan has been the subject of public consultation.

The purpose of this report is to request that the Committee appoints a hearing panel to consider submissions to the Waste Management and Minimisation Plan.

5.2 Recommendation

That Councillors Leadley, Nelson and Reveley be appointed to hear and consider submissions to the Draft Waste Management and Minimisation Plan.

5.3 Background

The Draft Waste Management and Minimisation Plan (WMMP) 2011 sets out the strategic direction that Council proposes to follow to promote efficient and effective waste management and minimisation in the district over the next six years (2012 – 2018).

Under Section 44(c) of the Waste Minimisation Act, Council in preparing the Draft WMMP is required to consult with businesses, community and iwi using the special consultative procedure set out in the LGA 2002.

Consultation has been completed on the draft plan and 42 submissions have been received. Submissions closed on 4 November.

A summary of submissions received and officers' comments have been prepared.

Council is now required to hear and consider submissions and this will take place on Friday 18 November.

In order to hear and consider submissions, a hearing panel is required. Councillors Leadley, Nelson and Reveley have been contacted and have agreed to be members of the panel subject to the Committee's approval.

5.4 Options & Risks Considered

Not applicable.

Please note Council has formally resolved to consult on the Draft Waste Management and Minimisation Plan through a special consultative process.

To not appoint a hearing panel would mean that the special consultative process could not be completed and that Council may not meet the statutory timeframe with respect to adopting the final plan.

5.5 Statutory Implications

The Draft Waste Management and Waste Minimisation Plan has been the subject of a special consultative process as set out in Section 44(c) of the Waste Minimisation Act.

Council is required to have the plan formally adopted by 30 June 2012 to comply with the Waste Minimisation Act.

5.6 Consultation

The draft plan has been the subject of a special consultative procedure.

The three councillors recommended as members of the hearing panel have been contacted and have agreed to hear and consider the submissions.

5.7 Strategic Links

Not applicable.

It is anticipated that outputs/projects arising from the adoption and implementation of the plan will contribute towards the following:

Outcome 1: A thriving and diverse local economy that provides the foundation for a quality lifestyle.

Strategic Objective: Our community has access to quality infrastructure (roading, water, footpaths, wastewater and storm water) that is efficient and reliable (Priority Objective)

Outcome 2: A thriving and diverse local economy that provides the foundation for a quality lifestyle.

Strategic Objective. Water, land and air are managed sustainably (Priority Objective).

5.8 Financial

It is anticipated the outputs/projects arising from the adoption and implementation of the WMMP may have future financial implications.

These projects will be the subject of future budgeting and consultation processes.

Prepared By:

R ROUSE
Operations Manager

Approved by:

B LESTER
Chief Executive

Ashburton District Council Report

File No 0210-04
Date 17 November 2011
Report to Operations Committee
From Emergency Management Officer
Subject Rural Fire Plan 2011-2013 review and adoption

6 Rural Fire Plan 2011-2013 – Review and Adoption

6.1 Summary

Council's rural fire plan has been reviewed, in accordance with the Forest and Rural Fire Regulations 2005. The purpose of this report is to seek the Committee's approval for the reviewed fire plan to be adopted. ***Copy included***

6.2 Recommendation

That the Reduction, Readiness, Response and Recovery sections of the Ashburton District Council Rural Fire Authority Rural Fire Plan 2011-2013 be adopted.

6.3 Background

Since June 2005, the Forest and Rural Fire Regulations 2005 has required that all rural fire authorities must review and readopt their Rural Fire Plans on a regular basis.

Each plan must set out the policies and procedures of the fire authority under the following headings and in the following order:

- Reduction
- Readiness
- Response
- Recovery

Fire plans must now be reviewed to the following timeframes:

- Readiness and Response sections – not more than two yearly
- Reduction and Recovery sections – not more than five yearly

While the Reduction and Recovery sections are not required to be reviewed and readopted until 2014, this has been done in conjunction with the Readiness and Response sections to retain currency. All four sections are therefore submitted to Council for approval and adoption.

The Principal Rural Fire Officer has reviewed the Reduction, Readiness, Response and Recovery sections of the current Fire Plan to meet the requirements of the Regulations.

Copies are available from the Principal Rural Fire Officer on request.

In order to facilitate more effective management of the Plan it has been separated into three separate but associated documents. These are:

- Fire Plan 2011-2013 (reduction, readiness, response and recovery sections)
- Resource register
- Fire Plan appendices

The primary changes made as a result of the review are as set out below:

- P 5 modification of section 'The District' to reflect updated statistics
 - P 5 inclusion of a new section 'Fire Management Zones'
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- P 5 inclusion of a new section 'District Fire Authorities'
- P 6 inclusion of a new section 'Rural Fire Officer Responsibilities'
- P 8 inclusion of a new section 'Strategic and Tactical Fire Management Plan Mid Canterbury 2010-2011'
- P 10 FA Chain of Command - removal of reference to EM Sub Committee
- P 12 change of name from FRSITO to EMQual to reflect current situation
- P 13 inclusion of Rakaia Gorge in list of registered VRRF's
- P 14 inclusion of a new section 'Forest Areas'

6.4 Options & Risks Considered

Option 1: Council adopts only the Readiness and Response sections of the Ashburton District Council Rural Fire Plan in the 2011 year. This meets the requirements of the Forest and Rural Fire Regulations 2005.

Option 2: Council adopts all four sections (Reduction, Readiness, Response and Recovery) of the Ashburton District Council Rural Fire Plan in the 2011 year. This meets the requirements of the Forest and Rural Fire Regulations 2005 but has the added advantage that all four sections of the fire plan are current.

Option 3: Do nothing. This will mean Council has failed to meet its statutory requirements.

The recommended option is option 2.

6.5 Statutory Implications

The Forest and Rural Fire Regulations 2005 requires that all rural fire authorities must review, update and readopt their Rural Fire Plans on a regular basis.

Fire plans must be reviewed to the following time frames:

- Readiness and Response sections – not more than two yearly
- Reduction and Recovery sections – not more than five yearly

To meet its statutory requirements the Ashburton District Council must readopt the Readiness and Response sections of the Rural Fire Plan in 2011 and the Reduction and Recovery sections of the Rural Fire Plan in 2014.

6.6 Consultation

No public consultation has been carried out. There is no legislated requirement to do so.

6.7 Strategic Links

Adoption of the reviewed Fire Plan is consistent with Council's Long Term Plan.

6.8 Financial

Failure to have a current approved fire plan eliminates the Ashburton District Council from eligibility to apply to the NRFA for grant assistance subsidies. (Approximately \$104,000 was claimed in the 2010-2011 financial year.)

Prepared By:

D GEDDES
Emergency Management Officer

Approved by:

R ROUSE
Operations Manager

Ashburton District Council

Rural Fire Plan

2011-2013

FOREWORD

ASHBURTON DISTRICT COUNCIL RURAL FIRE AUTHORITY

FIRE PLAN 2011 - 2013

Policy Statement

The Ashburton District Council Rural Fire Authority shall comply with the requirements of the Forest and Rural Fires Regulations 2005 and subsequent amendments and the New Zealand Fire Service Act 1975, and shall promote and carry out measures to cover reduction, readiness, response and recovery from fires within its district.

It is the duty of every fire authority to promote and carry out measures for the prevention, detection, control and suppression of fire within its district and to form a liaison with other fire authorities to ensure the co-ordination of fire control measures.

To provide for the safeguarding of life and property from damage or risk of damage from fire in their area of responsibility.

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PART 1 REDUCTION

Reduction Policy Statement

The Ashburton District Council Rural Fire Authority shall include in its fire plan under the heading of "Reduction" the procedures that the fire authority has in relation to reduction for fire fighting events within its district under Regulation 41 of the Forest and Rural Fires Regulations 2005.

Reduction

The District

That area of land and water contained within the boundaries of the Rakaia and Mathias Rivers to the north, the Pacific Ocean coast to the east, the Rangitata and Havelock Rivers to the south and the Main Divide of the Southern Alps to the west encompassing an area of 6175 sq km.

The Rangitata and Rakaia Rivers are both glacial fed and rise on the Main Divide to the west of the District. The South Branch of the Ashburton River also has a glacial source while the North Branch and major tributaries of Pudding Hill Stream, Taylors Stream and Bowyers Stream rise in the foothills on the western border of the plains. The confluence of the two branches is at a point near the north western edge of Ashburton township. The other significant, although much smaller, river in the District is the Hinds, which also rises in the foothills to the west of the plains.

The total population of the District is approximately 30,100.

Ashburton, the principal town servicing the rural area, has a population of approximately 17,000. The town straddles the Ashburton River 19.4 km inland from the sea at an elevation averaging 100 metres above sea level. The foothills of the Southern Alps rise from the plains approximately 50 km from the east coast.

The rural area has a population of approximately 9500. The two largest of six townships, Methven and Rakaia, have approximate populations of 1640 and 1200 respectively. However during the skiing season the population in the Methven area can expand to 3-5,000.

The District has a wide range of vegetation types. The western high country area can be broadly described as remnant hardwood/broadleaf forest and scrub on lower slopes, rising to herbfields and scree/rock at higher altitudes with snow, permanent icefields and glaciers.

The foothills area is generally tussock grasslands and scrub, with tall tussocks occurring above about 900 m and short tussock below this altitude. The short tussock areas have been extensively modified with land use and hawkweeds are now a feature of much of this land. The eastern portion of the hill country has two significant areas of remnant native beech forest around Mt Somers and Pudding Hill.

The lower eastern part of the District is farmland, much of it capable of being cropped. Improved pasture is the predominant vegetation with annual crops and exotic shelter belts and woodlots being common. Dairying has become prevalent in recent years with the associated irrigation creating a mosaic of green areas throughout the summer months.

Fire Management Zones

For the purpose of fire management the Ashburton District Council has separated the hill and high country from the plains and from time to time the fire season status may differ between the zones depending on the fire risk at the time.

District Fire Authorities

There are three fire authorities in Ashburton District; the New Zealand Fire Service, the Department of Conservation and the Ashburton District Council.

The NZFS has jurisdictional responsibility for the urban areas of Ashburton, Methven and Rakaia. The Department of Conservation of Conservation has jurisdictional responsibility for all state land and in some cases a 1km margin surrounding that land (2484 sq km), and the Ashburton District Council has jurisdictional responsibility for the remaining land area of the District (3649 sq km) as at November 2011.

This division of area is subject to ongoing change as the pastoral lease tenure review process continues to place more land into DoC stewardship.

Fire Management Objectives

In relation to its responsibilities, the Council's objective is to carry out efficiently, and according to the degree of risk, its responsibilities as set out in the Forest and Rural Fires Act 1977, and the Forest and Rural Fire Regulations 2005.

- To prevent unauthorised fires.
- To detect and suppress in their early stages such fires as do occur.
- To organise all potential fire fighting personnel, plant and equipment to the point where sufficient forces are readily available to suppress or control the largest of fires.
- To provide appropriate training for all volunteers.
- To continually review and improve the organisation of fire fighting personnel and equipment within the limits of financial resources.
- To reduce or control fire risk by efficient use of education, publicity and fire control measures as and when it is considered necessary.

Fire Hazard Management Strategies

Hazards are primarily defined as the fuels and topography of an area (“the potential to burn”). The examination and evaluation of hazards enables the potential for development of a large fire to be assessed, and the degree of difficulty in suppressing a fire once it has started, to be determined.

The Ashburton District Council will implement the following hazard management initiatives if and when required:

- Site inspections to monitor areas of vegetation that are, or have the potential to become, a fire hazard.
- Fire break construction, fuel modification or fuel reduction burning on land adjacent to high risk hazard areas.
- Public education, particularly at times of elevated fire danger, and in higher risk areas.

Fire Risk Management Strategies

Risks are defined as uses, activities or events with the potential to cause a fire ignition. Identification and assessment of risks enables the potential for ignition to be evaluated and the determination of measures that can be taken to minimise the chance of a fire starting.

The Ashburton District Council will implement the following risk management initiatives if and when required:

- Monitoring of high-risk areas such as picnic spots and camping areas during elevated fire danger conditions.
- Posting of ‘Fire By Permit Only’ or ‘Light No Fires’ signs at locations that will communicate the restriction to risk threats, i.e. campers, visitors.
- Declaration of Restricted or Prohibited Fire Seasons.
- Management of use of fire as a land management tool during Restricted Fire Seasons by way of fire permits.
- Public education, particularly at times of elevated fire danger, and in higher risk areas.
- Enforcement of requirements of Restricted or Prohibited Fire Season conditions.
-

Principal Rural Fire Officer Responsibilities

The Principal Rural Fire Officer (PRFO) will be responsible for: -

- Monitoring of fire danger level
- Determination of need for Fire Restrictions or Prohibitions
- Implementation of Fire Restrictions and Prohibitions
- Overall control and direction of fire suppression activities
- Investigation of origin and cause of fire outbreak
- Provision of fire reports
- Determination of fire suppression cost recovery measures and responsibility
- Taking of prosecutions and issue of warnings
- Preparation of Annual Plan submissions for rural fire funding
- Administration of the rural fire budget
- Liaison with Volunteer Rural Fire Forces (VRFF) on training and resource issues (approximately 140 volunteers)
- Coordination and monitoring of rural fire formal training and resource needs
- Liaison with National Rural Fire Authority (NRFA)
- Liaison with the NZ Fire Service
- ADC representation on Canterbury West Coast Regional Rural Fire Committee

- Participate as a member of Regional Incident Management Teams for larger campaign fires within Canterbury
- Preparation and submission of claims for NRFA Grant Assistance
- Preparation and submission of claims on the NRFA Rural Fire Fighting Fund
- Preparation and submission of claims for recovery of fire suppression costs
- Submission of annual fire returns to NRFA
- Maintenance of rural fire plant and equipment
- Maintenance of current approved Fire Plan
- Maintenance of rural fire files for: -
 - Claims
 - Volunteer Rural Fire Forces
 - Permits
 - Fire investigations
 - Fire Season Notices
 - Fire Reports
 - Fire weather monitoring
 - Regional Rural Fire Committee
 - Training
 - Volunteer security screening
 - Equipment testing
 - Health and Safety
 - Prosecutions and warnings

The Deputy Principal Rural Fire Officer will assume the above responsibilities during any absence of the PRFO.

Rural Fire Officer Responsibilities

Rural Fire Officers are responsible for the following

- Assist as required to inspect proposed burns and issue permits
- Be familiar with the ADC RFA Fire Plan policies
- Understanding of the Forest and Rural Fires Act and Regulations
- Keep up to date with weather conditions
- Maintain RFA preparedness arrangements
- Assist with implementation of any restricted or prohibited fire seasons
- Inspect areas and situations of increased threat from fire
- Investigate smoke reports and proceed to fires and take whatever action is necessary
- Act for PRFO at rural fires
- Commence the response as detailed in action sheets
- Maintain a log of all communications and events pertaining to the suppression of fires
- Contact the appropriate fire authorities/brigades/forest owners where the fire is identified as not being ADC RFA responsibility

The powers and duties of Rural Fire Officers shall be as set out in Section 36 of the Forest and Rural Fires Act 1977.

Canterbury West Coast Regional Rural Fire Committee Representation

The Principal Rural Fire Officer will represent the Council on the Canterbury West Coast Regional Rural Fire Committee.

The Deputy Principal Rural Fire Officer may deputise for the PRFO on the Canterbury West Coast Regional Rural Fire Coordinating Committee if required.

Funding

Council will make provision each year to fund rural fire management through the Annual Plan process.

Service Charging

Costs for suppression services and resources provided by Voluntary Rural Fire Forces to other organisations will be recovered at the NRFA rate or internal rates set by Council for its staff who fulfil specified functions at fires at rates current at that time. The labour component of this cost recovery will be passed on to the respective firefighters.

Cost Recovery

Where the investigation of a fire cause and origin clearly identifies a person or persons responsible for causing the fire, the Council, as the Rural Fire Authority, will seek to recover the cost of suppression from that person or persons.

Where the person or persons responsible for a fire cannot be identified, and the cost of the fire exceeds \$1000, a claim for the recovery of the costs incurred in the suppression of that fire will be made on the National Rural Firefighting Fund.

Fire Prevention Planning

The Rural Fire Authority shall monitor hazards and risks that pose the greatest potential to cause unacceptable damage or losses.

The focus shall be on preventing large and damaging fires and the associated reduction of fire suppression costs. To this end all fires shall be investigated and an accredited Fire Investigation Officer shall investigate any large fires.

Strategic and Tactical Fire Management Plan Mid Canterbury High Country 2010-2011

A strategic tactical fire management plan (STFMP) for the Mid Canterbury hill and high country has been prepared jointly by the Department of Conservation and Ashburton District Council due to an elevated level of fire threat in that area. This elevated threat has resulted from many of the pastoral lease properties reverting to DoC stewardship giving increased public access and increased fuel loads due to discontinuation of grazing.

This was determined by the Wildfire Threat Analysis (WTA) project carried out during 2007-2008 and local knowledge.

The area is a pristine destination for recreational activities, with high biodiversity, aesthetic, cultural, and recreational values. Most of the vegetation is grassland or wetland. When these areas dry out, they are extremely flammable and, if an ignition were to occur, fire development would be fast and the fire would exhibit high spread rates with potential for very high or extreme fire behaviour.

With much of the former pastoral run country transferring to the Crown through the tenure review process and being opened up to much greater public use the area is becoming more popular every year, so a detailed fire plan is extremely important as there is limited access into the Ashburton Lakes basin and Rakaia Gorge.

This plan sets out strategies for mitigation of the fire risk in this area and such strategies will be implemented as and when time and cost allows.

Public Education Activities

A public education programme aimed at changing people's behaviour through awareness and knowledge is ongoing.

Support will be given to any Canterbury West Coast Regional Rural Fire Committee initiatives.

Radio, newspapers, ADC website and public notices are the primary information dissemination systems.

The Ashburton District Council website includes a section on emergency management where information on rural fire can be found.

Fire as a Land Management Tool

The Ashburton District Council as the Rural Fire Authority allows the use of prescribed burning as a land management tool. However during times of elevated fire danger levels controls are placed on all outdoor burning through imposition of restricted or prohibited fire seasons.

Fire Permits

Fire permits outlining the statutory conditions are to be obtained by persons lighting fires in the open air during any Restricted Fire Season, other than for agricultural crop residue, for which the Ashburton District Council issues a blanket authority with a fixed set of statutory provisions attached.

- Blanket stubble burning authority - appendix 9
- ADC Fire Permit template - appendix 10
- 'Information for Permittees' - appendix 11

Only Warranted Rural Fire Officers may issue fire permits.

Any Special Permits issued under Section 24 of the Forest and Rural Fires Act 1997 during a Prohibited Fire Season must be approved and signed by the Principal Rural Fire Officer.

Regard to NZ Statutes, Regulations, By Laws, Regional and District Plans

The Ashburton District Rural Fire Authority has regard to the following;

- Fire Service Act 1975
- Forest and Rural Fires Act 1977
- Forest and Rural Fires Regulations 2005
- ECan Natural Resources Regional Plan
 - Chapter 3 - Air Quality
 - Chapter 4 - Water Quality
 - Chapter 5 - Water Quantity
 - Chapter 8 - Soil Conservation
- Ashburton District Council Fires in the Open Air By Law - appendix 12
- ADC District Plan – Chapter 7 - Rural Zones
 - Significant Nature Conservation Values and Alpine Environment
 - General Landscape Values
 - General Indigenous Vegetation Clearance
- Resource Management Act 1991 – Section 17
 - avoid, mitigate, remedy adverse effects on the environment from activities

Persons considering open air burning will be advised to address the above documents/rules with the relevant authorities.

PART 2 READINESS

Readiness Policy Statement

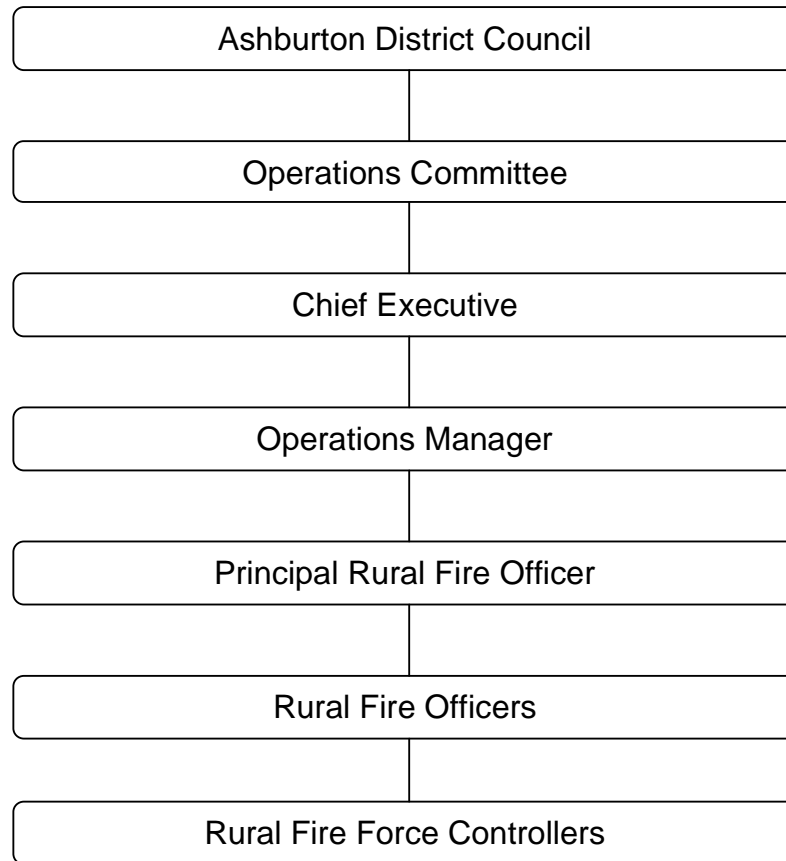
The Ashburton District Council Rural Fire Authority shall include in its fire plan under the heading of "Readiness" the procedures that the fire authority has in relation to readiness for a fire fighting event within its district under Regulations 42 & 43 of the Forest and Rural Fires Regulations 2005.

Readiness

Fire Authority Responsibilities

The Ashburton District Council as a Rural Fire Authority has the responsibility under the Forest and Rural Fires Act 1977 for the prevention, detection, control, restriction, suppression and extinction of fires in forest, rural, and other areas of vegetation within its area of responsibility, and the safeguarding of life and property from damage and risk of damage by or in relation to fire.

Fire Authority Chain of Command



Training

The Principal Rural Fire Officer and Warranted Rural Fire Officers will undertake training to provide them with the skills and competencies in legislative functions, powers and duties under the Act and with which the Ashburton District Council RFA must comply.

All fire personnel will be required to undertake appropriate training for the positions held.

Where new unit standards or courses are brought on stream by EMQual or by the National Rural Fire Authority and these are identified as compulsory or best practice then the appropriate staff and volunteers will be targeted to undertake this training.

Council will maintain a register of all training completed by fire personnel to New Zealand Qualifications Authority unit standards.

The individual Rural Fire Forces will maintain records of all other relevant training undertaken by their members.

The Ashburton District Council Rural Fire Authority will ensure sufficient fire fighters are trained to the competencies required to meet the Standard.

Health And Safety

Hazards, once identified, need to be managed. The Health and Safety in Employment Act 1992 prescribes three control measures that can be implemented. These control measures are elimination, isolation and minimisation. Where a hazard has been identified the preferred mitigation option will always be to eliminate that hazard. Where that is not possible the second option will be to either isolate the hazard from the people or isolate the people from the hazard. Where this is also not possible, the third option will be to take all practicable steps to reduce the effects of the hazard.

All ADC VRFF volunteers are deemed to be employees of the Council and as such are subject to the Health and Safety policy of the Council.

The Ashburton District Council shall endeavour to ensure all those entering a fireground are provided with the appropriate training, safety clothing, supervision and equipment to enable them to conduct fire suppression operations in the safest possible manner, whilst recognising that it is not possible to provide a hazard free work environment.

Hazard identification and situational awareness training will be followed up at least annually with reassessment to ensure currency.

All personal protective clothing will be inspected at least 3 monthly for damage or missing items and repairs/replacement will be made as necessary and this clothing is to be worn appropriately while in attendance at emergency events.

All accidents and near misses are required to be reported promptly to the PRFO on the approved forms. Where there are lessons to be learnt from these, the information will be circulated to all VRFF volunteers throughout the district.

Council policy with regard to 'work/rest guidelines' and a 'fireground hazard list' are included in the appendices to this document. All firefighters should be aware of these requirements.

Appointment of Rural Fire Officers

As required by Section 13 of the Forest and Rural Fires Act (1977) the Council will appoint Warranted Rural Fire Officers. All RFO's including the Principal and Deputy will hold a Warrant of Appointment. All warrants must be signed by the Principal Officer of the Fire Authority. This is the Chief Executive.

All registered Volunteer Rural Fire Forces will have at least two Warranted RFO's appointed.

Maps

The following maps are included as appendices to this document;

- Fire Authority district/boundaries appendix 3

- VFB operational boundaries appendix 4
- VRFF operational boundaries appendix 5
- Ashburton Urban Fire District appendix 6
- Methven Urban Fire District appendix 7
- Rakaia Urban Fire District appendix 8

Forms

Copies of the following forms are included as appendices to this document;

- Work/rest guidelines appendix 2
- Action for emergency checklist appendix 15
- Rural fire log appendix 16
- Rural fire call questionnaire appendix 17
- Wildfire investigation initial report appendix 18
- Fire behaviour observations appendix 19

Record of Sect 14, 15, 16 Agreements and Other RFA/NZFS Agreements

Agreements exist between the Ashburton District Council and Ashburton, Methven and Rakaia Volunteer Fire Brigades for the provision, maintenance and operation of water tankers from those stations to respond to fires within the Ashburton District Council Rural Fire Authority area of jurisdictional responsibility. Copies of these agreements can be found respectively in files 0210-30, 31, 32.

Record of RFA/CWCRRFC Agreements

Current joint agreements for the provision of fire fighting resources are held as follows: -

The Constitution of the Canterbury West Coast Regional Rural Fire Committee sets out details of committee composition, rules and voting rights of members.

Agreement on Rural Fire Liaison “Memorandum of Understanding” between members of the Canterbury West Coast Regional Rural Fire Committee covers provision of resources, cost recovery, permitting.

The Canterbury Regional Incident Management Operation Plan sets out a call out process for a Regional Incident Management Team (RIMT) and some rules around the deployment of the RIMT.

The Regional Emergency Co-Ordination Centre (ECC) Operation Plan sets out a process and levels of response for an ECC. It also sets out a relationship with the National Rural Fire Authority.

Copies of all these documents are included in the Canterbury West Coast Regional Rural Fire Coordinating Committee ‘Policies and Procedures’ manual.

Record of RFA/VRFF Agreements

Fire Force Agreements cover provision of resources, response area, training and administration – ongoing duration. The Ashburton District Council Rural Fire Authority has Agreements in place with the following VRFF’s;

- Ashburton Rural
- Mayfield
- Mount Somers
- Willowby
- Hinds
- Pendarves
- Rakaia Gorge

Copies of these agreements are held in ADC file numbers 0210-33, 34, 35, 36, 38, 39, 43

Forest Areas

There are no registered forest areas within the Ashburton District

Specially Protected Areas

Refer ADC District Plan Appendix A2 – Schedule Of Areas Of Significant Nature Conservation Value.

Fire Season Status

Ashburton District Council as the Fire Authority for the major part of Ashburton District may impose fire restrictions as conditions dictate and as it sees fit in the interests of community safety.

As far as practicable coordination of imposition and lifting of fire restrictions within the area of the Canterbury Regional Rural Fire Committee will be practiced.

The Council may by public notice in a newspaper circulating in the area declare any period to be a Restricted or Prohibited Fire Season.

The PRFO is responsible for notifying the public of the imposition and subsequent lifting of any Restricted or Prohibited Fire Season.

Fire Season Status Trigger Points

The following table provides guidelines for trigger points as to determining fire season status.

As the NZFDR System pays credence only to weather related factors, and not to topography or fuels, the fire authority may impose fire control measures outside these guidelines based on existing weather, land and other environmental conditions at the time.

Grassland Curing (%)	Build Up Index (BUI)			
	0-25	26-50	51-80	>80
0-60	Open	Open	Restricted	Restricted
61-80	Open	Restricted	Restricted	Prohibited
>80	Restricted	Restricted	Restricted	Prohibited

Adopted at the meeting of CWCRRFC 3 November 1997

NZ Fire Danger Rating System Implementation

The daily fire danger level will be monitored through the fire season using the collection of weather data from all remote automatic weather stations (RAWS) that may have an effect on the District. The subsequent determination of the level of fire danger will be based on the New Zealand Fire Danger Rating System and take into account the data from local weather stations and also short and medium term weather forecasts, but cognisance will also be taken of fuels and topography.

Liaison with the Meteorological Service, NIWA and the National Rural Fire Authority regarding current and predicted trends in fire danger will also be considered. The frequency of monitoring will be proportionate to the fire danger.

Fire Danger Level Indicator Boards

The Ashburton District Council maintains 10 Fire Danger Level indicator boards sited at strategic locations throughout the district. These are adjusted accordingly to inform the public of the current fire danger level. When restricted or prohibited fire seasons are in place this fact will be advertised on the indicator boards.

It is possible that fire danger levels will differ between the plains and the high country.

Fire Detection and Reporting

All fire personnel are expected to maintain additional awareness and vigilance during times of elevated fire danger levels

Council staff are also expected to maintain this awareness and vigilance.

The general public through awareness programmes and advertising will be encouraged to exercise additional caution and also to report any wildfires through the 111 system.

Equipment Maintenance and Storage

All firefighting equipment must be maintained in a state of operational readiness at all times. All equipment used at a fire must be recommissioned in accordance with the recommissioning checklists displayed in all stations.

All hose, including suction, shall be tested at no greater than two yearly intervals to agreed minimum standards. All pumps shall be tested annually for output against manufacturers specifications. A register of all test results will be held by the RFA.

Personal Protective Equipment (ppe)

All firefighters will be equipped with a full set of ppe in accordance with agreed minimum standards.

All coveralls, boots and helmets must be visually inspected at three monthly intervals and records kept of inspections.

All IMT vests must be visually inspected annually and records kept of inspections.

Identification of Equipment

All firefighting equipment and hose should be colour coded to identify the rural fire authority and rural fire force to which the equipment belongs.

Colour coding charts for Ashburton District Council Volunteer Rural Fire Forces and Canterbury Region Rural Fire Authorities are included as appendices to this document.

Ashburton District fire equipment colour coding appendix 20

Canterbury Region Rural Fire Authorities equipment colour coding appendix 21

PART 3 RESPONSE

Response Policy Statement

The Ashburton District Council Rural Fire Authority shall include in its fire plan under the heading of "Response" the procedures that the fire authority has in relation to response for a fire fighting event within its district under Regulations 44 & 45 of the Forest and Rural Fires Regulations 2005.

Response

Response Policy Statement

The Ashburton District Council Rural Fire Authority shall include in its fire plan under the heading of "Response" the procedures that the fire authority has for responding to a fire within its district under Regulations 44 & 45 of the Forest and Rural Fires Regulations 2005.

Receipt of Fire Calls

The New Zealand Fire Service (NZFS) Communications Centre (FireCom) receives fire notifications via the '111' emergency telephone system and initiates the service response to fire incidents within the Ashburton District Council's rural fire boundaries on a continuous 24 hour year round basis.

The Ashburton District Council provides a continuous 24 hour year round Duty Officer response to rural fire incidents in its district. FireCom initiates this through its 111 response turnout process.

Voluntary Rural Fire Force (VRFF) members or Council staff receiving fire notifications directly from any non-NZFS source are to advise the caller to hang up and dial 111.

Initial Response to a Fire

- FireCom will immediately dispatch the nearest NZFS brigade and VRFF to attend.
- The first attending unit will provide a situation report which FireCom will relate to the Rural Fire Authority Duty Officer.
- FireCom will notify the Council's Rural Fire Duty Officer of the fire through the 24 hour contact procedure (flex paging).
- The Duty Officer will determine, given the location of the fire, which fire authority has the jurisdictional responsibility.
- If it is likely or possible that the fire is on state land or within a 1km fire safety margin, the ADC Duty Officer will contact Firecom immediately and ask for them to page the DoC fire Duty Officer and request that he contact the ADC Duty Officer.
- The Rural Fire Duty Officer will notify Ashburton District Council's Principal Rural Fire Officer (PRFO) of fire if, in his view, the seriousness of the fire warrants the PRFO's attendance.
- The PRFO or a designated deputy will, upon receipt of a fire call, proceed to the fire where he will take control and direction of all brigades and rural fire forces present.
- If necessary an ICP will be established and a CIMS structure set up.
- The PRFO will notify the Manager, Rural Fire, National Rural Fire Authority Christchurch, if the fire is of significant size or if a claim may be made on the Rural Fire Fighting Fund.

'Action for Emergency' Checklist

Appendix 15

Additional Response for Extended Action

Any Rural Fire Officer warranted by the Ashburton District Council Rural Fire Authority, or the NZFS Officer in Charge may call upon such additional assistance and resources considered necessary for the early containment and suppression of vegetation fires in the Ashburton District Council Rural Fire Authority area of jurisdictional responsibility. The Rural Fire Duty Officer will be advised of any request as soon as practicable.

This authority applies to:

- The immediate deployment of or placement of helicopters or other aircraft on 'standby'.
- The immediate deployment of or placement of regional fire fighting resources including RFFs on 'standby'.
- The immediate use of or placement on 'standby' of equipment, chemicals and other resources available to the Fire Authority through contracts or mutual fire agreements.

Each request for additional resources is to clearly identify the type, quantity and priority of the resources requested e.g., aircraft, ground crews, smoke chaser, water tanker, pumps, chemicals etc. The “blanket” or “non-specific” call out of resources is generally to be avoided.

Where any large, serious or other fire operation is likely to become prolonged, contingency planning should commence early to meet ongoing logistical support requirements ie catering, relief personnel, first aid, equipment, communications etc. of the operation.

Where the response capacity is beyond the limits of the Ashburton District Council a request will be made via the Manager Rural Fire for a Regional Incident Management Team (RIMT) to assist with or take over the management of the incident. Additional ground crews may also be sourced through this procedure. This is in accordance with the terms of the Canterbury West Coast Regional Rural Fire Committee (CWCRRFC) Memorandum of Understanding and the RIMT Operational Guidelines.

Chain of Command and Control at Fires

The Ashburton District Council, for the effective management and suppression of larger fires and other multi agency incidents, will use the New Zealand Co-coordinated Incident Management System (CIMS)

The Senior Officer of the first responding vehicle is to assume control of the incident as the Incident Controller, until such time as the Principal Rural Fire Officer or a warranted Rural Fire Officer arrives, maintain a log and set up an ICP using the CIMS structure.

On arrival, the Principal Rural Fire Officer or Rural Fire Officer will liaise with the Incident Controller, receive a full briefing, then assume the position of Incident Controller or nominate an Incident Controller, and if necessary make appointments to the other key CIMS incident management team (IMT) roles.

The PRFO/Deputy PRFO has authority over all resources.

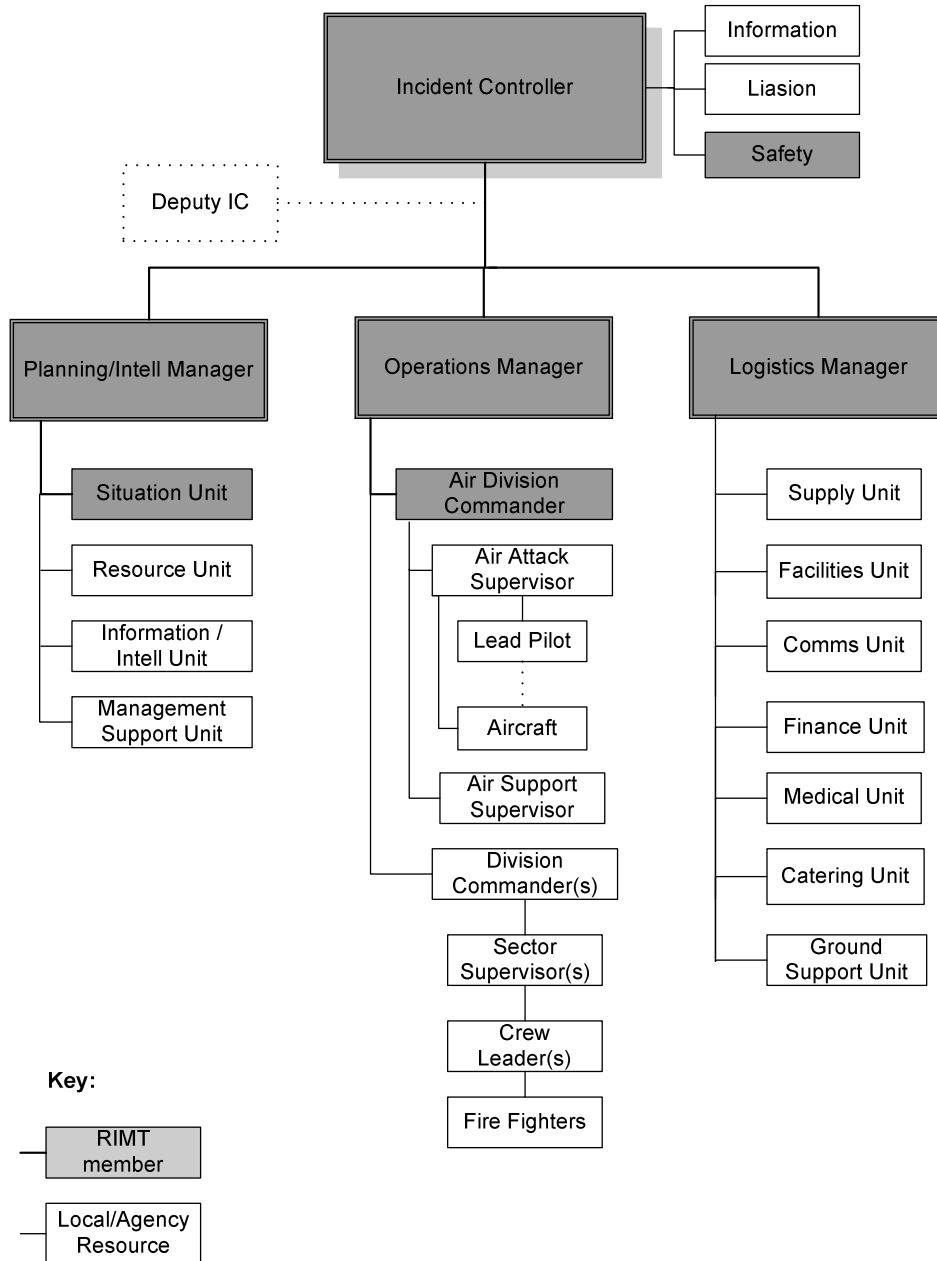
The Incident Controller will assign fire officers to other CIMS positions as appropriate.

All personnel on the fireground must ensure that they clearly understand their role, who they are responsible to and who they are responsible for.

A Staging Area is to be established at the fire scene for the reception, briefing and assignment of arriving personnel and/or the re-assignment of existing resources.

Regional Incident Management Team Structure

Figure 1: Regional IMT Team Structure



Fire Command Instructions For Additional Attending Units

All responding units must attempt to establish communication with the IC or ICP while travelling to the fire to aid in effective and efficient deployment. All personnel must check in at the fire ground ICP upon arrival at the fireground.

Receive a defined task identifying;

- Designation within the organisation structure
- Whom responsible to
- Who responsible for
- Tasking and timeframes
- Safety issues
- Additional resources available

Receive a full briefing on ;

- Objectives, strategies and tactics
- Resources
- Communications
- Fire (fuel types, topography, suppression activities and resources, weather, hazards etc.)
- Hazards and mitigations

Brief accompanying personnel and assign tasks and responsibilities

Carry out assignment

- Maintain communications
- Maintain a log of activities, messages, timeframes
- Ensure safety of all personnel
- Monitor and record progress of fire (weather readings, fire behaviour success of suppression activities)

Demobilisation

- Ensure successor (where relevant) is briefed
- Check out at ICP before leaving fireground
- Ensure accompanying personnel and resources are checked out
- Ensure all inputs to the fire are recorded

Communications

Initial Turnout

FireCom will turnout the nearest NZFS volunteer brigade and VRFF, and notify the PRFO by pager.

Fireground

The NZFS and VRFF's will use VHF radio on fireground simplex (Fire 1)

Fireground to FireCom

Standard VHF radio on Fire Service repeater channel or cellphone.

Fireground to Incident Control Point (ICP)

The VRFFs and VFB's will use VHF radio on fireground simplex (Fire 1). Channels Fire 2 or Fire 3 may be used depending on the magnitude of the event and the number of resources present. This allocation will be determined at the time if the need arises.

If the fire is extensive enough a portable repeater may be deployed. The primary channel will be ESB 164.

Fireground to ADC EOC

The VRFFs will use VHF radio on ADC repeater channel EN 198. Normally only the ICP will be communicating with the EOC but where the fire is of such a size as to not require the setup of a full ICP the communication may be direct.

ICP to Emergency Operations Centre (EOC)

The VRFFs will use VHF radio on ADC repeater channel EN 198.

Ground to Air

The VRFFs will use VHF radio on fireground simplex (Fire 4)

ICP/EOC to other agencies

Cellphone will be the first option, with VHF radio and fax to be used where appropriate.

Fires on Department of Conservation Land and Within 1km Margins

If responding to fires within Ashburton District on state land, and Department of Conservation staff have taken command, it is likely that they will be using Department VHF communications on DoC Channel 7.

A list of all frequencies and channel plans is included in the 'fireground radio frequencies' section of the Ashburton District Council Rural Fire Resources section of the Rural Fire Plan.

Regional Fire Emergency

When weather or other conditions exist which, in the opinion of the National Rural Fire Officer, present an extreme fire hazard whereby life and property may be endangered by spreading vegetation fires, or when any vegetation fires have spread or appear to the National Rural Fire Officer to be likely to spread beyond the district of a single fire authority, the National Rural Fire Officer may, in the public interest, appoint a Principal Rural Fire Officer or other appropriate Fire Officer under Section 39 Forest and Rural Fires Act 1977 to take charge for the purposes of this Act in any area, whether included in more than one district or not.

The National Rural Fire Officer shall notify the Fire Authority of each district affected of the name of the Fire Officer whom the National Rural Fire Authority has appointed to take charge under this section.

In any case where the National Rural Fire Officer has appointed a Fire Officer to take charge of any area as aforesaid, that Fire Officer shall have, in respect of that area, all the powers, authorities, and immunities of a Principal Rural Fire Officer under this Act as if the whole of that area was a Rural Fire District and all the provisions of this Act shall, with any necessary modification, apply accordingly.

Fire Officers and other officers of the Fire Authority district affected shall be subject to the authority of any person appointed under sub section 1 of this section and shall carry out all instructions given by that person or on that persons behalf.

PART 4 RECOVERY

Recovery Policy Statement

The Ashburton District Council Rural Fire Authority shall include in its fire plan under the heading of "Recovery" the procedures that the fire authority has in relation to recovery for a fire fighting event within its district under Regulation 46 of the Forest and Rural Fires Regulations 2005.

Recovery

Operational Reviews

The Ashburton District Council Rural Fire Authority shall conduct independent operational assessment of significant fires in the Fire Authority's district as required under procedures developed by the NRFA under Section 14A of the Fire Services Act 1975 This will be achieved within two months of the fire occurring.

Operational Debriefs

Debriefs should be viewed as an opportunity to assess the operational process of notifications, turnouts, and fire fighting activities, with the aim of making improvements from lessons learnt.

Debriefs shall be convened for the following fire situations:

- Any medium/large multi-agency fire
- Any fire where injury has occurred
- Any large fires
- Any fire that lessons can be learnt from

All debriefs should occur as soon as possible after the event, but within seven days of the fire being declared out. A record of all debriefs shall be kept by the Fire Authority.

Obligations to make changes/improvements that are identified in the debrief shall be allocated to a named person who will be responsible for the outcome.

It should be remembered that the debrief is not a "witch-hunt" but an opportunity to evaluate the effectiveness of fire control systems, fire suppression measures, cooperation and coordination from an actual fire emergency situation, and to identify and implement improvements.

The operational debrief should be conducted in four parts:

(i) Circumstances

- Date/time
- Fuel type
- Topography
- Organisations involved
- Estimated suppression costs
- Call out procedures
- Location
- Weather
- Values at risk
- Area burnt
- Fire cause
- Duration of each stage

(ii) Operational

- Incident Controller report - sequence of events, objectives, initial attack, structure
- Operations report
- Planning Intelligence report
- Logistics report
- Communications report
- Aerial operations report
- Mop up/patrol
- Relief crews
- Catering
- First aid
- Traffic control
- Equipment - adequate/suitable

(iii) Assessment

- Pre-planning – effectiveness
- Inter agency cooperation
- Techniques used
- Command/Control (CIMS)
- Safety

- (iv) Recommendations One person shall be nominated to ensure an outcome and report back for each recommendation. This should be recorded and signed off on completion. The debrief chair should reinforce this during the summation of the debrief.

The debrief process should not be hurried and every attendee must be allowed the opportunity to voice his/her views.

The Principal Rural Fire Officer shall organise all debriefs and preferably an independent chair should be appointed.

Critical Incident Stress Debriefing

This is actioned if any situation faced by emergency services personnel causes, or is likely to cause, them to experience unusually strong emotional reactions that could interfere with their ability to perform safely at the scene or later.

The nearest Critical Incident Stress Management Team should be contacted through Firecom if any personnel exhibit signs of stress that require attention.

Post Fire Investigations

Following all fires the Fire Authority shall carry out investigations to determine the origin and cause. All minor fires investigations will be carried out by the Incident Controller of the fire. Investigation of more significant fires will be carried out by qualified investigators and they shall provide a written report to the District's PRFO. Where the IC considers the fire to be malicious the Police will be immediately contacted.

Where there has occurred a 'serious harm' accident or the IC considers the fire to be malicious, personnel will be briefed to do the following

- Secure the area and protect the scene to preserve evidence
- Take photographs
- Locate and identify any witnesses
- Record all information / observations in a formal written form
- Draw a sketch plan of the scene

Recovery Plans/Rehabilitation

A recovery plan shall be put in place by the IMT for consideration at the time of the fire to carry out remedial work to fire breaks, repairs to fences and other damage that may have resulted in the course of suppressing the fire.

Rehabilitation required because of damage caused by the fire or the suppression effort shall be in accordance with Section 55 of the Forest and Rural Fires Act 1977. Any other rehabilitation requirements shall be the responsibility of the landowner upon whose property the fire occurred.

Costs incurred in any rehabilitation process will be recoverable from either the person responsible for the fire or a claim on the NRFA Rural Firefighting Fund.

Best practice is to avoid unnecessary damage in the first instance, however damage caused by the suppression effort should be repaired where practical to do so.

Suppression Cost Recovery

The Ashburton District Council will endeavour to recover all costs incurred in the suppression of fires within its District. Recovery of costs shall be sought from the person responsible for the fire in the first instance.

NRFA Rural Firefighting Fund Claims

Any fire that exceeds \$1000 in suppression costs, and where those costs are unable to be recovered from the person responsible for the fire, shall become a claim on the NRFA Fire Rural Fighting Fund. The NRFA shall be advised of any possible claim on the fund within 24 hours of the fire occurring. The claim shall be lodged with the NRFO within 3 months after the date of the fire.

Prosecutions

The Ashburton District Council has a formal policy on action to be taken where breaches of Restricted or Prohibited fire season notices with regard to the burning of crop residue have been detected.

A copy of the policy is included in the appendices as appendix 13.

Ashburton District Council Report

File No C599
Date 17 November 2011
Report to Operations Committee
From Operations Manager
Subject Rakaia Townsman - Petition

7 Rakaia Township Maintenance Contract - Petition

7.1 Summary

A petition has been received requesting that Council rescinds its decision to award the Rakaia minor township maintenance contract and that the holder of the current Rakaia minor township maintenance contractor be retained.

The purpose of this report is to provide information relating to Council's commitments regarding the award of the new contract.

7.2 Recommendation

- | |
|---|
| <ol style="list-style-type: none">1 That the petition be received; and2 That Council continues with the contract as awarded. |
|---|

7.3 Background

Set out below is a brief summary of the tender evaluation and award process and timeline.

- 30 June, Council agreed to call tenders for the Rakaia minor township maintenance contract C599.
- C599 was publicly advertised.
- Tenders were evaluated using the staged price quality method as per Section C of the NZTA Procurement Manual. This is a two envelope method. Non price attributes are evaluated before the price envelope is opened.
- At the 25 August meeting, the Operations Committee considered the result of this process and declined to accept any tenders and requested the contract be re-tendered.
- The contract was publicly re-advertised.
- Tenders were evaluated using the lowest price conforming tender method as per Section C of the NZTA Procurement Manual. Non price attributes are assessed on a pass/fail basis. The conforming tender with the lowest price becomes the recommended tenderer.
- The recommended tenderer was Metallic Sweeping Limited with the lowest tender in the sum of \$336,847.59.
- There was a significant difference in tender prices between the successful tender and all other tenders.
- Based on the tenders received and the tender evaluation process there was only one recommendation that could be made.
- Council follows strict tender opening and tender evaluation processes as these processes can be the subject of review.

- A detailed report was prepared providing details relating to the tender evaluation process for consideration by the Operations Committee on 6 October.
- The Operations Committee awarded the tender to Metallic Sweeping Limited at that meeting.
- The contract has been formally awarded to Metallic Sweeping Limited and they will commence work on 1 December 2011.
- A formal contract exists between Council and Metallic Sweeping Limited.

A petition was received on 25 October regarding this contract and after the contract was formally awarded.

The petition in general requests/states the following:

"Petition to retain Dave Eddington as our townsman"

"Council has failed to consult the Rakaia Community"

"requests Council urgently rescinds the decision"

No analysis of the petition has been undertaken.

It would be difficult and expensive to change the contractor at this time.

7.4 Options & Risks Considered

In light of receiving the petition, set out below are options available to Council.

Option 1: continue with the new contract as awarded

This option:

- Is consistent with the tender documents and good practice.
- Is compliant with NZTA requirements regarding procurement and funding.
- Will not expose Council to possible litigation.
- Will ensure the contract is carried out at the best price.
- Will ensure Council continues to be seen as operating appropriately with respect to how it handles tenders.
- It provides credibility to the Council's tendering process.

Option 2: To negotiate out of the new contract and award the contract to another contractor or re-advertise

This option:

- Is likely to result in a more expensive contract cost.
- May result in litigation.
- Will require negotiation out of the new contract with significant costs implications.
- Is inconsistent with good tendering and tender evaluation processes.

The recommended option is Option 1: continue with the contract as awarded.

7.5 Statutory Implications

The Local Government Act sets out requirements regarding Council decision making.

The tender evaluation procedures in the tender document must be complied with.

NZTA have requirements regarding the procurement of services for subsidised roading works. These have been complied with.

7.6 Consultation

Not applicable with respect to this report.

During the process of tender document review and preparation, there were discussions with the existing contractor and the Rakaia Community Association and changes to the tender document were made as appropriate.

7.7 Strategic Links

Not applicable with respect to this report.

7.8 Financial

There are no financial implications regarding continuing with the contract as awarded.

The financial implications of changing contractors at this early stage are unknown but are likely to be significant.

Prepared By:

R ROUSE
Operations Manager

Approved by:

B LESTER
Chief Executive

Ashburton District Council Report

File No 0510-66
Date 17 November 2011
Report to Operations Committee
From Roading and Street Services Manager
Subject Ashburton CBD Footpath Alfresco Dining Policy

8 Ashburton CBD Footpath Alfresco Dining Policy

8.1 Summary

Council staff are aware that a number of applications may be made by businesses for a licence to occupy areas of footpath to be developed for alfresco dining. The purpose of this report is to provide background information and recommend the adoption of a policy document for the processing of applications.

8.2 Recommendation to Council

That the policy "Use of Footpath for Alfresco Dining" be adopted.

8.3 Background

Council has been approached by businesses looking for a licence to occupy areas of footpath to be developed for alfresco dining. These applications are generally to occupy the footpath frontage of their premises in order to:

- set up a number of tables to allow their patrons to dine in the open
- drink alcoholic beverages
- provide a smoking area
- consume liquor with a meal
- to decorate the area with potted plants and other ornaments

The principle purpose of the use is for dining.

Currently a lease agreement and/or the liquor licensing policy are the only guides for these applications. This report provides a framework in which to consider and approve/decline these applications.

Set out below is a proposed policy to assist applicants and staff consider the ramifications of such applications.

"Use of Footpath for Alfresco Dining"

This policy sets out the conditions that are to be met when a business within the Ashburton District wishes to make use of the footpath area in front of their premises to allow patrons to dine and consume liquor.

Applications outside these criteria will be declined. Other applications of a more significant nature may be considered on a case by case basis, with any approvals by the Town Centre Subcommittee and Council.

- 1. The primary purpose of the application and use is for seated dining, complementary to the principle use of the applicant's premises.*
- 2. The area applied for can only be the area fronting the applicant's premises.*
- 3. All applications are to be made in writing to the Operations Manager, Ashburton District Council, 5 Baring Square West, PO Box 94, Ashburton 7740.*

4. *The applicant will need to complete a "licence to occupy the footpath" form which takes into account the occupancy of the footpath. Resource consent may be required dependent on the location. Please check with Council's Planning Department.*
(Note: within the central business area of Ashburton, roads that are zoned for business allow for commercial activity (eg outdoor dining associated with a restaurant and bar) on the footpath as a permitted activity).
5. *A clear passage of two (2) metres must be available to allow through movement of pedestrians:*
 - (a) from the edge of the existing building to the proposed occupied area, or*
 - (b) from the edge of the proposed occupied area to the kerb.*
6. *A wind/safety barrier is to be installed between the occupied area and the carriageway/kerb for (a) above. This barrier's design is to be approved by the Operations Manager prior to installation. The barrier is to be transparent and of an appropriate type of material to be safely used in public areas. The design is to be such that the obstruction of drivers and pedestrians visibility of roading systems, signage and through streets is minimised. The barrier is to be installed in a manner that minimises glare and reflection to drivers.*
7. *Details to be provided in relation to the barrier design are to include but not be limited to the following:*
 - a. Details of the material to be used*
 - b. Details of the fixing profile to be used*
 - c. Location of the proposed barrier and layout of tables etc in the occupied area*
 - d. All fixing details.*
8. *The applicant must comply with the Ashburton District Council Liquor Licensing Policy and it may be considered by the DLA. Liquor licensing is to be dealt with by separate application to the Environmental Services Manager, Ashburton District Council. A copy of the application is to be attached to the application for the licence to occupy the footpath area.*
9. *The occupied area is to be non-smoking and not solely for the consumption of alcohol. The area shall not be occupied by lean-tos or high tables.*
10. *Once the design of the wind/safety barrier is received a letter of approval will be issued which will form an addendum to the licence to occupy in relation to permitted furniture in the first schedule and pursuant to clause 10.1 of the licence.*
11. *Repair of any damage to persons or property (both private and public) arising from the licence to occupy shall be the responsibility of the applicant.*
12. *If for any reason the Council considers that the licence to occupy should be revoked the applicant will be issued with a notice to this effect giving the reasons for removal and timeframe in which the applicant is to vacate the occupancy.*
13. *Applications outside these criteria will be declined. Applications of a significant nature may be considered on a case by case basis with any approval by Council."*

8.4 Options and Risks Considered

The options are:

Option 1: To adopt the policy and incorporate a structure, timeliness and overall framework for the consideration of applications to use the footpath area for outdoor dining.

Option 2: To not adopt the policy and therefore require staff and applicants to process applications on a case by case basis.

The recommended option is option 1 as this provides –

- Some structure around the application and approval process
- A consistent approach
- Timely decision making.

8.5 Statutory Implications

There are no statutory implications in adopting the policy.

Liquor licensing is to be dealt with as a separate application and a copy of the application is to be attached to the application for the licence to occupy the footpath area. Applicants are advised to heed the requirements in the ADC Liquor Licensing Policy.

8.6 Strategic Links

The relevant outcomes from the Community Plan are as follows -

Outcome 1: A thriving and diverse local economy that provides the foundation for a quality lifestyle

Ashburton District has a growing population enjoying a high quality of life.

Outcome 6: A community with access to a variety of cultural, recreational and heritage experiences and facilities that enrich our quality of life

Cultural, recreational and heritage facilities are maintained and developed to meet Community needs. (Priority)

Cultural, recreational and heritage experiences and facilities are accessible to the community and actively used.

8.7 Consultation

Council staff are currently dealing with an application that has required a high level of communication between Council and the applicant. This application can be considered typical of the applications likely to be received and therefore input through this consultation is relevant and supports the development of the above policy direction.

The DLA has been consulted and are in agreement with the proposed policy. The Ashburton Licensing Trust made the following points:

- Many hospitality businesses in Ashburton do not have the required footpath area plus clearance required. The policy should offer the opportunity for hospitality businesses to lease car parking sites outside the area directly in front of the premises, to be used for alfresco dining;
- The occupied area can be used for diners to smoke, but not specifically as a smoking area;
- The policy should be applied retrospectively to hospitality venues that already have outside areas on the footpath – in that these areas should also be only for the purpose of alfresco dining.

There has been no other consultation with the wider business community and community at large regarding the policy. Wider consultation was not considered necessary.

This report and recommendation has been considered by the Town Centre Subcommittee who requested consultation with the DLA before placing the report with the Operations Committee.

8.8 Financial Implications

A licence fee is payable to Council for the lease/license to occupy the footpath.

Where parking is affected then the application would be considered on a case by case basis. Financial implications arising from lost parking revenue would be considered at that time.

All physical works costs are with the applicant.

Prepared By:

B FAUTH
Roading and Street Services Manager

Approved by:

R ROUSE
Operations Manager

9. ACTIVITY REPORTS

9.1 General

9.1.1 Rakaia Barrhill Stockwater Race

Concept design work was completed on 2 November. The cost estimates are much higher than anticipated and have been the subject of review. The concept designs and costs estimates have been forwarded to members of the working group.

A meeting of the working group will be held to, if possible, identify a concept design that will proceed to detailed design.

9.1.2 Mayfield Water Supply

Work commenced on the Mayfield water supply upgrade on 26 September and work is progressing well.

There have been no issues to date.

9.1.3 Mount Hutt Riverbank Stockwater Scheme

Work is continuing with the Mount Hutt Riverbank group to finalise details relating to their proposed point of take and associated resource consent applications.

The possibility of supplementing the Methven Springfield water supply has also been discussed with the group and they have informally indicated they would be happy to supplement this supply.

Two letters have been sent to the Methven Springfield Water Supply Committee Chairperson providing information and requesting an indication from them whether or not they would like to consider/investigate this possibility.

9.1.4 Second Bridge Project

The workshop to consider the second bridge project is programmed for 9.30am to 12.30pm on Friday 25 November. NZTA will also be in attendance.

9.1.5 Activity Management Plan Review

Draft Activity Management Plans were provided to Audit NZ on 10 November.

These draft plans exclude budget and work programme information.

9.1.6 Waste Management and Minimisation Plan

Submissions on the Waste Management and Minimisation Plan closed on 4 November.

The appointment of a panel to hear and consider submission is the subject of a stand-alone report.

Submissions will be heard on Friday 18 November.

9.2 Roading

9.2.1 State Highway Work 2011/12

An area-wide contract on SH1 by Lynford Rd, just north of Hinds, has been let. It is due to commence late November/early December.

9.2.2 Crash Reports

A record of crashes that have occurred in Ashburton district on state highways and local roads since last report is appended. **Pages 33-34**

9.2.3 General Maintenance

Good progress has been made by our service providers in preparing the maintenance contract 2012-2015. It is to be put out to tender prior to the end of November.

Significant Issues

- Pre-seal repairs – the contractor is undertaking pavement repairs on sections to be resealed in 2011/12.

There are no outstanding issues to report.

9.2.4 Area Wide Pavement Treatment

This year's rehabilitation contract was advertised on 29 October. Various sites on the Arundel Rakaia Gorge Road and Bridge Street have been included. Tenders are to close on 8 November.

9.2.5 Major Drainage Control

The annual swale drainage contract that is to be completed prior to the planned resurfacing has been let to Junction Contractors Ltd. The due date for completion is 21 December 2011.

9.2.6 Reseals of District Roads

The reseal contract documents have been received from our service provider and the contract advertised with tenders closing on 15 November. In preparation for resurfacing the maintenance contractor is undertaking the normal pre-seal repairs.

9.2.7 Bridges

Our service providers are completing the annual and three yearly full bridge inspections. This will provide a list of remedial works to be added to the roading maintenance contract and confirm ADC's bridge replacement programme to be included in the 2012/13 to 2021/22 LTP.

9.2.8 Street Cleaning

Routine cleaning is being carried out to programme. All reported incidents of detritus and undesirable material left on road carriageways or berms and any blockages of surface water run-off have been attended to.

9.2.9 Traffic Services

Routine maintenance of road signs and traffic services continues as part of the road maintenance contract throughout the district.

Total numbers of signs affected during October and for the previous 11 months are:

	Nov/ Dec	Jan/ Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Total
Replace broken signs	33	46	28	23	17	12	16	17	10	2	204
Replace missing signs	22	24	31	5	9	6	14	6	3	3	123
Replace or upgrade signs	9	2	9	9	33	8	10	17	10	15	122
Replace marker posts	113	47	-	-	14	111	12	-	60	6	363
Totals	177	119	68	37	73	137	52	40	83	26	812

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9.2.10 Contract C556 – Maintenance of Road Markings 2009 – 2012

Operation of this contract has continued with a large number of RRPM replacements due to general maintenance and snow clearing in August.

9.2.11 Carriageway Lighting

The new contract C600 is now in operation. No issues of note to report.

9.2.12 Minor Improvements

- **C597 Urban Intersection Upgrades, Ashburton District 2010/11**

The contractor has completed the Kermode/Park Street roundabout and the improvements at the Brucefield/Kitchener Street intersection are complete. Work is now underway on the remaining two sections – Phillip Street pedestrian crossing point and the Wills/East Street intersection improvements.

- **C598 Trevors Road, Carew, Intersection Upgrades, Ashburton District 2010/11**

This contract is also well underway with the improvements to the Trevors/Cracroft Maronan Road intersection sealed and only site tidying to be completed. Work will commence on the Hinds Arundel/Trevors Road intersection once the Mayfield Hinds Irrigation pipework under the intersection now under installation is completed. This contract is due to be completed by end of December.

9.2.13 Seal Widening

There are no seal widening works planned for the remainder of this year.

9.2.14 New Roads

Stage I of the Camrose Estate at Methven has been vested in Council. Lochlea and Braebrook developments in Ashburton are likely to be vested in Council during the year.

9.2.15 New Kerb & Channel and Footpaths

This year's draft kerb and channel programme has been forwarded to our service providers who are checking the urban stormwater strategy and looking for any duplication with other works before finalising the programme.

The kerb and channel and footpath resurfacing work is to be combined into a single contract.

9.2.16 Footpath Resurfacing 2010/11

This year's draft footpath resurfacing programme has been forwarded to our service providers who are checking for any duplication with other works before finalising the programme.

The kerb and channel and footpath resurfacing work is to be combined into a single contract.

9.2.17 Minor Township Maintenance Contracts

- **Methven.** Pavers around the CBD are being assessed for repair.
- **Rakaia.** Contract C599 has been let to Metallic Sweeping Limited and they will commence this contract on 1 December 2011. An initial contract meeting has been held and a meeting between Metallic Sweeping, the Rakaia Citizens Association and the Rakaia Domain Board is planned before the contract commences.
There are no issues with the current contract.

9.2.18 Public Conveniences

A concrete tiled floor has been laid in the Rakaia public toilets.

9.2.19 Professional Services Contract

Traffic Count Links within RAMM have been established. A base of 105 count positions have been determined with a further 55 counts to be undertaken annually. We are now seeking a price for this work and provided this is within budget the new counting programme will commence in the New Year. The Allenton work has been designed and these now need to be discussed with the property owners within the area of the works.

9.3 Water Supplies

9.3.1 AM-AN10 Water Pipeline Replacements 2011/12 – Ashburton, Methven

This contract has been priced by the utility maintenance contractor. The contract award is the subject of a report to senior management for consideration of award under their delegated authority.

The contract has two separable portions (SP): SP1 covers works in Ashburton and SP2, works in Methven. Construction is due to commence in Ashburton on 5 December and 16 January for Methven. Construction is due to be completed in Ashburton on 13 April and 2 March for Methven.

9.3.2 Ashburton

Ashburton Upgrade - Tinwald Borefield

The resource consent for water abstraction was granted on 13 October.

The utility maintenance contractor is currently pricing the trunkmain contract. This is expected to be available for consideration within the next few weeks. The negotiation process for the treatment building and headworks has been delayed to allow for a slight change in the treatment plant design. This has resulted in some changes to the engineering drawings and specification. These changes are expected to be completed on or about 18 November. Once complete these documents will be forwarded to the contractor for pricing.

The consultation / negotiations for the underground power cable corridor have been completed and agreed. Work by Electricity Ashburton on this phase of the project will proceed in conjunction with the other contracts.

9.3.3 Hakatere

Water Supply Upgrade

The contractor has made some suggestions in regard to the design which are currently being considered. This has delayed finalising the price and progressing the works. It is envisaged that pricing will be received on or about 18 November.

Assuming there are no budget implications, and the contract is awarded before the end of the month, it is expected that all work will be completed on or about 17 February.

9.3.4 Lake Hood

Public Health Risk Management Plan

The draft PHRMP has been reviewed by staff and changes are being made by the engineering service provider. The completed document is expected to be finalised and forwarded to Community & Public Health for approval, on or about 10 November.

9.3.5 Methven

Water Supply Upgrade

The focus of work has now shifted to the preparation of consultation information to support the consultation strategy presented and agreed with the Methven Community Board.

It is proposed to commence the consultation process with project information being sent out on or about 10 November. An open day is planned to give members of the public an opportunity to learn more about the project. This will be held midway through the consultation period (date to be confirmed).

10.3.6 Methven Springfield

Public Health Risk Management Plan

The completed document is expected to be finalised and forwarded to Community & Public Health for approval, on or about 10 November.

9.3.7 Montalto

AM-AK12 Montalto Water Pipeline Renewals 10/11

Work commenced on the Montalto pipeline renewals on 10 October. Pipelaying, testing and commissioning of the new mains was completed on 20 October. All connections on Morrows Road have been replaced. The connections on Montalto Road where the locations were known have been replaced. Approximately seven to ten other connections to troughs are yet to be located and replaced – a time extension is to be applied for. This work is expected to be completed on or about 18 November.

9.4 Wastewater

9.4.1 AM-AN11 Wastewater Pipeline Replacements 2011/12 – Ashburton, Methven

The contract documents covering the Ashburton sites were forwarded to the utility maintenance contractor for pricing on 25 October. The tender closes on 14 November.

The engineering service provider has been engaged to obtain global resource consents to cover construction dewatering and discharge of the associated water. These consents will be required for Thomas Street section this financial year and other streets in years to come.

The Methven site is to be completed using the same specialist pipe relining contractor (based in North Island) used successfully for the replacement carried out last year. The contract documents were forwarded to the contractor for pricing on 31 October.

Their price is expected on 3 November. This would allow for a potential award on 17 November.

The construction period is expected to take around one week and is tentatively programmed for early in the New Year. *Note:* The contract programme has deliberately been made flexible to allow the contractor to fit the work in with other work in the Canterbury region. This approach will reduce establishment costs.

9.4.2 Ashburton

Health and Safety

The utility maintenance contractor has been engaged to install the staff toilet and hand washing facilities at Wilkins Road in accordance with the agreement reached with the Department of Labour. This project was delayed with all work now expected to be completed on or about 10 November.

Inline Effluent Screen / Pump Station Portal Building

The only outstanding item is the disposal system for backwash water from the inline screens. This work is to be completed over the next month.

Irrigation Bore Supply

Detailed design of the bore headworks and delivery system is currently being progressed. Engineering service provider staff were on site at the start of the month carrying out further investigations to confirm how best to interface the proposed irrigation supply into the existing controls without compromising the existing functionality.

Wheatstone Drain

This project covers remedial works to the Wheatstone Drain for resource consent compliance. It is intended to commence work on the drain over the 2011/12 summer period. Depending on their availability and interest in the work, it is proposed to negotiate the work with the successful tenderer for the Mill Creek project. Preliminary discussions have been held with the contractor and they have indicated interest in the work.

9.4.3 Ocean Farm

WW-AG15 Removal of Standing Grass from Ocean Farm – Terrace Road, Ashburton

This contract was advertised on 19 October with tenders closing on 2 November. Only one tender was received, with the tenderer opting to tender a price for the first year on the 1+1+1 basis (Note-: A three year CPI adjusted price option was available).

The tender is lower than expected and may result in Ocean Farm income being lower than that budgeted. The tender was discussed with members of the Farm Management Subcommittee on 7 November. The members supported awarding the contract. The tender was subsequently awarded under delegated authority to Agfeed Supplies Ltd in the amount of 7 cents/kg/dry matter.

9.4.4 Rakaia

Sludge Disposal

The engineering service provider is continuing with the preparation of the required supporting information to be submitted with the application to vary the current resource consent.

9.5 Stormwater

9.5.1 Ashburton

West Street Gross Pollutant Trap

This project covers the installation of a gross pollutant trap on the West Street stormwater drain prior to its discharge into the Ashburton River.

As part of the site investigations our engineering service provider has identified that the catchment for the West Street stormwater drain is quite limited and the opportunity for material entering the system, usually via sumps, is much reduced.

The engineering service provider has been asked to confirm whether a gross pollutant trap is the best approach for this site. The results of this work are expected on or about 18 November.

9.5.2 Mill Creek

Bank Stabilisation 2010/11 & 2011/12

This project was the subject of a stand-alone report to the 31 October extraordinary meeting of Council. The tender for the contract was awarded to Grant Hood Contracting Limited in the amount of \$855,986.89 exclusive GST. Work is expected to commence on or about 21 November.

9.6 Stockwater

9.6.1 Intakes

Minor river maintenance works has been carried out at Methven Auxiliary, MacFarlane Terrace, Pudding Hill and Brothers Intakes due high river flows damaging the structures. All were reinstated as soon as river flows subsided to allow safe access to rivers for contractors to work.

9.6.2 Network

The stockwater network has been subjected to variable flows due to the heavy rain events and subsequent surface water ingress to the network. The intake structure damage resulted in lower water volumes at intakes, and this was reflected in the networks reliability.

Methven Auxiliary water take was reduced to minimise the excess spill of water at the tail of the network. This affected the volume of water spilling into the Mt Harding Creek flood channel.

9.6.3 Race Applications / Closures

Since 1 July 2011, a total of 37 applications have been received, with four applications awaiting further information. The remainder have been approved.

Race closure measurements have been undertaken using measurements derived from the Council's GIS and indicate completed closures at 53,619 metres since 1 July 2011.

9.8 Emergency Management

9.8.1 Fire Season Status

An open fire season is in place across the district. The Department of Conservation maintains a 365 day restricted fire season over all state land.

9.8.2 Fire Incidents

Eighteen incidents have been attended by rural fire forces from the time of the last Operations Committee meeting and up until 4 October 2011, with a breakdown as follows:

Structure fires	3
Vehicle fires	10
Vegetation fires	4
False alarm	1

9.8.3 Rural Fire Force AGM's

All VRFF AGM's have now been completed.

9.8.4 General Training

A significant number of rural fire training courses have been scheduled up to the end of 2011 and include CIMS 2, first aid full and refreshers, portable pumps, situational awareness, defensive control of structure and vehicle fires, and basic fire behavior.

Some of these have already been completed.

9.8.5 Alford Forest VRFF

The Alford Forest VRFF has currently entered a rebuilding phase and has a number of prospective firefighters ready to get involved.

The EMO delivered a presentation to this group on 31 October explaining the structure of the rural fire organisation and expectations of Council for individuals and fire forces. It is hoped that this will result in a significant recruitment for this fire force. However, it needs to be flagged that if this does proceed there will be associated costs, initially for kitting out with personal protective equipment and training.

Should the unit increase its membership and commitment the next logical step would be to register the fire force with the NRFA. Following from that would be an upgrade of their equipment and fire station and this will be referenced in the LTP.

Unfortunately the EMO has only recently been made aware of this situation so it was not included in the presentation delivered to the last Operations Committee meeting on activity management plans.

Having said that, the EMO fully supports the initiative of the fire force to improve its capability.

9.8.6 CWCRRFC Annual Regional Rural Fire Challenge

This activity was held over three days from 14-16 October at Castle Hill in North Canterbury.

The primary function of the activity is to train and test less experienced staff in incident management roles and to do this the concept of a challenge for fire crews in the field has been conceived. This also benefits the crews through exposure to the various tasks available during the day.

Overall, 35 fire crews from throughout Canterbury, Marlborough and the West Coast and the North Island attended over the three days. There was also a large contingent of incident management team and support personnel involved to ensure the smooth functioning of the event over the three days.

The event included activities such as dry fire line cutting, navigation, retardant mixing, leadership, fire size up, first aid, a progressive task involving fitness, teamwork and first aid, and other fire related activities and also vegetation fire related quizzes.

As well as involvement by the PRFO, six other volunteers from Ashburton district also either assisted with the management or participated in the event.

9.8.7 Ashburton District Rural Fire AGM

This was held on 26 October and attended by reps from the various rural fire forces, NZ Fire Service, National Rural Fire authority and Federated Farmers, and also supported by a number of ADC Councillors. A good turnout of approximately 30 people attended.

9.8.8 Canterbury Regional Wajax Competitions

This event was hosted by the Ashburton District Council Rural Fire Coordination Group in the Ashburton Domain 29 October. Nine teams from throughout Canterbury attended, including two from Ashburton District.

The winning team with best overall aggregate score was Scargill. The best of the local teams was Ashburton Rural which finished third.

A team from Ashburton Rural won the open Monsoon event and two classes in the Masters section.

Further details of the scores can be found on the ADC website under Ashburton/Events.

9.8.9 Rural Fire Plan Review and Adoption

The Ashburton District Council Rural Fire Plan, Readiness and Response sections are due for review and reapproval by Council in the 2011 year.

The PRFO has completed the review and this is the subject of a stand alone report.

9.8.10 Selwyn District Council Welfare Presentation

On 28 September, staff from the Selwyn District Council delivered a presentation to the EMO, Community Planning and Neighbourhood Support on the way Selwyn DC delivers its community emergency management functions. It is based on the concept of community ownership with guidance and support from Council.

The concept has much merit and consideration is being given to trialing the concept locally.

9.8.11 CDEM Presentations

The EMO delivered two presentations on the Get Ready Get Thru message to 75 Neighbourhood Support Coordinators on 19 October.

This was joint activity which also involved the Police who spoke on safety and security in and around the home.

This joint approach will be progressed further at a public day on 10 December based around the Ashburton Fire Station promoting neighbourhood emergency response training. Topics covered will include CDEM preparedness, electricity safety, fire safety, safety and security in and around the home, first aid and public health.

Agencies involved will include ADC CDEM, Ashburton District Neighbourhood Support, NZ Fire Service, NZ Police, Electricity Ashburton, Community and Public Health, Saint John and USAR, with support from Mitre 10 Mega.

9.8.12 Replacement CDEM Controller

With the departure of one of ADC's CDEM Controllers it has been necessary to find a replacement. Councillor Darryl Nelson held this role during his term as a Councillor some years ago and has agreed to accept the role again.

It is a legislative requirement that all Controllers are identified within each territorial authority's local arrangements.

There is also a wider issue of a current shortage of Alternate Controllers. We are currently discussing this with three potential candidates and will provide an update at the meeting.

This is the subject of a stand-alone report to the Committee.

9.9 Road Safety

9.9.1 Intersection Campaign

The Motorcycles and Intersections Team of the NZ Police and the Road Safety Coordinator worked together to organise an intersection campaign. The campaign took place on 18 and 19 of October. Poor weather over the two days the campaign was held made it difficult for the Police to detect and prosecute their typical offences. There were a total of 42 seatbelt offences, 22 stop sign and traffic light infringements, 11 people on their cell phones, 11 driver licence breaches and 8 miscellaneous infringements. The Intersection Team also suspended a licence for demerit points, arrested a male on fines warrants, and issued a graduated drivers licence ticket (35 demerit points) to a female who already had 70 demerit points. There was another demerit suspension, one driver still driving on an old paper licence and another who had never obtained a licence. Planning is underway to get the Intersection Team down again in the New Year.

9.9.2 Mobility Scooter Forum

The Mobility Scooter Forum was held on 4 November 2011 at the Sinclair Centre. There were speakers from the ACC, the Police, Ministry of Social Development – Seniors and the local mobility scooter retailer. This year, hi-viz flags were given out to all participants at the forum. Fifteen evaluation forms were completed with all of them stating how interesting and enjoyable the afternoon was. There were over 30 people who attended the forum, with several people calling to say that they couldn't attend due to the weather. Due to funding restrictions, this will be the last time the forum will be run in Ashburton.

9.9.3 Intersections/Driver Behaviour Campaign

The "*How's My Driving...?*" campaign involves getting five people from five different age groups to take their learner's theory test again and to drive with a driving instructor. The reason for this is to challenge people's ideas about their own driving. From 7 to 10 November (11th being Canterbury anniversary), the participants will come to the Council and take a learner's theory test. The scratch tests have been replaced with computerised tests which 32/35 is a pass. They will then go for a half hour drive with Denise Farr from Safer by Far Driving School. This will be from 3.30pm each day. Denise will give them an assessment on their driving. For the week starting 21 November, each driver will appear on the Port FM breakfast show and recount their experiences of the test, whether they passed, failed and what they learnt from the campaign.

The participants for the driving campaign are:

Vanessa Lowe
Kirsia McCombe
Bex from Port FM
Richard Wade
Margaret Nicolson

The conclusion of this campaign will be the re-launch of the "Respect intersections" campaign with banners being erected over the water feature on East Street, they will be there for all of December until 7 January, and they will then be re-erected from 1 to 29 February with a different intersection message. Pens, some bookmarks, magnets and tissues will be made available from the library and the Council and other resources are being looked into.

9.9.4 World Day of Remembrance of Road Traffic Victims

Ashburton is again commemorating the World Day of Remembrance for road traffic victims. On 21 November at 12.30pm there will be a ceremony on the East Street Green at the site where the tree was planted last year to commemorate the day. This will be the beginning of a week long campaign in conjunction with Port FM. The Ashburton District Road Safety Coordinator is inviting anyone who has been affected by a road crash to come along and say a few words at the ceremony and to lay a flower at the memorial in recognition of those lost. World Day of Remembrance for Road Traffic Victims originated in 1993 by RoadPeace, the UK charity for road traffic victims, as a response to road crash victims' need for the same public recognition that is given to victims of other types of crime, disaster or war. It is also a day to commend the work of those involved in the aftermath of a crash – including fire, police and ambulance teams, doctors, nurses and counsellors. An annual day of remembrance brings to attention the devastating impact of road deaths and injuries. In the past 12 months in there have been 297 deaths in New Zealand with 24 in Canterbury. Road Safety Awareness ribbons will also be handed out at the ceremony as a tribute to those who we have lost. These will also be available from Council reception.

9.9.5 Migrant Women Course

All of the eight participants in the Migrant Women Learner Licence course received their learner licence. The feedback from the participants has been very positive. There has been a lot of interest in continuing the programme.

9.9.6 Miscellaneous

- Attended an intercultural awareness and communication course at Hagley College. The course is run by the office of ethnic affairs.
- Held ADRSCC meeting
- Held first meeting for Accessible Ashburton group.

9.10 Contracts Awarded

NO.	CONTRACT	CONTRACTOR	DATE / VALUE \$	NO. OF TENDERS / RANGE	ENGINEER'S ESTIMATE
C599	Rakaia Minor Township Maintenance – 2011 to 2015	Metallic Sweeping Ltd	6/10/2011 \$336,847.59	3 \$336,847.59 To \$562,802.91	\$ 418,264.00
C601	Roadside Drainage Improvements, Ashburton District, 2011/2012	Junction Contractors Ltd	5/10/2011 \$59,452.35	6 \$59,452.35 To \$278,680.21	\$ 121,609.93
SW-AH10	Mill Creek Bank Stabilisation 2011/12	Grant Hood Contracting Limited	3/11/2011 \$855,986.89	2 \$855,986.89 To \$1,473,110.00	\$ 1,013,642.50

AM-AN10	Water Pipeline Renewals 2011-2012	Ashburton Contracting Limited	3/11/2011 \$502,743.00	Negotiated	\$ 479,102.00
SW-AD12	Hydraulic Modelling of the Ashburton Stormwater System	Opus International Consultants Ltd	7/11/2011 \$108,600	Negotiated	\$ 170,000.00

9.11 Customer Service Request Reports

CRM reports for the year to date and the reporting period are attached. **Pages 35-37**

9.12 Methven Community Board

The Methven Community Board met on 7 November 2011. One matter has been referred to the Committee for consideration –

- **Methven Square**

Recommendation to Operations Committee

<p>That a sign is placed in Methven's square to discourage skateboarding.</p> <p style="text-align: center;">Johnson/Totty</p> <p style="text-align: right;">Carried</p>

R ROUSE
Operations Manager