SOUTH WAIRARAPA DISTRICT COUNCIL

4 FEBRUARY 2015

AGENDA ITEM E2

INFRASTRUCTURE AND SERVICES GROUP REPORT

Purpose of Report

To update Councillors on the Infrastructure and Services Group activities

Recommendations

Officers recommend that the Council:

1.   Receive the information.

1.   Group Manager highlights

Customer service has been the focus of this reporting period. With the Christmas break, increased rubbish and tourism coupled with several water related issues and minimal staffing, customer interaction has been very high. The feedback on all the issues from the public has been exceptionally positive highlighted by a letter to the editor in the local paper praising council's water saving efforts.

As the beginning of the work season for civil contracts has started most of councils roading projects are about to commence. This is coupled with the final roading budget drafts which are due by Wednesday 28 January. The Asset Management Plans and Long term plan budgets have also been a work in progress for some time.

The recent water issues experienced has also seen council officers looking at our current systems, both physical and processes to see what improvements can be made. A strong focus on leak detection and repair is also being undertaken by council staff and contractors to ensure we set a good example.

2.   Water supply

SERVICE LEVEL – Council provides reliable and safe drinking water supplies. Water provided is safe to drink and there is adequate water for urban fire fighting.

2.1 Key Performance Indicators

WATER SUPPLY KEY PERFORMANCE INDICATORS	TARGET 2013/14	RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Compliance with resource consent conditions/water permit conditions to "mainly complying" or better	95%		Council provides annual report to Greater Wellington for water supply consents. The compliance reports are available to Council Sept/Oct yearly.
Water supply systems comply with Ministry of Health Bacteriological Drinking Water Standards guidelines 2000**	95%		Ministry of Health supplies Council with compliance reports 6 months after year end. Reports apply to previous year.
Ratepayers and residents satisfied with level of service for water	75%	60%	NRB Survey 2013
Urgent (dirty, cloudy, smelly, or bad tasting water or no water at all) requests for service responded to within 1 day	95%		CEMs and drinking water complaints. Officer to complete
Fire hydrants tested annually that meet NZ Fire Service Code of Practice	100%	33% per year	There is a requirement of testing all Council hydrants over a 5 year period - The costs to this will be about $20 per test. Requirements will be 40 hydrants over 3 towns annually = 120. x $20 = $2400 annually to meet the required amount of testing

2.2 Services

2.2.1 Water supply capital improvements Featherston

Slower than expected progress with design and documentation of Stage 1 of the works, comprising the pipeline and bore intake infrastructure, has meant that the physical work will not be able to be tendered until the New Year. The programme is not expected to be completed before the end of June 2016. Drilling and testing of the third bore was completed during January 2015.

2.3 Water treatment plants

The Greytown, Martinborough, Featherston and Lake Ferry wastewater treatment plants operated routinely throughout December however heavy holiday demand has seen significant increases in daily output across the three communities over the period.

System failure at the Martinborough water supply occurred on 7 January 2015 resulting in little water and low pressures on Friday 9 January. Full services were resumed almost immediately however it took several days to refill the reservoirs.

Sprinkler restrictions were imposed on 5 January for all supplies and expected to remain in place until further notice. Normal monitoring for flow and compliance reporting continued throughout the period.

2.4 Water reticulation

There were 42 reticulation repairs reported and rectified during the period. Given the current weather and water restrictions council is asking its contractors to be vigilant in detection and repairs.

2.5 Water races

Routine monthly inspections and blockage clearing of the water race network has been performed by Council contractors, City Care Ltd, to maintain satisfactory flows. There was two reported account for blockage clearing or no water flow for the Moroa and Longwood network over the period.

3. Waste Water

SERVICE LEVEL – Council provides waste water services that effectively collect and dispose of waste water. Waste water does not create any smells, spill or health issues and causes minimal impact on the natural environment.

3.1 Key Performance Indicators

WASTE WATER KEY PERFORMANCE INDICATORS	TARGET 2013/14	RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Number of blockages per 1000 connections	10		
Ratepayers and residents satisfaction with waste water services	70%	60%	NRB Survey 2013
% of resource consent conditions complied with to mainly complying or better**	90%		Council provides annual report to Greater Wellington for water supply consents. The compliance reports are available to Council Sept/Oct yearly.
Proportion of urgent waste water service requests responded to within 6 hours of notification	95%		

3.2 Wastewater treatment plants

The Greytown, Martinborough, Featherston and Lake Ferry wastewater treatment plants operated routinely over the period. Normal monitoring for flow and compliance reporting continued throughout the period.

3.2 Wastewater reticulation

There were 7 pipeline blockages reported during the period.

4. Storm Water Drainage

SERVICE LEVEL – Stormwater drains are well operated and maintained by the Council.

4.1 Key Performance Indicators

STORM WATER DRAINAGE KEY PERFORMANCE INDICATORS	TARGET 2013/14	RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
% of ratepayers and residents satisfied with stormwater drains	50%	54%	NRB Survey 2013
% of urgent (any blockage causing extensive flooding of buildings or other serious flooding) requests for service responded to within 5 hours	90%		

5. Solid Waste Management

SERVICE LEVEL – Recycling stations are accessible and maintained. Refuse and recycling collection services are provided and waste minimisation actively promoted.

5.1 Key Performance Indicators

WASTE MANAGEMENT KEY PERFORMANCE INDICATORS	TARGET 2013/14	RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Number of communities with recycling centres	6	6	Recycling centres at Greytown, Featherston, Martinborough, Pirinoa and Hinakura.
Volume of waste disposed out of district	Decreasing by 2.5%	30.4%	
% of ratepayers and residents satisfied with the level of service	90%	66%	NRB Survey 2013

5.2 Waste management

The contracted kerbside collection and transfer station services were delivered routinely over the district throughout December. The holiday period had extra coastal collections in late December/early January to cater for additional volume. Some overflow in public areas occurred at various locations between Christmas and New Year but were largely attended to the following day.

Excess vegetation issues at the Greytown and Featherston sites were resolved before Christmas.

5.2.1. *Wairarapa Environmental and Sustainability Advisor*

The appointment of the Wairarapa Environmental and Sustainability Advisor has seen a lot of work put in towards the development of several new initiatives and documents. The primary one was the Draft Wairarapa Environmental and Sustainability Strategic Plan as attached in Appendix 5.

A survey has also been developed and trialled to gauge community concerns and interests in sustainability issues such as greenhouse gasses, recycling and energy use. Meetings will be held to discuss the strategy and workshop the initiatives to be developed. Reporting will also be done via the

6. Land Transport

SERVICE LEVEL – Roads are maintained to ensure they are safe and comfortable to travel on. Footpaths can be safely used to get around town.

6.1 Key Performance Indicators

LAND TRANSPORT KEY PERFORMANCE INDICATORS	TARGET 2013/14	RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Using the RAMM measurement system, average smooth travel exposure on urban roads to be 85% and rural roads 95% with maximum variation of 5%	95%		
Ratepayers and residents fairly/very satisfied with the roads	82%	75%	NRB Survey 2013
(20km + 10% variation) sealed roads are resealed each year subject to availability of NZTA subsidy	100%		
The pavement condition index as measured by the NZTA pavement integrity index	95%		
The number of crashes causing injuries is reduced	Group and control average		
Ratepayers and residents are satisfied with footpaths in the district	70%	66%	NRB Survey 2013

LAND TRANSPORT KEY PERFORMANCE INDICATORS	TARGET 2013/14	RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Availability of footpaths on at least one side of the road down the whole street	90%		

6.2 Roading maintenance – Fulton Hogan

Fulton Hogan have completed the first 6 months of the Roading Maintenance Contract. All initial start-up concerns are now being addressed and expectations have been made clear.

Pre-seal repairs and berm mowing have been the recent focus and are now complete.

Focus over the next month will be on sealed pavement repairs concentrating on Greytown urban streets, White Rock and Western Lake Roads. Work on Western Lake Road will also focus on low and narrow shoulder repairs, improving drive safety along the section from Pigeon Bush to East West Access Road.

In preparation for the wetter months a program for unsealed road strengthening is being developed.

Fulton Hogan's monthly audit of routine and cyclic activities is done on a monthly basis and their performance is charted below.

6.2.1. Network Road Classification

ONRC Performance Measures, Guidance Document and Reporting Template now available and Council has submitted classifications and amended the classifications based on feedback for moderation. This phase may take some time.

A significant ONRC milestone has been reached with the publication of a Guidance Document explaining the process for implementing the Performance Measures of the ONRC. This will (and is) being incorporated into council's asset management plans.

The Guidance Document was produced by the REG Best Practice Asset Management Group to support the implementation and the change of investment '**culture**' that it represents. More specifically, the Guidance Document focuses on the immediate expectation of RCAs to apply the measures and develop their Transition Plan ahead of the 31 March, 2015 deadline.

ONRC Performance Measures – Immediate Key Actions

1. RCAs to classify their network and undergo moderation (National moderation process likely to be in March 2015) Sept 2014 - Feb 2015
2. Apply the ONRC performance measures. Complete the ONRC Reporting Spreadsheet for the 2013/14 financial year and submit to roadefficiencygroup@nzta.govt.nz
    March 31st 2015
3. RCAs submit their Transition Plans for the 2015-18 NLTP describing how the RCA will meet the ONRC expectations ahead of the 2018-21 NLTP. March 31st 2015
4. Performance measures and targets undergo amendment where necessary with the feedback on the provisional targets and measures expected from the industry. Significant changes notified to the sector to adjust Transition Plans. April-June 2015

The Performance Measures will be reviewed annually in the first three years of implementation to ensure sustainable implementation across the sector.

6.2.2. Flood warning

Attached in Appendix 4 is the example of the flood warning signs to be erected to assist in the directions in bridge closure situations. Discussions have been held in conjunction with NZTA to have 3 signs erected rather than the two suggested. Locations proposed are Bidwells Cutting and SH53 and SH2 intersections, and at the Kahutara Rd SH53 intersect6ion.

6.2.3. Funding Assistance Rate (FAR) Review

Council is writing to NZTA to have a review of the calculation of their revised FAR. This is in the context of the FAR rates of neighbouring councils being higher than that of SWDC however the economic climate and regional characteristics are similar to all councils.

6.2.4. Contracts

The footpath contract is complete. Council officers will soon be discussing future work with the community boards for the next 3 years schedules of work. It is also suggested that kerb and storm water is also looked at in conjunction with these works.

The Rehabilitation contract has been let and is inclusive of the Te Muna Road seal extension of (1.6 Km). The Fraters Road section (1.3 km) had

been omitted due to a funding issue however this work is now being priced as a possible variation if required. These works are anticipated to start in March.

The Reseals contract has also been let and all pre-seal work is complete. This work is anticipated to start in March with an amendment to the program relating to the proposed sealing of Jellicoe Street. An asphalt surface is preferred due to noise and possible bleeding issues associated with chip seal.

Costs for the Tuturumuri Road raising has been sought ($726,000). This is well above original estimates which includes $250,000 in culvert work. The Featherston Trail costs have been revised taking into consideration bridge crossings and painting/signage through town to terminate at the train station. This cost is at $700,000 (inclusive of $320,000 of bridge work) with an annual maintenance cost of $25,000. The submission will be finalised for NZTA approval this month.

Whatarangi Cliffs work has started with gravel being extracted and placement starting in the last week of January. There is approximately $320,000 of 100% subsidised work taking place.

7.   Amenities

SERVICE LEVEL – Parks and reserves enhance the quality of life in our communities. Our playgrounds are safe and enjoyed by the community. Clean safe public swimming pools can be accessed in the District. Provision of some low cost housing for the elderly (or in line with Council policy) in each town. Well maintained hall facilities that are available for the public to book. Public toilets are convenient, clean and safe. There is a wide range of library stock including up to date material.

7.1   Key Performance Indicators

AMENITIES KEY PERFORMANCE INDICATORS	TARGET 2013/14	RESULTS	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Users satisfied with parks and reserves	90%	95%	NRB Survey 2013
Ratepayers and residents are satisfied with Council playgrounds	75%	94%	NRB Survey 2013
Council playground equipment that meets national standards	95%		
Council pools comply with NZ swimming pool water testing standards	95%		
Ratepayers and residents satisfaction with Council swimming pools	70%	78%	NRB Survey 2013
Occupancy of pensioner housing	97%	98%	SWDC occupancy statistics
Ratepayers and residents satisfied with town halls use	77%	84%	NRB Survey 2013
Ratepayers and residents satisfied with public toilet facilities	60%	95%	NRB Survey 2013
Taking programmes out into the community and providing a wide variety of programmes in the library	>3 per library		
Ratepayers and residents satisfied with libraries	97%	87%	NRB Survey 2013

7.2   Pensioner housing

There are six applicants on the waitlist for Martinborough, three for Greytown and seven for Featherston. One person has shown interest in the vacant flat at Burling.

7.3   Parks and Reserves

7.3.1. Mowing

On recommendation from the Wairarapa Rural Fire District, City Care has halted all mowing with their large ride-on mowers until such time as this dry spell breaks. Hand held mowers will still be used in smaller areas.

7.3.2. Greytown

The rocking donkey at Greytown playground was vandalised at the start of January. Unfortunately the donkey was past repair and will have to be replaced.

7.4   Toilets

7.4.1. South coast

The Ngawi surf break toilet has been completed.

7.5   Cemeteries

7.5.1. Featherston

There were no burials in November or December.

7.5.2. Greytown

There were two burials in November and two in December.

7.5.3. Martinborough

There were two burials and one ashes burial in November and one burial in December.

7.6   Swimming Pools

Swimmer numbers for all pools 29 November – 31 December 2014

	Greytown	Featherston	Martinborough
December swimmer numbers	1317	609	1451
Concessions as %age of total swimmers	24%	28%	28%
Peak day	27/12/2014: 207	29/12/14 : 92	29/12/14 : 179
Number of unattended days (no swimmers), excluding 25 December	0 (opened 20th Dec)	5	0

The above table makes interesting reading when compared to data from December 2013. This data has been inserted below. Greytown Pool had 1.5 times the swimmers in December 2014 compared to December 2013, and it was only open for 12 days! The weather was warmer this December, and of course the draw card of checking out the new refurbished pool. Peak days for Greytown and Martinborough are well up in 2014, though concession percentages have dropped.

Swimmer numbers for all pools 30 November – 31 December 2013

	Greytown	Featherston	Martinborough
December swimmer numbers	886	765	1025
Concessions as %age of total swimmers	38%	36%	27%
Peak day	31/12/2013 : 119	14/12/13 : 96	31/12/13 : 88
Number of unattended days (no swimmers), excluding 25 December	0	3	1

7.6.1   Greytown pool

Greytown swimming pool opening was delayed due to the refurbishment running over schedule; the revised season for Greytown is 20 December – 29 March. This left some additional hours in the operating budget, so the opening hours were extended until 7pm over the Christmas / New Year period and then again on weekends until Sunday 25 January. The pool is looking great! Staff reported what a great environment it is to work in.

7.7 Greytown Campground

Greytown Campground Occupancy

	October	November	December	January	February	March	April	May	June	July	August	September
2012/13	128	123	240	639	465	496	124	33	13	7	5	42
2013/14	171	160	314	638	369	214	109	36	31	30	14	30
2014/15	94	111	316									

7.8 Libraries

The three libraries have had fantastic visitors for the start of the year. Zappo the magician wowed the kids (and big kids) with his disappearing acts and reappearing animals.

Tanya Batt is a self-confessed story-o-phile and frock-o-holic who entertained the kids with her fabulous storytelling. The iRead kids had a blast at Featherston Library doing a drama workshop with Mary Kippenberger, and NZ's Ultimate Rotten Pirate Entertainer Captain Festus McBoyle visited all three libraries too, with songs stories and pirate games for all!

These activities are all part of the summer reading programme run in all three South Wairarapa Libraries. Over summer there has also been 'i Read' for the intermediate-age children and Read X for the college-age children at Featherston Library.

All libraries reported a large amount of book returns when they arrived back at work on 5 January. Martinborough Library shared this photo to their Facebook page.

8. Civil Defence and Emergency Management

SERVICE LEVEL – People are prepared for a civil defence emergency.

8.1 Key Performance Indicators

CIVIL DEFENCE AND EMERGENCY MANAGEMENT KEY PERFORMANCE INDICATORS	TARGET 2013/14	RESULTS	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Ratepayers and residents are prepared for an emergency	65%		NRB Survey 2013
Regional Civil Defence Emergency Plan developed and implemented	Implemented		

8.2 Wellington Regional Emergency Management Office (WREMO)
8.2.1 Update

The Wellington CDEM Group will be involved in the nationwide Civil Defence Emergency Management (CDEM) monitoring and evaluation (M&E) programme over the next few months. The programme centres around the 'CDEM Capability Assessment Tool' (CAT), a set of nationally-consistent performance indicators and measures ('capability criteria') organised in an assessment tool format. It would make sense for representatives from the **three council's** to contribute to the completing of the assessment. The GMIS will attend a workshop to discuss and formulate a response; if Councillors have any comments can they be made to the GMIS before the end of January.

A draft copy of the Featherston Plan has been completed. A community meeting is scheduled for 7pm Tuesday 11 February. Please let me know if you are available and the contact details for any members of the community you think could add value to the plan. The aim is to sign the plan off before the February Community Board meeting and launch with an event in conjunction with the Community Centre, Neighbourhood Support and Neighbours Day on 1 March.

9. Appendices

Appendix 1 - Monthly water usage

Appendix 2 – Waste exported to Bonny Glen

Appendix 3 – Library statistics

Appendix 4 – Flood warning signs – examples

Appendix 5 – Wairarapa Environmental and Sustainability Strategic Plan

Contact Officer: Mark Allingham, Group Manager Infrastructure and Services

Reviewed by: Paul Crimp, Chief Executive

Appendix 1

Monthly Water Usage

Water use South Wairarapa District Council
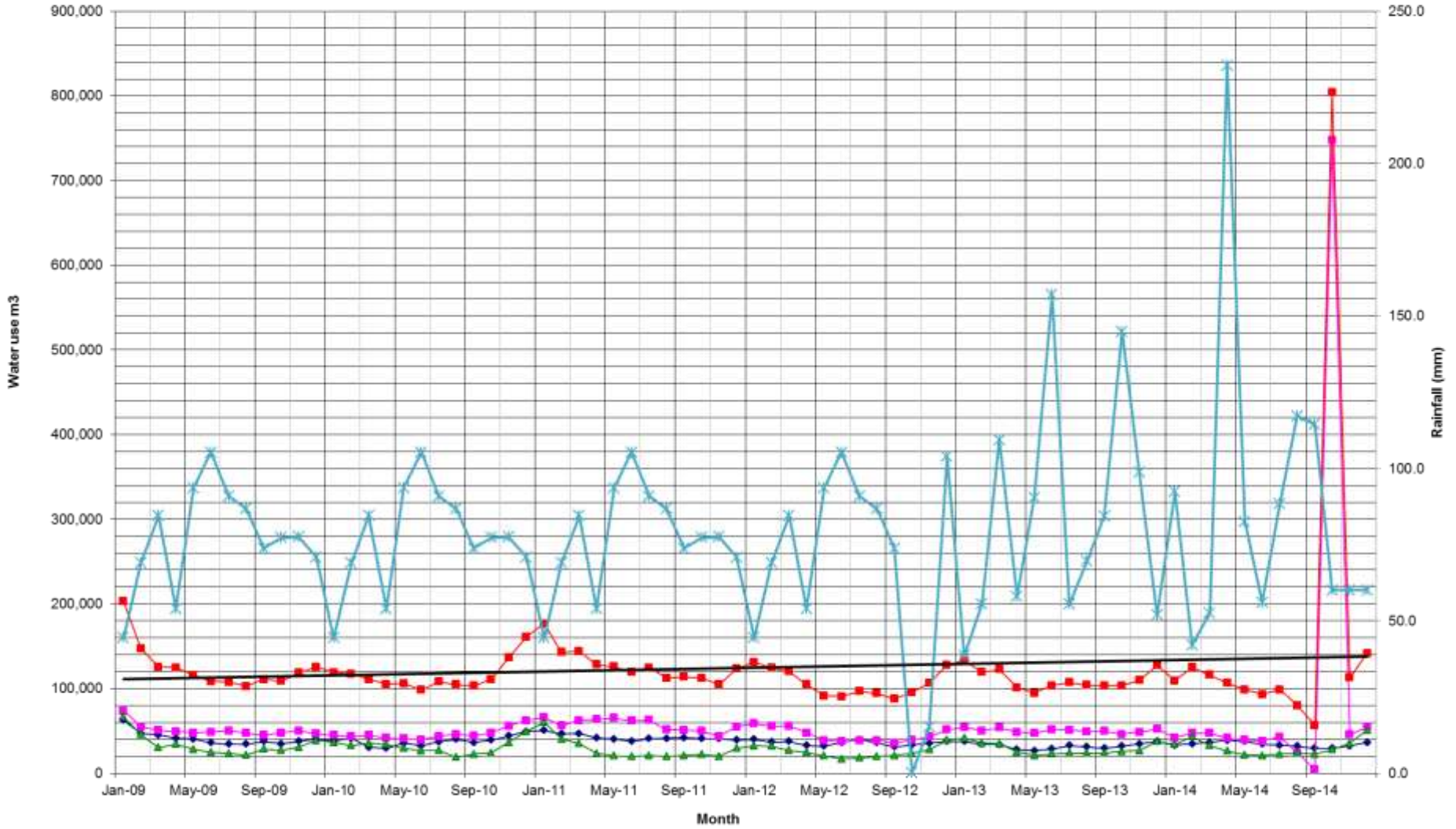
Appendix 2

Waste Exported to Bonny Glen

Monthly weight of waste transfered from Martinborough transfer station to Bonny Glen

Weight (tonne)

Month

Monthly weight — Annual Average Monthly weight — Recycling — Trendline (Monthly weight)
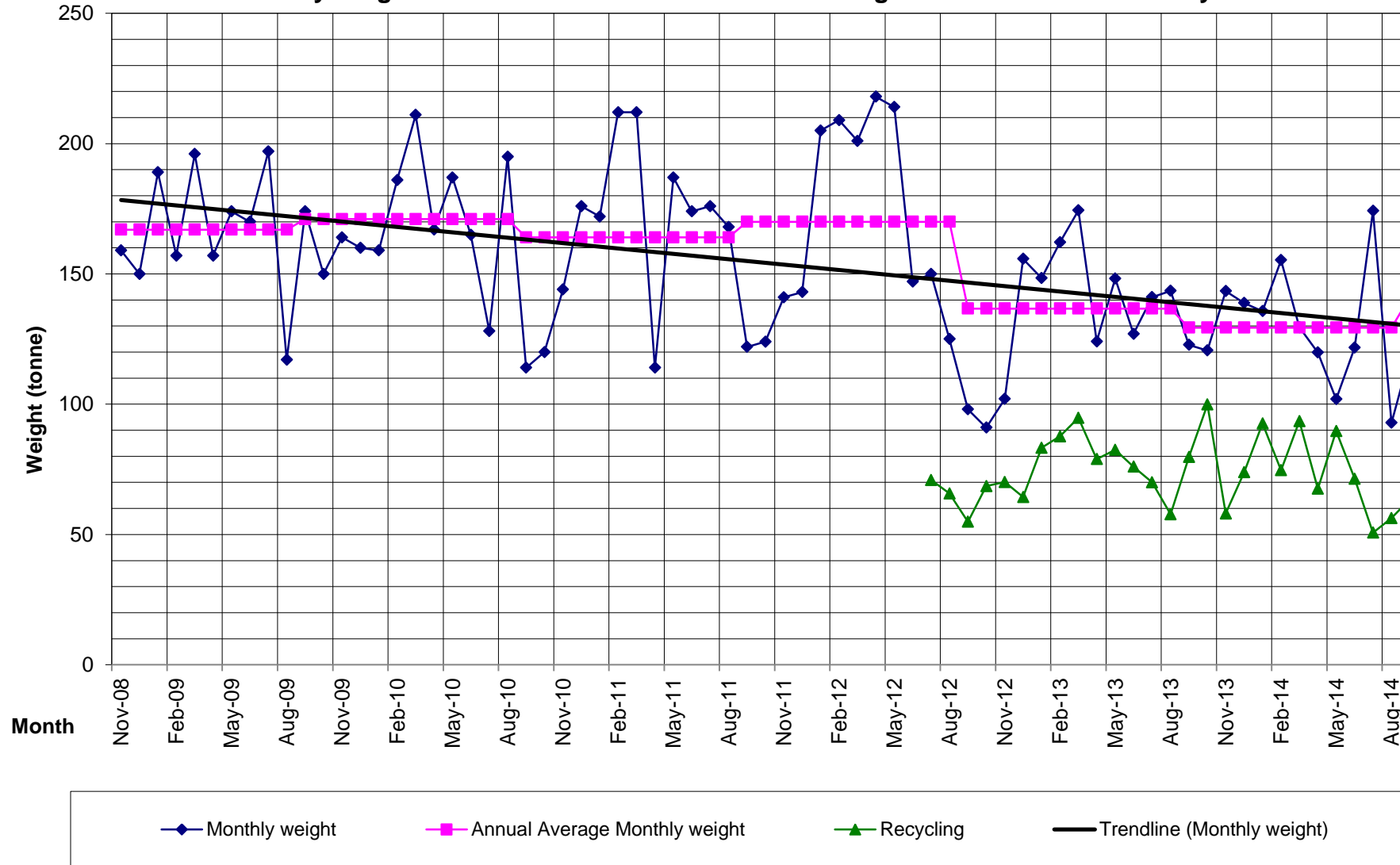
Appendix 3

Library Statistics

Wairarapa Library Service - monthly issues
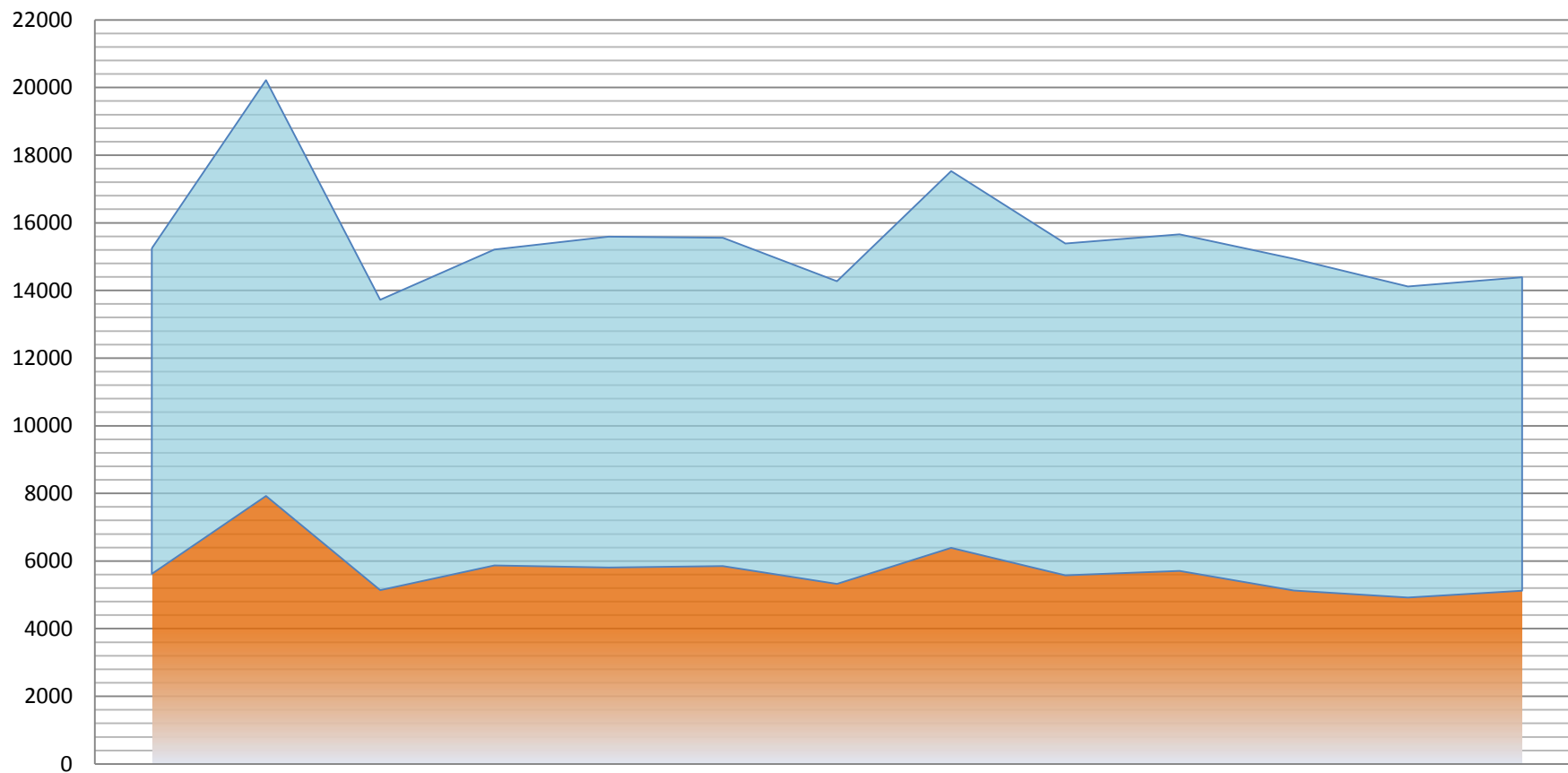
	Dec-13	Jan-14	Feb-14	Mar-14	Apr-14	May-14	Jun-14	Jul-14	Aug-14	Sep-14	Oct-14	Nov-14	Dec-14
South Wairarapa	9626	12295	8586	9340	9783	9708	8948	11140	9811	9951	9808	9197	9269
Carterton	5620	7924	5139	5870	5808	5851	5324	6390	5577	5708	5129	4921	5122

Appendix 4

Flood warning signs – examples

ROAD INFORMATION

53 **MARTINBOROUGH**

Alternative Routes

VIA **Kahatura**

VIA **Ponatahi**

VIA **Western Lake Road**

www.nzta.govt.nz

PHONE 0800 444 449

2400 mm

4300 mm

ROAD INFORMATION

53 **FEATHERSTON**

Alternative Routes

VIA **Kahatura**

VIA **Ponatahi**

VIA **Western Lake Road**

www.nzta.govt.nz

PHONE 0800 444 449

2400 mm

4300 mm

Appendix 5

Wairarapa Environmental and Sustainability Strategic Plan

Wairarapa Environmental and Sustainability

Strategic Plan

DRAFT

prepare	Carl Reller	Wairarapa Environmental and Sustainability Advisor	05 JAN 15
approve	Sue Southey	District Planner, MDC	09 JAN 15
review	Garry Baker	Operations manager, CDC	
	Mark Allingham	Group Manager Infrastructure Services, SWDC	
distribute	Pim Borren	CEO, MDC	
	Colin Wright	CEO, CDC	
	Paul Crimp	CEO, SWDC	

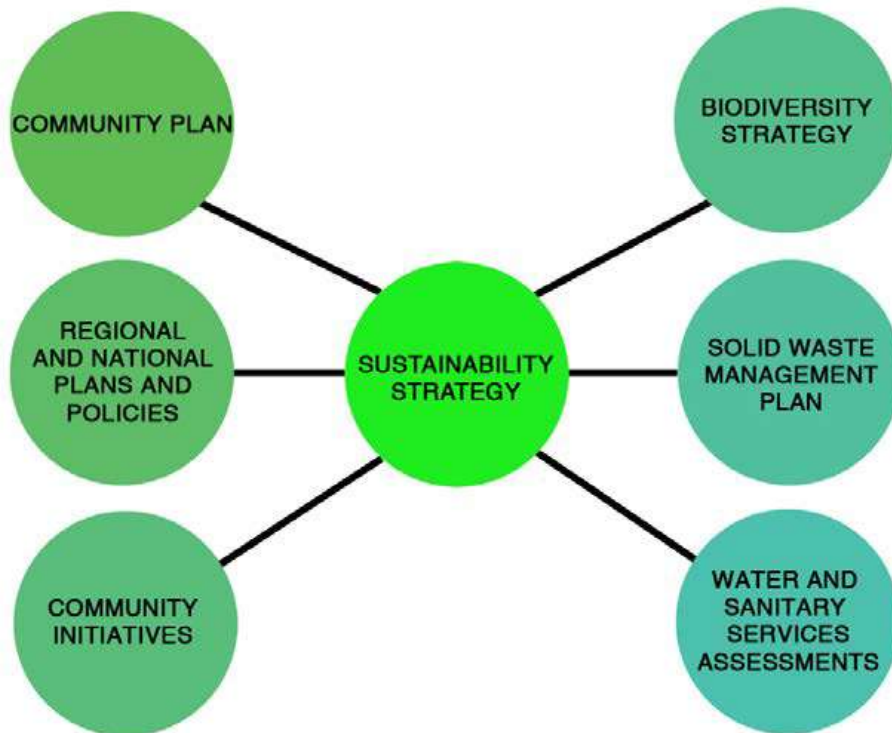**CONTENTS** **Page**

Introduction

In 2010 a draft Sustainability Strategy[1] found overlap and interconnectivity with other policies, plans, departments and partners as shown below:

Acknowledgment of community groups such as Sustainable Wairarapa and Wai Not Go Green and community initiatives such as the Makoura Stream Planting Project, suggested strong support for sustainability which was likely to increase as residents become more aware of the potential benefits of living more sustainably; such as, energy efficiency savings, stream bank planting and jobs that would be created by resource recovery.

Currently, environmental and sustainability commitments are acknowledged in CDC, SWDC and MDC Long Term Plans (2012-2022.) Carterton[2] emphasizes the need for sustainability in determining future directions in all activities. South Wairarapa[3] identified a key vision: "a sustainably managed district where economic development and environmental management go hand in hand." Masterton[4] articulated the need for a Sustainable Plan able to balance the budget. In addition Councils:

- made commitments to a sustainable approach toward economy and community;
- acknowledged short-term effects of climate change model predictions of warmer temperatures and more frequent storm events resulting in causing increased operating costs, particularly electricity and insurance;
- a need for preparedness and resiliency for natural disasters, especially earthquakes; and

- focused on bringing infrastructure, Council and community buildings to a higher standard of earthquake resistance.

All Councils have expressed a commitment to develop a joint *Environment and Sustainability Strategy* which will meet the needs of Wairarapa as a whole.

Proposed Methodology

In general, strategies are approaches viewed by an organization as necessary to accomplish its mission and achieve a preferred future. Specifically, environmental and sustainability strategies follow well established guidelines and principles; such as:

- Environmental Management Systems (ISO 14001,)
- Principles for Social Responsibility (ISO 26000.)
- Energy Efficiency (ISO 50001,)
- Global Reporting Initiative (GRI,)
- Climate Registry,
- Carbon Disclosure,
- Global Compact and
- Green Building Council.

A summary of the advantages and disadvantages of each approach can be found in a referenced report[5].

In addition, generic management systems have been adopted like Baldrige Criteria, Total Quality Management and Life Cycle Assessment. Nevertheless they all follow a similar approach as illustrated below.
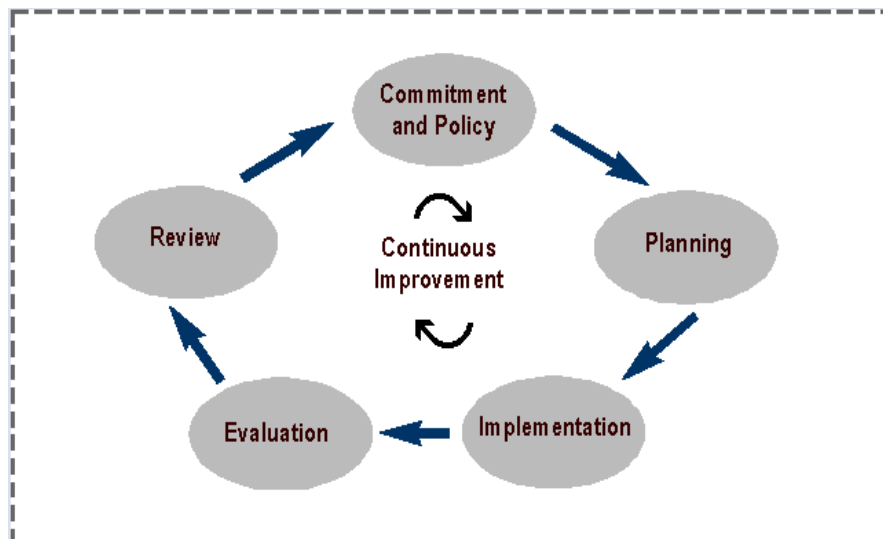
Currently in New Zealand the Sustainable Business Council has adopted GRI in a simplified format to assist organizations beginning the journey and providing shared learning, case studies and bench marking, appendix A lists current members. If Wairarapa councils decide to follow this path the following section describes typical steps.

General Approach

In preparation for reporting, Councils should follow general reporting "Principles" outlined by GRI:

- prepare,
- connect,
- define,
- monitor, and
- communicate.

These principles facilitate an organizational framework for collecting high quality information, monitoring, continuously improving Council processes, and communicating sustainability performance to our stakeholders.

Prepare

As the initial step in the sustainability reporting process, we'll want to begin an internal dialog to identify environmental, economic, and social impacts with the management team. The process will help promote internal discussion early in the reporting process, engage leadership and staff outside of operations, and help to identify both the positive and negative impacts.

Connect

Management will next need to identify key stakeholders most affected by Council's activities including ratepayers, employees, governmental organisations, suppliers, and potentially more. A recent study by Ernst and Young surveyed over 200 companies to research which stakeholder groups were driving organizational sustainability initiatives in order of importance. Although customers were ranked first at 37%, employees were ranked 2nd at 22%, a full 7% ahead of shareholders at 15%.

Define

Stakeholders are particularly important to sustainability reporting as they help Council define what to measure and report. Although management will generate an initial list of positive and negative impacts, stakeholders that are most impacted will often help to clarify which impacts are the most relevant to them. Further, stakeholder input in deciding which indicators are "material" for Council to report is considered essential in the GRI Guidelines. Without this process of stakeholder engagement, the sustainability report is not viewed as complete.

Monitor

Once GRI indicators have been identified, Councils needs to monitor and measure performance. Council already measures and reports within the Long Term Plan framework; for example, outcomes, level of service, and performance measures.

Performance Measures

Outcomes	Level of Service	Performance Measures	Baseline 2010/11	Performance Targets			
				2012/13	2013/14	2014/15	Years 4-10
A Strong, Resilient Economy / A Sustainable, Healthy Environment / An Easy Place to Move Around	Provide an efficient and effective stormwater system to minimise the impact of heavy rainfall and reduce flooding risk	Percentage of residents satisfied with stormwater services	67% Peer Av: 66%	NA *	Maintain satisfaction level	NA *	Maintain satisfaction level
		Proportion of reported stormwater ponding incidents cleared within two days of a rainfall event ending	100%	100%	100%	100%	100%
	Deliver stormwater services in a manner that is acceptable, safe and where possible enhances the environment	Compliance with resource consents	100% compliant	100% compliant	100% compliant	100% compliant	100% compliant
		Proportion of reported stormwater / flooding incidents that resulted in residual environmental effects	0%	Less than 1% for a one in ten year event	Less than 1% for a one in ten year event	Less than 1% for a one in ten year event	Less than 1% for a one in ten year event

from: MDC Long Term Plan volume 1, page 51.

Beyond these environmental indicators, additional monitoring may be required to measure indicators that may be more broadly defined during the stakeholder engagement process or for which data is not currently collected. Monitoring should be integrated into Council's operations and larger framework for setting Council strategy, implementing policies, and assessing Council outcomes with continuous improvement in mind.

Communicate

Lastly, Councils will need to determine what content and information should be included in their report based on goals, expectations and interests of its stakeholders. Councils will want to decide report format, how and where it will be disseminated, and to which stakeholders. Further, Council will want to insure information in the report is balanced, comparable, accurate, timely, clear and reliable.

Three Year Implementation Plan

Year One – Prepare, Define, Connect

Council should focus the first six months of year one on developing systems and structures needed for reporting. To prepare, Councils will want to engage its internal management team to begin dialog necessary for identifying environmental, economic, and social impacts. LandCare has developed a participative game to stimulate interest in future directions for New Zealand and to aid strategic-thinking about sustainability. This could be used with representative stakeholders to initiate the process and prepare an Environment and Sustainability Policy[6].

Preparing for a sustainability report will give a new purpose to a Sustainability Committee by engaging multiple functional departments throughout the organization. This cross functional team will help identify the broad base of impacts of the Council actions, activities, products and services. Further, Council will want to define roles and responsibilities for staff early in the process so that members are clear on what they are accountable for, including data collection, coordination, report writing, editing, design, and more. This is particularly important when responsibilities exist across departments and deadlines are interdependent. In the third quarter of year one, the Sustainability Committee would develop a process for confirming the stakeholders that are most affected by the organization. The committee should then systematically engage key stakeholders through interviews, surveys, focus groups and other tools. Their feedback will shape and inform identification of material impacts.

The LTP process has already sought broad public comment. These comments can provide a starting point as they have already identified the impacts that are most meaningful to key stakeholder. During the final quarter of the first year, the Sustainability Committee will want to define the content and boundaries of the report so that staff has a clear directive for the data and information that will need to be collected. The committee will need to identify and prepare to report on the indicators that are most relevant to Council using GRI's principles of materiality, stakeholder inclusiveness, sustainability context, and reporting boundaries. Materiality, as discussed earlier, is a GRI principle that helps insure that indicators reported reflect the organization's key sustainability impacts likely to influence the decisions of its stakeholders.

Stakeholder inclusiveness asks Council to highlight how they have responded to the interests of their stakeholders. Sustainability context refers to the need to place reporting performance within the larger context of sustainability at the local, state, or global level. Finally, setting reporting boundaries entails defining minimum standards for the inclusion of activities of entities over which Council has control or influence over, both up and down stream. From these decisions, staff will then need to establish processes for data collection for reporting on key performance indicators. The committee will want to identify these in relation to the capacity of the organization to monitor, collect, analyses and report the goals set forth by Council. Throughout year one, Councils should continue to develop systems and processes in preparation for reporting.

Year Two - Report

Councils will want to focus year two on preparing the information needed for the GRI report as well as the communication strategy to disseminate the report to stakeholders. The organization should align the reporting timetable with other internal deadlines that are dependent on this information. For example, if Council implements integrated reporting through their annual report, they will want to have the GRI data collection

completed in advance of the content requirements for their annual report. Once the GRI report is ready, Councils will need to notify GRI, and provide them with a hard and soft copy of the report. Councils should then register the report in GRI's online database. Council will self declare its reporting level based on its analysis of the report content against the GRI Application Levels.

Year Three - Review

Councils will want to use year three to focus on evaluation and readjustment. The organization should assess the effectiveness of the reporting process as well as its influence on the sustainability performance of the organization through informal dialogue and interviews or through more formal survey instruments. Councils can then readjust the reporting process, content or communications as needed. Council may decide that it is ready to report again in year three at a higher level. Alternatively, it may decide that increasing reporting levels or frequency of reporting is not a priority and that the organization's focus should be on the improvement of the indicators that are already being reported. Once the organization has adjusted its strategy, it will resume the process of defining, connecting, monitoring, and then setting a timeline and strategy for Council's next report.

Conclusions

Sustainability reporting can provide significant strategic value. As a management tool, it will enable the management team to identify and drive efficiencies, reduce costs and improve Council performance. It can also provide a framework with which the organization can determine impacts, select key performance indicators, measure and report. Council wants to improve its own environmental footprint. The Long Term Plan introduced in 2014 outlines several important initiatives to improve data collection and reduce resource use and waste. Reporting will provide a framework by which to track and measure results for these initiatives, and allow Councils to better manage its performance in the future.

As a communications tool, a sustainability report will provide Council's stakeholders with more transparency and insight into the organization's impacts and the strategies, programs and plans to improve upon them. By publicly communicating their sustainability goals and achievements, Council elevates its accountability and enhances its credibility and trust. In addition to being a leader and pioneer in environmental advocacy, Council's can be a leader and pioneer in sustainability reporting.

There are other benefits to sustainability reporting including enhanced employee engagement and pride. Council leadership wants to "walk the walk" and lead by example in the area of sustainability reporting. It is important to engage all staff and to communicate clear reporting goals. Management engagement will be important to the successful implementation of the LTP and sustainability reporting.

Given that there are few local authorities reporting on their sustainability, there is sufficient opportunity for Council to differentiate itself and establish itself as a leader in this area.

References

1. Sustainability Strategy. MDC, 2nd draft 2010.

2. Carterton District Council Long Term Plan 2012–2022

3. South Wairarapa District Council Long Term Plan 2012/2022.

4. Masterton District Council Long Term Plan 2012-2022.

5. Comparison of Sustainability Standards, p45. Sustainability Reporting and the NRDC. August 2010.
   http://www.earth.columbia.edu/sitefiles/file/education/capstone/summer2012/Sustainability-Reporting-NRDC.pdf

6. LandCare Research. Sustainable Business and Living. 2004
   http://www.landcareresearch.co.nz/science/living/sustainable-futures/future-scenarios/classic-edition.

Appendix

Members of NZ Sustainable Business Council

3R Group Ltd	KPMG
Air New Zealand	La Nuova Apparel master
Anderson Lloyd	Landcare Research
Andrew.Stewart Ltd	Les Mills Group Lion NZ
Aotearoa Fisheries Limited	Living Earth Ltd
Archeus	Massey University College of Business
Auckland Airport	Meridian Energy
Auckland Council	Ministry of Social Development
Bathurst Resources	New Zealand Post Group
Beca Group Ltd	New Zealand Steel
BMW Group New Zealand	Ngāi Tahu Holdings Corporation Ltd
BNZ	OCS
BRANZ	OfficeMax
Catapult	O-I New Zealand
Chevron NZ	Opus
Contact Energy	PE Australasia Ltd
Countdown	Ports of Auckland
Dairy Transport Logistics	Ricoh NZ Ltd
DB Breweries	Sanford Ltd
Deloitte	Shell NZ
Department of Conservation	Siemens (NZ) Ltd
Downer	SKYCITY Entertainment Group
ecoPortal	Sovereign Assurance Company Ltd
Ecostore	Terra Moana
EECA Business	The Warehouse Group Ltd
Energy & Technical Services Ltd	Thought Partners
Energy Solutions Providers	Toyota New Zealand Ltd
Enviro-Mark Solutions	URS New Zealand Ltd
ERM	Vector
Fletcher Building	Victoria University of Wellington
Flick Electric Co	Vodafone NZ Ltd
Fonterra Co-Operative Group Ltd	Waikato Management School
Fujitsu	Waikato Regional Council
GHD Ltd	Wellington Zoo
Golder Associates	Westpac
IAG	Wright Communications Ltd
Ideas Shop	Z Energy
Kiwi Rail	