

AGENDA

WEDNESDAY 4 OCTOBER 2017

VENUE

**St John Rooms
Smith Street
Reefton**

3.30pm	Development West Coast Regional Growth Study Action Plan
4.30pm	Refreshments
5.00pm	Public Forum Council Meeting

The Council, in considering each matter, must be:

- (a) Satisfied that it has sufficient information about the practicable options and their benefits, costs and impacts, bearing in mind the significance of the decisions;*
- (b) Satisfied that it knows enough about and will give adequate consideration to the views and preferences of affected and interested parties bearing in mind the significance of the decisions to be made.*

Significance Consideration

Evaluation : Council officers, in preparing these reports have had regard to Council's policy on significance. Council, Committee and Community Board members will make the final assessment on whether the subject under consideration is to be regarded as being significant or not. Unless Council a Committee or the Community Board explicitly determines that the subject under consideration is to be deemed significant then the subject will be deemed as not being significant.

**Public Forum
Apologies**

Item	Page	Description	Draft Recommendation
1	4	Members Interest	That Councillors disclose any financial or non-financial interest in any of the agenda items
2	5	Confirmation of Minutes	That the minutes of the meeting held 23 August 2017 be confirmed.
3	14	Standing Orders	That Council adopt the Standing Orders, including any amendments required.
4	16	Westport Integrated Family Healthcare Centre - Rescind Motion	a) Rescind the motion above as passed on 28 June 2017. b) Advise the Ministry of Health, the Buller District Council suspends the offer to purchase the facility until a suitable community facility is constructed and other options for funding construction are exhausted. c) The Buller District Council support the community through advocacy as required with their endeavors to ensure a fit for purpose health facility is provided for the Buller District.
5	19	Buller Holdings Limited - Directors	1. That Brian Wood be appointed to the Board of Buller Holdings Limited for a period of two years. 2. That Rebecca Keoghan is appointed to the Board of Buller Holdings Limited for a period of three years. 3. That the Director remuneration for 2017/2018 be set at \$46,500 for the Chairman Brian Wood and \$18,000 for Directors Jan Coll and Rebecca Keoghan, and \$19,500 for Gareth Allen. 4. That the Mayor and Deputy Mayor represent Council as sole shareholder at the Buller Holdings Limited Annual General Meeting and vote according to the above resolutions.
6	22	Residents Survey	That Council agrees to contract First Research to carry out a resident's survey as an unbudgeted extraordinary item.
7	47	Coaltown Trust Funding Agreement 2017/2018	1. That Council approve the Funding Agreement between Council and the Coaltown Trust for the 2017/2018 year. 2. That Council give the Grants Committee delegated authority to approve payments for rent to the Coaltown Trust. 3. That the Council approve all current outstanding invoices for payment.
8	59	Proposed Banning of Alcohol in Public Places Bylaw 2017	1. Receive this report for information. 2. Make the determinations required under section 155 of the Local Government Act 2002 in relation to the <i>Buller District Council Banning of Alcohol in Public Places Bylaw 2017</i> , as per the attached report titled " <i>Report on Determinations Under Section 155 Local Government Act 2002, Proposed Buller District Council Banning of Alcohol in Public Places Bylaw 2017</i> ".

			3. Adopt the “<i>Statement of Proposal, Revocation of Banning of Liquor in Public Places Bylaw 2005 and Making of Banning of Alcohol in Public Places Bylaw 2017</i>” as per Appendix B to this report. 4. Undertake the special consultative procedure for the proposal to revoke the <i>Buller District Council Banning of Liquor in Public Places Bylaw 2005</i> and to replace it with the <i>Buller District Council Banning of Alcohol in Public Places Bylaw 2017</i>.
9	78	New Delegations and Fees Under the Resource Management Act 1991	1. Pursuant to clause 32 of Schedule 7 of the Local Government Act 2002 and for the purpose of efficiency and effectiveness in the conduct of the Council’s business, and pursuant to section 34A of the Resource Management Act 1991, and any other applicable statutory authority, a. Delegate to the persons set out in Appendix A the responsibilities, duties and powers as shown; and b. Amend the delegations as set out in Appendix A, with these delegations to come into force on 18 October 2017. 2. Adopt the “<i>Statement of Proposal, New Fees Under the Resource Management Act 1991</i>” as per Appendix B to this report. 3. Pursuant to sections 36 and 36AA of the Resource Management Act 1991, commence the special consultative procedure, on or after 18 October 2017, in relation to the proposed charges/fees as follows: a. Permitted boundary activities - Sec 87BA \$450.00 deposit with full cost recovery b. Deemed permitted activities - Sec 87BB \$450.00 deposit with full cost recovery
10	85	Easter Sunday Shop Trading	1. Adopt the “<i>Statement of Proposal, Buller District Council Easter Sunday Shop Trading Policy</i>” as per Appendix A to this report. 2. Undertake the special consultative procedure for the proposal to adopt the <i>Buller District Council Easter Sunday Shop Trading Policy</i> as included in Appendix A to this report.

11	90	Capital Budget Carry Overs	That Council approve the carry over budgets of \$1,716,500 as attached to this report to the 2017/2018 Financial Year.
12	96	One District Plan Proposal	That Council considers all the information presented before making a decision on whether to in principle, endorse the draft one District Plan proposal.
13	119	Assets and Infrastructure Major Projects - Quarterly Status Report September 2017	That the report be received for information
14	166	Buller District Water Supplies - Quarterly Status Report September 2017	That the report be received for information
15	192	Financial Performance - July 2017	That the report be received for information
16	194	Significant Projects Report	That the report be received for information
17	202	Mayor's Report	That the report be received for information
18	205	Mayor's Correspondence	That the report be received for information
19	213	Chief Executive's Report	That the report be received for information
20	215	Council Meeting Action List	That the report be received for information

BULLER DISTRICT COUNCIL

FOR THE MEETING OF 4 OCTOBER 2017

Report for Agenda Item No 1

Prepared by - Andy Gowland-Douglas

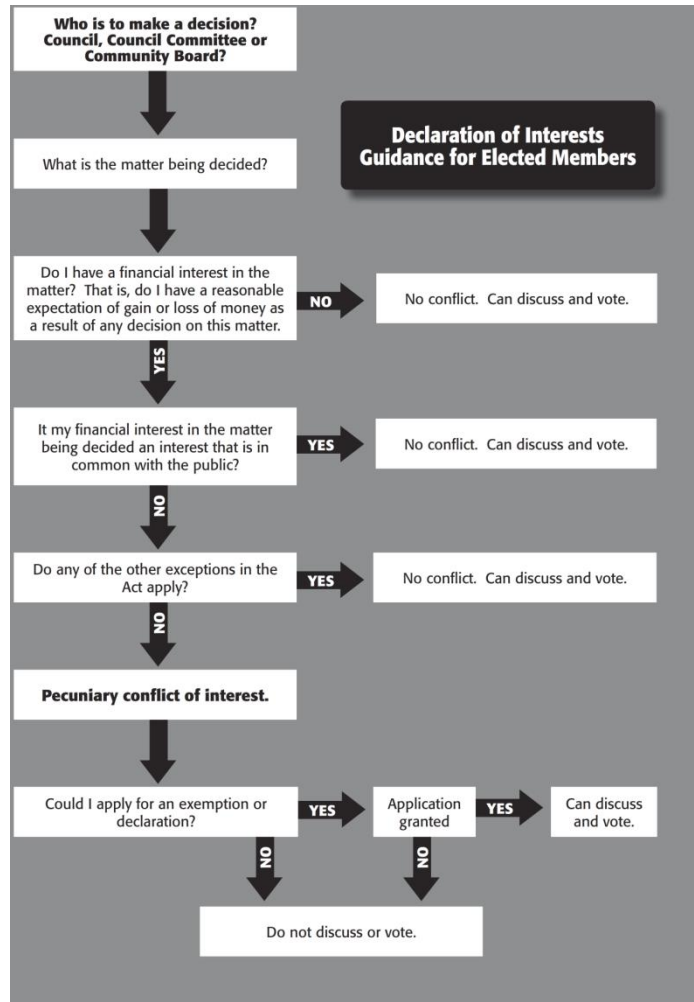
-Chief
Executive

Members Interest

Councillors are encouraged to consider the items on the agenda and disclose whether they believe they have a financial or non-financial interest in any of the items in terms of Council's Code of Conduct.

Councillors are encouraged to advise the Personal Assistant, Chief Executive of any changes required to their declared Members Interest Register.

The flowchart may assist Councillors in making that determination (Appendix A from Code of Conduct).



Draft Recommendation

That Councillors disclose any financial or non-financial interest in any of the agenda items.

BULLER DISTRICT COUNCIL
FOR THE MEETING OF 4 OCTOBER 2017

Report for Agenda Item No 2

Prepared by - Andy Gowland-Douglas
- Chief Executive

Confirmation of Minutes

Minutes of the meetings held on 23 August 2017.

Draft Recommendation

That the minutes of the meetings held on 23 August 2017 be confirmed.

**MINUTES OF THE MEETING OF THE BULLER DISTRICT COUNCIL HELD
AT THE BRIDGE CLUBROOMS, LYNDHURST STREET, WESTPORT, ON
WEDNESDAY 23 AUGUST 2017 COMMENCING AT 5.00PM**

PRESENT

His Worship the Mayor GC Howard (Chairperson), Crs SM Barry, JW Cleine, GW Hart, DJ Hawes, MJ Hill, EC Miazga, RM Nahr, GT Neylon, SP Roche and PJ Rutherford.

IN ATTENDANCE

Chief Executive (A Gowland-Douglas), Manager Community and Environment (CM Scanlon), Group Manager Assets and Infrastructure (M Duff), Manager Corporate Services (D Phibbs) and PA Chief Executive (LM Pablecheque).

PUBLIC FORUM

Thomas Stuart spoke about issues on Marine Parade, Carters Beach, saying the island was not safe as vehicles did not slow down and suggested removing it; the need for carparking for campervans and bigger vehicles as the growth in tourism and increased use of the playground and beach was causing a safety issue. He suggested extending the carpark nearer the park, and the installation of a pedestrian crossing.

Chris Cooper said the Carters Beach Domain was getting wetter as all the stormwater ends up there. He suggested installing soak pits to rectify the problem which now sees the area taking three days to drain.

Linda Grammer a resident of Seddonville did not support the Northern Link Road, questioning whether key stakeholders were consulted prior to commissioning the Beca report. She felt a huge amount of resources were being wasted which could be used for other projects. Concern was also expressed about the proposed Te Kuha mine. Mayor Howard said an announcement by central government was imminent on the Mokihinui catchment being included in the Kahurangi National Park.

John Hill said he was speaking as a community stakeholder, rather than a Council staff member. He spoke about the port, in particular the lack of marketing; the lack of consultation on the sale of the dredge and the Buller Value's being ignored; lack of consultation with former harbourmasters; inaccuracies in the report relating to the cost of keeping the dredge; the Buller Holdings Chairman's interest in the Port of Lyttelton; and the waste to energy project and the need for the dredge and port to bring in produce from

the North Island. He requested deferring the decision until all the facts have been obtained.

Graham Mills wanted Council to defer its decision on the MV Kawatiri, explore all options and consult with the community.

Frida Inta spoke about the cost for the removal of a fallen tree on road reserve at Seddonville, believing the farmer should pay rather than the general ratepayers.

Graham Howard referred to his appearance at the April public forum and subsequent criticism at the length of time this took; requested an update on his Annual Plan submission suggesting Council vehicles have a suitably sized logo and if this had progressed; and the cost of removing the islands in Mill Street.

Malcolm Brace said he did not understand how the MV Kawatiri was not economical. He acknowledged it was an aging vessel but said some trawlers will have trouble entering the bar if it is sold.

Paul Reynolds speaking about the dredge said the decision should have been made when Council knew Holcim was closing two years and maybe a better price could have been obtained; the cost of subsidisation by ratepayers; and the cost of the survey possibly more than the sale price of the vessel.

1 MEMBERS INTEREST

Resolved: **That Cr Nahr declare her interest in the following items -**

Item 3 - Westport Harbour Ltd and MV Kawatiri

Item 8 - Westport Water Supply - Selection Study Update

JW Cleine/GW Hart

Carried Unanimously

2 CONFIRMATION OF MINUTES

Resolved: That the minutes of the meeting held on 26 July 2017 be confirmed.

SM Barry/PJ Rutherford

Carried Unanimously

3 WESTPORT HARBOUR LTD AND MV KAWATIRI

A lengthy discussion took place on the dredge including the lack of community consultation on the proposed sale of the vessel; the implications of stopping dredging and flood risk, including the effect on other areas ie the fishing basin; the constant liaison that has taken place between Council and Buller Holdings regarding the operations of the port and possible expansion; the efforts made to acquire work for the dredge by contacting all other New Zealand ports; concern that selling the dredge will see the closure of the entire port; the need for the dredge to go on the slip for repairs and survey, noting it needed to be compliant in order to sell; it was also noted that any new ventures in the future would not be hindered by any sale.

Moved: That Council contract Buller Holdings Limited to sell the dredge as soon as possible, at best market price.

GC Howard/PJ Rutherford

The motion was lost

Resolved: That Council direct Buller Holdings Limited to sell the dredge as soon as possible at an achievable market rate.

DJ Hawes JW Cleine

Carried

Crs Barry, Hart, Hill and Neylon voted against
Cr Nahr abstained from voting

Resolved: That Council instructs Buller Holdings Limited directors to wind up Westport Harbour Limited, transferring the operations of the harbour to an appropriate entity.

EC Miazga/SP Roche

Carried

Cr Hawes voted against

4 ONE DISTRICT PLAN PROPOSAL

Discussion on the proposal included the need to work through the July resolution of Council, in particular reviewing the rationale for a One District Plan; the need for a cost/benefit analysis; time needed to digest the Local Government Commissions report and concern a One District Plan could be the first step for amalgamation for the entire West Coast.

Resolved: That the report be received for information.

GT Neylon/GW Hart

Carried

Crs Cleine, Hill and Roche voted against

5 NORTHERN LINK ROAD - STRATEGIC BUSINESS CASE

The meeting was advised the report had been presented to the West Coast Economic Governance Group, more work was required before the group can proceed, including funding options.

Resolved:

- 1. That Council recommend to the West Coast Economic Development Governance Group the following -**

Proceed to identify the cost and sources for undertaking the programme business case, including the evaluation to establish if such an investment is the best long term option for the top of the South Island. Funding options and partners should include NZTA, MBIE, Tasman District Council, Buller District Council, Development West Coast, Iwi and companies such as Talley's.

- 2. That the report be received for information.**

GC Howard/MJ Hill

Carried

Crs Barry, Cleine, Hawes, Roche and Rutherford voted against

6 TEMPORARY ROAD CLOSURE - REQUEST FOR INTEGRATED FAMILY HEALTH CENTRE ORGANISED MARCH

Resolved: That Council approve the temporary road closure for the proposed protest march against the Integrated Family Health Care Centre on Saturday 26 August from 12pm to 1pm as follows -

Brougham Street, from the Memorial Gates on Russell Street down to the Palmerston Street intersection.

Palmerston Street from Brougham Street to Lyndhurst Street.

GW Hart/GT Neylon

Carried Unanimously

7 SIGNIFICANT PROJECTS REPORT

The meeting was advised a test bore for the Waimangaroa water had been placed and results were proving positive. Work was continuing on the resource consent, and when all parties were satisfied, the project would move into the design phase.

The suggestion was made to write to the Minister of Transport setting out the case for the Karamea Highway to be returned to state highway status.

Resolved: That the report be received for information.

SM Barry/SP Roche

Carried Unanimously

8 WESTPORT WATER SUPPLY - SELECTION STUDY UPDATE

Concern was expressed that more expenditure on studies was occurring when some of the information should be readily available from the report prepared in 2010. It was noted that some of the information would still be relevant. The ongoing costs were also of concern, with little visible progress being made to having the water through the tunnels.

It was noted that Opus had been engaged to define the benchmark option to a feasibility study level, then the pre-feasibility of the schemes and options. Implementation will be managed by Council.

Resolved: That the report be received for information.

SM Barry/GW Hart

Carried Unanimously

9 MAYOR'S REPORT

Resolved:

1. That the report be received for information.
2. That Mayor Howard and Councillor Hart be delegated authority to work with the West Coast Waste Minimisation Project Group making decisions on behalf of the Buller District Council to take the project through to draft plan and public consultation.

GT Neylon/RM Nahr

Carried Unanimously

10 MAYOR'S CORRESPONDENCE

Minister of Local Government - Three Waters Review

Thomas Stuart - Local Facilities Funding

Resolved: **That the report be received for information.**

PJ Rutherford/JW Cleine

Carried Unanimously

11 CHIEF EXECUTIVES REPORT

Discussion on the Westport Revitalisation Project took place with concern expressed it was different to what was discussed at the Annual Plan submission time, more explanation was needed for the community in relation to funding and the lack of notification/information provided to councillors prior to the Retailers Association being informed.

Resolved: **That the report be received for information.**

RM Nahr/MJ Hill

Carried Unanimously

12 COUNCIL MEETING ACTION LIST

Resolved: **That the report be received for information.**

EC Miazga/RM Nahr

Carried Unanimously

PUBLIC FORUM RESPONSE

Thomas Stuart - Staff will be asked to investigate the removal of the island and the provision of additional carparking, including costs and any other impacts.

Chris Cooper - this matter was being dealt with.

Linda Grammer - To be advised the Northern Link will be a public submission process and as a submitter will be advised of hearing dates.

John Hill - To be advised Council have been open and looking for new ventures for the port and that no application will be held up if any viable commercial operation was forthcoming in the future and clarify the Buller Holdings Chief Executive's salary.

Graham Mills - Raised good points about lack of consultation, reassurance to be given the dredge will be worth more than the survey costs.

Frida Inta - To be advised of the law relating to trees falling on the road.

Graham Howard - To be advised Council has a set of public forum guidelines that the public need to be made aware of; vehicle logos and the cost of removing the Mill Street island, to be referred to staff for a response.

Malcolm Brace - To be provided with an outcome of the debate on the dredge and that outport dredging was pursued as an option.

Paul Reynolds - To be informed that Council did have the option of making a decision on the future of the dredge earlier, but decided to keep the vessel for up to three years in the hope things would improve.

There being no further business the meeting concluded at 9.20pm

Confirmed..... Date .....

BULLER DISTRICT COUNCIL
FOR THE MEETING OF 4 OCTOBER 2017

Report for Agenda Item No 3

Prepared by - Andy Gowland-Douglas
- Chief Executive

Reviewed by - Garry Howard
- Mayor

Standing Orders

Report Summary

This report presents a new set of Draft Standing Orders for adoption.

Draft Recommendation

That Council adopt the Standing Orders, including any amendments required.

Issues and Discussion

In November 2017 Council resolved as follows -

That Council in accordance with Section 27 of the Seventh Schedule of the Local Government Act 2002, adopts the NZ Model Standing Orders (NZS9202:2003) subject to the amendments as listed in the accompanying table being made and incorporated as the Standing Orders for the Buller District Council.

An enquiry to LGNZ in July 2017 regarding participation at a Council meeting via audio link highlighted the fact that NZS 9202:2003 does not make any provision for this to occur. It was also pointed out are NZS 9202:2003 are not up-to-date with current legislation.

As a result the attached Standing Orders have been purchased from LGNZ for adoption by Council. The benefit now being Council will receive ongoing support and copies of any enhancements and legislative updates from LGNZ.

Considerations

1. Strategic Impact

Adopting the most updated Standing Orders based on best practice should improve our decision making processes and make us more consistent with the rest of New Zealand.

2. Significance Assessment

In accordance with our policy the significance of this decision is deemed as low.

3. Values Assessment

Our values are: Future Focussed, One Team, Community Driven, Integrity and We Care. Under 'Community Driven' this move demonstrates that we are moving with the times and therefore future focussed.

4. Risk Analysis

Adopting standardised orders that have been developed according to best practice reduces the risk of procedural errors.

5. Policy/Legal Considerations

These orders are compliant with the requirements of the LGA 2002.

6. Tangata Whenua Considerations

None noted

7. Views of those affected

It was not deemed necessary to canvass public opinion on this decision due to the low significance.

8. Costs and Financial Analysis

There are no additional costs involved in adopting these Standing Orders other than the one off purchase cost.

9. Benefits

- As noted elsewhere in this report we will receive ongoing support from LGNZ, plus the benefit of any updates
- We will also be able to allow electronic participation in meetings which our current orders do not allow
- We will be following best practice in terms of our meeting procedures

10. Media/Publicity

There will be little media and public interest in this move.

BULLER DISTRICT COUNCIL

FOR THE MEETING OF 4 OCTOBER 2017

Report for Agenda Item No 4

**Prepared by - Garry Howard
- Mayor**

**Reviewed by - Andy Gowland-Douglas
- Chief Executive**

Westport Integrated Family Healthcare Centre - Rescind Motion

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Report Summary

This report provides Council the opportunity to review the Council resolution of 28 June 2017 as follows -

- 1. That Council enter into an agreement to purchase the Integrated Family Healthcare Centre once it is constructed.*
- 2. Delegate negotiations of such a deal to the Mayor, Chief Executive and Manager Corporate Services.*

Draft Recommendation

- d) Rescind the motion above as passed on 28 June 2017.
- e) Advise the Ministry of Health, the Buller District Council suspends the offer to purchase the facility until a suitable community facility is constructed and other options for funding construction are exhausted.
- f) The Buller District Council support the community through advocacy as required with their endeavors to ensure a fit for purpose health facility is provided for the Buller District.

Issues and Discussion

Background

In June 2017 it was announced that ACC would be the owner of the Westport IFHC. Council looked at the opportunity to invest in the IFHC in order to provide a better investment return to our community. In the absence of Government funding this was preferable to ACC ownership.

It is in this context that the Buller District Council had engaged with the Ministry of Health and DHB about funding the estimated \$12.1m IFHC development for a range of reasons, including:

- The retention of local ownership of the IFHC, which is important given the losses suffered by the Westport community following the departure of major corporates from the district.
- The financial benefits that Council ownership could bring to the Council, the DHB, and thereby to the people of Buller.

Up until May 2016 the process had been developed by the WCDHB with a number of staff and public consultation meetings. No public meetings have taken place since May 2016 when the Hospital Redevelopment Partnership Group (HRPG) were charged with delivering the facility.

The void of communications and the changes in size, location and funding have the community very anxious with over 2,500 signatories to a petition; a submission to the Parliamentary Health Committee; public meetings; hold hands around current hospital and a protest march. It is very evident a very large portion of the community do not support the current plans of the IFHC and any private-public ownership arrangement.

Considerations

1. Strategic Impact

By not receiving increased returns from such a property investment Council's means to mitigate loss of rates from changes in rates for Holcim will be restricted to increase in rates or reducing services unless we can find another suitable commercial opportunity.

2. Significance Assessment

Seeking funding streams outside of rates is very important to Council and ratepayers. Failure to obtain secure long term investments leaves Council reliant only on income from rates, fees and charges and cash investments.

3. Values Assessment

Our values are: Future Focussed, One Team, Community Driven, Integrity and We Care. Under 'Community Driven' this move shows our community that we have listened to their concerns and are prepared to take action. It also demonstrates the value of 'We Care' and 'Future Focussed' as we want a future proof facility for our community and are not prepared to compromise on this.

4. Risk Analysis

Major investments and projects are managed in accordance with Council's risk management process including a 'what could go wrong'

approach to ensure all practical steps are taken to access, control and monitor identified risk. The risk with the current Ministry of Health proposal is that the facility location is inappropriate and is not fit for purpose therefore ongoing problems would result and impact on investment.

5. Policy/Legal Considerations

There are no issues in terms of the Local Government Act or our own policies.

6. Tangata Whenua Considerations

None noted

7. Views of those affected

The community have been very vocal in expressing their views about the centre. This decision will go a long way to addressing these concerns.

8. Costs and Financial Analysis

There is no cost in withdrawing from this deal other than the opportunity cost as mentioned in point 2.

9. Benefits

- Alignment with community views
- Exiting this arrangement gives us a greater ability to play a leadership and advocacy role on behalf of our community as we are currently conflicted in this regard. This is seen as a more important role for Council at this time.

10. Media/Publicity

There will be considerable media and public interest in this and an appropriate media release will be required.

BULLER DISTRICT COUNCIL
FOR THE MEETING OF 4 OCTOBER 2017

Report for Agenda Item No 5

Prepared by - Garry Howard
- Mayor

Reviewed by - Andy Gowland-Douglas
- Chief Executive

Buller Holdings Limited - Directors

Report Summary

The proposal is to fill a director position on the board of Buller Holdings Limited (BHL).

Draft Recommendation

1. That Brian Wood and Rebecca Keoghan be appointed to the Board of Buller Holdings Limited for a period of one year, Jan Coll three years and Gareth Allen four years.
2. That the Director remuneration for 2017/2018 be set at \$46,500 for the Chairman Brian Wood and \$18,000 for Directors Jan Coll and Rebecca Keoghan, and \$19,500 for Gareth Allen.
3. That the Mayor and Deputy Mayor represent Council as sole shareholder at the Buller Holdings Limited Annual General Meeting and vote according to the above resolutions.

Background

The Local Government Act 2002 requires that the Council may appoint a person to a directorship of Council Controlled Trading Organisations (CCTO) only if the Council considers that person has the skills, knowledge and experience to:

- Guide the organisation given the nature and scope of its activities;
- Contribute to the achievement of the objectives of the organisation.

The process for appointing Directors to CCTO's is set out in the Directors Appointment and Remuneration for Council Organisations Policy.

The Buller District Council (Council) is the sole shareholder BHL, which is a CCTO. The appointment of Directors is made at the Annual General Meeting (AGM) of BHL.

BHL has a rotational director process with Chairman Brian Wood retiring by rotation at the October 2017 AGM. The CCTO committee felt it prudent to review all directors and the board as a whole and wish to continue to do this on an annual basis. The review utilised the Institute of Directors evaluation process, including self-evaluation by the current BHL directors.

As a result of the review of current directors and the board, the CCTO committee believes that reappointment of all directors is appropriate and in the best interest of the company and Buller District Council. BHL has been achieving better than budgeted results and the three appointments made in 2014 have established themselves and are making a contribution to the company.

Rotation of Directors

At triennial elections there is a timing issue that a new Council is elected and has to immediately deal to confirmation/appointment of BHL directors. If that involves a change then a newly elected Council has little chance to assess such change. This was highlighted in 2013 when eight new councillors were elected. The CCTO Committee is putting forward a rotation plan that does not have any directors retiring by rotation in 2019.

Note. The staggering of appointment periods is to provide rotational flow and stability.

	2018	2019	2020	2021
Brian Wood	✓			
Jan Coll			✓	
Gareth Allen				✓
Rebeca Keoghan	✓			

Director Remuneration

The Director remuneration for 2016/17 was set at \$102,000. The CCTO Committee see the current level of Directors fees paid as appropriate.

Considerations

1. Strategic Impact

The appointment of directors to BHL is critical to the success of the CCTO. The services delivered and profits delivered to ratepayers are of significant importance to Council.

2. Significance Assessment

The process for appointing Directors to CCTO's is set out in the Directors Appointment and Remuneration for Council Organisations Policy.

3. Risk Analysis

The CCTO Committee utilise the Institute of Directors evaluation process to assess individual directors and the board as a whole. The staggering of the appointment period for directors provides for continuity and succession planning.

4. Policy/Legal Considerations

The Local Government Act 2002 requires that the Council may appoint a person to a directorship of a CCTO only if the Council considers that person has the skills, knowledge and experience to -

- Guide the organisation given the nature and scope of its activities
- Contribute to the achievement of the objectives of the organisation

5. Tangata Whenua Considerations

Nil noted

6. Views of Those Affected

Engagement of suitably qualified directors is imperative to ensure ratepayers assets are managed appropriately.

7. Costs

Council has received independent advice on the current structure verse potentially in Council management. The current structure will be continually reviewed to ensure it is a cost effective structure.

8. Benefits

The current Board of Directors have overseen assets well and provided dividend returns in excess of expectations.

9. Media/Publicity

Media is important to inform the community of who is responsible for the governance of key assets.

BULLER DISTRICT COUNCIL
FOR THE MEETING OF 4 OCTOBER 2017

Report for Agenda Item No 6

Prepared by - Andy Gowland-Douglas
- Chief Executive

Reviewed by - Garry Howard
- Mayor

Residents Survey

Report Summary

This report presents the proposal to conduct a resident's survey prior to drafting the LTP to get a clear understanding of the communities priorities.

Draft Recommendation

That Council agrees to contract First Research to carry out a resident's survey as an unbudgeted extraordinary item.

Issues and Discussion

It is best practice for councils to conduct scientifically sampled residents surveys on an annual basis to measure community satisfaction with Council services alongside any other useful measures. Buller used to do these but has not done so since 2010 due to a decision to cut this from the budget. This has effectively left us without meaningful feedback to measure our performance in delivering community services. This makes the process of continual improvement a difficult one when we don't have feedback on what is working and what is not. It is very timely to do this now so that we can use this information as a basis for forming our LTP. Currently we only hear from the vocal minority which is not truly representative of our community and at the recent strategic planning workshop it was strongly voiced that we need to hear what everyone else thinks too. The only way to do this is to conduct an independent survey of a representative sample of the community using statistical research best practice.

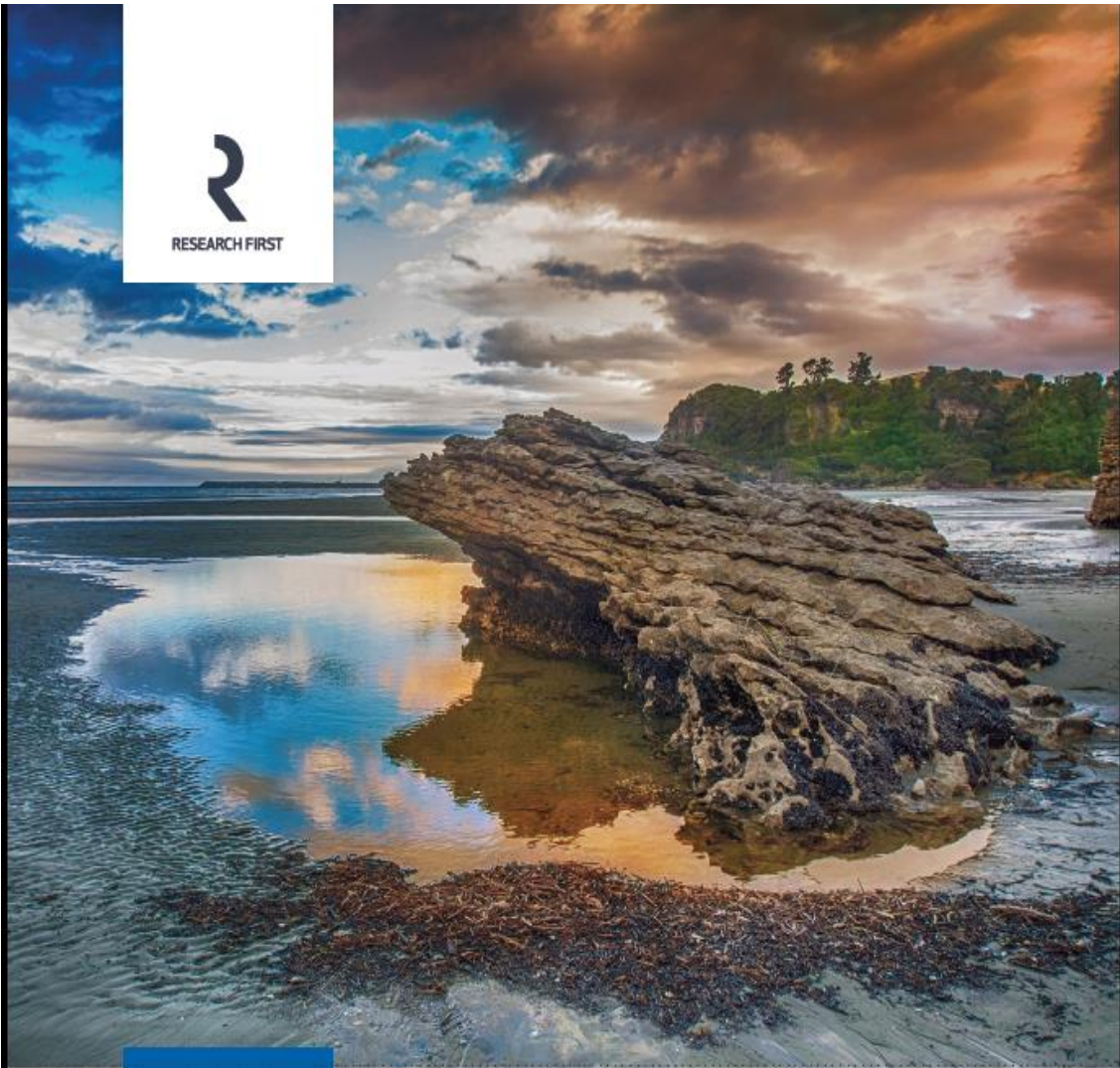
- 1. Strategic Impact**
One of the key action areas identified in our strategy session was the need to do a full stocktake of where we are at on many spheres, including meeting service delivery expectations. We currently have no real measure of this and this survey will provide us with a useful benchmark.
- 2. Significance Assessment**
In accordance with our policy the significance of this decision is deemed as low.
- 3. Values Assessment**
Our values are: Future Focussed, One Team, Community Driven, Integrity and We Care. This move demonstrates that we care about what the community thinks and that we want to give them a real voice in our LTP and priority setting process. It also shows that we are focussed on the future and on future improvements to our service.
- 4. Risk Analysis**
Being clear on our current service performance and the community's priorities reduces the risk that we will set priorities that do not meet with our communities' expectation.
- 5. Policy/Legal Considerations**
While it is not a legal requirement to conduct these surveys, it is considered best practice.
- 6. Tangata Whenua Considerations**
Maori/iwi would be included in the sample to be surveyed.
- 7. Views of those affected**
As mentioned above we currently only hear the views of those that 'opt' in or are vocal about certain aspects of Council business, this tends to be the vocal minority. We do not have a clear idea of the views of the majority of our community.
- 8. Costs and Financial Analysis**
The cost of doing this survey using a sample of 300 (which should be adequate for the size of our district) is \$16,900 or slightly more depending on the extra options we choose, such as benchmarks against other councils (\$2,500)

9. Benefits

- We will have a clear understanding of our districts priorities from our communities view point
- We have a useful benchmark to measure ourselves against going forward
- It will assist with the process of continual improvement

10. Media/Publicity

There will be media and public interest in this move. The results would be made publically available once published in a report.



BULLER DISTRICT COUNCIL

2017 **RESIDENT'S SURVEY**



RESEARCH PROPOSAL
September 2017

Prepared for: Andy Gowland-Douglas, Chief Executive Officer

Phone: 03788-9639, Email: andy@bdc.govt.nz

Contact: Pip Almer | Mobile: 027 537-0305 | Email: plp@researchfirst.co.nz

Key Points

This proposal outlines a design for the Buller District Council Residents' Opinion Survey. The main objectives of the research are:

- To obtain robust and representative data regarding residents' satisfaction with Council services and activities; and
- To identify how the Council can best invest its resources to improve service levels and increase resident satisfaction in the future.

The outcome of this research will enable the Buller District Council (the Council) to measure their contribution to their strategic goals and community outcomes including:

Community Outcomes	Council Contributions
Wellbeing	■ Provision of essential services to residents and businesses to support a healthy environment (e.g. animal control, water supply) ■ Safe public places provided (e.g. community facilities) ■ Emergency management (in the event of potential natural disasters)
Learning	■ Making information about Council services and functions easily available (e.g. meetings, local body elections)
Sustainable Environment	■ Developing and implementing policies and practices that enhance natural diversity and environmental sustainability.

Experience of Successfully Conducting Residents' Surveys

The project aim is to make sure robust findings are delivered in a way that is most useful to you. There are strong benefits for the Council in contracting an experienced company, such as Research First, with proven infrastructure and a team with expert sector knowledge that can add value to your project.

Our service is low risk and based on tried and tested quality procedures. Research First has conducted resident surveys for a number of local and regional councils including Gore, Clutha, Invercargill, Southland, Ashburton, Selwyn, Christchurch, and Dunedin.

We place importance on ensuring the research process is as simple as possible for you, our experience of working with Councils has allowed us to understand and develop the ways to minimise the impact on your schedule and the resources that you need to commit.

Our approach will guarantee:

- An option of 300 or 400 completed telephone surveys with a representative sample of residents;
- An online survey completion option;
- Interviewing during the first half of November, to ensure completion in mid-December 2017;
- We will review the current survey to ensure the design allows robust data to be collected. The previous survey implemented by Research First for Buller District Council in 2010 is attached in the Appendix, which can be updated to Council requirements;
- Improved presentation and accessibility of the figures and reporting of verbatim comments; and
- By using a key driver analysis, the relative importance of prioritising resources the Council should invest in are identified. The analysis shows where limited resources should be allocated.

Why Research First?

Sector Experience

- Knowledge of the local government sector ensures we can add insight at the analysis stage. Research First conducts a variety of projects across local and regional government including economic impact research, mystery shopping, community consultation, stakeholder satisfaction, policy development and evaluation, and communications research.
- Previous clients include: ECan, Buller District Council, Dunedin City Council, Auckland City Council, Gore District Council, Clutha District Council, Invercargill City Council, Mackenzie District Council, Marlborough District Council, Nelson City Council, Northland Regional Council, Queenstown-Lakes District Council, Timaru District Council, Waimakariri District Council, Far North District Council, Kapiti DC, Christchurch City Council, and Wanganui District Council.



Better research facilities

- Research First has one of the very few true CATI facilities in the South Island. Unlike most other providers, our interviewer team work from our head office in Christchurch (rather than remotely from home), shifts are fully supervised and all calls are recorded and audited to ensure accuracy. The facilities we have ensure we can meet the international quality standards that other companies are not able to offer. This commitment to quality standards is a central Research First value. Sub-contracting telephone interviewers is a risk in terms of quality control and efficiency



Value for money

- Experience in design and having the appropriate infrastructure means we can pass on cost efficiencies to our research partners. Plus, we can offer improvements in the research design, quality control and in the analysis and presentation of results.
- The fees for this research for the 2017 year would be:
  - **\$16,900+ GST (300 responses)**
  - **\$19,200 + GST (400 responses)**



A local solution

- Working with other Council's close in size to the Buller District means we understand the nuances of the districts with smaller population and what makes a survey work well for the residents.



2

The Research Solution

Method: Telephone Survey

Gathering robust and representative data in a cost-effective manner is essential. This will ensure the Council can have confidence in the results.

A telephone survey is the best method that most Councils use. This is because telephone surveys are ideally suited to surveying large, geographically dispersed populations exactly like the Buller District. Mail and online surveys typically have low response rates and are biased to those who choose to participate.



Encouraging Participation: Survey Promotion, and an Online Completion Option

We would recommend the survey is accompanied by marketing and communications from the Council. If residents are aware of the survey and its purpose before they are contacted by phone they are more likely to take part.

Participation can also be encouraged by providing alternative options to meet residents' preferences for participation when they are contacted by phone. Furthermore, this demonstrates the Council's inclusive and innovative stance.

An **online completion option** is included alongside the telephone survey; those respondents who are unable or unwilling to complete the survey by phone can be offered to be sent a personalised email containing a link to the online survey. This will increase the quality of information achieved by increasing the response rate.



Optional Add On – Full Web-Based Survey with Comms and Social Media Marketing

Nationally, there is an increasing move away from landlines with residents instead showing a preference for web-based and mobile platforms. To ensure that residents who do not use a landline can be included in the survey, and to capitalise on the benefits defined above, Buller District Council may wish to consider including an open online survey with marketing, alongside the telephone approach. This method has been used very effectively for Gore District Council in their partnership with Research First for the 2016 and 2017 Gore Residents' Surveys.





Case Study

Gore District Council – Increasing Participation Rates

Gore District Council and its previous survey provider had offered an online channel for participation in the 2014 and 2015 resident surveys. However, this was only available through a link on the Council website and had failed to encourage wider participation; the method attracted just a handful of respondents in each survey year.

For the revised 2016 survey administered by Research First, those respondents who were unwilling or unable to complete the survey by phone were now able to be offered an email containing a link to the online survey.

Alongside this, a collaborative working relationship between Research First and Gore DC's Communications and Promotions Manager achieved effective marketing of the residents' survey to a wider audience:

- The Research First graphic design team produced graphics and text that were used jointly by Research First and Gore District Council. Communications aimed to highlight the value of taking part.
- Combined promotion of the survey focused on all Gore District Council communications channels as well as a demographically targeted social media campaign run by Research First:
  - The advert and link to the online survey were placed in the banner section of the Gore District Council homepage to coincide with the start of the telephone survey, providing both promotion of the online mechanism and verifying the legitimacy of the telephone survey.
  - Advert and links were placed periodically on Council Facebook pages throughout the survey period.
  - A campaign targeted to reach 18 to 35-year old's in the District ran through the Research First Facebook page throughout the survey period, focused on increasing response rates in this age group.

Uptake of the online survey increased from 36 responses in 2015 to 126 responses in 2016. Alongside a telephone sample matched to 2013 Census information this provided Gore DC with a robust sample of 521 residents' feedback. The 2017 survey also saw an increase in response rate from the online survey offered.



Sample design

A reliable evidence base provides confidence for Council planning. A representative sample will produce findings that truly reflect the views and priorities of the population of the district. The results can be extrapolated with a high degree of accuracy.

Data will be collected on a simple random sampling basis using White Pages telephone lists. For a sample size of 300 respondents, data will be accurate to $\pm 6\%$ at the 95% confidence level. For a sample size of 400 respondents, data will be accurate to $\pm 5\%$.

- This means that if, for example, 50% of respondents stated that they were satisfied with the reliability of weekly kerbside recycling and rubbish collection then we could be 95% sure that between 44.3% and 55.7% of the whole Buller District would answer in this way.

To ensure the research is an accurate representation of residents' views quotas can be set to match the population profile identified in the 2013 Census. We will look at wards, age, and gender.

Advantages and Disadvantages of Different Sample sizes (300 versus 400 responses):

If the Buller District Council wishes to analyse the residents' survey as a whole, a sample size of 300 is adequate. However, if the results are to be analysed by Ward, age, gender or any by any other categories, the resulting sample size for each category becomes too small to be statistically representative.

A larger sample (400 responses or more) allows a robust and statistically representative analysis by category. The vast majority of councils use a sample size of 400 or more and only a handful of councils use a sample size of 300.

Questionnaire Design and Testing

To support ongoing trend measurement, the Resident Satisfaction Survey will be largely based on the established set of questions measuring satisfaction across a range of Council services (Appendix).

As part of the project set up process the research team will review the survey and provide recommendations that will improve the quality of data whilst supporting ongoing trend measurement. Changes can include:

■ Encouraging participation and improving the quality of results

Adjustment to the wording and order of questions will be designed to make the survey quicker and easier to answer, lightening the burden for the respondent.

To encourage participation (particularly among the younger age groups) and to minimise respondent fatigue, Research First recommends a questionnaire length of no longer than 15 minutes, efficient design can achieve this.

■ Measuring trends as well as perceptions around hot topics

The survey needs to provide ongoing benchmarking for Council performance measures. However, consideration may also be given to including additional questions around topical issues such as freedom camping, streetscapes or new subdivisions. These can be changed on an annual basis or kept thus enabling changes in perceptions to be seen.

Research First has considerable experience working with Councils on maximising survey quality and will work with Buller District Council to ensure it meets the objectives of the Residents' Survey and supports ongoing trend measurement.

Reporting: Presentation and Analysis

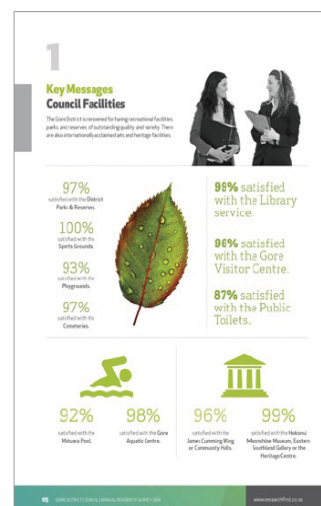
A full written report will be produced in line with your requirements. Our analysis staff are experienced in a range of modes and we can adjust our analysis style to suit your information needs.

Our aim for analysis and reporting is to provide you with a document that fits well with how you need to use the information for onward planning; an appealing and accessible report that is clear and easy to use.

As the report will be available to different user groups (the general public, residents, stakeholders, elected members and Council staff), report structure and presentation need to take this into account. For example:

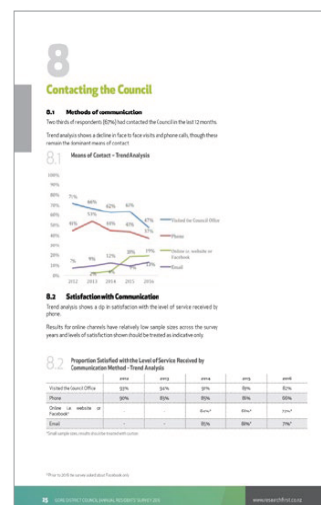
- **Maximise the accessibility of key figures using an infographic based summary**

This summary can be designed to be detachable from the main report, providing an easy way to produce a second document that can be published separately to meet the needs of some user groups.▶



- **Incorporate Key Performance Indicators in reporting so the information is all reported in one place:**

Providing a one-stop document for staff and a better understanding of what the figures mean in terms of performance for all users.▶

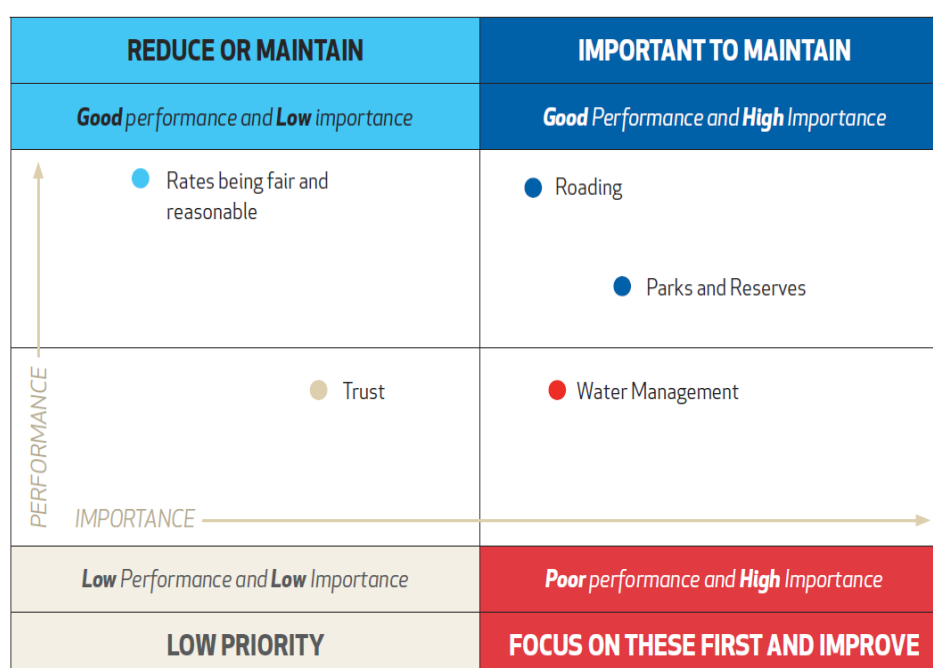


■ **Ensure technical information is there for those that need it without detracting from the key messages or making the document daunting to some potential users.**

- The technical report can be provided as part of the main document or as a detachable appendix; and
- Full verbatim comments can be provided in the main report but we would recommend they are provided in a separate document. Combining with the main reports produces a lengthy document that can be off-putting to a lot of potential readers.

Action Point Analysis

A key driver analysis can determine the relative role that different variables play in influencing overall customer satisfaction. Identifying not just what is most important to your potential customers but also where resources should be focused to drive an increase in customer satisfaction can be invaluable for determining action points and investment areas. The results of the analysis are summarised in an easy to read quadrant plot, like that shown below. This displays the key action points at a glance:



The further to the right an aspect is, the more important it is to customers. The closer to the top of the chart an aspect is, the better it is performing. That is, a high proportion of people are satisfied with it. The analysis quickly shows where limited resources should be allocated.

We propose to work collaboratively with the Buller District Council project team in order to understand your needs and design a report that suits.

3

Project Timeframes and Investment

Capacity to complete the work within the stated timeframe

Research First employs a number of tools and techniques to manage continuity of service for our clients. This allows us to shape a project timeline to meet the clients' needs as well as guaranteeing that the timelines we commit to for a project are met:

- Project management systems provide full visibility of project progress across the team and allow effective tracking and management of workflow.
- The team works collaboratively and regular team meetings guarantee researchers are up to date on any complexities relating to particular projects and can step in to provide assistance quickly and easily.
- Quality control procedures ensure project documentation is complete and accessible to assist in briefing if extra resource is required.

Suggested Timetable

A suggested timeline for the survey is outlined in the table below. However, this is presented as a guideline only as we envisage discussing requirements at the commencement of services.

The timetable can be adjusted where needed in order to fit in with Buller DC's needs.

Task	Date	Who is responsible?
Questionnaire design	On project commission – to be completed by w/c 3 October	RF / BDC
Set up of questionnaire in data collection software	w/c 9th October	RF
Prepare calling sample	w/c 16th October	RF
Pre-test survey	w/c 23rd October	RF
Advertise survey on Council websites (advised)	25th October – 17th November	BDC
Advertise survey via Facebook (if applicable)	30th October - 17th November	RF
Conduct data collection by telephone	30th October - 17th November	RF
Data cleaning and analysis (including trend analysis)	w/c 20th November	RF
Draft report available	w/c 27th November	RF
Report review	w/c 4th December	BDC
Report finalised	w/c 11th December	RF

Investment

The cost of the proposed approach is **\$16,900+ GST (300 responses)**
\$19,200 + GST (400 responses)

The fee quoted includes:

- Development of survey questionnaire;
- Development of contact database;
- Piloting of the survey;
- Surveying by telephone using a random sample and quotas to match profiles defined in the 2013 Census (including all toll calls and cellular calls). An online option will be provided for those contacted by phone and who would prefer to complete the survey online. Mailed invitations to the online survey will be posted to those residents who are identified as holiday house owners by the Buller DC.
- Auditing of 10% of calls;
- Analysis of findings;
- Provision of a draft report;
- Provision of a final report;

Additional optional services

- A formal presentation of results via Skype Call **\$1,000 + GST**
- Benchmarking against similar sized councils **\$2,500 + GST**

4

Project Team Capability

A Local and Accessible Senior Team

The quality and expertise of Research First staff is critical to delivering the evidence and insights that meet clients' needs.

Projects are led by senior consultants with the experience, knowledge and skills to get to know their clients and identify the right solutions.

The personnel proposed as key members of the project team for this project have been chosen as the best suited in terms of their experience, capability and location.

Project Manager: Pip Aimer, Senior Researcher

Project Role and Responsibilities – As the Project Manager Pip would be the first point of contact for Buller District Council and will oversee all aspects of the project.

Pip is an innovative and successful social science and health researcher who specialises in pragmatic 'lived experience' research. With a strong knowledge base and extensive project management experience spanning over 15 years, Pip has been responsible for undertaking independent research projects that have ranged in size from small qualitative studies to larger scale quantitative surveys. Pip will be responsible for the day to day running of this project. As well as having a strong academic background Pip has taken hands on roles running some of Research First's more challenging projects. Pip is ideally suited to this project because she has worked on many similar types of projects.

Pip will work closely with you to ensure activation of the results through one-on-one consultation and will provide continuous support, delivering truly insightful findings and working closely to ensure that you can action the data and see positive ROI.

Project Researcher: Savannah Cran (Graduate Researcher)

Savannah will work alongside Pip, and will have input into research design and analysis stages. She will also be available to monitor project progress and provide project updates and topline data, in the unlikely event that Pip is unavailable.

Operations Director: Vanessa Simpson

If the currency of research is data, then Vanessa is Research First's Reserve Bank Governor. She is responsible for ensuring Research First remains an industry leader in terms of its data collection processes, team, and culture. Over the course of her career Vanessa has run the biggest market research data collection operations in New Zealand. Whatever your data collection need, Vanessa will have the solution.

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Referees

Buller District Council are welcome to contact these referees:

Sonia Gerken: Communications and Promotions Manager
Gore District Council

DDI: 03 2090386 | **M:** 0274 903296 | sgerken@goredc.govt.nz

Melissa Short: Strategy & Policy Manager
Invercargill City Council

DDI: 03 211 1777 | **M:** 021 850680 | melissa.short@icc.govt.nz



Residents' Opinion Survey Questionnaire Buller District Council, 2010

Land Transport

The Council is responsible for all the roads in Buller except the State Highways. This includes footpaths, berms, street plantings, street lighting and car parking. **In the district, excluding State Highways.** On a scale of 1 – 5; where 1 = not at all well, 3 = neutral and 5 = extremely well, how well do you think the Council performs in providing...

Sealed roads	1	2	3	4	5	D/K / N/A
Unsealed roads	1	2	3	4	5	D/K / N/A
Footpaths	1	2	3	4	5	D/K / N/A
Street lighting	1	2	3	4	5	D/K / N/A
Car parking	1	2	3	4	5	D/K / N/A

Have you any other comments about the provision of land transport in the Buller District?

Water Supply

Now I'm going to ask you about the various water services provided by the Council. The council operates fresh water supply schemes. The Council is also responsible for sewerage services. If you receive Council supplied water; and for maintaining stormwater and flood protection systems. On a scale of 1 – 5; where 1 = not at all well, 3 = neutral and 5 = extremely well, how well do you think the Council performs in providing...

Quality of water supply	1	2	3	4	5	D/K / N/A
Reliability of water supply	1	2	3	4	5	D/K / N/A
Sewerage services	1	2	3	4	5	D/K / N/A
Stormwater / Flood Protection / Stopbanks	1	2	3	4	5	D/K / N/A

Have you any other comments about the provision of water supply in the Buller District?



Residents' Opinion Survey Questionnaire Buller District Council, 2010

Waste Management

The Council performs in providing a weekly kerb-side general refuse collection service, and operates waste transfer stations at locations throughout Buller, including green waste disposal. **In your local area**, on a scale of 1 – 5, where 1 = not at all well, 3 = neutral and 5 = extremely well, how well do you think the Council performs in providing waste management services...

Kerb-side collection	1	2	3	4	5	D/K / N/A
Waste transfer stations including hazardous waste	1	2	3	4	5	D/K / N/A
Recycling	1	2	3	4	5	D/K / N/A

Have you any other comments about the provision of waste services in the Buller District?

Community Facilities

The council administers community facilities, including parks and reserves; playgrounds, sports grounds; community halls; swimming pools; cemeteries; public toilets; war memorials and monuments; **In your local area**, on a scale of 1 – 5, where 1 = not at all well, 3 = neutral and 5 = extremely well, how well do you think the Council manages these facilities...

Parks and Reserves, including playgrounds	1	2	3	4	5	D/K / N/A
Sports grounds	1	2	3	4	5	D/K / N/A
The Solid Energy Sports Centre	1	2	3	4	5	D/K / N/A
Community Halls	1	2	3	4	5	D/K / N/A
The NBS Theatre	1	2	3	4	5	D/K / N/A
Swimming Pools	1	2	3	4	5	D/K / N/A
Cemeteries	1	2	3	4	5	D/K / N/A
Public Toilets	1	2	3	4	5	D/K / N/A
Information Centres	1	2	3	4	5	D/K / N/A
Walking and cycling routes	1	2	3	4	5	D/K / N/A

Have you any other comments about the provision of community facilities in the Buller District?



Residents' Opinion Survey Questionnaire Buller District Council, 2010

Consents and Compliance

The Council administers a wide variety of regulatory functions, powers and duties. Many of these are legislated by government, including the Resource Management Act, the Building Act, the Sale of Liquor Act, Food Act and the Health Act. Once consents have been approved, the Council then monitors activity to ensure on-going compliance, and investigates complaints. In your local area, on a scale of 1 – 5; where 1 = not at all well, 3 = neutral and 5 = extremely well, how well do you think the Council performs in administering services related to the...

Resource Management Act	1	2	3	4	5	D/K / N/A
Building Act	1	2	3	4	5	D/K / N/A
Sale of Liquor Act	1	2	3	4	5	D/K / N/A
Health and Food Acts	1	2	3	4	5	D/K / N/A
Noise Control	1	2	3	4	5	D/K / N/A

Have you any other comments about the administration of regulatory acts in the Buller District?

Council Process

The Council encourages residents to participate in the decision-making processes of the Council, including providing information about the business of the council, awareness of council meetings, and local body elections. On a scale of 1 – 5, where 1 = not at all well, 3 = neutral and 5 = extremely well, how well do you think the Council assists residents in these processes...

Providing information about Council business	1	2	3	4	5	D/K / N/A
Awareness of Council meetings	1	2	3	4	5	D/K / N/A
Local body elections	1	2	3	4	5	D/K / N/A

Have you any other comments about Council decision making in the Buller District?



Residents' Opinion Survey Questionnaire Buller District Council, 2010

Library Services

The Council operates public libraries at Westport and Reefton. On a scale of 1 – 5; where 1 = Very poor, 3 = neutral and 5 = very good, please rate the performance of...

Access, facilities and range of services	1	2	3	4	5	D/K / N/A
Library staff	1	2	3	4	5	D/K / N/A

Have you any other comments about the Buller District Library Services?

Animal Control and Licensing

The Council is responsible for licensing of dogs, and control of dogs. On a scale of 1 – 5; where 1 = not at all well, 3 = neutral and 5 = extremely well, how well do you think the Council performs in providing this service...

Dog Licensing	1	2	3	4	5	D/K / N/A
Control of fouling in public places	1	2	3	4	5	D/K / N/A
Control of stray animals						

Have you any other comments with regard to Animal Control in the Buller District?

Council Services

Have you contacted, or been contacted by the Council in the past 12 months?

☐ No (go to 67) ☐ Yes (continue)

How well would you rate the service received from the Council?	1	2	3	4	5

On a scale of 1 – 5; where 1 = not at all well, 3 = neutral and 5 = extremely well, how would you rate the overall performance over the last twelve months of the...

The mayor and elected councillors over the past three years	1	2	3	4	5
The Council staff					
Buller District Council (OVERALL)					



Residents' Opinion Survey Questionnaire Buller District Council, 2010

Prioritisation

The council needs to ensure priorities are established to best meet the needs of the community. Using the scale where 1= not at all important; 3 = neutral and 5 = crucially important, please rate the level of importance the council should place in providing services with regard to the following services and facilities:

Land transport	1	2	3	4	5
Water Supply	1	2	3	4	5
Sewerage	1	2	3	4	5
Storm water drainage	1	2	3	4	5
Rivers and drainage	1	2	3	4	5
Pest control	1	2	3	4	5
Waste management	1	2	3	4	5
Community facilities	1	2	3	4	5
Consents and compliance	1	2	3	4	5
Council process	1	2	3	4	5
Library services	1	2	3	4	5

Quality of Life

A key factor in the provision of Council services is working to ensure the population has a high quality of life. The following questions help to measure what life is like for people such as yourself and your family.

Thinking about safety, using a four-point scale, ranging from very unsafe, a bit unsafe, fairly safe and very safe, please rate your feelings in the following circumstances:

In your home during the day	1	2	3	4
In your home after dark	1	2	3	4
Walking in your neighbourhood/ local area during the day	1	2	3	4
Walking in your neighbourhood/ local area at night	1	2	4	4
In the nearest town centre during the day	1	2	3	4
In the nearest town centre at night	1	2	3	4

Now, a couple of questions regarding health:

In general, how would you rate your health	Poor	Fair	Good	Excellent

In the past twelve months, has there been any time you needed to see a doctor but didn't get to?

Yes (continue)	No (go to Q72)



Residents' Opinion Survey Questionnaire Buller District Council, 2010

Why was that? (interviewer do not prompt, code response against the following:

Too Expensive / symptoms didn't justify cost	Too busy/ couldn't take time off work
Got better on its' own / didn't want to make a fuss	GP too far away / no transport
GP too busy / couldn't fit me in / waiting time too long	Lack of childcare
Personal preference / don't like visiting doctors	Don't know
Other (Specify) _____	

Activity. On how many days in the last seven were you active? *By active, we mean doing more than 15 minutes of vigorous activity that makes you breathe harder than normal 'huff and puff', or 30 minutes of continuous activity like walking*

One day	Two days
Three days	Four days
Five days	Six days
Seven days	None

What is the highest level of education you have achieved?

Less than School Certificate / 80 credits NCEA Level 1	School Certificate / NCEA Level 1
Sixth Form Certificate / NCEA Level 2	Higher School Certificate / Higher Leaving Certificate
National certificate/NZQA	University Entrance from bursary exam
NZ A or B Bursary / NCEA Level 3	University Scholarship / NCEA Level 4
Overseas school qualifications	Trade Certificate
National Diploma	Teaching or Nursing Certificate/ Diploma
Bachelor degree	Postgraduate degree /(Honours, Masters, PhD)
Postgraduate Diploma	Refused
Other (specify) _____	

On a scale of 1 to 5, where 1 = very accessible, 3 = neutral and 5 = very inaccessible, please rate your response to the following statements:

Access to education is readily available for Buller residents	1	2	3	4	5
I am satisfied with the level of educational achievement I have reached	1	2	3	4	5
The Buller community values education	1	2	3	4	5



Residents' Opinion Survey Questionnaire Buller District Council, 2010

About Your Circumstances

Is the home where you live owned by someone who lives in the household, or is it rented?

☐ Owned	☐ Rented
☐ Private Trust	☐ Other (Specify) _____
☐ Refused	

Which of the following best describes your household's annual income before tax?

☐ Under \$10,000	☐ \$55 - \$70,000
☐ \$10 - \$25,000	☐ \$70 - \$85,000
☐ \$25 - \$40,000	☐ \$85 - \$100,000
☐ \$40 - \$55,000	☐ \$100,000 +

How long have you lived in Buller?

☐ Less than two years	☐ 5 - 10 years
☐ 2 - 5 years	☐ Over 10 years

For auditing purposes, could you please provide your name? *(This will be used for Research First auditing purposes, and will not be provided to Buller District Council).*

_____
Interviewer note phone number dialled





RESEARCH FIRST

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23 Carlyle Street
PO Box 94
Christchurch 8140
Tel: 03 281 7832

OTAGO OFFICE

28 Helwick Street
Wanaka 9305
Tel: 022 676 8722

WELLINGTON OFFICE

Level 12, 215-229
Lambton Quay
Wellington 6140

TAURANGA OFFICE

PO Box 4632
Mt Maunganui 3141
Tel: 021 0269 2354

AUCKLAND OFFICE

Unit 3 Level 1 Qb Studios
208 Parnsonby Road
Auckland 1011

BULLER DISTRICT COUNCIL

FOR THE MEETING OF 4 OCTOBER 2017

Report for Agenda Item No 7

Prepared by - Lana Thomas
- Community Services Officer

Reviewed by - Robyn Nahr
- Grants Committee Chair

Coaltown Trust Funding Agreement 2017/2018

Report Summary

The funding agreement with Council and the Coaltown Trust has been reviewed for the 2017/2018 financial year by the Grants Committee. Coaltown Trust receives \$111,616 for i-Site and Museum operations and an additional grant of \$45,000 for rent.

Previously the Coaltown Trust has met all reporting requirements, therefore the Grants Committee propose that the reporting from the Trust be reduced from quarterly to half yearly, and some of the reporting details that are no longer applicable be removed. The rent portion of the grant has been paid in arrears and has required full Council approval. It is also proposed to allow the Grants Committee delegated authority to approve payments moving forward.

Draft Recommendation

4. That Council approve the Funding Agreement between Council and the Coaltown Trust for the 2017/2018 year.
5. That Council give the Grants Committee delegated authority to approve payments for rent to the Coaltown Trust.
6. That the Council approve all current outstanding invoices for payment.

Issues and Discussion

The Finance and Audit Committee established reporting requirements for the Coaltown Trust as part of the incoming Council of 2013. The purpose of the stringent reporting requirements was to help ensure that the Trust was performing as well as possible financially. Since this time the Trust have met all reporting requirements and the Grants Committee are happy with the progress that the Trust have made to date.

The Grants Committee have reviewed the previous funding agreement with the main changes proposed being reducing the reporting from quarterly to half yearly, and refining the items that are reported as per the attached proposed Funding Agreement. The proposed document has been considered by the Coaltown Trust who are happy with the changes moving forward.

Currently the process for payment of the rent portion of the grant is that when an invoice is received along with the quarterly report it goes to a meeting of the Grants Committee who consider the information, then make a recommendation to full Council at the following monthly meeting is made for Council to approve payment. Following full approval, Council staff can arrange payment of the invoice, in following this process, an invoice can take up to three months to be paid.

As the Trust have been meeting all reporting requirements for some time the Grants Committee request the delegated authority to consider and approve/decline where appropriate the invoices regarding the rent portion of the funding that Coaltown Trust receives.

Considerations

1. Strategic Impact

Council have approved this funding within the Long Term Plan and Annual Plan. Implementing the proposed changes allows for streamlining of the reporting and payment process, meaning less time in administration for the elected members. Council is committed to supporting Coaltown Trust as per all of the values adopted.

2. Significance Assessment

This is not deemed as significant under the Significance and Engagement Policy, or requiring special community engagement.

3. Values Assessment

This issue/report is in-line with Council's Values.

4. Risk Analysis

Nil noted.

5. Policy/Legal Considerations

Nil noted.

6. Tangata Whenua Considerations

Nil noted.

7. Views of those affected

Coaltown Trust support the proposed changes. Approval of the above will streamline the process for Council staff and elected members.

8. Costs

No major implications on budgets, in approving the recommendation, it will cost less time for staff in terms of administration and processing.

9. Benefits

To show Coaltown Trust that we appreciate the work completed to date, and less time in being spent in unnecessary administration.

10. Media/Publicity

Nil noted.

**FUNDING AGREEMENT WITH
BULLER DISTRICT COUNCIL AND
COALTOWN TRUST
FOR THE YEAR ENDED 30 JUNE 2018**



1. Preamble

Coaltown Trust is a charitable trust that receives a promotion and tourism grant of \$111,616 from Buller District Council. In the 2017/2018 Annual Plan an additional \$45,000 grant for subsidising rent was approved that would be conditional on the submission of key performance indicators to the Grants Committee of the Buller District Council.

This agreement sets out the key performance indicators that would need to be submitted on a half yearly basis before the Grants Committee will consider authorising the portion of the rent grant requested.

This agreement will need to be reviewed and updated annually by trustees and the Grants Committee.

2. Objective

Introduction

Coaltown Museum was established in 1977 with the intention of growing tourism in the area while preserving the coal mining related heritage of the District. However, over the years Coaltown has been threatened by closure. The museum was relocated to Palmerston Street as the original building was too costly to maintain or upgrade.

A new model was developed to ensure that Coaltown survived and Coaltown museum was integrated with the relocated i-Site and the Trust agreed to oversee and manage the i-Site operations. Coaltown has become the pivotal point for the Buller Cultural Hub.

The i-Site is an entry point to Coaltown that is aimed at creating increased visitor numbers for the museum by enticing people to experience Buller's rich history of mining.

3. Mission

To tell the stories of Buller by preserving and promotion of our industrial heritage by providing and promoting links to the district's unique environment and by involving visitors in our distinct way of life.

3.1 Objectives

The principal objectives of "Coaltown" from the Coaltown Trust deed are as follows:

- (a) The advancement of education by development of the historical museum known as "Coaltown"
- (b) To preserve items of interest pertaining to pioneering days in the Buller region.
- (c) Preservation, restoration and development of items of historical interest in the Buller region.
- (d) Generally to promote interest in places of historical, geographical and geological interest in the Buller region.

3.2 Key Principles

In pursuing this objective, the trust is guided by the following key principles.

(a) Financial Performance

The trust is committed to operating the museum and i-Site within the existing budgets. It will be striving to minimise operating costs and manage the assets and liabilities in a prudent way. The Trust will also endeavour to secure funding assistance that will assist in meeting financial commitments.

(b) Customer Satisfaction

The trust recognises that improving the level of engagement with and service to customers is important to encourage return visits to the museum.

(c) Community Engagement

It also recognises the need to further develop partnerships with local schools and other community organisations to encourage interest and further develop the collection.

(d) Promotion and Marketing of Coaltown

Extending media coverage of the facilities and promotion of events will improve ongoing usage and visits to Coaltown.

(e) Operational Management

Ongoing management and operation of the museum and i-Site to ensure services are provided in the most efficient and cost effective manner.

(f) Usage of museum and i-Site

The trust recognises the need to develop its customer base to improve usage of facilities and develop its customer base.

(g) Employee Management

The trust will treat all employees fairly and ensure that employees have the necessary skills to run the facilities. The trust together with its employees will create a culture that recognises the importance of delivering high quality customer service.

(h) Health and Safety

The trust undertakes to ensure that it meet all legislative Health and safety requirements.

4. Nature and Scope of Activities

The nature and scope of the Trust's activities are to provide the historical museum known as "Coaltown" to residents and visitors to the Buller district of New Zealand. The Trust also undertakes to operate the Westport i-Site.

5. Corporate Governance

The Board of Trustees of Coaltown Trust is responsible for the corporate governance of the "Coaltown" museum and i-Site.

The term "corporate governance" encompasses the direction and control of the operations by the Trustees and the accountability to manage the museum and i-Site.

6. Information to be Reported

The following information will be provided to the Grants Committee:

Annual Funding requirements

The Trustees shall deliver to the Grants Committee a draft budget by 1st February for inclusion in Annual Plan process of the Buller District Council. This is to estimate the funding required in grants to cover operational and rent costs.

Half yearly Reports

The Trustees shall deliver to Grants Committee by 31 January and 31 July an un-audited half yearly report (i.e. to 31 December and 30 June) containing the following information as a minimum in respect to the half under review.

- a. A statement of financial position
- b. A statement of cashflows reporting on budget compared to actual results and the variances between both

- c. A commentary on the results for the half, together with a report on the outlook for the remainder of the year with reference to any significant factors that are likely to have an effect on the Trust's performance

Annual Financial Statements

The Trustees shall deliver to Grants Committee a set of audited financial statements in respect to the financial year by 1 October.

7. Key Performance Indicators

The performance of Coaltown Trust will be measured against the following measures and targets;

Financial Performance

- a. Operate within revenue and operating expenditure and capital expenditure budgets
- b. Achieve sales across all activities
- c. Maintain positive cash balance
- d. Continue to apply for external financial assistance and report success rate quarterly (Target: apply for at least one per quarter)

Customer Satisfaction

- a. Number of local and out of town visitors per month
- b. Visitor's satisfaction level. (Target: 85%)

Community Engagement

- a. Visits from community organisations/ schools (Target: One per quarter)

Promotion and Marketing of Coaltown

- a. Positive media coverage per month (Target: one published article or item of interest per month in local media)
- b. Hits per website (Coaltown and i-Site)

Operational Management

- a. Number of items on display
- b. Number of items in storage
- c. Number of items in catalogue
- d. Number of items awaiting cataloguing
- e. Days open to public per month (i-Site, museum)

Usage of museum and i-site

- a. Number of enquiries/ transactions for i-Site
- b. Number of transactions relating to commissioned sales
- c. Number of visits to museum

The Trust believes these KPI's are commercially and employment sensitive. As such, the Trust undertakes to meet the requirements of this clause and will confirm to the Grants Committee that they have been completed.

Safety and Environment

Compliance with legislation.

8. Financial Budget

Budgets to be supplied to coincide with Council's Annual Plan process, so that appropriate figures can be budgeted.

9. Funding Subject to Satisfactory Results and Explanations

Coaltown Trust will receive a promotion and tourism grant of \$111,616 from Buller District Council for the 2017/2018 year.

In the 2017/2018 Annual Plan a \$45,000 grant was approved that would be conditional on the submission of key performance indicators to the Grants

Committee of the Buller District Council. It is also necessary for the key performance indicators to be met, and where they are not an explanation is to be provided. The \$45,000 grant is at risk and the Grants Committee is not obliged to recommend to Buller District Council to pay across any quarter portion of grant due to Coaltown Trust.

10. Additional Conditions

- a. Any further development would be subject to being 100% externally funded or a recommendation from the Grants Committee to the full Council.

11. Acceptance

_____
Dean Phibbs
on behalf of
BULLER DISTRICT COUNCIL

_____
(dated)

_____
Dan Moloney
on behalf of
COALTOWN TRUST

_____
(dated)

BULLER DISTRICT COUNCIL
FOR THE MEETING OF 4 OCTOBER 2017

Report for Agenda Item No 8

Prepared by - Rachel Townrow
- Team Leader Planning and Policy

Reviewed by - Craig Scanlon
- Manager Community and Environment

Proposed Banning of Alcohol in Public Places Bylaw 2017

Report Summary

Council's existing *Banning of Liquor in Public Places Bylaw 2005* (the Existing Bylaw) will expire on 18 December 2018 if not earlier revoked. This report asks Council to consider undertaking the special consultative procedure for a proposal which would adopt the attached proposed *Banning of Alcohol in Public Places Bylaw 2017* (the Proposed Bylaw) to replace the Existing Bylaw, and to revoke the Existing Bylaw at the time the Proposed Bylaw comes into force.

Draft Recommendation

1. Receive this report for information.
2. Make the determinations required under section 155 of the Local Government Act 2002 in relation to the *Buller District Council Banning of Alcohol in Public Places Bylaw 2017*, as per the attached report titled "*Report on Determinations Under Section 155 Local Government Act 2002, Proposed Buller District Council Banning of Alcohol in Public Places Bylaw 2017*".
3. Adopt the "*Statement of Proposal, Revocation of Banning of Liquor in Public Places Bylaw 2005 and Making of Banning of Alcohol in Public Places Bylaw 2017*" as per Appendix B to this report.
4. Undertake the special consultative procedure for the proposal to revoke the *Buller District Council Banning of Liquor in Public Places Bylaw 2005* and to replace it with the *Buller District Council Banning of Alcohol in Public Places Bylaw 2017*.

Issues and Discussion

The *Sale and Supply of Alcohol Act 2012* introduced a number of changes to New Zealand's approach to the regulation of alcohol. Alongside this legislation, the *Local Government (Alcohol Reform) Amendment Act 2012*

(the Amendment Act) introduced amendments to the provisions of the *Local Government Act 2002* (the LGA) relating to alcohol bans (previously referred to as liquor bans).

Section 11 of the Amendment Act goes on to say that, *“Unless earlier revoked, a bylaw under section 147(2) made before the commencement of this section expires 5 years after the commencement of this Act”*. The Existing Bylaw was made under section 147(2) of the LGA before the commencement of section 11 of the Amendment Act. The Amendment Act commenced on 18 December 2013, meaning the Existing Bylaw will expire on 18 December 2018 unless it is revoked before then.

If Council wants to continue having alcohol ban areas after 18 December 2018, the Existing Bylaw will need to be replaced. It is recommended that the existing alcohol ban areas are continued and that a new bylaw is adopted to allow this to happen. As discussed below, the Existing Bylaw is considered to have been effective at addressing issues related with alcohol consumption in these areas. The Risk and Policy Committee has discussed the continuation of the existing alcohol ban areas and is in support of this.

The Proposed Bylaw is to the same effect as the Existing Bylaw. The attached draft of the Proposed Bylaw was developed from the Existing Bylaw. All changes from the Existing Bylaw are shown tracked. The Proposed Bylaw continues the same restrictions over the same areas as the Existing Bylaw. In summary, the proposed changes between the Existing and Proposed Bylaws:

- Replace all uses of the word “liquor” with the word “alcohol” to reflect the amended legislation, including replacing the definition of “liquor” with a definition of “alcohol”;
- Amend date references to reflect that this is a new bylaw;
- Amend definitions to bring them in line with the amended legislation;
- Clarify that Clauses 3.0 and 4.0 also apply to vehicles within public places, in light of changes to the wording of section 147 of the LGA;
- Amend Clause 4.0 to link the means of providing public notice of a resolution with the LGA definition of “public notice”, including any future amendments of this term, allowing for notice to be by electronic or other means in future should the legislative definition of this term allow for it;
- Amend the wording of Clause 6.0 to reflect the new wording of section 147(4) of the LGA (the existing wording reflected former section 147(3) of the LGA which has been replaced by section 147(4)); and
- Correct minor formatting and consistency errors.

As the Proposed Bylaw is intended to replace the Existing Bylaw, it is proposed that the Existing Bylaw be revoked at the same time as the Proposed Bylaw comes into force.

Considerations

1. Strategic Impact

Bylaws are a tool Council uses to assist with providing safe public places. They enable rules to be put in place to protect the public from nuisance, protect, promote and maintain public health and safety and/or minimise the potential for offensive behaviour in public places. They contribute to the well-being and safety of our community. Alcohol ban bylaws aim to address issues of alcohol-related crime and disorder in public places, aiming to protect and maintain public health and safety and to minimise potential for offensive behaviour. If the Existing Bylaw expires and is not replaced, there will no longer be any alcohol ban areas in Buller from 18 December 2018.

2. Significance Assessment

This is of low significance in accordance with our policy.

3. Values

The Buller District Council values are: One Team, Community Driven, We Care, Integrity and Future Focussed. This process aligns with these values.

Community Driven: The Existing Bylaw was initially developed in response to requests from the community to address issues associated with alcohol consumption at the skateparks in Westport and Reefton. It proved a successful tool for dealing with this issue and was subsequently extended to cover the central business districts of both Westport and Reefton, following requests from the community and Police. The Proposed Bylaw would allow this to continue.

We Care: As discussed further below, under section 147A(3) of the LGA, councils can only replace an expiring alcohol ban bylaw if they are satisfied that a high level of alcohol-related crime or disorder is likely to arise in the area concerned if a bylaw is not made. This was recognised to be the case when the Existing Bylaw was developed and it is considered that this would occur if there was no bylaw in place. The community recognised these issues when they requested the Existing Bylaw be introduced and subsequently amended. The Proposed Bylaw acknowledges this concern and aims to address it. Putting a replacement bylaw in place is the only way that alcohol ban areas can continue to apply after 18 December 2018.

4. Risk Analysis

If the Existing Bylaw is not replaced, it will expire on 18 December 2018 by virtue of section 11 of the Amendment Act, as discussed above. This would mean that there is no longer an alcohol ban in those areas of Westport and Reefton covered by the Existing Bylaw. As the Existing

Bylaw was put in place to address concerns about public safety, crime and disorder, and it is considered that the Existing Bylaw has made a positive contribution towards addressing these issues, there is a risk that without a bylaw in place these issues will worsen/return.

5. Policy/Legal Considerations

The relevant sections of the LGA are attached as Appendix A. Sections 147A, 155 and 156 contain specific requirements that must be followed when making a bylaw. These are discussed below:

Sections 147A – criteria for making bylaws

Section 147A contains criteria that Council must be satisfied of before making a bylaw. The Proposed Bylaw is intended to replace the Existing Bylaw, which is an expiring bylaw, and is to the same or substantially the same effect as the Existing Bylaw, making section 147A(3) the relevant section. The criteria are summarised and discussed below:

- *Sections 147A(3)(a) – can the bylaw be justified as a reasonable limitations on people’s rights and freedoms?*
- *Sections 147A(3)(b) – is a high level of crime or disorder (caused or made worse by alcohol consumption in the area) likely to arise in the area to which the bylaw applies if the bylaw is not made?*
- *Sections 147A(3)(c) – is the bylaw appropriate and proportionate in light of that likely crime or disorder?*

Council’s first alcohol ban areas under the Existing Bylaw came into force in 2005, with extensions to the areas covered in 2007 and 2012. As discussed above, the original bylaw and subsequent amendments were a result of requests from the community and Police to address problems in these areas. These problems included crime and disorder arising from people with alcohol congregating at the skateparks in Westport and Reefton and people drinking alcohol while moving between licenced premises in these towns. When the Existing Bylaw was amended in 2007 and 2012 Police supported the amendments and wrote to Council advising that the alcohol bans are “generally effective” (2007) and that they have “had a huge positive effect on the township and in particular the constant alcohol related offending that previously dominated the weekends” (2012).

Some form of alcohol ban has been in place for almost 12 years and the Existing Bylaw has applied in its current form for five years. It is understood to have made a positive difference in those areas, reducing the alcohol-related crime and disorder that led to its introduction. It is considered likely that without a bylaw in place a high level of crime or disorder, caused or made worse by alcohol consumption in the area, would arise in those areas subject to liquor bans under the Existing Bylaw. By only covering those areas that had been subject to issues before the original bylaw was introduced, the Proposed Bylaw is

considered both appropriate and proportionate in light of that likely crime or disorder, and to be justified as a reasonable limitation on people's rights and freedoms.

Section 155 – determinations when making bylaws

The determinations required under section 155 are discussed in full in the "*Report on Determinations under Section 155 Local Government Act 2002, Proposed Buller District Council Banning of Alcohol in Public Places Bylaw 2017*" included in the "*Draft Statement of Proposal*" attached as Appendix B. The draft resolution asks Council to adopt these determinations as per the report in Appendix B.

Section 156 – consultation when making or revoking bylaws

Under section 156, consultation is required both for making a new bylaw and for revoking an existing bylaw. Both making the Proposed Bylaw and revoking the Existing Bylaw have been addressed in the "*Draft Statement of Proposal*" attached as Appendix B.

The Existing and Proposed Bylaws do not concern a matter identified in Council's *Significance and Engagement Policy* as being of significant interest to the public (section 156(1)(a)(i)). While it could be argued that the proposed revocation of the Existing Bylaw and its replacement with the Proposed Bylaw will not, nor will it be likely to, have a significant impact on the public (section 156(1)(a)(ii)) due to the fact that the proposal will simply continue restrictions that have been in place since 2005, the alcohol bans do and will continue to apply to everybody when they are within the alcohol ban areas. As such, it is suggested that section 156(1)(a)(ii) applies and that the special consultative procedure outlined in sections 83 and 86 of the LGA must be followed.

In accordance with section 83(1)(a)(i) a draft statement of proposal (Appendix B) has been prepared for adoption by Council. A summary of the information contained in the statement of proposal, under section 83(1)(a)(ii) is not considered necessary in this case. The Draft Statement of Proposal includes a draft of the Proposed Bylaw, a statement that the Existing Bylaw is to be revoked, the reasons for the proposal and a report on Council's determinations under section 155 of the LGA, as required by section 86.

6. Tangata Whenua Considerations

No specific considerations have been identified. Tangata whenua will have the opportunity to provide comment through the consultation process.

7. Views of Those Affected

The consultation process will provide an opportunity for those affected to make their views known to Council.

8. Costs

The biggest resource requirement will be staff time to administer the consultation process. This will come from existing budgets and workloads. There will also be some costs associated with advertising the consultation process. In order to make the most efficient use of resources, this consultation process may be run concurrently with other consultation process/es, as allowed for by section 83A of the LGA.

9. Benefits

The Proposed Bylaw would allow for the continuation of the existing alcohol ban areas in Westport and Reefton past 18 December 2018, when the Existing Bylaw will expire under the provisions of the Amendment Act.

10. Media/Publicity

As the Existing and Proposed Bylaws relate to public places in the commercial areas of Westport and Reefton, there is expected to be some public interest in this proposal.

Appendix A – Relevant Sections of the Local Government Act 2002

Section 147 - Power to make bylaws for alcohol control purposes

(1) In this section,—

alcohol has the meaning given by section 5(1) of the Sale and Supply of Alcohol Act 2012;

licensed premises has the meaning given by section 5(1) of the Sale and Supply of Alcohol Act 2012;

public place—

(a) means a place that is open to or is being used by the public, whether free or on payment of a charge, and whether any owner or occupier of the place is lawfully entitled to exclude or eject any person from it; but

(b) does not include licensed premises.

(2) A territorial authority may make bylaws for its district for the purpose of prohibiting or otherwise regulating or controlling, either generally or for one or more specified periods, any or all of the following:

(a) the consumption of alcohol in public places:

(b) the bringing of alcohol into public places:

(c) the possession of alcohol in public places.

(3) In conjunction with a bylaw under subsection (2), a territorial authority may make bylaws for its district for the purpose of prohibiting or otherwise regulating or controlling, either generally or for one or more specified periods, the presence or consumption of alcohol in vehicles, or vehicles of stated kinds or descriptions, in public places.

(4) A bylaw under this section does not prohibit, regulate, or control, in the case of alcohol in an unopened container,—

(a) the transport of the alcohol from licensed premises next to a public place,

if—

(i) it was lawfully bought on those premises for consumption off those

premises; and

(ii) it is promptly removed from the public place; or

(b) the transport of the alcohol from outside a public place for delivery to licensed premises next to the public place; or

(c) the transport of the alcohol from outside a public place to premises next to a public place by, or for delivery to, a resident of the premises or his or her bona fide visitors; or

(d) the transport of the alcohol from premises next to a public place to a place outside the public place if—

(i) the transport is undertaken by a resident of those premises; and

(ii) the alcohol is promptly removed from the public place.

(5) Subsections (2) and (3) do not limit section 145.

Section 147A - Criteria for making or continuing bylaws

- (1) Before making a bylaw under section 147, a territorial authority—
  - (a) must be satisfied that it can be justified as a reasonable limitation on people's rights and freedoms; and
  - (b) except in the case of a bylaw that will apply temporarily for a large scale event, must also be satisfied that—
    - (i) there is evidence that the area to which the bylaw is intended to apply has experienced a high level of crime or disorder that can be shown to have been caused or made worse by alcohol consumption in the area; and
    - (ii) the bylaw is appropriate and proportionate in the light of that crime or disorder.
- (2) Before deciding that a bylaw under section 147 should continue without amendment, a territorial authority must be satisfied that the level of crime or disorder experienced before the bylaw was made (being crime or disorder that can be shown to have been caused or made worse by alcohol consumption in the area concerned) is likely to return to the area to which the bylaw is intended to apply if the bylaw does not continue.
- (3) Before making under section 147 a bylaw that is intended to replace an expiring bylaw and is to the same effect (or to substantially the same effect) as the expiring bylaw, a territorial authority must be satisfied that—
  - (a) the bylaw can be justified as a reasonable limitation on people's rights and freedoms; and
  - (b) a high level of crime or disorder (being crime or disorder caused or made worse by alcohol consumption in the area concerned) is likely to arise in the area to which the bylaw is intended to apply if the bylaw is not made; and
  - (c) the bylaw is appropriate and proportionate in the light of that likely crime or disorder.
- (4) Subsection (1) does not apply to a bylaw of a kind described in subsection (3).

Section 155 - Determination whether bylaw made under this Act is appropriate

- (1AA) This section applies to a bylaw only if it is made under this Act or the Maritime Transport Act 1994.
- (1) A local authority must, before commencing the process for making a bylaw, determine whether a bylaw is the most appropriate way of addressing the perceived problem.
  - (2) If a local authority has determined that a bylaw is the most appropriate way of addressing the perceived problem, it must, before making the bylaw, determine whether the proposed bylaw—
    - (a) is the most appropriate form of bylaw; and

- (b) gives rise to any implications under the New Zealand Bill of Rights Act 1990.
- (3) No bylaw may be made which is inconsistent with the New Zealand Bill of Rights Act 1990, notwithstanding section 4 of that Act.

Section 156 - Consultation requirements when making, amending, or revoking bylaws made under this Act

- (1) When making a bylaw under this Act or amending or revoking a bylaw made under this Act, a local authority must—
  - (a) use the special consultative procedure (as modified by section 86) if—
    - (i) the bylaw concerns a matter identified in the local authority's policy under section 76AA as being of significant interest to the public; or
    - (ii) the local authority considers that there is, or is likely to be, a significant impact on the public due to the proposed bylaw or changes to, or revocation of, the bylaw; and
  - (b) in any case in which paragraph (a) does not apply, consult in a manner that gives effect to the requirements of section 82.

Appendix B – Draft Statement of Proposal



STATEMENT OF PROPOSAL

REVOCATION OF BANNING OF LIQUOR IN PUBLIC PLACES BYLAW 2005

AND

MAKING OF BANNING OF ALCOHOL IN PUBLIC PLACES BYLAW 2017

The Buller District Council is proposing to revoke its *Banning of Liquor in Public Places Bylaw 2005* (the Existing Bylaw) and replace it with the *Banning of Alcohol in Public Places Bylaw 2017* (the Proposed Bylaw). Collectively this is referred to as the Proposal.

A report on the relevant determinations made by Council under section 155 of the Local Government Act 2002 is included in this Statement of Proposal, along with a draft of the Proposed Bylaw.

Reasons for the Proposal

The *Sale and Supply of Alcohol Act 2012* introduced a number of changes to New Zealand's approach to the regulation of alcohol. Alongside this legislation, the *Local Government (Alcohol Reform) Amendment Act 2012* (the Amendment Act) introduced amendments to the provisions of the *Local Government Act 2002* (the LGA) relating to alcohol bans (previously referred to as liquor bans).

Section 11 of the Amendment Act says that, "*Unless earlier revoked, a bylaw under section 147(2) made before the commencement of this section expires 5 years after the commencement of this Act*". The Existing Bylaw was made under section 147(2) of the LGA before the commencement of section 11 of the Amendment Act. The Amendment Act commenced on 18 December 2013, meaning the

Existing Bylaw will expire on 18 December 2018 unless it is revoked before then.

If Buller's alcohol ban areas are to continue after 18 December 2018, the Existing Bylaw will need to be replaced. The Existing Bylaw is considered to have been effective at addressing issues related with alcohol consumption in these areas and Council would like them to continue.

The Proposed Bylaw is to the same effect as the Existing Bylaw. It continues the same restrictions over the same areas as the Existing Bylaw. In summary, the proposed changes between the Existing and Proposed Bylaws:

- Replace all uses of the word "liquor" with the word "alcohol" to reflect the amended legislation, including replacing the definition of "liquor" with a definition of "alcohol";
- Amend date references to reflect that this is a new bylaw;
- Amend definitions to bring them in line with the amended legislation;
- Clarify that Clauses 3.0 and 4.0 also apply to vehicles within public places, in light of changes to the wording of section 147 of the LGA;
- Amend Clause 4.0 to link the means of providing public notice of a resolution with the LGA definition of "public notice", including any future amendments of this term, allowing for notice to be by electronic or other means in future should the legislative definition of this term allow for it;
- Amend the wording of Clause 6.0 to reflect the new wording of section 147(4) of the LGA (the existing wording reflected former section 147(3) of the LGA which has been replaced by section 147(4)); and
- Correct minor formatting and consistency errors.

As the Proposed Bylaw is intended to replace the Existing Bylaw, it is proposed that the Existing Bylaw be revoked at the same time as the Proposed Bylaw comes into force.

**REPORT ON DETERMINATIONS UNDER SECTION 155 LOCAL GOVERNMENT
ACT 2002
PROPOSED BULLER DISTRICT COUNCIL
BANNING OF ALCOHOL IN PUBLIC PLACES BYLAW 2017**

INTRODUCTION

The Buller District Council is proposing to revoke its *Banning of Liquor in Public Places Bylaw 2005* (the Existing Bylaw) and replace it with the *Banning of Alcohol in Public Places Bylaw 2017* (the Proposed Bylaw).

Section 155 of the Local Government Act 2002 (the LGA) sets out the determinations a council must make before making a bylaw.

The following determination is required under section 155 of the LGA:

- Whether a bylaw is the most appropriate way of addressing the perceived problem.

If it is determined that a bylaw is the most appropriate way of addressing the perceived problem, section 155 of the LGA requires the following further determinations:

- Whether the bylaw is the most appropriate form of bylaw; and
- Whether the bylaw gives rise to any implications under the New Zealand Bill of Rights Act 1990.

This report outlines the findings of Council's determinations under section 155 of the LGA.

WHETHER A BYLAW IS THE MOST APPROPRIATE WAY OF ADDRESSING THE PERCEIVED PROBLEM

The perceived problem is the crime and disorder that can occur around the central business areas and skateparks in Westport and Reefton, being crime or disorder that is caused or made worse by

alcohol consumption in these areas. There is also potential for this to occur in other public places.

The Existing Bylaw was originally put in place following requests from the community to address alcohol-related issues that were occurring. It has been extended over the years, in response to requests from the community and Police, to address areas where these problems were occurring. The Existing Bylaw has been generally effective at dealing with these issues and is considered to have made a positive difference in reducing alcohol-related offending in these areas.

The most effective means to address this issue is to ban the consumption of alcohol in these areas. The mechanism available to Council to do this is a bylaw made under the specific bylaw making powers in section 147 of the LGA. Such a bylaw would also be consistent with the general bylaw making powers in section 145 of the LGA which allow councils to make bylaws for the purpose of protecting the public from nuisance, protecting, promoting, and maintaining public health and safety, or minimising the potential for offensive behaviour in public places.

An alcohol ban bylaw is the only way that alcohol consumption can be prohibited in these areas. It aims to stop the issues before they occur. Without it, alcohol could be consumed in these areas and the problems would then have to be addressed by other means as and when they arise.

Given the specific allowance for this type of bylaw in the LGA, the desirability of preventing issues of alcohol-related crime and disorder and the positive effect the Existing Bylaw has had on addressing these issues, a bylaw is considered the most appropriate way of addressing the perceived problem.

WHETHER THE BYLAW IS THE MOST APPROPRIATE FORM OF BYLAW

The Proposed Bylaw continues the same alcohol ban areas that are included in the Existing Bylaw. As outlined in the Statement of Proposal, the majority of the wording changes between the Existing and Proposed Bylaws are due to changes in the legislation that governs councils' ability to adopt an alcohol ban bylaw. The Proposed Bylaw is considered the most appropriate form of bylaw.

WHETHER THE BYLAW GIVES RISE TO ANY IMPLICATIONS UNDER THE NEW ZEALAND BILL OF RIGHTS ACT 1990

Consideration has been given to the provisions of the New Zealand Bill of Rights Act 1990 (the BoRA). The Proposed Bylaw is not considered to place an unreasonable limit on any of the rights and freedoms outlined in the BoRA and Council has determined that it does not give rise to any implications under the BoRA.

CONCLUSION

Council has determined that a bylaw is the most appropriate way of addressing the perceived problem, that the Proposed Bylaw is the most appropriate form of bylaw and that it does not give rise to any implications under the New Zealand Bill of Rights Act 1990.

BANNING OF ~~LIQUOR~~ ALCOHOL IN PUBLIC PLACES BYLAW ~~2005~~2017

~~As amended at 25 July 2012~~

Pursuant to section 147 of the Local Government Act 2002, the Buller District Council makes the following bylaw.

1.0 Bylaw

1.1 This bylaw shall be known as the Banning of ~~Liquor~~ Alcohol in Public Places Bylaw ~~2005~~2017.

1.2 This bylaw ~~came~~ comes into force on ~~7 November 2005~~ [date to be inserted].

~~1.3 Amendments to this bylaw came into force on 8 October 2007 and 6 October 2008,~~

~~1.4 Further amendments to this bylaw shall come into force on 3 August 2012.~~

2.0 Interpretation

Alcohol has the meaning given by section 5(1) of the Sale and Supply of Alcohol Act 2012.

Council means the Buller District Council.

~~Liquor~~ has the meaning given to it in the Sale of Liquor Act 1989.

Licensed premises has the meaning given by section 5(1) of the Sale and Supply of Alcohol Act 2012.

Public Place has the meaning given by section 147 of the Local Government Act 2002,

~~a. means a place—~~

~~(i) that is under the control of the Council; and~~

~~(ii) that is open to, or being used by, the public, whether or not there is a charge for admission; and~~

~~b. includes—~~

~~(i) a road, whether or not the road is under the control of the Council; and~~

~~(ii) any part of a public place.~~

~~c. In respect of powers of arrest, search, and seizure, public place means a public place as defined in a. and b. in respect of which there is a bylaw prohibiting—~~

- (i) ~~the consumption and/or possession of liquor in, or the bringing of liquor into, that place; or~~
- (ii) ~~in conjunction with a prohibition relating to liquor, the presence or use of a vehicle in that place.~~

Reefton ~~Liquor Alcohol~~ Ban Area is as described in Schedule 1 of this bylaw.

Special Licence has the meaning given to it ~~in the Sale of Liquor Act 1989 by~~ section 22 of the Sale and Supply of Alcohol Act 2012.

The Act means the Local Government Act 2002.

Vehicle –

- a. Has the meaning given to it in Section 2 of the Land Transport Act 1998; but
- b. Does not include an ambulance, fire engine or police vehicle.

Westport ~~Liquor Alcohol~~ Ban Area is as described in Schedule 1 of this bylaw.

3.0 ~~Liquor Alcohol~~ Ban

Except pursuant to the grant of a Special Licence, or with the prior written consent of the Council in instances where a Special Licence is not required, no person shall:

- a. Consume ~~liquor alcohol~~ in;
- b. Bring ~~liquor alcohol~~ into; ~~or~~
- c. Possess ~~liquor alcohol~~ in; ~~or~~
- d. Consume, bring or possess alcohol in a vehicle within,

the Reefton ~~Liquor Alcohol~~ Ban Area or the Westport ~~Liquor Alcohol~~ Ban Area at any time, or any Public Place specified in a resolution of the council under Clause 4 of this bylaw at any time during the period specified in the resolution.

4.0 ~~Liquor Alcohol~~ Ban – Other Public Places

The Council may from time to time, by resolution, prohibit for one or more specified periods:

- a. The consumption of ~~liquor alcohol~~ in;
- b. The bringing of ~~liquor alcohol~~ into; ~~and/or~~
- c. The possession of ~~liquor alcohol~~ in; ~~and/or~~
- d. The consumption, bringing or possession of alcohol within,

any Public Place. The prohibition must be publicly notified in ~~a newspaper circulating in the Buller District~~ accordance with the Act (including any subsequent amendments).

5.0 Council consent discretionary

Any consent sought under ~~clause~~ Clause 3 must be applied for in writing to the Chief Executive Officer of the Council. Consent may be granted with or without conditions, at the absolute discretion of the Council, where the Council considers that the granting of that consent would not be contrary to the purpose of this bylaw.

6.0 Exceptions

This bylaw does not prohibit, regulate, or control, in the case of liquor alcohol in an ~~unopened bottle or other unopened container~~ –

a. ~~The the~~ transport of ~~that liquor the~~ alcohol from licensed premises ~~that adjoin next to~~ a public place, ~~if - during any period when, under the Sale of Liquor Act 1989,~~

(i) ~~it is was~~ lawfully to sell liquor bought on those premises for consumption off ~~the those~~ premises; ~~and,~~

(i)(ii) ~~provided the liquor is it was~~ promptly removed from the public place; ~~or~~

b. ~~The the~~ transport of ~~that liquor the~~ alcohol from outside a public place for delivery to licensed premises ~~that adjoin next to~~ the public place, ~~provided the premises are licensed for the sale of liquor under the Sale of Liquor Act 1989; or~~

b. ~~or~~

c. ~~The~~ transport of ~~that liquor the~~ alcohol from outside a public place to premises ~~that adjoin next to~~ a public place by, or for delivery to –

c. ~~by, or for the delivery to,~~ a resident of those premises or by his or her bona fide visitors; or

d. ~~the transport of the alcohol~~

d. ~~from these premises next to a public place~~ to a place outside the public place if –

(i) ~~the transport is undertaken~~ by a resident of those premises; ~~and,~~

(i)(ii) ~~provided the liquor alcohol~~ is promptly removed from the public place.

7.0 Conditions Relating to Power of Search

A member of the police is authorised to exercise the power of search under ~~Sec section~~ 170(2) of the Act on specified dates or in relation to specified events notified by the Council under ~~Sec section~~ 170(3) of the Act.

These bylaws have been made by resolution of the Council passed at a meeting held on ~~25 July 2012~~ [date to be inserted].

THE COMMON SEAL of
BULLER DISTRICT COUNCIL
was hereunto affixed in the
presence of:

MAYOR

CHIEF EXECUTIVE

SCHEDULE I

Specified Places

Reefton ~~Liquor~~ Alcohol Ban Area

All public places, including streets, verges, service lanes, lanes, footpaths, reserves, parks and carpark areas within:

- (a) The area bounded by a line between the intersection of Smith Street and The Strand extending east to incorporate part of Walsh Street where it intersects Broadway extending east to incorporate part of Bridge Street where it intersects with Broadway, south across part of the sports field through a line between the Fir trees and actual skatepark to the Inangahua River, west along the northern most bank of the Inangahua River to intersect with an extended line to Smith Street; and
- (b) Broadway between its intersections with Kelly and Bridge Streets, and along Smith Street between its intersections with Broadway and Buller Road.

| The Reefton ~~Liquor~~ Alcohol Ban Area is shown on Map 1.

Westport ~~Liquor~~ Alcohol Ban Area

All public places, including streets, verges, service lanes, lanes, footpaths, reserves, parks and carpark areas within:

- (a) The area encompassed by Peel, Brougham, Lyndhurst, and Russell Streets, including the Westport Skatepark, children's playground, former bowling green, White Star Rugby Club, Passive Garden, Croquet Green which includes;
- (b) Palmerston and Russell Streets from Cobden to Fonblanque Streets, including parts of streets within that area of Pakington, Henley, Lyndhurst, Brougham, Wakefield and Rintoul Streets; and
- (c) The area bounded by the intersections of the west side of Palmerston Street, the north side of Henley Street, the west side of Adderley Street and the south side of Fonblanque Street.

| The Westport ~~Liquor~~ Alcohol Ban Area is shown on Map 2.

Map 1—Reefton Liquor Ban Area (shown hatched in red)



Map 2—Westport Liquor Ban Area (shown hatched in red)



BULLER DISTRICT COUNCIL
FOR THE MEETING OF 4 OCTOBER 2017

Report for Agenda Item No 9

Prepared by - Rachel Townrow
- Team Leader Planning and Policy

Reviewed by - Craig Scanlon
- Manager Community and Environment

New Delegations and Fees Under the Resource Management Act 1991

Report Summary

Recent changes to the Resource Management Act 1991 (the RMA) have introduced two new processes for councils to administer. This report asks Council to adopt new delegations to allow decisions to be made on these processes, and to adopt a statement of proposal and agree to undertake the special consultative procedure to set fees for these processes.

Draft Recommendation

1. Pursuant to clause 32 of Schedule 7 of the Local Government Act 2002 and for the purpose of efficiency and effectiveness in the conduct of the Council's business, and pursuant to section 34A of the Resource Management Act 1991, and any other applicable statutory authority,
  - a. Delegate to the persons set out in Appendix A the responsibilities, duties and powers as shown; and
  - b. Amend the delegations as set out in Appendix A, with these delegations to come into force on 18 October 2017.
2. Adopt the "*Statement of Proposal, New Fees Under the Resource Management Act 1991*" as per Appendix B to this report.
3. Pursuant to sections 36 and 36AA of the Resource Management Act 1991, commence the special consultative procedure, on or after 18 October 2017, in relation to the proposed charges/fees as follows:
  - a. Permitted boundary activities - Sec 87BA
\$450.00 deposit with full cost recovery
  - b. Deemed permitted activities - Sec 87BB
\$450.00 deposit with full cost recovery

Issues and Discussion

Recent changes to the RMA have introduced two new consenting processes - permitted boundary activities (section 87BA of the RMA) and deemed permitted activities (section 87BB of the RMA). These new provisions come into force on 18 October 2017.

Section 87BA will apply when the size or position of a building in relation to a boundary breaches a district plan rule (eg boundary setback, recession plane), and the infringed boundary is not with public land (e.g. reserves, roads). If no other district plan rule is breached, the information specified in the RMA is provided to Council, and written approval is obtained from the infringed adjoining landowner/s, Council must give notice to the applicant that their activity is a permitted activity (ie resource consent is not required). If the information requirements are not met and/or written approval is not given by the infringed landowner/s, Council must notify the applicant of this and return their information. Notice of either decision must be given within 10 working days.

Section 87BB gives Council the discretion to deem an activity to be a permitted activity if it would be permitted except for a marginal or temporary non-compliance, any adverse environmental effects are no different in character, intensity, or scale than they would be without the non-compliance, and any adverse effects of the activity on a person are less than minor.

It is anticipated that these new processes will be most similar to those for a certificate of compliance under section 139 of the RMA. Decision making on certificates of compliance is delegated through the Chief Executive to the Manager Community and Environment and/or Team Leader Planning and Policy. These applications have a \$450 deposit with full cost recovery.

The same fee structure is considered reasonable and appropriate for processes under sections 87BA and 87BB of the RMA, as are the same decision making delegations. For applications for permitted boundary activities under section 87BA, it is considered appropriate to extend this delegation to include the Senior Planner when they have not been the officer responsible for processing the application. A draft of the proposed amendments to Council's delegations is attached as Appendix A.

Section 36 of the RMA requires councils to use the special consultative procedure contained in the Local Government Act 2002 (the LGA) when setting fees for RMA functions. A draft statement of proposal, prepared in accordance with section 87 of the LGA, is attached as Appendix B. A summary of the information contained in the statement of proposal, under section 83(1)(a)(ii) of the LGA, is not considered necessary in this case. The provisions of the RMA that allow councils to fix fees for these processes do not come into force until 18 October 2017. It is suggested that the consultation process for setting the fees begin on or soon after that date.

Considerations

1. Strategic Impact

The RMA aims to promote the sustainable management of natural and physical resources. Councils have responsibilities and functions under the RMA in order to achieve its purpose. Consenting processes under the RMA involve time and costs for those taking part and it is in the interests of both the community and Council for these processes to be as efficient as possible. Delegating decision making powers contributes to this.

If the costs of consenting processes are not met by fees they have to be met from the general rate. Council's Annual Plan 2017-18 says that the costs of consenting processes under the RMA are to be met 100% by fees.

2. Significance Assessment

This is of low significance in accordance with our policy.

3. Values

The Buller District Council values are: One Team, Community Driven, We Care, Integrity and Future Focussed. This process aligns with these values.

Community Driven: these new processes recognise that the existing resource consent process in the RMA can be disproportionate for some kinds of activities (eg breaches of an internal boundary setback where the affected neighbour is willing to give their approval, activities where the breach of a district plan rule will be minor and/or temporary). However, it is also noted that this will only arise when someone wants to carry out an activity that will breach a rule in a district plan. The proposed approach with delegations and fees attempts to make these processes proportional to the nature and scale of the activity for the benefit of the person wanting to carry out the activity, while recognising that the activity is breaching a district plan rule and that the effects of this on others also needs to be taken into account.

4. Risk Analysis

If decision making delegations are not put in place, it is unlikely that Council will be able to meet the statutory timeframes for issuing decisions under section 87BA of the RMA, being 10 working days. Without this delegation, decisions could only be made by full Council at a meeting, meaning either that timeframes would not be met or that additional meetings would need to be held.

The levels of delegation proposed are considered appropriate given the nature and scale of the decisions to be made and the prescriptive requirements in the relevant sections of the RMA. They are also consistent with existing delegations.

If fees are not set for these processes the costs associated with them would have to be met from general rates.

5. Policy/Legal Considerations

The RMA, LGA and Council's Annual Plan are relevant. Considerations under these documents have been discussed above and in Appendix B.

6. Tangata Whenua Considerations

No specific considerations have been identified. Tangata whenua will have the opportunity to provide comment on the proposed fees through the consultation process.

7. Views of Those Affected

The consultation process will provide an opportunity for those affected to make their views known to Council on the proposed fees.

8. Costs

The biggest resource requirement will be staff time to administer the consultation process. This will come from existing budgets and workloads. There will also be some costs associated with advertising the consultation process. In order to make the most efficient use of resources, this consultation process may be run concurrently with other consultation process/es, as allowed for by section 83A of the LGA.

9. Benefits

Delegating decision making on these processes to staff will enable these decisions to be made efficiently and within statutory timeframes. Setting fees for these processes is in keeping with Council's Annual Plan 2017-18 which says that consenting processes under the RMA are to be 100% funded through fees.

10. Media/Publicity

None identified.

Appendix A - Proposed Additions to Delegations

Proposed additions are shown underlined and deletions ~~struck through~~

Delegated through the Chief Executive to the Manager Community and Environmental Services and/or Team Leader Planning and Policy listed below including E1 - F14

The delegation from E23-24 inclusive is extended to include the Senior Planner when the Senior Planner has not been the officer responsible for preparing the staff report for that particular application under consideration.

...

E23 To issue a written notice confirming that an activity is a permitted boundary activity, pursuant to Section 87BA(2)(a).

E24 To return an application for a boundary activity to the applicant if it is not a permitted boundary activity, with written reasons, pursuant to Section 87BA(2)(b).

E25 To determine that an activity is a permitted activity, pursuant to Section 87BB(1)(d).

Appendix B - Draft Statement of Proposal



STATEMENT OF PROPOSAL

NEW FEES UNDER THE RESOURCE MANAGEMENT ACT 1991

Recent changes to the Resource Management Act 1991 (the RMA) have introduced two new consenting processes – permitted boundary activities (section 87BA of the RMA) and deemed permitted activities (section 87BB of the RMA). These new provisions come into force on 18 October 2017.

Council is proposing to set fees for carrying out these new processes (the Proposal).

The Proposal

It is proposed that both permitted boundary activities and deemed permitted activities have a \$450 deposit with full cost recovery. This is the same fee structure as for certificates of compliance under the RMA, which involve a similar process.

Reasons for the Proposal and Analysis of Reasonably Practicable Options

Council's Annual Plan 2017-18 states that consenting processes under the RMA will be funded 100% by fees. The Proposal gives effect to this as it proposes that the new processes be fully cost recoverable.

There are two possible alternatives; partial cost recovery, and not charging for these processes. Council does not favour either of these options for the following reasons:

- They are inconsistent with the approach outlined in Council's Annual Plan 2017-18;
- The benefits from these processes are to the person/s who undertake them and it is considered fair that they should meet the costs;
- Any costs not covered by fees would have to be met by ratepayers.

BULLER DISTRICT COUNCIL
FOR THE MEETING OF 4 OCTOBER 2017

Report for Agenda Item No 10

Prepared by - Rachel Townrow
                  - Team Leader Planning and Policy

Reviewed by - Craig Scanlon
                  - Manager Community and Environment

Easter Sunday Shop Trading

Report Summary

Following on from its resolution of 26 July 2017, this report asks Council to consider undertaking the special consultative procedure to adopt the proposed *Buller District Council Easter Sunday Shop Trading Policy*, to allow shops in the Buller to open on Easter Sunday.

Draft Recommendation

1. Adopt the “*Statement of Proposal, Buller District Council Easter Sunday Shop Trading Policy*” as per Appendix A to this report.
2. Undertake the special consultative procedure for the proposal to adopt the *Buller District Council Easter Sunday Shop Trading Policy* as included in Appendix A to this report.

Issues and Discussion

At its meeting of 26 July 2017 Council resolved, “*That Council undertake to develop a policy on Easter Sunday Shop Trading under the Shop Trading Hours Act 1990.*”

At its August workshop the Risk and Policy Committee viewed the Easter Sunday Shop Trading Policies (ESSTP) that have been adopted by the Grey and Westland District Councils. These two policies differ in wording and format but their intent and effect is the same, with both allowing for Easter Sunday shop trading within their entire district. It was agreed that Buller’s policy should be based on these documents, in the interests of a consistent approach across the West Coast. The attached draft Policy is to the same

effect, permitting Easter Sunday shop trading throughout the entire district. The wording and formatting are consistent in style and approach with Council's existing policies. This includes the approach of referring to definitions in legislation where required, rather than repeating the legislative definition in the policy, and of not including matters in policies that are covered by legislation or other documents.

Section 5B(1)(a) of the Shop Trading Hours Act 1990 (the Act) requires councils to use the special consultative procedure set out in the Local Government Act 2002 (the LGA) when deciding whether to adopt an ESSTP. A draft statement of proposal, prepared in accordance with section 87 of the LGA, is attached as Appendix A. A summary of the information contained in the statement of proposal, under section 83(1)(a)(ii) of the LGA, is not considered necessary in this case.

In their letter to Council dated 31 May 2017 (included on the agenda of the June Council meeting), Retail NZ stated, *"We are urging Councils to implement a policy by the end of 2017, with the latest date being February 1, 2018. This timeline allows employers to meet their special obligations around notifying their employees about working on Easter Sunday"*. This timeframe will be taken into account when timetabling the consultation process.

Considerations

1. Strategic Impact

If adopted, an ESSTP would become part of Council's overall policy framework which contributes to the strategic direction for the district. The Grey and Westland District Councils have adopted ESSTPs and shops in those areas are allowed to open on Easter Sunday (both policies apply to the whole of the district). Adopting an ESSTP would give Buller shops this same opportunity.

2. Significance Assessment

This is of low significance in accordance with our policy.

3. Values

The Buller District Council values are: One Team, Community Driven, We Care, Integrity and Future Focussed. This process aligns with these values.

Community Driven: Council has received requests from a local shop owner and an organisation representing the retail sector to put a policy in place. While some in the community will support such a policy, there are likely to be others who will not want Council to adopt an ESSTP. The special consultative procedure will provide people with an opportunity to make their views known to Council before a final decision is made on whether or not to adopt an ESSTP.

4. Risk Analysis

ESSTPs are optional. There is no legislative risk under the Act if Council chooses not to develop an ESSTP. If Council chooses to develop a policy, the correct legislative process must be followed, as outlined above.

5. Policy/Legal Considerations

The Act and the Local Government Act 2002 (the LGA) outline the process that must be followed by councils looking to adopt an ESSTP. They also include requirements for the review of any such policy no later than five years after it is adopted.

6. Tangata Whenua Considerations

No specific considerations have been identified. Tangata whenua will have the opportunity to provide comment through the consultation process.

7. Views of Those Affected

The consultation process will provide an opportunity for those affected to make their views known to Council.

8. Costs

The biggest resource requirement will be staff time to administer the consultation process. This will come from existing budgets and workloads. There will also be some costs associated with advertising the consultation process. In order to make the most efficient use of resources, this consultation process may be run concurrently with other consultation process/es, as allowed for by section 83A of the LGA.

9. Benefits

For those businesses that would like to be able to open on Easter Sunday, an ESSTP would allow them to do so. This would provide an additional trading day per year for their business. A policy would also mean that the rules for Easter Sunday trading are consistent across the West Coast.

10. Media/Publicity

There is likely to be public interest in this matter. In some other districts where this matter has been considered, strong views have been expressed both for and against adopting such a policy.

Appendix A – Draft Statement of Proposal



STATEMENT OF PROPOSAL

PROPOSED *BULLER DISTRICT COUNCIL EASTER SUNDAY SHOP TRADING* POLICY

The Buller District Council is proposing to introduce the *Buller District Council Easter Sunday Shop Trading Policy* (the Proposed Policy).

A draft of the Proposed Policy is attached.

The Proposed Policy would enable shops in the Buller District to open on Easter Sunday.

Reasons for the Proposal and Analysis of Reasonably Practicable Options

Council has received requests asking it to adopt a policy to allow Easter Sunday shop trading in Buller. Council would like to give Buller shops the opportunity to open on Easter Sunday, if they choose to do so. Shop trading is allowed in Grey and Westland on Easter Sunday and a consistent approach across the West Coast is considered desirable.

The only way Buller shops can be allowed to open on Easter Sunday is if Council adopts a policy to allow this.

There are two possible alternatives; adopting a policy that applies to specific part/s of the District, or not adopting a policy. For the reasons outlined above, Council would like to put a policy in place allowing shops to open on Easter Sunday if they choose to. For fairness and consistency, it is considered appropriate to apply the same policy across the whole District.

EASTER SUNDAY SHOP TRADING POLICY

Source:	Council
Date:	[to be inserted]
Reviewed:	Next review: [five years from adoption]
See also:	Shop Trading Hours Act 1990

1.0 INTERPRETATION

Act means the Shop Trading Hours Act 1990.

Shop has the meaning given by section 2 of the Shop Trading Hours Act 1990.

2.0 SCOPE

- 2.1 This Policy is made under subpart 1 of Part 2 of the Act.
- 2.2 This Policy applies to the whole of the Buller District.
- 2.3 This Policy does not override provisions in other legislation.

3.0 EASTER SUNDAY SHOP TRADING PERMITTED

Shop trading is permitted on Easter Sundays throughout the entirety of the Buller District.

BULLER DISTRICT COUNCIL
FOR THE MEETING OF 4 OCTOBER 2017

Report for Agenda Item No 11

Prepared by - Lynn Brooks
- Management Accountant

Reviewed by - Dean Phibbs
- Manager Corporate Services

Capital Budget Carry Overs

Report Summary

Council budgets for annual operating and capital expenditure are prepared and approved during the Annual Plan or Long Term Plan process. At the end of each financial year, capital budgets planned for scheduled projects may not be spent in full as forecast.

Some projects may be re-budgeted in the following year Annual Plan or Long Term Plan process if they are not started by the end of the financial year. Capital budgets that are not re-budgeted but are still required to be completed may be carried over to subsequent years.

This report provides Council with details of the Capital Budgets required to carry over from the 2016/2017 Financial Year to 2017/2018.

Draft Recommendation

That Council approve the carry over budgets of \$1,716,500 as attached to this report to the 2017/2018 Financial Year.

Issues and Discussion

The schedule attached to this report details the capital budget carry overs required from the 2017/2018 financial year.

Capital budget carry overs are defined as the unspent portion of a prior year budget which is still required to be spent to complete a capital project.

Capital budget carry overs may be required due to:

- Capacity constraints, re-prioritising or other unexpected workload reducing the resources available to continue on with planned capital programmes;
- Changes to staff appointments;
- Engagement in shared services with other West Coast Councils extending project planning and decision making stages; and
- Projects contingent on strategic review or reconfiguration of initial concepts.

The total capital budget carry over proposed for 2017/2018 is \$1,716,500 (2016/2017 \$3,250,930).

The total is comprised of:

- IT Support Services software and hardware (\$284,636);
- Amenities and Reserves including seal loop signs and Punakaiki Community Building (\$270,960);
- Vision 2010 Funding Inangahua and Seddon Ward projects (\$128,294);
- Westport Water Supply (\$668,470);
- Waste Water services for Westport, Reefton and Little Wanganui (\$247,419); and
- Roading and Urban Development for footpaths and flags and lighting (\$116,721).

(In the 2016/2017 year \$2,044,205 of the total \$3,250,930 carry over was comprised of: Reefton Community Centre Renovation (\$253,200), Westport Waterfront, Picnic Area and Seal Loop Signage (\$325,000), Drinking Water Treatment Upgrades (\$1,249,155) and Reefton Sewerage Reticulation (\$216,850)).

The 2017/2018 capital budget carry overs includes footpaths which were not included as Work In Progress at year end because there were no cost incurred to balance date, however the planning had been done and the work has subsequently been completed.

The Westport water supply carries over \$668,470, of which \$621,199 relates to tunnel bracing. This carry over is necessary due to ongoing investigations that are underway at the end of the financial year. The remainder of the carry over is reticulation capital costs which is work in progress at year end.

Amenities and Reserves includes \$100,000 for the Punakaiki Community Building which requires community input and fundraising to proceed and \$125,000 for the District Signage project which is nearly completed with signs being erected during August and September 2017.

The Information Technology Support category includes \$151,876 carry over for a document and information management system required to meet legislative requirements under the Public Records Act. This project is well advanced and is at implementation stage at end of year.

Council plans to spend \$7.225M throughout the year ended 30 June 2018. Including carry forwards of \$1.716M would equate to a total capital budget of \$8.941M for 2017/2018.

The Council Finance and Audit Committee reviewed the proposed carry overs on 13 September 2017 and confirmed that if a project was not started a carry over would not be permitted for the following year. Instead, the amount required would need to be re-budgeted to the 2018/2019 year. Of the \$1,716,500 carry forwards set out in the attachment there is one large amount for Reefton Sewer and Reticulation Manholes which has some base planning completed at balance date but is not work in progress. The carry over (\$192,583) is required to meet the current year work plan. This is because there is a large section of sewer main requiring replacement. If this is not completed urgently, the costs of repair are likely to be greater than the capital costs.

Considerations

1. Strategic Impact

The delivery of Capital Projects is important to meet the expectations of our community and complete the commitments made in our Long Term and Annual Plans.

Carrying over budgets to subsequent financial years enables the work on capital projects to continue seamlessly across balance dates for all departments of Council.

2. Significance Assessment

The Significance and Engagement Policy sets out the criteria and framework for a matter or a transaction to be deemed significant. The Significance and Engagement Policy is written in accordance with The Local Government Act 2002 (LGA 2002) section 76AA. This part of the Act sets the general approach to determine if a proposal or decision is significant requiring the Council to make judgements about the likely impact of that proposal or decision on:

- a. The district;
- b. The persons who are likely to be particularly affected by, or interested in, the proposal or decision;
- c. The financial impact of the proposal or decision on the Council's overall resources; and
- d. The capacity of the Council to perform its role and carry out its activities, now and in the future.

The content included in this report has been consulted on with the community through prior Long Term Plan and Annual Plan processes.

The capital projects detailed in the carry over schedule have been included in previous Long Term or Annual Plan processes including public consultation. Some projects, the Punakaiki Community Building and the Vision 2010 Funding have included targeted consultation with the affected communities.

3. Risk Analysis

Risk is assessed by taking into account the likelihood of an event occurring and the result of that event.

Capital projects are perceived to have some greater than usual potential to place Council at risk as the costs involved can be significant, or the project may have greater technical and legal issues. This risk is mitigated by engaging suitably qualified staff to monitor and regularly report on the projects therefore acting on any issues that arise early on, and to ensure the project progress is well understood by staff and governance.

Approving the capital budget carry overs extends project timelines to enable projects to be completed. Alternatively, capital projects would need to be re-budgeted during the next Annual Plan creating a 12 month delay before work could commence or continue.

4. Values Assessment

The Buller District Council values are: One Team; Community Driven; We Care; Integrity; and Future Focussed. This report sets out the ongoing capital projects which are important for the community and the future of the district. Reporting on the capital carry overs provides an opportunity to review if the ongoing capital projects align with our values.

5. Policy/Legal Considerations

The Local Government (2002) Act regulates the Long Term and Annual Plan process.

6. Tangata Whenua Considerations

Consultation not required.

7. Views of those affected

Consultation on the scheduled capital projects has occurred during prior Long Term and Annual Plan processes.

8. Costs

Capital expenditure is funded from depreciation reserves, loans, or external grants/subsidies and has been included in Council's Long Term or Annual Plan budgets.

Deferring completion will reduce costs in the short term for example depreciation, interest payments and associated operating costs such as electricity.

9. Benefits

Approving the carry over schedule by Council authorises the continuation of the capital expenditure programme within Council in a transparent manner.

10. Media/Publicity

There are no media and/or publicity opportunities with this report.

Buller District Council
Capital Budget Carry Overs
from 2016/17 to 2017/18

Account Name	Asset Category	Carry Over	Comment
IT Support Services Software			
Website	Information Technology Software	10,000	CEO and Comms Team website work to be completed 2017/18
Document & Info Management	Information Technology Software	151,876	Work progresses well, near purchase at Aug 17
GIS Intranet Viewer	Information Technology Software	11,880	Required to ensure a link between Magiq and GIS
Magiq Software Upgrade	Information Technology Software	9,341	Timesheets & payment portal to be completed 17/18
Mobile Device Managment	Information Technology Software	1,750	Trialled and ready for purchase in 17/18
On-line Web Portal	Information Technology Software	10,000	These funds will be required to provision the server. Cost of software is in Magiq Software Upgrade
		<u>194,847</u>	
IT Support Services Hardware			
Public WiFi	Information Technology Hardware	4,000	Project in progress
Network Upgrades	Information Technology Hardware	15,789	In progress, may be required for part of shared services
Telephone System (replace PABX)	Information Technology Hardware	70,000	Shared service Replacement in progress implemented in Aug 17
		<u>89,789</u>	
Amenities & Reserves			
Playground Land Work	Parks and Reserves Building	25,620	Playground work not underway at year end, but still required
VICTORIA SQ SPORTS COMPLEX : Buildings - Other		20,340	Heat pumps costs required to be completed
Punakaiki Community Building	Amenities Project	100,000	WIP at end of year, community input required
Urban Streetscape District Signage/Seal Loop Signs	Amenities Project	125,000	WIP as at year end, signs put up during Aug 2017
		<u>270,960</u>	
Vision 2010 Funding			
Reefton Broadway	Vision 2010 Inangahua Project	26,559	Council resolution 25-05-2016.
To reallocate after 30 June 2017	Vision 2010 Inangahua Project	8,430	Council resolution 23-07-2014
Karamea Urban Development	Vision 2010 Seddon Project	93,305	Spend to 30-06-2016 \$6,695 design costs
		<u>128,294</u>	
Water Supplies			
Westport Water Reticulation	Water	47,271	Work required, constrained by staffing, prices obtained from Westreef
Westport Water Tunnel Piping	Water	621,199	Greater than expected work required. WIP to 30-06-2017
		<u>668,470</u>	
Waste Water			
Westport Sewer Modelling & Separation	Waste Water	54,836	Consultant engaged. Work is required.
Reefton Sewer Reticulation & Manholes	Waste Water	192,583	Large volume crucial work required on long main including behind community centre
		<u>247,419</u>	
Roading & Urban Development			
Footpath Upgrade (includes Derby St)	Footpaths	84,791	Completed July 2017
Cameras, Flags & Coloured Lights	Urban Development	31,930	Underway at August 2017
		<u>116,721</u>	
TOTAL		<u>1,716,500</u>	
Buller District Council			

BULLER DISTRICT COUNCIL
FOR THE MEETING OF 4 OCTOBER 2017

Report for Agenda Item No 12

Prepared by - Andy Gowland-Douglas
- Chief Executive

Reviewed by - Garry Howard
- Mayor

One District Plan Proposal

Report Purpose

This report presents further information on the proposal to develop one District Plan for the region.

Draft Recommendation

That Council considers all the information presented before making a decision on whether to in principle, endorse the draft one District Plan proposal.

Background
2014

In 2014 the regional Mayors and Chair forum adopted a regional action plan which included aspirations to move towards a single plan template for the region. This however got put on hold when it was clear that a new national template was being developed with an uncertain timeframe for delivery. The Buller District at this time decided to start on a rolling review independently rather than waiting, which is still ongoing. Through this process various changes have been made to the plan to give effect to national direction via the National Policy Statement, National Environment Standards etc.

2016

As part of the Local Government Commission led efficiencies project Boffa Miskell was contracted to review the planning and RMA functions across the region and as a result there were 14 options for change presented, grouped into low, medium and high in terms of level of change. These are as per below.

Low level change (A):	Retain separate regional and district plans and separate regional and district teams, but at district level develop as matters of good practice: • Common forms and report templates • Common or joint approaches for engagement with iwi and stakeholders with common interests across districts • Shared input to regional council processes and issues • Joint submissions on matters of common interest • Joint district studies
Low level change (B):	In addition to the above, agree at the district level to have : • Shared staff resources between the district councils • Consistent district plan provisions on common issues
Medium level change:	All of the elements above in terms of low level change and in addition agree at the district level to have: • One district plan (with separate regional plans) • One resource management team including a compliance monitoring team • Joint processes for applications requiring district and regional consents
High level change:	All of the elements above in terms of low level change applicable to a region-wide approach, and in addition have: • One unitary plan • One region-wide resource management team, including a compliance monitoring team

One district plan for the region was one of the medium level options presented.

2017

In February the Mayors and Chairs group, with the support of the Chief Executives prepared a submission to the Local Government Commission as part of the reorganisation. One of the options put forward in the submission, which was to promote the status quo plus over amalgamation was One District Plan (this submission Appendix 2). This submission was endorsed by Council at our February meeting and went to the Commission in March.

The Chief Executives group then worked together to develop an outline of the One Plan Project to take to councils for further Sign off (Appendix 1). This went to Councils in May and June. Grey and Westland have accepted the proposal in principle subject to final sign off, their resolutions are below:

Grey District:

“that -

- 1. Council notes the Combined District Plan initiative to be the outcome of the Coast Councils’ focus on shared services and greater efficiency.*
- 2. Council notes the contents of the paper promoting the development and promulgation of a Combined District Plan and, in principle commits to participation in the development of such a Plan on the basis that it will be enabling.*
- 3. Council’s participation in the initiative be finally considered by Council once the proposal has been finalised.*
- 4. Council nominates Councillor Becker and Councillor Hay to represent it on the Governing Body for the initiative with the CEO or his Assignee in support.*
- 5. Councillor Allan Gibson be approved as a reserve Council representative on the Governing Body in the absence of one of the two appointed representatives.”*

Westland District Council:

Moved Deputy Mayor Lash, seconded Cr Havill and Resolved that Council agrees to commit \$25,000 per year for 2017/18 and 2018/19 to a shared regional project management position in order to develop a combined District Plan across the West Coast Region.

The Buller District was the only Council not to accept the proposal, even in principle, so it again went to the July meeting after a further workshop where no decision was reached.

We now need to make a final decision as to whether we are still in as per the submission made, or now out as this will influence the decision the Local Government Commission will make regarding the next steps and they are currently waiting on us. Please see Appendix 3 for Cr Neylon’s views on this as Chair of Planning Hearing Committee.

Considerations**1. Strategic Impact**

This project will potentially give our region a strategic advantage over other regions with less joined up processes and attract more investors and developers. It will also strengthen our position with central government and other key agencies to be all singing from the same song sheet.

2. Significance Assessment

The Buller District Council Significance and Engagement Policy sets out the criteria and framework for a matter or transaction to be deemed significant.

This is not deemed as significant under this policy or requiring special community engagement, however consultation and engagement will occur as part of the plan development process as it does for all district plans.

3. Values Assessment

The Buller District Council values are; One Team, Community Driven, We Care, Integrity and Future Focussed. This project aligns with these values.

One Team - This project will unite the efforts of the four Councils and create 'one team' from a district plan perspective

We Care - The proposed action demonstrates that we have considered the issues raised by our community in regards to planning and consent processes (as per views of those affected above) and are seeking to address this.

Future Focussed - Development of one plan will make our region more resilient for the future.

4. Risk Analysis

Several options are being considered by the Local Government Commission as a part of the reorganisation application. Two involve amalgamation. The alternative to amalgamation is a shared services model (enhanced status quo) and the transfer of statutory powers to regional council in terms of district planning responsibility. If Council decides to opt out of the voluntary shared service model of district plan delivery we may find that one of the other options becomes the preferred option. This will result in the complete loss of local control over the district planning process which is not the best outcome for our district.

There is a risk that this project may fail to deliver the one plan envisaged, however this risk is deemed low.

Our risks of agreeing in principle can be minimised by placing conditions on any participation.

5. Policy/Legal Considerations

Section 80 (6) (c) (ii) of the Resource Management Act 1991 (*included below*) allows for the Regional Council and all the territorial authorities within the region to prepare, implement, and administer a document that meets the requirements of a combined district plan for their combined districts.

S80 of Resource Management Act 1991

80 Combined regional and district documents

(1) Local authorities may prepare, implement, and administer the combined regional and district documents as set out in subsections (2) to (6).

(2) A local authority may prepare, implement, and administer a document that meets the requirements of 2 or more of the following:

(a) a regional policy statement:

(b) a regional plan, including a regional coastal plan:

(c) a district plan.

(3) Two or more territorial authorities may prepare, implement, and administer a combined district plan for the whole or any part of their combined districts.

(4) Two or more regional councils may prepare, implement, and administer a document that meets the requirements of the following:

(a) a regional plan, including a regional coastal plan, for the whole or any part of their combined regions:

(b) a regional policy statement, for the whole or any part of their combined regions:

(c) a regional plan, including a regional coastal plan, and a regional policy statement, for the whole or any part of their combined regions.

6. Tangata Whenua

Iwi/Hapu in the region will be consulted as key stakeholders and Iwi representatives would be invited to participate in the governance/oversight of the project if it goes ahead.

7. Views of those affected

The need for better consistency in plan definitions and rules and for ‘one window’ across the region for consents was highlighted as part of the consultation that happened as part of the regional growth study, as well as in the submissions received by the Local Government Commission. Local councils and communities want to ensure that local ‘flavour’ is still reflected in the plan and there is still an element of local control over the plan development process and this will need to be incorporated into the process for developing the plan.

8. Costs

See the cost section on Appendix 1.

9. Benefits

Combining resources and working with the Local Government Commission to achieve this outcome has huge benefits to the region. It allows the region to progress issues in the planning framework as one to avoid duplication in process, achieve consistency and avoid significant costs in defending decisions. Consistency in the district planning framework also gives investors looking at our region more confidence to go ahead and invest.

The process does not remove the local flavour of the District Plans as in the existing regional planning framework special rules can be enacted for areas that require it, such as Lake Brunner and Reefton.

10. Media/Publicity

There will be a high level of interest in this project across the region and it will be important to have a good communication strategy throughout the process.

Proposal for One District Plan

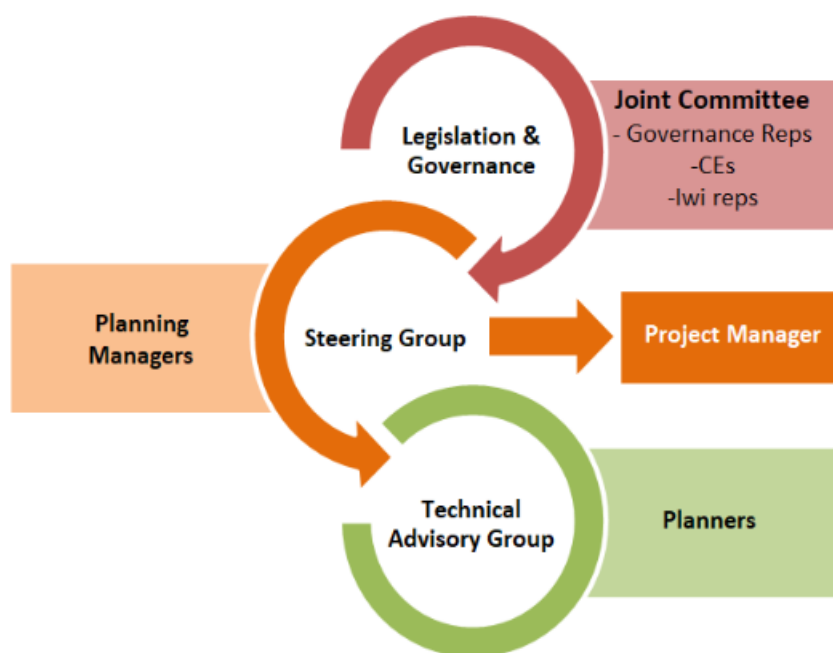
The draft proposal for developing One District Plan, as signed off by the West Coast CE Group is below. This is subject to approval by the Joint committee and any changes individual councils may request as a condition of their involvement. Currently Grey District and Westland District have agreed with this proposal in principle, subject to final sign off on the detail.

Details:

It is proposed that a project is initiated to combine the 3 District Plans into one plan for the region. To achieve this we would need to engage a Project Manager with a Resource Management planning background on a 2 year fixed term contract to complete this work.

Sound governance and technical advice is the key to ensuring that the project achieves a success outcome for the region.

A three tier reporting structure is therefore proposed as per the model below:



Legislation and Governance

A joint committee comprising 2 Councillors from each of the 4 Councils is proposed to be formed to provide governance over the project. It is vital that this committee work alongside the 4 Council CEO's and representatives from Iwi to provide governance over the project. This group would meet quarterly (or at a suitable agreed interval) and need delegated authority from their Councils to inform this process. To achieve the outcomes sought by the project it is envisioned that a hearing panel which would eventually hear the plan would comprise independent commissioners.

Steering Group

It is proposed that a steering group comprising the Planning Group Managers from the four Councils provide direction to the project. This group will meet regularly to ensure that the project is on track and achieving the outcomes set, they would set the work plan of the project manager

Technical Advisory Group

The technical advisory group will include senior planners from the four Councils and they will provide technical support and advice to the project manager. This group will meet regularly (monthly) and ensure that technical aspects of the plan such as definitions, rules and objectives are consistent and do not reduce the efficiency and effectiveness of the current planning framework. This group would also provide expertise and local knowledge on certain aspects of the current framework.

Funding

It is proposed to fund this project through contributions from the four Councils and the Local Government Commission. The Local Government Commission has indicated that subject to the project plan being approved they would fund this work dollar for dollar. The funding source will be as per the table below:

Project Funding			
	Year 1	Year 2	Total
Local Government Commission	\$ 100,000	\$ 100,000	\$ 200,000
Buller District Council	\$ 25,000	\$ 25,000	\$ 50,000
Grey District Council	\$ 25,000	\$ 25,000	\$ 50,000
Westland District Council	\$ 25,000	\$ 25,000	\$ 50,000
West Coast Regional Council	\$ 25,000	\$ 25,000	\$ 50,000
Total Project			\$ 400,000

The \$200,000 per year would be used to fund the position, overheads and any necessary reports and legal advice.

Timeframe

It is proposed to undertake the work over 2 years. This allows for a 12 month period for drafting the plan in consultation with the various stakeholders and technical advisory group. Some work has been undertaken in this space looking at consistency of definitions etc. In addition to this the Ministry for the Environment are developing a planning template which should be incorporated into the process to ensure longevity of the planning work. The second year of the project would involve a collaborative process, which aims to meet the new requirements of the Resource Management Act, which would negate appeals to the plan except on points of law

15 March 2017
Chief Executive Officer
Local Government Commission
PO Box 5362
Wellington 6140

By email: info@lgc.govt.nz

Dear Suzanne

Submission on Alternative Arrangements for the West Coast

We write in our capacity as the Mayors of the Buller, Grey and Westland District Councils and the Chair of the West Coast Regional Council, noting that this submission is also supported by the Chair of Development West Coast. As the West Coast Mayors and Chairs Forum we have a strong commitment to working together and cooperating on matters that benefit the West Coast and our economy as a whole.

We would like to thank the Local Government Commission for the opportunity to make this submission and for having extensive dialogue on the reorganisation review process to date. We submit the following for your consideration.

Our region

The West Coast has a number of unique characteristics which sets it apart from the rest of New Zealand.

The West Coast has a small population of 32,600, sparsely scattered over a long and narrow coastline. The length of the region, the same as the distance between Auckland to Wellington, requires careful consideration as to how to provide efficient and effective services and functions to the communities along this narrow strip. Some of our communities already have significant distance to travel to engage with our officers, and we work closely with them to ensure that they feel empowered and included within our local government services. Of the 23,000 square kilometres or 2,300,000 hectares land area on the West Coast, the Department of Conservation manages 1,964,141 hectares, or approximately 84% of this. This land management has a significant impact on the ratepayer base for the region and the districts. As a result, we have long had to consider how to deliver a multitude of functions in a cost effective and value for money way. This in part, has contributed to a desire to approach shared services between the four Councils, which over the past years had led to a number of efficiencies and cost savings.

Our history

The West Coast has been stereotyped by a history of 'patch protection', considered as parochial and very much focused on individual district matters. While some of this may have occurred in the past, it is no longer the case. Together we are focused on creating a region that is successful, that has communities that are resilient with a diversified economy, supported through efficient local government service delivery.

In 2015 the four West Coast Councils signed a memorandum of understanding to A Commitment to Regional Efficiency. The MOU documented the range of collaborative approaches already in place amongst the four Councils and then the future intentions for further collaboration (a copy of the MOU is appended to this submission).

Our future – what do we want to achieve?

We are of the firm belief that a status quo model with enhanced shared services will provide the best format for the delivery of local government functions across the region. Better alignment between the Councils will make working across the region more streamlined for business, and having more shared service options will provide for more regionally consistent service delivery.

The New Zealand Initiative has undertaken significant investigation into local government structures around the world. Amalgamating councils is not always the answer. The devolution of responsibility to local government has led to remarkable success in the Netherlands, Switzerland as well as the UK. As such, we believe that greater focus on shared services is a much more productive alternative to a Unitary Council.

There are several key projects that are seen to be crucial to a better delivery of services, and which we wish to progress development and implementation. These include:

- A single district plan across the region

Unifying the district plans across the West Coast brings many advantages to the region. Not only will it standardize the regulatory framework, creating a more seamless environment to undertake the consenting process within, but it provides further certainty to investors. More importantly the cost of undertaking this, and any potential appeal and court processes, will be minimized. It has also been recognised that there is a lack of resource in the policy space across the District Councils to undertake individual reviews. This process better utilizes staff capacity across the region and ensures we are able to have in place a fit for purpose district plan to cater to the needs of not only the individual districts, but the region as a whole.

- Unified regulatory services

There are opportunities to review the delivery of a number of regulatory functions between Councils. This includes consent processing, compliance monitoring and building consent work. Similar to the outcomes of the single district plan, this again provides opportunity to streamline processes, making it easier to work through the consenting process delivering savings in both time and money to investors, businesses and the community generally. Some of this is already occurring in the building area and with some RMA functions delegated to a neighbouring district or the regional council.

- A shared pool of 'expertise'

As small Councils it is inherently difficult to fund a number of services adequately on an individual basis. This expertise would add significantly to the capability and capacity of our Councils individually and collectively as these are functions that are generally only found in larger Councils and it is unlikely that as individual entities we would ever have the resources to perform these functions well. The current situation sees many of these functions 'tacked on' to existing roles, performed by those who have little time to undertake them to the level they need to be.

We believe that there is merit in the development of a shared pool of expertise, including but not limited to:

- Human resources (high level strategic advice)
- Risk management
- Health and safety
- Procurement and contracts
- Policy and strategy
- Quality assurance

- Business improvement
- Business development / funding (seeking external funding opportunities)
- Strategic communications
- Information management
- Iwi engagement
- Rates and accounting services

▪ WC4 Collaborative Information Systems

The four West Coast Councils have a strategy and roadmap for proposed information systems projects that will be worked on collaboratively. The aim is to provide a high level of service that meets business needs, while containing costs through a combination of collaborative purchasing and sharing of services and effort where practical. There have been a number of projects that have recently been completed, or are being rolled out in the coming weeks which further highlights how the Councils are already working a collaborative space. These projects include:

- The installation of high speed network connections between the Councils. This enables better communication / collaboration between the Councils and enhanced delivery of online services to the community.
- Based on this new network we are installing a shared phone system that will make it much easier for communication directly between staff from the different Councils. This will be delivered over the next few weeks.
- The next step is to enable a user to have a single logon that will enable access to the computer network at more than one Council. This has become important now we have positions that are shared between Councils and there is increasing interest in pooling of staff resources.
- A single Emergency Management web site has been created for the whole region and will be made public over the next few weeks.
- A regional web map portal has been created using the latest technologies as a joint project for the Buller District Council and West Coast Regional Council. The next step for this is to also display Grey and Westland District map information so it becomes a one-stop-shop.
- The three District Councils have worked together to roll out the Alpha-One system for Building Consents
- Aerial photography for the Buller and Grey Districts has been delivered and work has started on capturing images for Westland District.
- All four Councils have worked together on a 'Request for Information' for the supply of a document management system. A number of proposals have been received and we will now choose a preferred vendor and proceed to implementation.
- The new technologies are already being used for video conferencing considerably reducing the need to travel.

A roadmap of future projects in the IT space has already been developed which includes some key projects such as:

- The implementation of an electronic document management system so that document storage and handling can be much more consistent across Councils.
- The Councils are also working together to use the new network to improve the resiliency of our information systems and disaster recovery ability in the case of an event that affects our systems.

Our future – the pathway forward

We believe that to be successful as a region we need to be present in our communities. The issues that each part of the region faces are diverse and require close consultation and engagement with the community.

As outlined above, and in the appended MOU, the region is already committed to identifying how we can do things together to provide for more efficient and effective local government service delivery. Key to the success of such initiatives relies significantly on the governance that surrounds it. We propose that the Mayors and Chairs forum is the vehicle that can champion and drive forward the collaboration progress between the Councils. We are committed to building on the strong foundation that has been established to date.

We propose the following pathway forward:

- Review and update the memorandum of understanding: A Commitment to Regional Efficiency. Note that this is currently underway following local government elections. This would include ensuring there is a clear purpose and agreed outcomes put in place.
- Have the memorandum endorsed and supported by each of our individual Councils.
- Every year review and undertake a stock take of initiatives that can be put forward for investigation, development and implementation based on its potential to provide increased service delivery, efficiency and effectiveness to the West Coast communities. This may be undertaken in conjunction with Local Government assistance.
- Agree on checks and balances – how we would ensure that initiatives are progressed and that they do not remain as good ideas on a shelf.
- Implement a reporting back mechanism which outlines progress, as well as the successes and failures. This would be shared with our Councils and our communities. Shared services and other collaborations must deliver tangible benefits by way of either improved levels of service, or reduced costs. The overriding priority is that the benefits should outweigh the costs and the end result must be an improved service/facility for the region's residents.

We would also note the amendments to the Local Government Act, and the inclusion of Section 17A requiring Councils to consider their services and determine the best way to deliver these. This is an activity that Councils throughout New Zealand are undertaking, not just those on the West Coast. We would also note that we support the intent of Section 17A reviews as while it may be a legislative requirement, it is simply good practice.

The Section 17A review is another mechanism by which we can identify potential areas for collaboration and other shared services. We consider that many of these have already been identified in what we want to achieve in the future above.

What will success look like?

As we look to our future it is important we consider what success will look like, particularly for our communities. We desire a region where our communities are economically and socially better off, well represented and served. The West Coast will be a region where investors and industry find it straightforward to engage and interact with Councils, with services that are delivered to a high and consistent standard across the region. We are confident that this can be achieved through the approach we have identified.

In summary

In summary we submit that:

- A status quo model with enhanced shared services, an approach that we are already progressing, will provide the best format for the delivery of local government functions across the region.
- To be successful as a region we need to be present in our communities.
- Initiatives to progress collaboration and shared services for the future will rely significantly on the governance of the Mayors and Chairs forum to champion this.

We thank you for the opportunity to make this submission and look forward to hearing both the views of our communities and further discussions with yourself.

Yours sincerely
Garry Howard
Tony Kokshoorn
Andrew Robb
Bruce Smith
John Sturgeon

The 4 West Coast Councils – A Commitment to Regional Efficiency

A Memorandum of Understanding under the West Coast Triennial Agreement 2014-2016

The West Coast Mayors and Chair forum's foundation document is the Triennial Agreement which is reviewed after each election, as required by the Local Government Act. The 2014-2016 Triennial Agreement includes a new section titled "A commitment to work together collaboratively". The recent civil defence and regional economic development memoranda are examples of work recently completed in the interests of improving regional efficiency.

This memorandum documents the range of collaborative approaches already in place amongst the four councils. It then sets out the future intentions for further collaboration, identifies the key drivers for collaboration and establishes the criteria to be used in deciding which services would benefit from a collaborative approach in the future.

Since December 2013 the West Coast Mayors and Chair forum adopted a unified approach to improve the efficiency of local government service delivery within our region. Each Council leader is committed to an open, collaborative approach where each organisation supports the others.

We are guided by what is best for our regional community as a whole. This unity of purpose provides clarity, focus and a mandate to achieve desired outcomes and provides Government decision makers a clear picture of our region's goals.

One of our goals is to achieve greater cost effectiveness and efficiency in delivery of public services.

A Sample of Recent Collaborative Projects

The four Councils have progressed a number of collaborative projects. Appendix 1 contains a more comprehensive list of collaborations. Some of the key recent collaborations include:

1.

We have restructured our civil defence staff so they are now joined up and delivering on regional priorities through a new regional organisation: Civil Defence West Coast.

2.

We are restructuring our economic development functions so that this is delivered regionally, with a new manager position currently being recruited to lead regional development.

3.

Joint procurement of insurances in 2015 resulted in substantial savings across the four councils.

4.

Our Regional Transport Plan was completed early in 2015, strategically focusing regional effort on improving the Taramakau Bridge & improving SH 73 east of Arthurs Pass.

5.
The Councils have prepared a joint application for the ultra-fast broadband/cellular blackspot fund and are developing a regional financial contribution, expected to result in regional growth.
6.
A new Minerals Strategy will provide a statement of community expectations from the minerals sector and a 'red carpet not red tape' approach to consenting processes.
7.
Information Technology staff have been quietly collaborating on 'back office' solutions for several years now, which will lead to shared IT/IS platforms in a number of functional areas.
8.
The region's developing cycleways were initially championed, and approved, using a regional approach, and a lot of our advocacy work is now done collaboratively.
9.
The district Councils have recently committed to a joint Building Consent service, Alpha One. This includes standardised documentation and a sharing of staff resources and expertise between West Coast Councils and other District Councils outside the region who are participants.

Core Drivers for Regional Collaboration

When making decisions around what services should be delivered regionally vs locally, it is useful to keep in mind the drivers, or reasons why we collaborate. These include the following:

- We recognise that working with those who already do things well will lift our game as well.
- We all need to modernise and standardise our processes and adopt best practice.
- A larger service delivery team might enable hiring of more specialised staff, which may not be justifiable in a smaller organisation.
- A larger team may mean better collegial support and better practical support in terms of continuity of service delivery when staff are on leave, become sick, resign or retire.
- Enhancing back office enablers is generally of major benefit (eg common IT platforms). This in turn has a positive effect on customer service and staff morale.
- Sharing the development costs of projects will generally deliver greater value than if each council develops projects individually.

We also remember that our over-arching driver is from the Local Government Act's purpose, to:

a.

Provide good quality local infrastructure and local public services, and

b.

Perform our regulatory functions in a way that is most cost effective for households and businesses.

Where *good quality* means: efficient, effective, & appropriate for current and future circumstances.³

Criteria to be used for deciding which service to look into next

Our collaboration progress to date demonstrates our commitment to the long-term journey towards regional delivery of any and all services where a regional model makes more sense than local delivery.

The Mayors and Chairs are currently working on a companion paper to this paper, which will focus on setting out a forward work programme for the next five to ten years on collaboration investigations and actions. This process will look into each service currently delivered individually by each council, investigate the potential efficiencies or cost savings to be gained by combining the service regionally, by applying the criteria below...

1.

Courageous Leadership

The world of Local Government is changing and we need to embrace that. While local government in the West Coast generally works well, we can always do better. The four Councils are committed to actively identifying and exploring new or improved ways of operating.

2.

Show me the Money

Shared services and other collaborations must deliver tangible benefits by way of either improved levels of service, or reduced costs. The overriding priority is that the benefits should outweigh the costs and the end result must be an improved service/facility for the region's residents. Ideally there should be some benefit (cost savings or efficiencies or improved service) to all parties involved.

3.

Horses for Courses

We accept that one size won't always fit all. Each Council has its own political climates and may differ in its approach to collaboration. We won't always agree and this is appropriate and acceptable. Any party has the right to opt out of any initiative at the outset.

4.

Understanding our current environment

No one knows our patch better than we do. The first step in looking at any potential collaboration is always assembling our current data and relevant metrics. We will also investigate other examples/models around the country. The above information will be collated and followed by a robust debate on whether there are real opportunities to collaborate.

5.

Gaining an independent view

External consultants can bring a valuable and objective view of the world and we reserve the right to use them as and when appropriate. We will not pay external consultants to tell us what we should already know and any consultants will be delivered a clear brief with a fixed budget. We will agree in advance on a relevant cost sharing model.

6.

Our people are important

Shared services have the ability to impact on our people's jobs and livelihoods. Incumbent staff need to be aware of the intentions to investigate services and activities and to be fully involved in relevant initiatives from the beginning. We will communicate regularly and endeavour to ensure we do not disenfranchise or de-motivate our staff.⁴

Where do we start?

Those services to be investigated may include:

- i. Shared RMA planning, consenting and compliance monitoring team for the region;
- ii. Regional advocacy and policy development advice team;
- iii. Asset Management Plan and corporate(Long Term) planning as a team;
- iv. Joint back office services (payroll, valuation & rates collection, accounting services);
- v. Common IT support services (and preferably common software, where practicable);
- vi. Shared on-line portal and on-line services;
- vii. Shared Communications officer and community engagement expertise;
- viii. Shared Regional Archive;
- ix. Common HR services office;
- x. Common Legal services office;
- xi. Road maintenance centre of excellence;
- xii. Solid waste management centre of excellence;
- xiii. Water supply centre of excellence;
- xiv. Wastewater treatment centre of excellence;
- xv. Property management service for the 4 councils.

Our Commitment

The three Mayors and Regional Council Chair agree to the above principles and approach to future collaboration, on behalf of their respective Councils, for the benefit of our communities of ratepayers.

We each agree to assist with funding the necessary investigations, in an agreed order or priority, over the coming months and years.

This commitment is made in the spirit of the Triennial Agreement (attached) in order to further the purpose of the Local Government Act, being:

To provide good quality local infrastructure and local public services, and to perform our regulatory functions in a way that is most cost effective for households and businesses.

Appendix 1: West Coast Collaborative approaches in place already

The four Councils have over time developed many regional approaches to public services, in recognition that a regional approach is often (but not always) more effective and efficient than a district by district approach to service delivery, or procurement. Some of these have been in place for some years:

- Regional Economic Summit in 2013 led to Regional Economic Development plan and subsequent MOU being signed, and a new regional manager being recruited.
- Civil Defence West Coast MOU and Secondment Agreements, Regional Planning, regional manager employed in 2014.
- Lifelines group (regional co-ordinator employed in 2015 by the regional council).
- Natural Hazards planning and investigations work being approached regionally.
- Joined-up Building Permit service has just been adopted by the 3 District Councils (Selwyn Council's Alpha One initiative).
- Regional Transport Committee operates well, with the Regional Transport advisory (officers) group in support.
- The Road Safety contract is jointly funded by the four councils and NZTA.
- Rural Fire is jointly funded by the three District Councils, the Fire Service and others.
- Environmental Health Services provided by a single shared resource who operates regionally.
- Regional Council, DWC and DHB Elections are run by a returning officer at Grey District Council.
- Joint hearings are often held for larger resource consent applications, in all three districts.
- IT / IS strategic planning is conducted region-wide.
- The 4 Councils ran a shared RFP for financial software in 2011, for shared web mapping in 2012, for common website development in 2014, and for telephony services and Ultra Fast Broadband connections for all council headquarters and facilities in 2015.
- Shared Insurance Procurement, and now looking at other joint procurement (eg electricity).
- Joint approach for purchasing aerial imagery across the region.
- Joint approach to government on the two national cycleways.

- Joint development of the Digital Enablement Plan for the region - enabling Ultra Fast Broadband and cell black spots throughout the region to be addressed (with local funding from DWC).
- Joint advocacy approach on several recent issues (eg. Electricity Authority submission).
- Joined up Library services.
- Triennial Agreement, under the Local Government Act; Mayors and Chairs forum.
- Tourism West Coast is co-funded by the 3 District Councils and DWC.
- Waste Management Working Group (in abeyance) and Regional Waste Strategy.
- Several Collaborative groups are led by the CEOs forum which meets regularly and drives the 11 action points under the Economic Development Plan for the region, among other things.
- Planning and Operations managers group of eight second tier managers (two from each council) drives various shared initiatives at an operational level.
- Joint floodwall and seawall committees are joint council initiatives on a sub-regional level.
- Joint council working parties on natural hazard response and other issues at community level (eg Franz Josef group, Westport group, Reefton air quality group).
- The Regional Council is a member of IRIS & LAWA and has several other shared arrangements with NZ's other regional and unitary councils, collaborating around regional council functions

**BULLER DISTRICT COUNCIL
FOR THE MEETING OF 4 OCTOBER 2017**

Report for

Agenda Item

Prepared by - Graeme Neylon

- Chair Planning Hearing Committee

One District Plan Proposal

Report Purpose

This report presents comment on the previously presented proposal to develop One District Plan for the three West Coast District Councils.

Draft Recommendation

That the Council resolves to not adopt the proposal to progress with One District Plan

Issues and Discussion

In 2014 Council endorsed moves by the regional Mayors and Chair forum to adopt a regional action plan which included aspirations to move towards a single District Plan template to be used by each of the three District Councils with the aim of giving consistency of style, meaning and subject location to the individual plans.

This work was subsequently put on hold when it became clear that the Ministry for the Environment was developing a new national template with similar aims.

Local Government Commission

The Local Government Commission funded a Report on Resource Management Services prepared by Boffa Miskell and this was available on 7th February 2017.

In her Foreword to the report Local Government Commission Chief Executive Officer Dr Suzanne Doig states *“This report identifies the current challenges and opportunities for delivering cost effective and efficient Resource Management Act services in the West Coast Region, together with a list of possible options for change. This work is a first step in developing a possible regional approach to sharing Resource Management Act services. The next step is for the councils, together with the Commission, to decide whether further work on a potential option or options should be done”*

Boffa Miskell Report

In the Executive Summary, the authors state *“This report is intended to be used to inform discussion between the West Coast councils and the Commission about how more efficient and cost-effective resource management services for the region could be delivered.*

The terms of reference for this project states “This project will be the first step in a series of pieces of work. Several reports will be needed to identify preferred options and their associated costs and benefits before settling on an option for change (if any).”

The next steps for this project will be to determine which preferred option/s, if any, to consider further.

Future processes may involve feasibility reporting or more detailed implementation analysis to determine a more detailed process for taking any options forward. Such processes could also include processes such as establishing a combined committee of councils or a working party to investigate options.

Once there is broad agreement about an option or options for further investigation there will be discussions with the West Coast community.

Proposal for One District Plan

The Boffa Miskell report set out four packages of options on a low, medium and high scale of intervention to analyse the possible options.

The report to the July 26 Council meeting told us *“It is proposed that a project is initiated to combine the three District Plans into one plan for the region”*

This was one of the options in the medium level of intervention as outlined in the Boffa Miskell report.

There have been council w/shops held prior to the July and August council meetings but it remains unclear as to how this option was arrived at and if it followed the processes as outlined above.

We have been told that the Local Government Commission had given direction that if the One District Plan option was not advanced then a variation to this option may be imposed upon us in any case.

In conflict with this we have been told that there has been no pressure from the Local Government Commission and the One District Plan option was promoted as it was a good thing to do.

In either case it appears that there may be merit in following the processes as outlined above before we could say with any real certainty that the One District Plan is the best option going forward.

Or alternatively we could opt to simply wait until the national templates are provided by the Ministry for Environment and align the three separate District Plans that way.

BULLER DISTRICT COUNCIL
FOR THE MEETING OF 4 OCTOBER 2017

Report for Agenda Item No 13

Prepared by - Mike Duff
- Group Manager Assets and Infrastructure

Reviewed by - Andy Gowland-Douglas
- Chief Executive

**Assets and Infrastructure Major Projects - Quarterly Status Report
September 2017**

Report Summary

The purpose of this report is to provide Council with a quarterly status update on major Assets and Infrastructure projects which are currently work in hand or work in view.

Status updates of progress and performance is critical for effective governance and keeping the community informed.

Forecasts identifying deviations (trends and changes) from the approved baseline enables intervention for recovery as well as the opportunity to share success stories when outcomes are better than planned.

Draft Recommendation

That the report be received for information.

Issues and Discussion

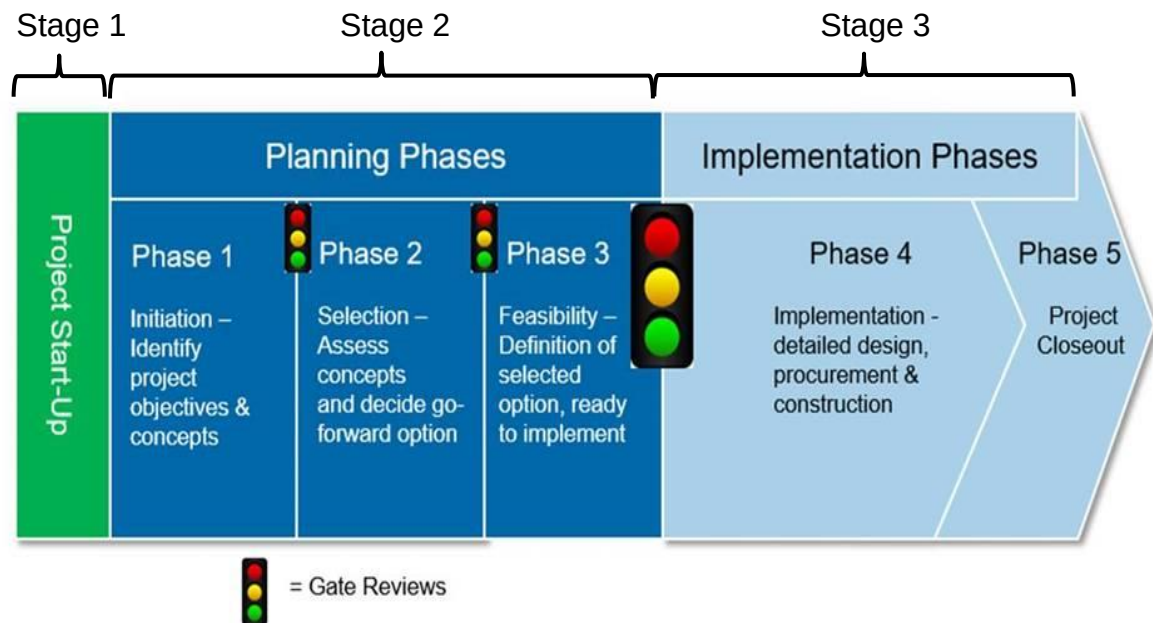
Projects are identified as major in terms of their significance, complexity, expenditure and community interest. These major projects require defined processes to help ensure predictable and consistent outcomes.

A project lifecycle process in accordance with best practice is shown below, with three distinct stages and intermediate gate approvals to ensure readiness to proceed to the next phase:

Stage 1 - Project Start-Up (Business Case)

Stage 2 - Planning Studies (Concept, Selection, Feasibility)

Stage 3 - Implementation (Design, Procurement, Construction and Closeout)



A quarterly status update for major Assets and Infrastructure projects is provided as follows with reference to the report-card key code shown below:

Key Code for Status		
★	Blue	Excellent, ahead of target, objective or expectation
☑	Green	Good, on target, in place or performing well
⚠	Amber	Monitor, behind target, unsustainable or at risk
☒	Red	Poor, requires urgent action or intervention

1. MFF Public Toilets (Property Portfolio):

- Summary:
  - Overall Performance: ☒ Project on track
  - Critical Issues: ☐ Building consent, resource consent, land access
  - Safety & Risk: ☒ Zero H&S incidents, risks managed
- Progress:
  - Current Status:
    - ☒ Implementation Stage – Phase 4: Design & Procurement
    - ☒ MFF Funding approved for Fox River and North Beach sites
    - ☒ Prefabricated “Permaloo” buildings and “Kiwi” shelters ordered (refer Attachment A)
  - Achieved This Period:
    - ☒ Site engineering and design specifications confirmed
    - ☒ Building consents and resource consent lodged
    - ☒ Site works tender compiled and advertised
  - Planned Next Period:
    - ☒ Consent approvals and land access confirmed
    - ☒ Site works tender evaluation and contract award
    - ☒ Commence site works
  - Key Milestones:
    - ☒ Site works contract awarded by October 2017
    - ☒ Installation, commissioning and closeout by December 2017
  - Budget This Stage:
    - ☒ Approved = \$299,180
    - ☒ Earned Value (Actuals + Accruals) = \$160,724
    - ☒ To Finish (Estimate to Complete) = \$138,456
    - ☒ Forecast (Estimate at Completion) = \$299,180
    - ☒ Variance (Forecast - Approved Budget) = +\$0
    - ☒ NB: Approved budget includes \$255,160 MFF funding

2. Peel Street Depot (Property Portfolio):

- Summary:
  - Overall Performance: ☒ Project plan established
  - Critical Issues: ☐ Risk assessment for remediation works
  - Safety & Risk: ☒ Stable health and environmental risks
- Progress:
  - Current Status:
    - ☒ Start-Up Stage - Phase 0: Business Case
    - ☐ Soil disturbance and asbestos removal identified risks
  - Achieved This Period:
    - ☒ Groundwater sampling completed, situation stable
    - ☒ Site contamination report completed (refer Attachment B)
    - ☒ Derelict vehicles and equipment cleared or removed
  - Planned Next Period:
    - ☒ Continue groundwater testing and analysis as required
    - ☒ Complete site clearing of abandoned equipment
    - ☒ Complete Business Case/Risk Assessment
    - ☒ Commence Selection Study
  - Key Milestones:
    - ☒ Complete Business Case/Risk Assessment by November 2017
    - ☒ Complete Selection Study by March 2018
    - ☒ Complete Feasibility Study by June 2018
    - ☒ Contaminated Site Remediation Fund (CSRF) by June 2018
    - ☒ Confirm site development works during 2018/19 Annual Plan
  - Budget This Stage:
    - ☒ Approved Budget (Council Authorised) = \$60,000
    - ☒ Earned Value (Actuals + Accruals) = \$16,500
    - ☒ To Finish (Estimate to Complete) = \$43,500
    - ☒ Forecast (Estimate at Completion) = \$60,000
    - ☒ Variance (Forecast – Approved Budget) = +\$0

3. Westport Revitalisation Project (Property Portfolio):

- Summary:
  - Overall Performance: ☒ Project on track
  - Critical Issues: ☒ Community support
  - Safety & Risk: ☒ Zero H&S incidents, risks managed
- Progress:
  - Current Status:
    - ☒ Start-Up Stage – Phase 0: Business Case
    - ☒ Initiation phase, Waterfront and Cultural Hub precincts combined
  - Achieved This Period:
    - ☒ Project Control Group established
    - ☒ Key stakeholders kick-off meeting held (refer Attachment C)
    - ☒ Available spaces, makeover/demo pod opportunities identified
    - ☒ Resourcing for key project roles identified
  - Planned Next Period:
    - ☒ Advocate review of Trading in Public Places Bylaw
    - ☒ “What is Allowed” and Implementation Manual confirmed
    - ☒ Commence Strategic Business Case
    - ☒ Increased publicity, promo visit by specialist 18th to 20th Oct
    - ☒ 7-Day Makeover, date scheduled 25th Nov to 2nd Dec
  - Key Milestones:
    - ☒ Complete 7-Day Makeover by November 2017
    - ☒ Complete Strategic Business Case by December 2017
    - ☒ Complete Concept Study by March 2018
    - ☒ LTP inclusion by June 2018
  - Budget This Stage:
    - ☒ Approved Budget = \$140,000
    - ☒ Earned Value (Actuals + Accruals) = \$34,000
    - ☒ To Finish (Estimate to Complete) = \$106,000
    - ☒ Forecast (Estimate at Completion) = \$140,000
    - ☒ Variance (Forecast - Approved Budget) = \$0
    - ☒ NB: Budget combines Waterfront & Cultural Hub 2017/18 AP

4. Westport Water Supply (Three Waters Portfolio):

- Summary:
  - Overall Performance:  Behind target, at risk
  - Critical Issues:  Worksafe, schedule duration, community support
  - Safety & Risk:  Zero H&S incidents, risks managed
- Progress:
  - Current Status:
    -  Planning Stage - Phase 2: Selection Study
    -  Prioritising the Reinstate No.1 Tunnel Option
  - Achieved This Period:
    -  Options Workshop held to short-list most feasible themes
    -  Existing tunnel system, Buller River and other sources identified
    -  Reinstate No.1 Tunnel selected as the benchmark option
    -  Project team established including local mining specialists
    -  Worksafe early engagement and inclusion in design reviews
    -  Site visits to assess risk factors and control measures
    -  Design development assessing methods for tunnel reinstatement
    -  Monthly Project Status Report completed (refer Appendix D)
  - Planned Next Period:
    -  Complete design methodology including Worksafe review
    -  Prepare cost estimates, schedule and risk register
    -  Council report to Reinstate No.1 Tunnel option
  - Key Milestones:
    -  Council report to Reinstate No.1 Tunnel option by October 2017
    -  Council report for final Selection Study by December 2017
  - Budget This Stage:
    -  Approved Budget = \$140,000
    -  Earned Value (Actuals + Accruals) = \$10,450
    -  To Finish (Estimate to Complete) = \$129,950
    -  Forecast (Estimate at Completion) = \$140,000
    -  Variance (Forecast – Approved Budget) = \$0

5. Karamea Highway SPR (Roading Portfolio):

- Summary:
  - Overall Performance: ☒ Project on track
  - Critical Issues: ☐ NZTA assessment of state highway status
  - Safety & Risk: ☒ Zero H&S incidents, risks managed
- Progress:
  - Current Status:
    - ☒ Start-Up Stage - Phase 0: Business Case
    - ☒ Strategic Business Case commenced
  - Achieved This Period:
    - ☒ NZTA funding approved
    - ☒ Beca awarded assignment (strategic/indicative business cases)
    - ☒ SPR kick-off meeting held with key stakeholders
    - ☒ ILM and Benefit Mapping desktop review commenced
  - Planned Next Period:
    - ☒ Alignment sessions and review with NZTA
    - ☒ Complete Strategic Business Case on state highway criteria
    - ☒ Commence Indicative Business Case on capital investment
  - Key Milestones:
    - ☒ Complete Strategic Business Case by November 2017
    - ☒ Complete Indicative Business Case by January 2018
    - ☒ Submit to NZTA board early 2018
  - Budget This Stage:
    - ☒ Approved Budget = NZTA
    - ☒ Earned Value (Actuals + Accruals) = NZTA
    - ☒ To Finish (Estimate to Complete) = NZTA
    - ☒ Forecast (Estimate at Completion) = NZTA
    - ☒ Variance (Forecast - Approved Budget) = NZTA
    - ☒ NB: Approved budget \$104,800 NZTA funding

Considerations

1. Strategic Impact

The successful delivery of major assets and infrastructure projects in accordance with our LTP is critical to the success of our district.

2. Significance Assessment

Major projects are considered highly significant in terms of capital and operating expenditure, complexity, impact to levels of service and community interest.

3. Risk Analysis

Major project risks are managed in accordance with Council's risk management processes including a "what could go wrong?" approach to ensure all practicable steps are being taken to assess, control and monitor identified risks.

4. Policy/Legal Considerations

Council must comply with the relevant policy and legal requirements including the Public Works Act 1981, the Health and Safety at Work Act 2015, the Resource Management Act 1991 and the Local Government Act 2002.

5. Tangata Whenua Considerations

Nil noted.

6. Views of Those Affected

Affected parties and stakeholders including community members, private sector, government ministries, agencies and authorities are consulted throughout the project delivery process.

7. Costs

Costs for major projects are expended against cost codes in our Annual Plan. Deviations (trends and changes) from approved control baselines will be indicated as budget variances and reported to Council accordingly.

8. Benefits

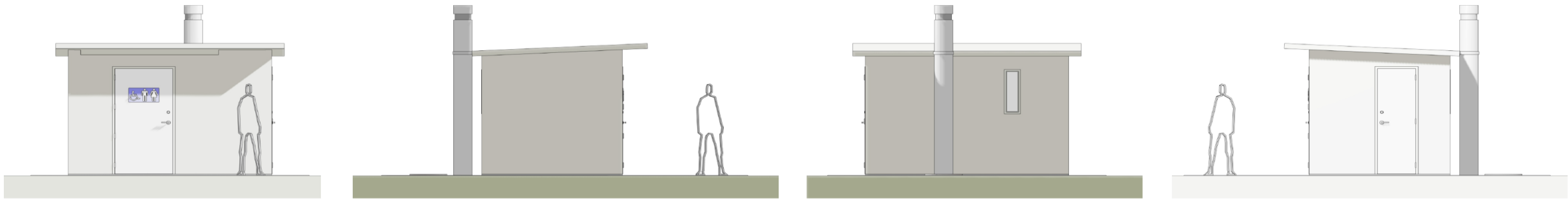
The benefits of major projects are in accordance with our LTP and aligned with community outcomes including well-being, learning, who we are, sustainable environment and prosperity.

9. Media/Publicity

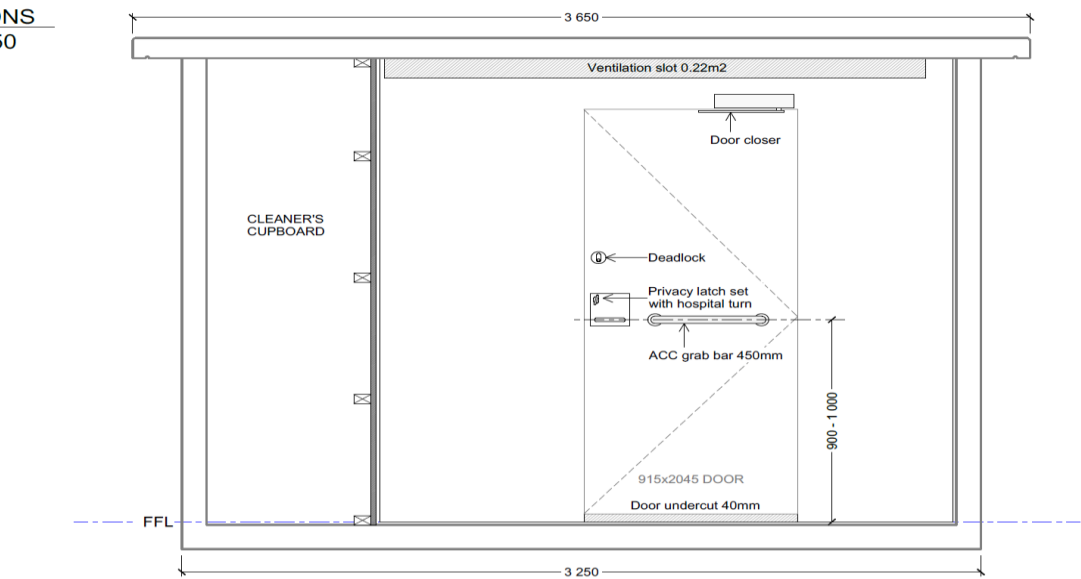
Publicity is expected with major projects, not all of which will be positive. However, this should not deter from the reasons for delivering important assets and infrastructure for the community.



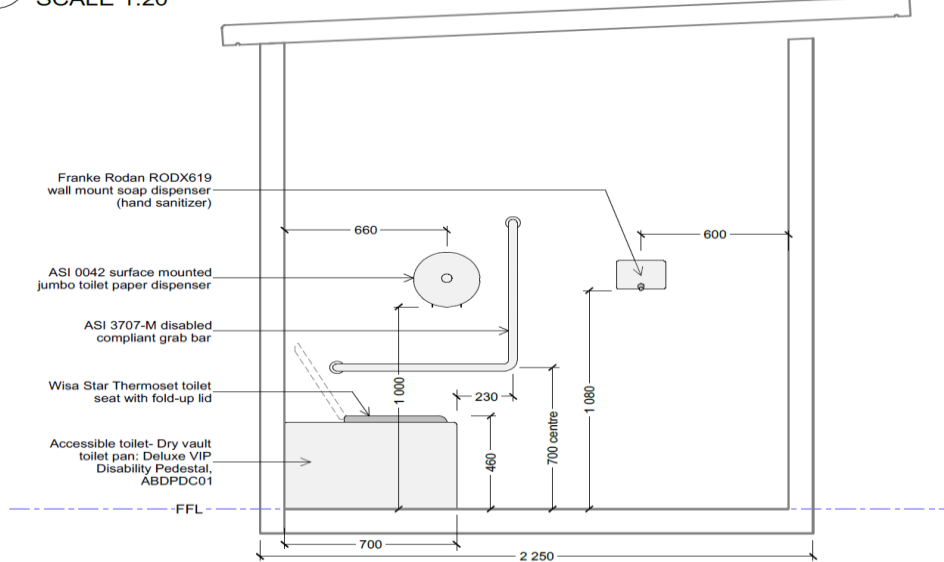




ELEVATIONS
SCALE 1:50



ACCESSIBLE LAYOUT ELEVATIONS
SCALE 1:20



FLOOR PLAN
SCALE 1:20

FINISHES SCHEDULE

WALL FINISH- Selected porcelain tiles from Quantum Group Flooring Design- ph. 0800 525 585. Selection by client.

FLOOR FINISH- Selected porcelain tiles from Quantum Group Flooring Design to meet slip resistance requirements of AS/NZS3661.1 (for wet areas). Selection by Client.

Exterior finish is selected 3 coat masonry paint system with colour by Client.

CONCRETE
PAVING 18.7m2

(OPTIONAL)
Door stop
bollard

760 clear opening door
with self closing device

NETT TOILET UNIT
AREA IS 4.7m2



CLEANERS
CUPBOARD

hand sanitizer
dispenser

grab
rail

ACC
pan

800x200 fixed glazed
opaque window

REVISIONS KEY:

FOR
BUILDING
CONSENT

Issued for:	Date:
Structural review	28 August 2017
Client information	
Building consent	1 September 2017



Project:
**CONCRETE ROOF
ACCESSIBLE DRY
VAULT PERMALOO
WITH SERVICE BAY**

Model No.:
PLM DV1 CR-SB

Drawing:
**FLOOR PLAN,
ELEVATIONS &
ACCESSIBLE SETOUT
ELEVATION**

Revision:	Scale @ A2:
	REFER TO DRAWING

Dwg. No.:

A-1

Build only off plans marked 'CONSENT'. Read these plans in conjunction with the specification and other consultants drawings. Please check that you are using the current revision. Refer to the drawing register and transmittal form. Contractor must verify all dimensions & locations on site. Do not scale from plans. IF IN DOUBT ASK!





Peel St Depot – Site Contamination Report

Summary of Contamination Issues and Risks Identified and Proposed Responses at Westport Gasworks Site, Peel St

Background and History of Contamination Investigations

The Westport Gasworks site on Peel St, Westport operated as a gasworks for over 70 years, with associated contamination of site soils and groundwater from components of coal tar. Gasworks operations ceased in 1971 and the gas holders were demolished in 1978.

The site has been investigated on a number of previous occasions over a 25+ year period, commencing in 1991 (Royds Garden). Material was excavated from the Peel St site and taken to North Beach but this was later reinterred at the Westport Landfill.

In 1997 Pattle Delamore and Partners (PDP) prepared a report, with extensive soil sampling, that established contamination levels at the site, excluding the area of the Peel St Works Depot (122 – 124 Peel St).

A supplementary 1998 report by PDP did however cover sampling and analysis of soils from within the Peel St Depot footprint. Further, in December 1998, PDP installed five groundwater monitoring wells at various points around and within the site (see Figure 1).

MWH (now Stantec) prepared a report in 2001 that included further sampling and analysis of residential properties surrounding the Depot itself. A grant from the Ministry for the Environment's Contaminated Sites Remediation Fund, matched by Council funding, enabled those residents who wished to take advantage of the offer of remediation of their properties to do so. MWH followed up by carrying out validation sampling of the properties after the remediation works to confirm that the properties had indeed been effectively remediated (MWH, 2004 report).

Subsequent to that date PDP has conducted further investigations at the Peel St site (2011, 2014 and 2015) all aimed at delineating the extent of contamination within several unremediated areas.

Finally (July, 2017) three further groundwater monitoring wells have been installed, to fill in gaps in the monitoring well array around the site boundary, and the seven existing wells (one of the original five is full of sand and thus was not usable) have been sampled and the groundwater analysed, to determine if any concerns should be held about levels of contaminants in groundwater leaving the Peel St site.

In summary, a significant amount of the land known to have been impacted by gasworks-associated contaminants has been successfully remediated, although unremediated pockets still remain. The question is therefore, how should these pockets of contamination be managed going forward and what is the associated risk to Council.

Groundwater Monitoring and Discussion of Results

One of the existing groundwater monitoring wells was known to have been damaged and another could not be located at the time of the May 2017 site visit by Stantec. However, the damaged well has now been reinstated. The missing well was also discovered but is silted up and cannot be sampled.

It was determined (following the site visit) that, in order to show whether or not contaminated groundwater is leaving the site in an underground plume, three further wells should be installed in strategic locations to ensure a comprehensive site boundary coverage

Thus, two further monitoring wells have now been installed along the boundary of the site immediately outside the 125 Queen St frontage, in the roadside berm area (see Fig 1).



Figure1: Peel St Gasworks Site – with Monitoring Well Locations Marked

Table: Groundwater Monitoring Results for Peel St (Former Westport Gasworks) Site (mg/L)

	MW1	MW1	MW1		MW2	MW2	MW2	NZDWS
Date	19/12/1998	31/10/2011	13/7/2017		19/12/1998	31/10/2011	13/7/2017	
BaP TEF	< 0.0001	< 0.00005	0.0041		< 0.0001	< 0.00005	0.0004	
Benzene	0.002	< 0.0010	< 0.0003		< 0.001	< 0.0010	< 0.0003	0.01
Toluene	0.001	< 0.0010	0.0004		0.002	< 0.0010	0.0009	0.8
Ethylbenzene	< 0.001	< 0.0010	< 0.0005		< 0.001	< 0.0010	< 0.0005	0.3
m&p-Xylenes	< 0.001	< 0.002	< 0.0005		< 0.001	< 0.002	< 0.0005	0.6 (total)
o-Xylene	-	< 0.0010	< 0.0003		-	< 0.0010	< 0.0003	
Acenaphthene	< 0.0001	< 0.000008	0.00006		< 0.0001	< 0.000008	< 0.000016	
Acenaphthylene	< 0.0001	0.000012	0.00074		< 0.0001	< 0.000008	< 0.00005	
Anthracene	< 0.0001	0.000026	0.00063		0.0001	< 0.000008	< 0.000016	
Benzo[a]anthracene	< 0.0001	0.000018	0.00132		< 0.0001	< 0.000008	0.00018	
Benzo[a]pyrene (BAP)	< 0.0001	0.000019	0.0026		< 0.0001	< 0.000008	0.00030	0.0007
Benzo[b]fluoranthene + Benzo[j]fluoranthene	< 0.0001	0.000048	-		< 0.0001	< 0.000008	-	
Benzo[g,h,i]perylene	< 0.0001	0.000040	0.0031		< 0.0001	< 0.000008	0.00037	
Benzo[k]fluoranthene	< 0.0001	0.000017	0.00127		< 0.0001	< 0.000008	< 0.00016	
Chrysene	< 0.0001	0.000019	0.0022		< 0.0001	< 0.000008	< 0.00016	
Dibenzo[a,h]anthracene	< 0.0001	< 0.000008	0.00050		< 0.0001	< 0.000008	< 0.00016	
Fluoranthene	< 0.0001	0.000035	0.0041		0.0001	< 0.000008	0.00030	
Fluorene	< 0.0001	< 0.000008	0.00012		< 0.0001	< 0.000008	< 0.000016	
Indeno(1,2,3-c,d)pyrene	< 0.0001	0.000029	0.0029		< 0.0001	< 0.000008	0.00037	
Naphthalene	0.0010	< 0.00004	0.00035		0.0005	< 0.00004	< 0.00008	
Phenanthrene	0.0001	0.000008	0.00176		0.0002	< 0.000008	< 0.000016	
Pyrene	< 0.0001	0.000037	0.0044		0.0001	< 0.000008	0.00048	

Groundwater Monitoring Results for Peel St (Former Westport Gasworks) Site (mg/L)

	MW3	MW3	MW3		MW5	MW5	MW5	NZDWS
Date	19/12/1998	31/10/2011	13/7/2017		19/12/98	31/10/2011	13/7/2017	
BaP TEF	< 0.0005	0.00046	< 0.00005		< 0.0001	0.0027	0.00119	
Benzene	0.085	< 0.0010	< 0.0003		0.11	< 0.0010	< 0.0003	0.01
Toluene	0.023	< 0.0010	0.0004		0.018	< 0.0010	0.0076	0.8
Ethylbenzene	0.002	< 0.0010	< 0.0005		0.003	< 0.0010	< 0.0005	0.3
m&p-Xylenes	0.007	< 0.002	< 0.0005		0.006	< 0.002	< 0.0005	0.6 (total)
o-Xylene	-	< 0.0010	< 0.0003		-	< 0.0010	< 0.0003	
Acenaphthene	0.0056	< 0.000008	< 0.000008		0.0037	0.000044	< 0.000008	
Acenaphthylene	0.012	0.000147	0.000013		0.0031	0.00047	0.00021	
Anthracene	0.0093	0.000102	0.000034		0.0004	0.00038	0.000144	
Benzo[a]anthracene	< 0.0005	0.00022	< 0.000008		< 0.0001	0.00126	0.00048	
Benzo[a]pyrene (BAP)	< 0.0005	0.00028	0.000010		< 0.0001	0.00176	0.00078	0.0007
Benzo[b]fluoranthene + Benzo[j]fluoranthene	< 0.0005	0.00045	-		< 0.0001	0.0023	-	
Benzo[g,h,i]perylene	< 0.0005	0.00035	0.000008		< 0.0001	0.00175	0.00071	
Benzo[k]fluoranthene	< 0.0005	0.000177	< 0.000008		< 0.0001	0.00093	0.00031	
Chrysene	< 0.0005	0.000160	0.000009		< 0.0001	0.00115	0.00053	
Dibenzo[a,h]anthracene	< 0.0005	0.000054	< 0.000008		< 0.0001	0.00028	0.000141	
Fluoranthene	0.0038	0.00043	0.000013		0.0002	0.0028	0.00098	
Fluorene	0.012	0.000014	< 0.000008		0.0008	0.000068	< 0.000010	
Indeno(1,2,3-c,d)pyrene	< 0.0005	0.00028	0.000013		< 0.0001	0.00129	0.00077	
Naphthalene	0.064	0.00004	< 0.00004		0.081	0.00035	< 0.00004	
Phenanthrene	0.024	0.000152	< 0.0004		0.0003	0.00090	0.00021	
Pyrene	0.0036	0.00042	< 0.000008		0.0001	0.0029	0.00097	

Groundwater Monitoring Results for Peel St (Former Westport Gasworks) Site (mg/L)

	MW6	MW7	MW8	NZDWS
Date	13/7/2017	13/7/2017	13/7/2017	
BaP TEF	0.00035	< 0.00005	< 0.00005	
Benzene	0.034	< 0.0003	< 0.0003	0.01
Toluene	0.089	0.0016	0.0003	0.8
Ethylbenzene	0.0065	< 0.0005	< 0.0005	0.3
m&p-Xylenes	0.050	< 0.0005	< 0.0005	0.6 (total)
o-Xylene	0.039	< 0.0003	< 0.0003	
Acenaphthene	0.0042	< 0.000016	< 0.000016	
Acenaphthylene	0.00017	< 0.000008	< 0.000012	
Anthracene	0.00033	< 0.000008	0.000039	
Benzo[a]anthracene	0.000171	< 0.000008	< 0.000008	
Benzo[a]pyrene (BAP)	0.00024	< 0.000008	< 0.000008	0.0007
Benzo[b]fluoranthene + Benzo[j]fluoranthene	-	-	-	
Benzo[g,h,i]perylene	0.00025	< 0.000008	< 0.000008	
Benzo[k]fluoranthene	0.000083	< 0.000008	< 0.000008	
Chrysene	0.000160	< 0.000008	< 0.000008	
Dibenzo[a,h]anthracene	0.000037	< 0.000008	< 0.000008	
Fluoranthene	0.00073	< 0.000016	0.000091	
Fluorene	0.00048	< 0.000016	< 0.000016	
Indeno(1,2,3- c,d)pyrene	0.00022	< 0.000008	< 0.000008	
Naphthalene	< 0.00008	< 0.00008	< 0.000008	
Phenanthrene	< 0.00008	< 0.000016	0.00028	
Pyrene	0.00079	< 0.000016	0.000077	

Sampling and analysis of groundwater from these wells will reveal whether or not a contaminant plume is leaving the site in a westerly direction and, if so, the concentrations of contaminants in that plume.

An additional monitoring well was also installed on the Peel St side of the site, approximately at the location of the Westport MENZ Shed, to fill a gap in the monitoring coverage that was not adequately dealt with by the original set of wells.

The set of seven available monitoring wells was sampled and analysed in July 2017 to enable an up-to-date assessment to be made of the presence and direction of any contaminant plume(s) that may be leaving the site.

Further, by comparison with the results from past monitoring rounds (supplemented by results from the additional three wells), any trends in contaminant concentrations over time can be identified. This consolidation of results has now been completed and the tables on the previous pages have been prepared.

The contaminant concentrations in groundwater of the various wells have been compared to the New Zealand Drinking Water Standards, as a yardstick of water quality acceptability, even though there are no known wells close to the site and certainly none that are used for domestic water supply purposes.

As can be seen from the tables there is a general trend that illustrates a decrease in contaminant concentrations over time (as might be expected). It can be fairly concluded therefore that attenuation of contamination is occurring and this is a positive result with respect to the off-site environmental impacts of contaminants in the sub-surface soils of the Westport Gasworks site.

In occasional instances there are outliers of somewhat elevated concentrations of particular contaminants but in no case are there any gross exceedances of guideline levels and the exceedances are quite random and spasmodic.

The new wells on the Queen St boundary show unequivocally that there is no contaminant plume leaving the site in a westerly direction.

On the eastern boundary (Peel St) MW6 shows a few random elevations of contaminant concentrations and one exceedance of the Drinking Water Guidelines. Again, this is not considered to be significant although it is recommended that this well be resampled in 12 months' time (given that it is a new well) and any trends in contaminant concentrations recorded.

In summary there are no significant adverse impacts on groundwater from contaminants associated with activities on the former Peel St gasworks site.

Remediated and Unremediated Areas of the Peel St Site

Successfully Remediated Properties

With reference to Figure 1, the owners of the following properties took advantage of the remediation offer made to them; their properties have all been certified by validation sampling and analysis as successfully remediated.

18 Mill St

20 Mill St

121 Queen St

123 Queen St

125a Queen St

125b Queen St

127 Queen St

19 Bentham St

132 Peel St

120 Peel St

No action is necessary at these properties.

Partially Remediated Properties

The following properties still have contamination issues associated with them, even though some remediation measures took place.

125 Queen St – a relatively limited area of extreme contamination remains on this site beneath a building (this is known as “the Palmer site”). This could not be remediated because of a fear of undermining the building foundations and thus the known contaminated material remains in place. When the building is removed further detailed investigation and remediation of this area would be essential, depending on the future use proposed for this site. Currently however the area of contamination is not accessible and, as shown by groundwater monitoring results from monitoring wells MW7 and MW8, there are no significant levels of contamination leaving the site in groundwater (estimated direction of groundwater flow is west, towards the Buller River).

It is unknown to Stantec just what the site occupier's intentions are with respect to this site. However, if the building is removed the known area of contamination would need to be remediated, or else possibly made safe by suitable encapsulation, before a change of use and/or any new building construction or excavations could be undertaken on this site. The site would be subject to the provisions of the National Environmental Standard for Assessing and Managing Contaminants in Soil to Protect Human Health Regulations 2011 (the NES (Soil)), and resource consent under these Regulations would be required to be obtained from BDC. In this way Council can retain control over what eventually happens in terms of redevelopment at this site and can ensure that this occurs in an environmentally sound manner and with human health satisfactorily protected by the imposition of appropriate conditions of consent.

17 Bentham St – there is still a small area of contamination remaining on this site following remediation. The concentration of lead in one sample was above the residential guideline concentration, although in an area of the site where no gardening takes place and contact with the site soils is unlikely. The overall risk is still considered therefore to be low. No action is necessary at this property.

Unremediated Properties

16 Mill St

22 Mill St

In the case of these two properties, historical soil sampling undertaken by MWH showed that levels of contamination at these two properties was insignificant and no remediation was therefore required under the Contaminated Sites Remediation Fund programme. As can be seen in Figure 1, these properties are at two of the corners of the total Peel St block and are relatively remote from gasworks activities and associated infrastructure.

No further action is necessary with respect to these two properties.

Peel St Depot Location; 122 – 124 Peel St

PDP (1998, 2014-2015) carried out substantially soil sampling and analysis across the Peel St Depot site (effectively the central yard area). Both the 1998 and 2014-2015 results indicate a potential risk to human health for the present commercial / industrial use of the site in its current unremediated state (and without any risk mitigation measures in place), although the surface cover layer of gravel does provide a partial barrier.

There is potential risk to workers developing the site from excavations within contaminated soil; these risks can however be managed via a comprehensive site management plan.

It is important to be aware that a risk to human health or the environment can only arise if there is a hazard (in this case, contaminated soil), a receptor (i.e. exposed humans) and an exposure pathway between the hazard and the receptor. An absence of any of these components means that no risk exists.

It follows that ensuring the removal of one (at least) of these three components is central to risk mitigation associated with any contaminated site.

Recommendations for the Peel St Depot Site (122 – 124 Peel St)

Based on the existing information about contaminant levels in this part of the site, the following conclusions can be reached.

The southern part of the Depot site is suitable for commercial/industrial use as long as a barrier is maintained between the contaminated soil and persons occupying this part of the site. This can be as simple as a layer of clean gravel or the application of an asphalt seal layer. PDP has noted that it would still be advisable to take further samples in the vicinity of the old workshops since during their previous investigations that area could not be accessed for sampling. This will determine whether or not there is any volatile contamination present in soils of this part of the Depot site (fuels or solvents). Stantec agrees with this recommendation.

If soil disturbance is deemed to be necessary for development of this part of the Depot site then the requirements of the NES (Soil) will be invoked and resource consent is almost certain to be needed. A further issue may be local disposal of contaminated soils, if the proposed development gave rise to the necessity for such disposal. In fact, it would be preferable, if development is contemplated rather than an "as is" use, to use poured-in-place floor slabs (subject to geotechnical considerations) with minimal soil disturbance thus being necessary and therefore no need for off-site soil disposal.

In the remaining part of the Depot site (the northernmost part) there is considerable contamination present. Remediation of this part of the site would be very expensive and with little or no benefit. The main problem relates to the presence of substantial volumes of buried tarry material which is intractable and difficult to dispose.

A commercial / industrial use of the northern part of the site would be the best option and one that would require minimal or even zero disturbance. Complete asphalt sealing of the site would be the preferred option in fact. Any site disturbance activities as part of development of the northern area would encounter major and probably prohibitive soil disposal difficulties and costs.

Summary and Conclusions

The majority of the overall Westport Gasworks site bounded by Bentham St, Peel St, Queen St and Mill St (see Figure 1) has either been successfully remediated to an acceptable standard or did not require any remediation in the first place because contaminant levels have been shown to be negligible in certain parts of the site.

Groundwater beneath the site has been shown, via an enhanced sampling and monitoring programme including the installation of new wells, to contain contaminant concentrations at essentially insignificant and generally decreasing levels when comparison is made with the New Zealand Drinking Water Standards. There is no evidence that contaminant plumes are migrating from the Westport Gasworks site. This is a reassuring finding.

The property at 125 Queen St, owned by Mr Palmer, has been partially investigated and remediated but a known area of significant contamination remains that cannot, under the present buildings configuration on this property, be accessed to effect full remediation and reinstatement with clean material. At present however the human and environmental risks posed by this extant contamination are not significant while no disturbance is occurring. Any development of this site, in particular the removal of the building covering the contaminated area, will require consent under the NES (Soil) and thus, at that point, Council can impose whatever conditions it deems appropriate to provide effective control over site activities and to ensure full remediation of this property.

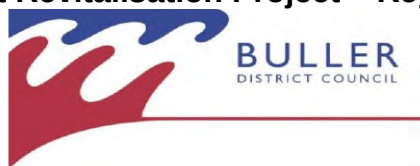
The Peel St Depot site, at 122 – 124 Peel St, can be divided into two halves for consideration of remediation and future use options. The southern part of the site is suitable for use for commercial / industrial purposes. Soil disturbance for site development can be considered but building foundations will have to take account of geotechnical considerations. A Site Management Plan would be essential for any development involving disturbance of this part of the Depot site and it is recommended that further limited sampling for contamination be undertaken near the old workshop building, although this will only be necessary if the construction of buildings is part of proposals for this area.

The use of the northern part of the site should be for commercial / industrial purposes; once effectively sealed (by asphalt, for preference) the site risks will be negligible. The contamination risk situation would however change dramatically if development involving site soils disturbance was contemplated and the ramifications (both commercial because of excessive costs, and in terms of health and safety) would be prohibitive for Council.



Paul Heveldt
Senior Environmental Specialist
Stantec New Zealand Ltd

Westport Revitalisation Project – Key Stakeholders Meeting 22-08-17



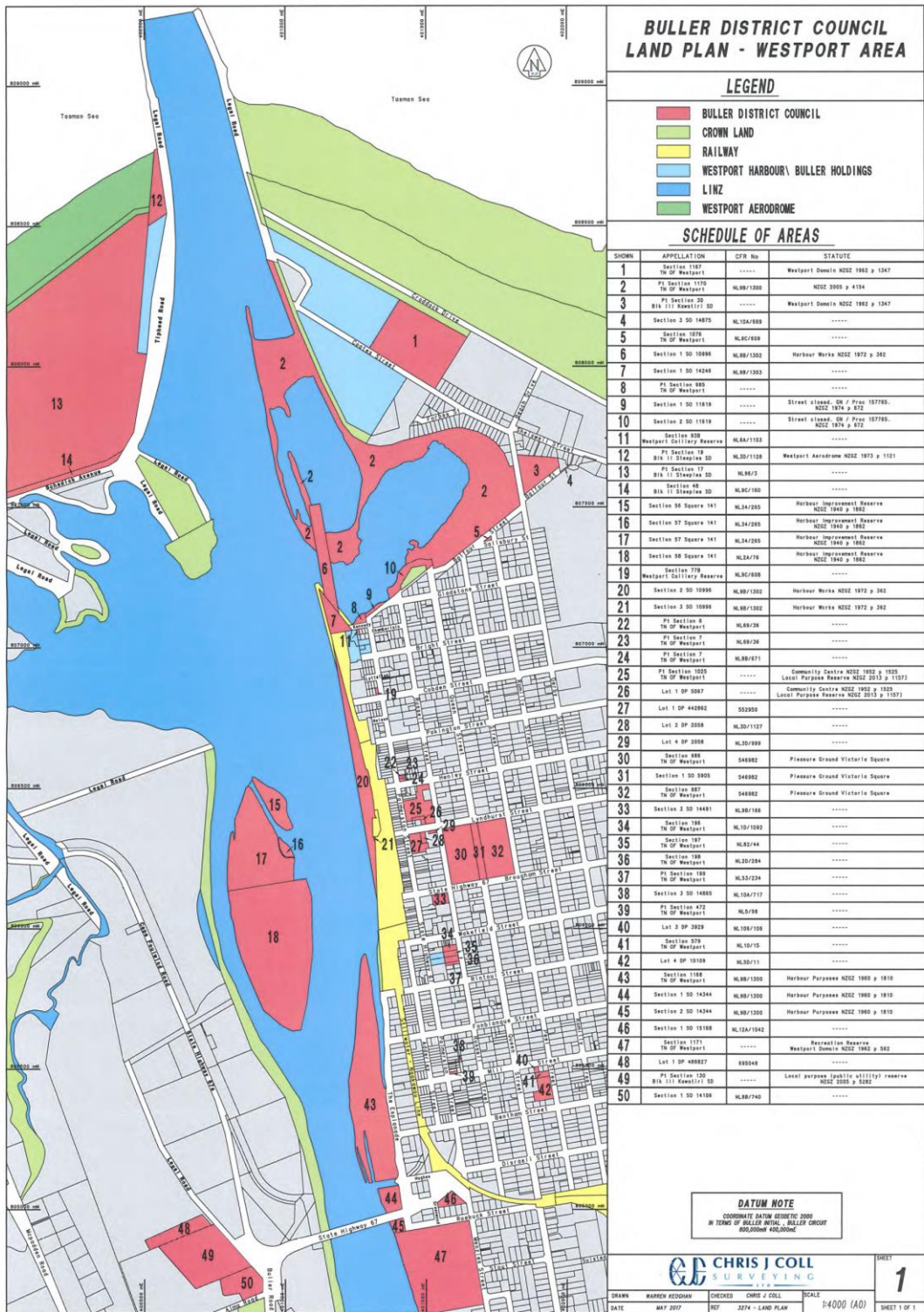
AGENDA

TUESDAY 22 AUGUST 2017

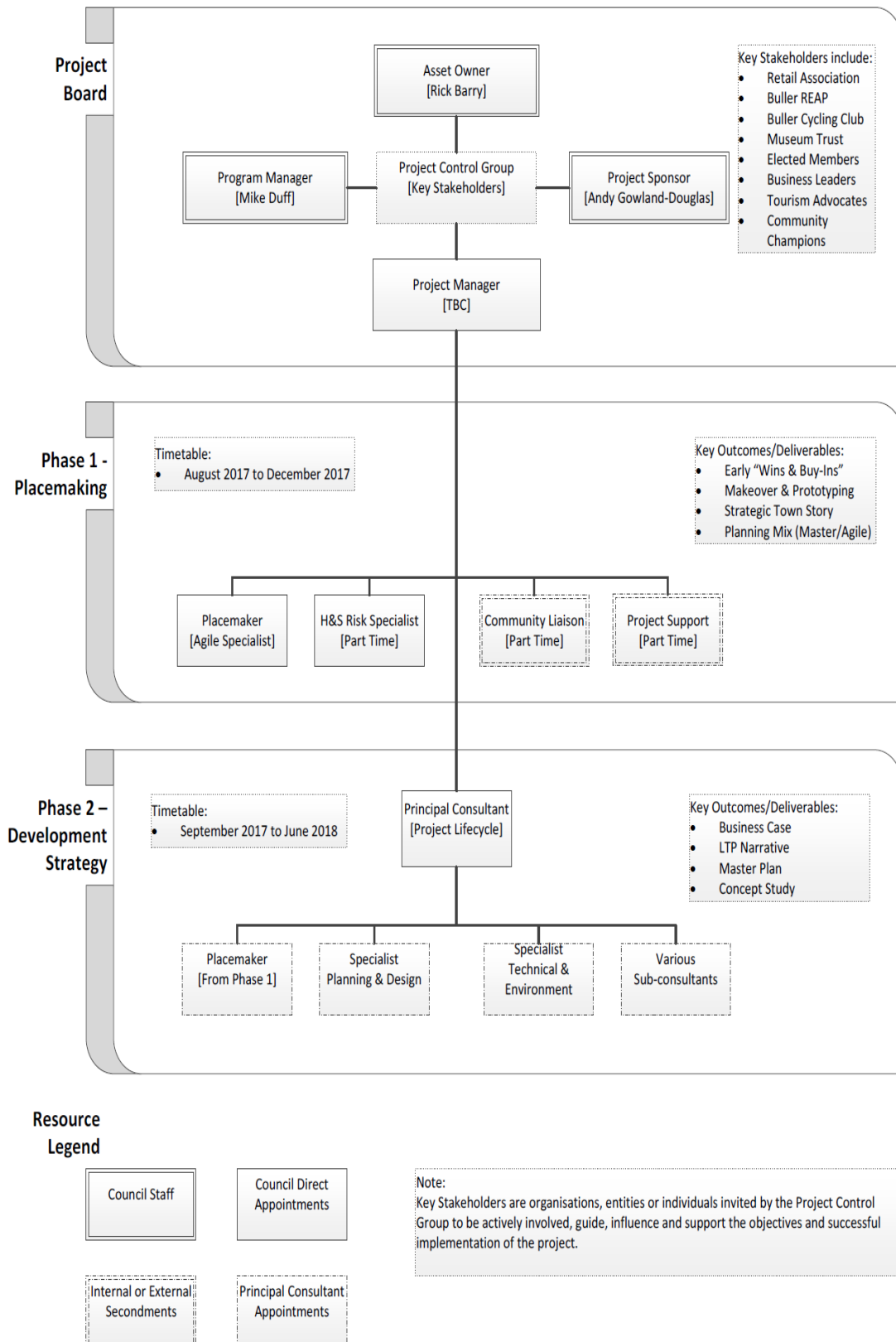
VENUE

**White Star Club Rooms
Lyndhurst Street
Westport**

1. Welcome & Introductions
2. Project Outline
3. Governance Model
4. “Master” Planning
  - a. Council LTP & Business Case
  - b. Development Strategy
  - c. Concept Study
5. “Agile” Planning
  - a. Placemaking Approach
  - b. Makeover, Prototyping & Till Busters
  - c. Future opportunities
6. Timeline
7. Next Steps

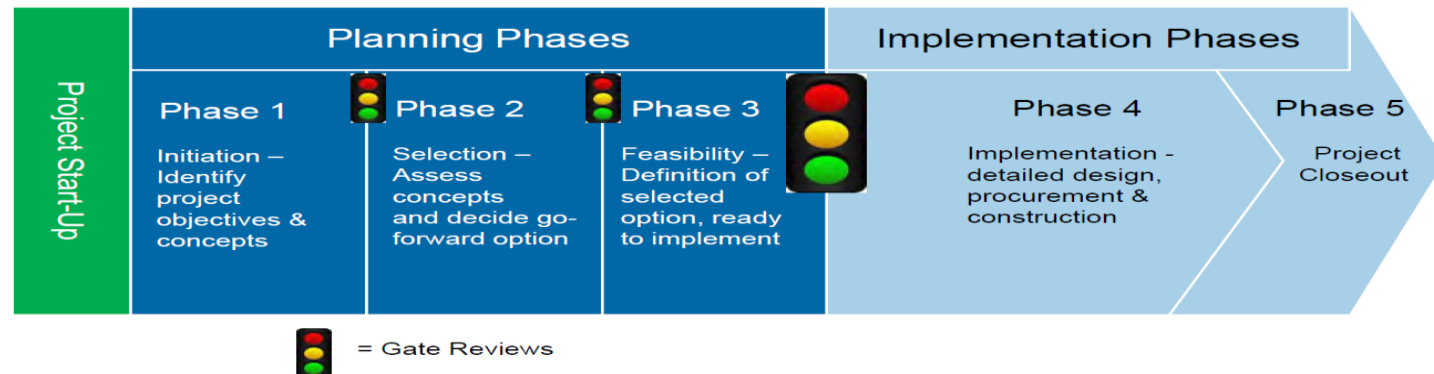


Project Governance Model – Westport Revitalisation – Rev 0



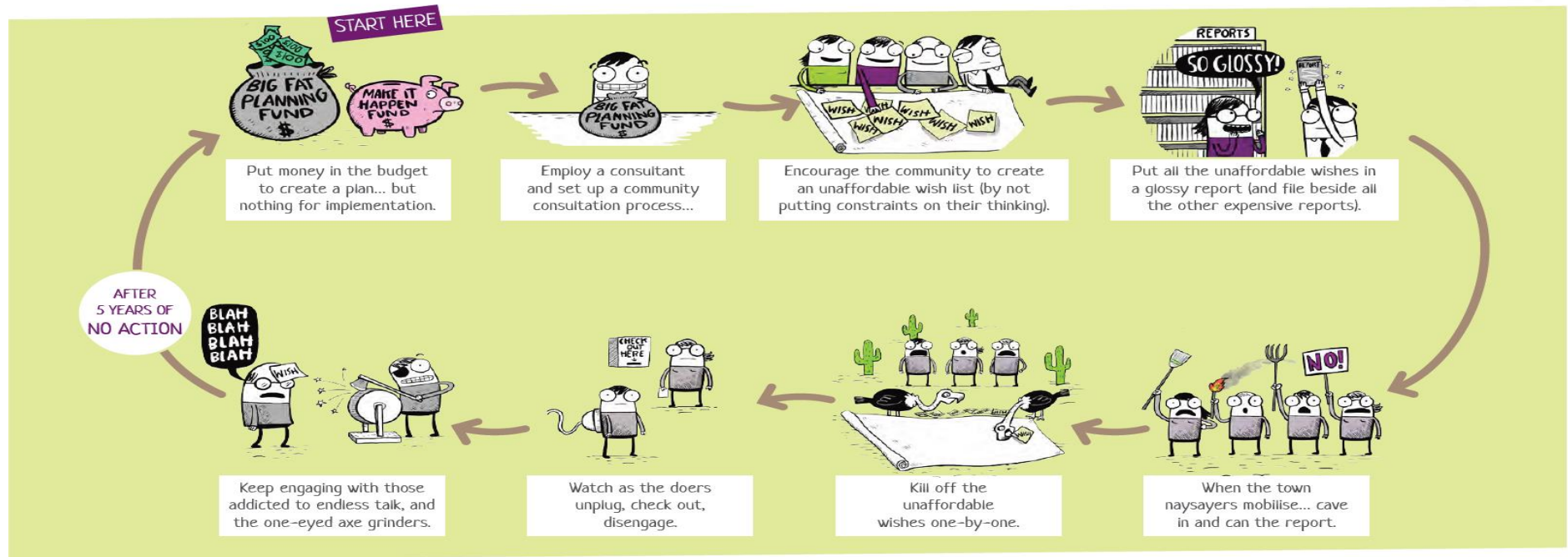
Westport Revitalisation Project Lifecycle Process (PLP)

- Project delivered in accordance with Project Lifecycle Process
  - Planning development configured to support project implementation
  - Staged approval (gated) criteria to ensure readiness for next phase
  - Defined processes for consistent and predictable outcomes



WHY WE CREATED THE 7 DAY MAKEOVER

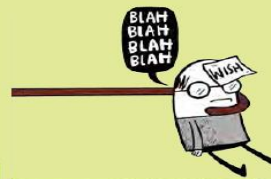
THE REASON COMMUNITIES HAVE UNPLUGGED...



HOW IT WORKS



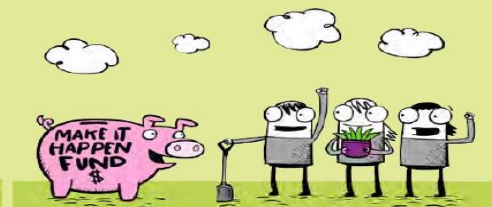
ORDINARY PEOPLE CREATING
EXTRAORDINARY PLACES IN JUST 7 DAYS



WITHOUT ENDLESS
TALK



WHERE WISH LISTS
ARE BANNED



AND ALL THE MONEY GOES INTO
MAKING IT HAPPEN



“

It gave me a real sense of the community I live in, a feeling of having contributed to something really positive and helpful.

I didn't know what I was letting myself in for, but it is great to be working on something that is a bit constructive and creative, rather than being part of the complainers.

It was an amazing experience all around. I can't wait to start the next phase!

”



THE PROCESS FOR ALL MAKEOVERS

DAY 1: WORKSHOP — GOAL: IDENTIFY POTENTIAL PROJECTS

The process explained

Presentation: Secrets of Place Making

Walkabout: explore the possibilities

Create Draft Plans in small groups

Evaluate the Draft Plans

Identify projects worth developing



DAY 2: WORKSHOP — GOAL: DEVELOP ACTION PLANS & FORM PROJECT TEAMS

Produce Draft Project Plans

Review 1: Park this project or hatch it?

Fine tune Project Plans

Review 2: Do we park it or press GO?



ARVO DAY 2: VOLUNTEER BRIEFING — GOAL: EXPAND TEAMS & PLAN MAKEOVER

Project Teams present their Plan

Volunteers join a team & help plan

DAYS 3–7: IMPLEMENT — GOAL: EXECUTE ACTION PLANS & MAKE MAGIC HAPPEN

Each Project Team manages their own project, work hours and budget

LAUNCH PARTY — CELEBRATE ACHIEVEMENTS OF PROJECT TEAMS

Well done teams! CHEERS!



EVALUATION



Every participant will invited to give their feedback.

REPORT



The report will outline: what was achieved; the results of the evaluation and make recommendations about the next steps.



VALUE ADD ON FOR MAKEOVERS IN SHOPPING STREETS

A lot of retailers have no understanding of how they can contribute to making a shopping precinct more vibrant, and how this can help put more money in their till.

Retailer engagement can take a makeover to a whole new level. However, most retailers are so busy just surviving, they do not have time to attend training events, read booklets, or participate in a makeover. That is why we created *Till Boosters* – to show them a better way by creating two *Demo Pods*.

If you don't engage with the footpath, how are we to know what you offer?



Yeah, businesses that don't engage, kill the vibrancy of the precinct



We work with your Council to establish a 4–6 month trial of a “permissions approach” which reduces the barriers for retailers to engage more creatively with the footpath.

LAUNCH EVENT

STOP THE 6 THIEVES TAKING MONEY FROM YOUR TILL



As part of the makeover, we create two *Demo Pods*, showcasing best practice. We then have a Show & Tell to explain what we did and why.



Every retailer receives a copy of *My Till Booster Plan*, a “picture book” which helps them evaluate their business and generate ideas.





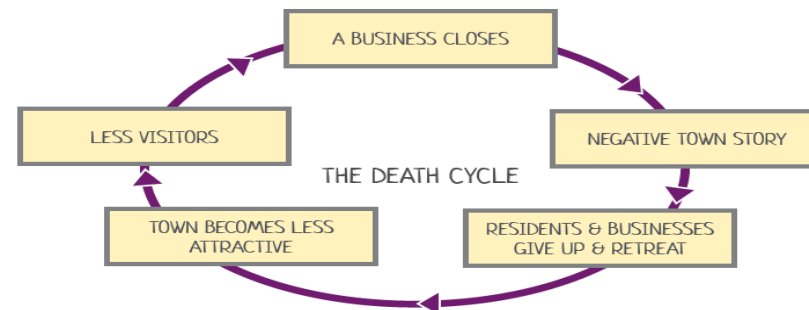
FOR TOWNS OR AREAS THAT NEED TO REINVENT THEMSELVES

A town, neighbourhood or city can not rise above the image it sees when it looks in the mirror. If it sees a “struggle-town”, a “town in decline”, or a “town where no one can be trusted”, then this Town Story will set the glass ceiling on what is possible.

In fact, the Town Story is a self-fulfilling prophecy.

Town Booster starts by exploring possible new Town Stories. The most promising is chosen, then “prototyped” in the retailer Demo Pods, and the Makeover.

By the end of seven days people can touch and feel a sample of a possible new future. They have had an experience of crafting their own destiny.



NEW TOWN STORY 	• How do we turn our deficits into assets? • How do we trade on existing strengths? • How can we reinvent ourselves? • What is our Strategic Point of Difference?
CREATE PROTOTYPES 	• How do we use this new Town Story to guide the design of the Demo Pods? • How will it shape our Makeover?



CASE STUDY

Cleveland Town Centre, Queensland, was the first to combine a *7 Day Makeover* with *Till Boosters*. Sixty-one volunteers participated. Total spend on the makeover and two *Demo Pods* was \$12,194.40. The community and retailers are buzzing with ideas to keep the momentum.



An overgrown garden turned into a children's wonderland.



Often what we take out is more important than what we put in. In this case, Bloomfield Park was cut off from the other side of the street by two rows of bollard, three park benches and a bike rack. Some of these were removed to open the space up and create the feeling of a "Town Square".





Before - no footpath engagement



DEMO POD 1

Colour My Pot helps customers select a pot and paint it. The pot is then fired. Many locals did not know the business even existed because it did not project itself past the front window.



- 1 Bold border put on front window to frame activities inside.
- 2 Shelves put on posts to display finished painted pots – an indicator that the business is open.
- 3 The working table inside is extended “through” the front window and is set up ready for painting pots. Customers do not have to enter the store to get a picture of the experience on offer.
- 4 The giant pot and brushes is a landmark that tells the nature of the business. At the same time the deck is a social meeting place.
- 5 The cafe next door removed a barrier and integrated into the new courtyard, adding life.



DEMO POD 2:

- 1 A product display deck was built to get produce away from the front window and reduce clutter.
- 2 It was difficult to tell where the front door was because the windows looked like doors. The windows were framed to enhance the window displays and differentiate the two.
- 3 Four retailers worked together to create a destination experience – *The French Quarter*. They will attempt to attract complementary businesses that will enhance the customer experience.



YOUR RESPONSIBILITIES

We will provide you with four documents:

- Implementation Task List
- Sample Communications Plan
- Sample Press Releases
- Draft “What is Allowed?” Document

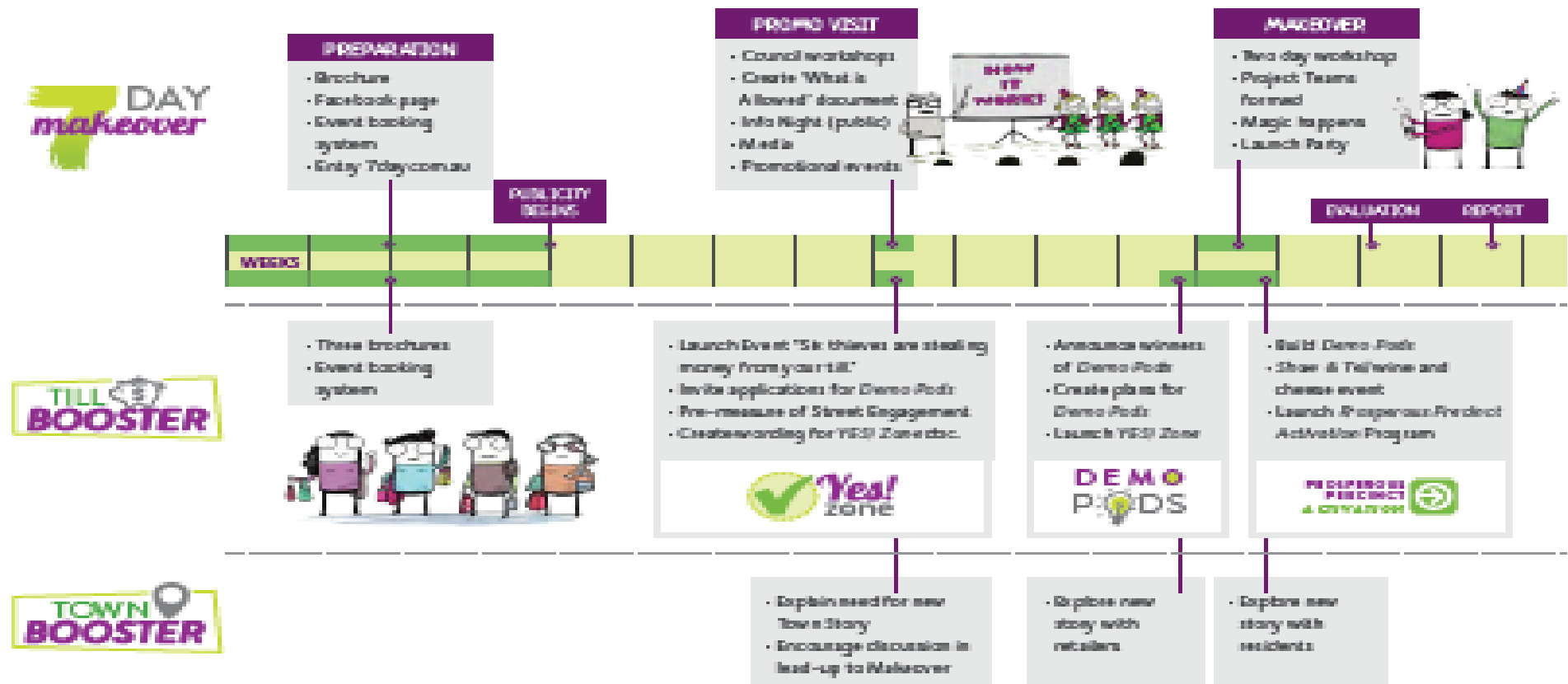
In broad terms your responsibilities are:

- Organise a briefing session with Council Staff 3–4 weeks prior to makeover. This will be followed by a *What is Allowed Workshop* with key staff to establish the ground rules for the makeover.
- Sign the *What is Allowed* document prior to the makeover starting.
- Provide CCI with a high quality logo.
- Approve advertising materials in a timely fashion.
- Book venues for events and provide refreshments where necessary.
- Provide a projector and screen for some events.
- Produce a communications plan that your media department will implement (we provide sample media releases, brochures, etc.).
- Provide some “craft materials” for the *Planning Workshop* (we will give you exact details for this).
- Check with your Council depot to see what resources they may be able to make available to the *Resources Bank*.
- Give feedback on your experience of the *7 Day Makeover*.

A signed WHAT IS ALLOWED Document is one of the keys to a successful makeover. We require this document before starting the makeover.



TIME LINE



GLOSSARY OF TERMS

Coordination Point

The nerve centre of the Makeover. A space where the *Project Teams* work out of. Staffed by the *Facilitator* or their assistant. This needs to be as close as possible to the makeover space. If the actual makeover space is not known, then something portable, such as a marquee or caravan is an option.

Demo Pod

A makeover of a business or group of businesses which showcases best practice in how footpath engagement and focus on how the customer experience increases turnover.

Facilitator

The *7 Day Makeover Facilitator* ensures the entire process runs smoothly. They work with the Project Team Leaders to maximise the benefits of their project and to ensure that all the projects contribute to delivering the best possible sense of place.

Info Night

A public meeting where the *7 Day Makeover* process is explained and people are invited to register to participate.

Planning Workshop

On day one of the makeover, participants select the makeover space and generate potential projects. On day two they develop and test the viability of these projects and then form into *Project Teams*.

Project Team

Project Teams undertake a particular project, developed during the *Planning Workshop*. They have a nominated *Team Leader* and are responsible for managing their own budget and delivering the agreed project. They have a high level of autonomy but must coordinate with other *Project Teams*.

Resources Bank

This is the pool of resources that participants have to draw on in planning the makeover and includes the makeover budget as well as other resources and “junk” – for example, things laying around a Council Depot or in someone’s garage. Often it is the up-cycling of this junk that adds the most value to the makeover.

Staff Seminar

A short presentation to Council staff and Councillors explaining how the *7 Day Makeover* works and how they can support the process.

Till Boosters

A program that shows retailers how they can improve their turnover by better engagement with the public realm.

What is Allowed Workshop

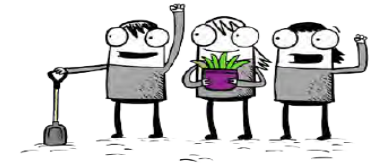
A meeting with relevant Council staff to work out how Council can deal with issues of permits, approvals, and OHS in a way that supports the makeover and lays out a very clear “field of play” for participants. This may involve trials of new, innovative approaches. This workshop results in a signed document.

Team Action Plan

Project Teams must develop their own implementation plan – who is doing what when and how much it will cost. Each team has their own *Project Plan Whiteboard*.

Volunteers’ Briefing

A public meeting on the evening of the second day of the Makeover. Participants are invited to join a *Project Team*, and help develop the *Team Action Plan*.



Westport Revitalisation Project																						
Project plan last updated 21 Aug																						
Project manager: Mike Duff / Rick Barry																						
Consultant Team: CCI - David Engwicht, Jodi Stojanov; Urban Kin - Geoff Wilkinson																						
Creative Communities Lead																						
Urban Kin Lead																						
	Week beginning	31 / 7	7 / 8	14 / 8	21 / 8	28 / 8	4 / 9	11 / 9	18 / 9	25 / 9	2 / 10	9 / 10	16 / 10	23 / 10	30 / 10	6 / 11	13 / 11	20 / 11	27 / 11	4 / 12	11 / 12	18 / 12
Task / Week	Notes	0	0	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	
0 Project set up																						
01 Contracts (CCI / UK)																						
02 Scheduling																						
Makeover / Till Boosters																						
A Preparation																						
A1 Brochure																						
A2 Facebook page																						
A3 Event booking system																						
A4 Entry 7day.com.au																						
A5 Three brochures																						
A6 Event booking system																						
B Publicity																						
C Promo visit																						
C1 Council workshops																						
C2 "What is Allowed" doc																						
C3 Public Info night																						
C4 Media																						
C5 Promotional events																						
C6 Launch event 6 thieves																						
C7 Invite applications for Demo pods																						
C8 Pre-measure of street engagement																						
C9 Create Yes! Zone doc																						
C10 Announce winners of demo pods																						
C11 Create plans for demo pods																						
C12 Launch Yes! zone																						
D Makeover																						
D0 Publicity - Makover																						
D1 Two Day Workshop																						
D2 Project Teams Formed																						
D3 Magic happens																						
D4 Launch party																						
E Till boosters																						
Build Demo Pods																						
Show & tell Wine and cheese event																						
Launch Prosperous precinct activation programme																						
F Evaluation																						

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22 August 2017

PEOPLE POWERED 7 DAY MAKEOVER TO HAPPEN IN WESTPORT

A public space in Westport is set to get a 7 Day Makeover. Which space this will be is yet to be decided, but this will happen with consultation over the coming month, depending on interest, it may be more than one. The space will be transformed on a shoe-string budget, in just seven days, using people-power. The makeover is scheduled for the last week in November.

"This is a very exciting opportunity for our town," Mayor Garry Howard said. "David Engwicht, creator of the 7 Day Makeover, will teach us a whole new way to create great public spaces, which is cheaper and delivers instant results."

For the past 25 years, David Engwicht, from Creative Communities, has been helping towns around the world transform tired, underused and unappreciated public spaces into vibrant community hubs.

"But I was frustrated," David said. "Change was often a slog, and not a lot of fun. Processes often got bogged down in endless committee meetings. Good people would throw up their hands and give up. I watched in dismay as innovative projects were often killed off by the town naysayers. So to overcome these problems, I created the 7 Day Makeover."

"The secret to the success of the 7 Day Makeover is that it's driven by the public and works on an impossibly short time-line with a very limited budget. So it doesn't get bogged down in meetings and processes."

David said he is constantly surprised by what communities can achieve in just seven days. "It is often 700% better than I imagined in my wildest dreams."

People of all ages and abilities are welcome to participate, even if they can only give one hour.

David Engwicht will present an INFO NIGHT, explaining how the 7 Day Makeover will work, and how people can get involved in mid October - Details will be advertised as soon as this is confirmed.

You can also get the latest information on the Council facebook page, like or follow the page to be kept up to date.

The 7 Day Makeover is part of a wider 'Westport Revitalisation' project, which is focused on the Clock Tower and the area surrounding this as a 'cultural hub' and better connection and utilisation of the waterfront area. The Council is creating a design framework for these areas to translate short term wins into a long term strategy and set of initiatives / projects which can be included in the 2018-2028 Long term plan. Urban Kin will be supporting BDC and Creative Communities through this project using 'place-based' methods.

Urban Kin is a design company which helps cities create places that offer delightful experiences and economic opportunity through user-experience design, urban design, and lean startup methods. Geoff Wilkinson / Urban Kin says that the methods are proven to get results and recently helped Napier, NZ win a Local Government Excellence Award in the Best Creative Place category for their City Vision project

BDC Chief Executive Andy Gowland-Douglas says: “ We chose this innovative approach to delivering this project over others as too many times in past we have seen plans created with minimal community input that have cost money and ended up on a shelf never to be seen again. The 7 day makeover creates upfront community engagement and ownership in the project and will have a tangible, visible outcome. It will show us as a community what is possible if we start now with the resources we have instead of waiting for the ‘ideal’ time, or for more resources to be available. This time may never come and in the meantime we are in limbo. The plan created will be agile enough that we can adapt to any changes in circumstances, and we can continue to make progress one piece at time. It will also allow groups such as Buller Cycling Club to have certainty on which areas they can go ahead and develop as they see fit. This is a really exciting project for our town which can be used as a template for other parts of the district in the future. We are really excited to be working with David and Geoff to make this happen and hope as many people as possible get behind the project and get involved, any contribution, no matter how small will make a difference”

-ENDS-

More information:

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David Engwicht: david@7day.com.au
Aust. mobile 0416 610 326
NZ mobile 022 403 2037

Westport Water Supply – Selection Study Project Status Report

ASSETS & INFRASTRUCTURE
PROJECT STATUS REPORT

PROJECT:	Westport Water Supply		
PORTFOLIO:	Three Waters	PROGRAM MANAGER:	S.Murphy
FUNCTION:	Utilities & Services	DATE:	22/09/17
PROJECT MANAGER:	Opus	PREPARED BY:	D.Johnson
PROJECT SPONSOR:	M.Duff	REVISION/VERSION:	0/A
ASSET OWNER:	S.Murphy	PERIOD ENDING:	September 2017
CIRCULATION:	Project Control Group; Management; Councillors		

Executive Summary

Project Lifecycle	Westport Water Supply – Long Term Alternatives Selection Study

Report Card	Status	Comment/Action Required
Overall:	✓	On target
Safety:	✓	In place
Issue/Risk:	⚠	Worksafe requirements, site works duration
Scope:	⚠	Reinstate No.1 Tunnel prioritised
Budget:	✓	On target
Schedule:	✓	On target – October milestone for No.1 Tunnel
Resources:	✓	In place – mining specialists engaged
Quality:	✓	Good

Key Code for Status		
☆	Blue	Excellent, ahead of target, objective or expectation
✓	Green	Good, on target, in place or performing well
⚠	Amber	Monitor, behind target, unsustainable or at risk
✗	Red	Poor, requires urgent action or intervention

Narrative

The Selection Study is currently prioritising the design methodology for Option 1.1 – Reinstatement No.1 Tunnel, which will also be informed by Worksafe requirements. The process will demonstrate how risks can be managed to both access the collapsed areas, clear obstructions, stabilise and ultimately resume water flow. Although it is not Worksafe practice to formally approve prescribed works, their early engagement and review will reduce the likelihood of project risks occurring. In addition, the methodology will demonstrate how the work can be completed in an efficient and cost effective manner.

Two reinstatement methods have been considered. The first is full tunnel stabilisation, starting from the exit end, progressing in by via rockbolts and shotcrete until beyond the collapsed zone. The second method is minimalist with respect to stabilisation and incorporates appropriate piping as the means to ensure water flow through that section of the tunnel. Early indications are that both methods may take up to 12 months and cost around \$1.6M, however this will be confirmed once the methodology is completed.

Current Status

- Reinstatement No.1 Tunnel Option – Design methodology in progress
- Other Selection Study Options – Alternative sites and data collection in progress

Achieved this Period

- Reinstatement No.1 Tunnel Option
  - Project team established including local mining specialists
  - Worksafe early engagement and inclusion in design reviews
  - Site visits to assess risk factors and control measures
  - Design development assessing methods for tunnel reinstatement
- Other Selection Study Options
  - Efforts currently prioritised on Reinstating No.1 Tunnel option

Planned next Period

- Reinstatement No.1 Tunnel Option
  - Complete design methodology including Worksafe review
  - Prepare cost estimates, schedule and risk register
  - Council report on Reinstatement No.1 Tunnel option
- Other Selection Study Options
  - Data collection and review to be carried out for proposed alternative sites, including:

- Planning and archaeology checks
  - Water quality requirements developed
  - Site visits, LIDAR and drone surveys
- Develop initial concepts and provide for assessment

Key Milestones/Deliverables

ID #	Description	Target Date	Actual Date
1	Council report to Reinstate No.1 Tunnel option	25/10/17	
2	Council report for final Selection Study	13/12/17	
3			
4			

Schedule Recovery

ID #	Description	Explanation/Action
1	N/A	N/A
2		
3		
4		

Budget

ID #	Description	Last Period	This Period
A	Baseline	\$ N/A	140,000
B	Current Approved	\$ N/A	140,000
C	Actuals + Accruals*	\$ N/A	10,450
D	Estimate to Complete	\$ N/A	129,950
E	Forecast (C + D)	\$ N/A	140,000
F	Variance (E – B)	\$ N/A	0

Critical Issues & Risks

Critical Issues				
ID #	Date Raised	Description	Respons.	Action/Timing
1	17/09/2017	Worksafe review	Opus	In progress
2				
3				
4				

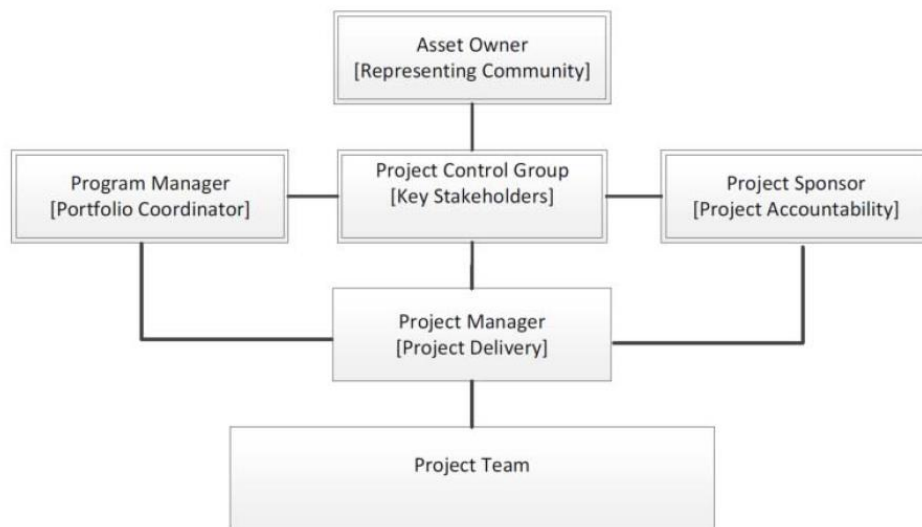
Critical Risks				
ID #	Date Raised	Description	Respons.	Action/Timing
1	12/09/17	Site works duration	BDC	Inform Council
2				
3				
4				

Change Management

Trend/Change Notices				
ID #	Date Raised	Description	Status	Action/Timing
1				
2				
3				
4				

Contract Variations				
ID #	Date Raised	Description	Status	Value
1				
2				
3				
4				

Project Governance Model



BULLER DISTRICT COUNCIL
FOR THE MEETING OF 4 OCTOBER 2017

Report for Agenda Item No 14

Prepared by - Mike Duff
- Group Manager Assets and Infrastructure

Reviewed by - Sam Murphy
- Coordinator Three Waters

Buller District Water Supplies - Quarterly Status Report September 2017

Report Summary

The purpose of this report is to provide a quarterly status update on Council water supplies in the Buller District in terms of overall performance, critical issues and compliance with:

- Health (Drinking Water) Amendment Act 2007
- Drinking Water Standards of New Zealand 2005 (rev 2008)

As we are ultimately responsible under legislation, it is incumbent on Council to ensure these water supplies provide safe, reliable and adequate drinking water for the communities.

Draft Recommendation

That the report be received for information.

Issues and Discussion

As the registered drinking water supplier under section 69J of the Health Act 1956, Council accepts its responsibilities and will take all practicable steps to ensure the health and well-being of all consumers.

This will be achieved through the strategic direction outlined by our 5-point plan:

1. Responsibility - Waterworks owned or under the control of the Water Supplier
2. Authority - Relevant consents and access permissions held by the Water Supplier
3. Application - Protection of waterworks, environment and public safety
4. Coordination - Organised management of water supply programs of work
5. Implementation - Best-practice processes for delivering water supply projects

Aligned to our 5-point plan, Council is targeting the following direct action initiatives:

- Water Safety Plans and Catchment Risk Assessments
- Resource Consents, Easements and Land Acquisitions
- Water Supply Bylaw
- Accountability for delivering the water supply work program
- Best practice project delivery model to ensure successful outcomes

The Ministry of Health has provided the following statement in regard to Council's role as a registered drinking water supplier:

"The MoH acknowledges the Buller District Council's strategic direction in managing drinking water infrastructure within its District. Councils are ideally placed to provide these services to fulfil their obligations under the Local Government Act, Resource Management Act and Health Act as they relate to the provision of safe drinking water. The safe operation of drinking water supplies requires specific expertise and co-ordination between agencies to ensure management is holistic and sustainable. Failure in these key areas were identified as contributing factors to the Havelock North water supply contamination incident."

The following summary report provides an update on each of Council's eight drinking water supplies:

- Hector-Ngakawau
- Inangahua Junction
- Little Wanganui
- Mokihinui
- Punakaiki
- Reefton
- Waimangaroa
- Westport

The report-card status refers to the key code shown below:

Key Code for Status		
	Blue	Excellent, ahead of target, objective or expectation
	Green	Good, on target, in place or performing well
	Amber	Monitor, behind target, unsustainable or at risk
	Red	Poor, requires urgent action or intervention

1. Hector-Ngakawau:

- Summary:
  - Overall Performance:  Non-compliant to DWSNZ
  - Critical Issues:  Untreated supply, access, community support
  - Compliance:  Permanent boil water notice
- Responsibility & Authority:
  - Water Supplier:  Council
  - Resource Consents:  RC 01284/1/2/3, expires 26 June 2037
  - Land Acquisitions & Easements:  Easement required across private land
- Progress:
  - Current Status:
    -  Under review with Ngakawau-Hector Water Society Incorporated (NHWSI)
  - Achieved This Period:
    -  Meeting held between Council and NHWSI
    -  Action plan developed and progressed
    -  Representation made to CDHB supporting register change
    -  New MoH directive on critical control points (CCP's) integrated into Water Safety Plan/Catchment Risk Assessment
  - Planned Next Period:
    -  Population count process completed and verified
    -  Resolve register change issue informed by CDHB response
    -  Review transfer criteria according to LGA 2002 Section 131
  - Key Milestones:
    -  Secured access by early 2018
    -  Compliant to DWSNZ by early 2018
    -  Approved Water Safety Plan by early 2018
  - Budgets:
    -  Current Account Balance = +\$301,360
    -  Available CAP Subsidy = +\$220,000

2. Inangahua Junction:

- Summary:
  - Overall Performance: ☒ Good
  - Critical Issues: ☐ Resource consent, access
  - Compliance: ☒ Good
- Responsibility & Authority:
  - Water Supplier: ☒ Council
  - Resource Consents: ☐ Consent required to ensure supply
  - Land Acquisitions & Easements: ☒ Easement required across private land or relocate pipeline
- Progress:
  - Current Status:
    - ☒ Compliant to DWSNZ 2005
  - Achieved This Period:
    - ☒ Assessed new easement versus relocating pipeline
    - ☒ New MoH directive on critical control points (CCP's) integrated into Water Safety Plan/Catchment Risk Assessment
  - Planned Next Period:
    - ☒ Finalise resource consent and access requirements
    - ☒ Provide updated WSP/CRA to CDHB
  - Key Milestones:
    - ☒ Secured access by November 2017
    - ☒ Approved resource consent by November 2017
    - ☒ Approved Water Safety Plan by November 2017
  - Budgets:
    - ☒ Current Account Balance = -\$46,736
    - ☒ Available CAP Subsidy = \$0

3. Little Wanganui:

- Summary:
  - Overall Performance: ☒ Non-compliant to DWSNZ
  - Critical Issues: ☒ Untreated supply, access
  - Compliance: ☒ Permanent boil water notice
- Responsibility & Authority:
  - Water Supplier: ☒ Council
  - Resource Consents: ☒ RC 96064V, expires 5 January 2039
  - Land Acquisitions & Easements: ☒ Easement required across private land
- Progress:
  - Current Status:
    - ☒ Quality of existing supply
  - Achieved This Period:
    - ☒ Reviewed point of supply treatment options
    - ☒ New MoH directive on critical control points (CCP's) integrated into Water Safety Plan/Catchment Risk Assessment
  - Planned Next Period:
    - ☒ Finalise easement process with landowner
    - ☒ Provide updated WSP/CRA to CDHB
  - Key Milestones:
    - ☒ Secured access by November 2017
    - ☒ Approved Water Safety Plan by November 2017
  - Budgets:
    - ☒ Current Account Balance = +\$49,897
    - ☒ Available CAP Subsidy = \$0

4. Mokihinui:

- Summary:
  - Overall Performance:  Non-compliant to DWSNZ
  - Critical Issues:  Untreated supply, access
  - Compliance:  Permanent boil water notice
- Responsibility & Authority:
  - Water Supplier:  Council
  - Resource Consents:  RC 01283/1/2/3/4/5, expires 26 June 2037
  - Land Acquisitions & Easements:  Easement required across private land
- Progress:
  - Current Status:
    -  Quality of existing supply
  - Achieved This Period:
    -  Continued delay in GIS mapping of existing water assets
    -  Reviewed point of supply treatment options
    -  New MoH directive on critical control points (CCP's) integrated into Water Safety Plan/Catchment Risk Assessment
  - Planned Next Period:
    -  Complete survey, finalise easement process with landowner
    -  Provide updated WSP/CRA to CDHB
  - Key Milestones:
    -  Secured access by early 2018
    -  Approved Water Safety Plan by November 2017
  - Budgets:
    -  Current Account Balance = +\$47,757
    -  Available CAP Subsidy = \$0

5. Punakaiki:

- Summary:
  - Overall Performance: ☒ Good
  - Critical Issues: ☐ System resilience, access
  - Compliance: ☒ Good
- Responsibility & Authority:
  - Water Supplier: ☒ Council
  - Resource Consents: ☒ RC 06183, expires 1 July 2045
  - Land Acquisitions & Easements: ☐ Land acquisition under review
- Progress:
  - Current Status:
    - ☒ Compliant to DWSNZ 2005
  - Achieved This Period:
    - ☒ Access track safety improvements completed
    - ☒ Substantial network leak found and fixed
    - ☒ PLC improvements of the treatment plant functionality
    - ☒ Reviewed Public Works Act process for land acquisition
    - ☒ Quarterly newsletter commenced to update community
    - ☒ New MoH directive on critical control points (CCP's) integrated into Water Safety Plan/Catchment Risk Assessment
    - ☒ Public meeting held to discuss current system and options
  - Planned Next Period:
    - ☒ Develop action plan in response to public meeting priorities and update/review with the community
    - ☒ Confirmation of raw water source and catchment area
    - ☒ Sample testing of raw water for contaminants (microbiological, chemical, physical)
    - ☒ Progress Public Works Act for access requirements
    - ☒ Provide updated WSP/CRA to CDHB
  - Key Milestones:
    - ☒ Agreed action plan by November 2017
    - ☒ Approved Water Safety Plan by November 2017
    - ☐ Secured access in accordance with Public Works Act timeline
  - Budgets:
    - ☒ Current Account Balance = -\$97,819
    - ☒ Available CAP Subsidy = \$0

6. Reefton:

- Summary:
  - Overall Performance: ☒ Good
  - Critical Issues: ☐ High water usage
  - Compliance: ☒ Good
- Responsibility & Authority:
  - Water Supplier: ☒ Council
  - Resource Consents: ☒ RC 12082, expires 6 December 2036
  - Land Acquisitions & Easements: ☒ Secured
- Progress:
  - Current Status:
    - ☒ Compliant to DWSNZ 2005
  - Achieved This Period:
    - ☒ New MoH directive on critical control points (CCP's) integrated into Water Safety Plan/Catchment Risk Assessment
  - Planned Next Period:
    - ☐ Complete leak detection and high usage analysis
    - ☒ Provide updated WSP/CRA to CDHB
  - Key Milestones:
    - ☐ Complete high usage investigation by December 2017
    - ☒ Approved Water Safety Plan by November 2017
  - Budgets:
    - ☒ Current Account Balance = -\$52,309
    - ☒ Available CAP Subsidy = \$0

7. Waimangaroa:

- Summary:
  - Overall Performance:  Creek source quality and resilience
  - Critical Issues:  Untreated supply
  - Compliance:  Permanent boil water notice
- Responsibility & Authority:
  - Water Supplier:  Council
  - Resource Consents:  Consent required for new bore
  - Land Acquisitions & Easements:  Council land
- Progress:
  - Current Status:
    -  Quality and resilience of existing supply
  - Achieved This Period:
    -  Test bore aquifer on Council land has suitable quality/quantity
    -  Quarterly newsletter commenced to update community
    -  New MoH directive on critical control points (CCP's) integrated into Water Safety Plan/Catchment Risk Assessment
  - Planned Next Period:
    -  Test pump bore to confirm no impact to affected parties
    -  Complete resource consent and production bore
    -  Finalise delivery main and Water Treatment Plant design
    -  Complete procurement and contract award process
    -  Provide updated WSP/CRA to CDHB
  - Key Milestones:
    -  Approved resource consent by November 2017
    -  Complete design and contract award by November 2017
    -  Complete new water supply by early 2018
    -  Approved Water Safety Plan by December 2017
  - Budgets:
    -  Current Account Balance = +\$15,715
    -  Available CAP Subsidy = +\$400,000

8. Westport:

- Summary:
  - Overall Performance: ⚠ Monitor, levels recovering, risk reduction
  - Critical Issues: ⚠ Reservoir levels, No.1 Tunnel repairs
  - Compliance: ✅ Good
- Responsibility & Authority:
  - Water Supplier: ✅ Council
  - Resource Consents: ✅ RC 03081/1/2/3/4/5, expires 30 June 2040
  - Land Acquisitions & Easements: ✅ Secured
- Progress:
  - Current Status:
    - ⚠ Water sourced from Keoghan pump station, Ballarat Creek
  - Achieved This Period:
    - ✅ Initiated CIMS based response to risk reduction activities
    - ✅ Community engagement including public meetings
    - ✅ Monitoring current status (refer Attachment A)
    - ✅ Contingency options risk assessed (refer Attachment B)
    - ✅ Selection Study for alternative long-term options progressed (refer separate report)
    - ✅ Option for Reinstating No.1 Tunnel prioritised, involving local mining specialists and Worksafe
    - ✅ New MoH directive on critical control points (CCP's) integrated into Water Safety Plan/Catchment Risk Assessment
  - Planned Next Period:
    - ⚠ Continue CIMS based risk reduction activities and contingency plans
    - ✅ Council report to Reinstate No.1 Tunnel option
    - ✅ Provide updated WSP/CRA to CDHB
  - Key Milestones:
    - ⚠ Council report to Reinstate No.1 Tunnel by October 2017
    - ✅ Council report for final Selection Study by December 2017
    - ✅ Approved Water Safety Plan by December 2017
  - Budgets:
    - ✅ Current Account Balance = -\$696,269
    - ✅ Available CAP Subsidy = \$0

Considerations

1. Strategic Impact

Reliable delivery of safe drinking water and upgrade of assets for Council water supplies are priority projects in our LTP and critical to the success of our district.

2. Significance Assessment

This is of high significance, given the need for safe drinking water and the critical risk to our health and welfare if we fail to address appropriately.

3. Risk Analysis

Under legislation, Council must apply a risk-based approach, (ie what could go wrong?) and ensure all practicable steps are being taken to manage risk. This requires knowledge of the legal framework, capacity to perform required duties, and capability to prepare and maintain key instruments including catchment risk assessments and water safety plans.

4. Policy/Legal Considerations

Council must comply with the relevant policy and legal requirements including Health (Drinking Water) Amendment Act 2007 and Drinking Water Standards of New Zealand. 2005 (rev 2008).

5. Tangata Whenua Considerations

Nil noted.

6. Views of Those Affected

Public consultation has been held previously in district communities regarding water supplies. The strategic direction for water supplies has been communicated to those affected.

7. Costs

In most instances, costs for water supply upgrades in our district have been budgeted in our Annual Plan. This is supplemented by subsidies received from Central Government via the Drinking Water Subsidy Scheme and Capital Assistance Funding (CAP).

Compliance costs associated with more stringent legislation which may occur in the future will be considered as part of future Long Term Planning.

8. Benefits

Provision of reliable and adequate safe drinking water for our water supplies is a core function of Council and benefits the health of our residents and visitors.

9. Media/Publicity

Publicity in some communities is expected, not all of which will be positive. However, this should not deter from the valid reasons of providing safe drinking water.

Westport Water Supply - Current Status - September 2017

Summary

- Westport raw water supply from Keoghan pump station January 2017
- Conservation Notice 21 April 2017, Restriction Notice 5 May 2017
- Essential Use Notice 8 September 2017
- Historical daily usage = 65 L/s = 5.6 ML/day (4%)

Levels & Capacity

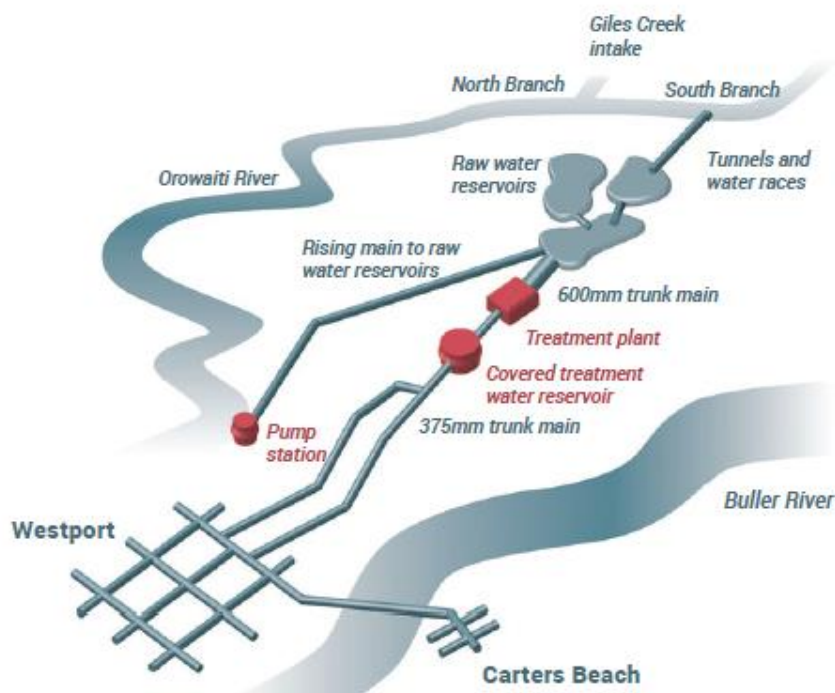
- Raw water reservoir, combined 3 ponds, RL 130.80 = 129.8 ML (100%)
- Thresholds:
  - Conservation Notice, RL 130.02 = 97.4 ML (75%)
  - Restriction Notice, RL 129.59 = 77.9 ML (60%)
  - Essential Use Notice, RL 129.28 = 64.9 ML (50%)
  - Low Level, RL 127.91 = 26.0 ML (20%) * To avoid WTP issues
- Current: RL 129.72 = 83.7 ML (64.2%)

Supply & Demand

- Keoghan pump station, continuous operation = 85 L/s = 7.3 ML/day (6%)
- Other supplies (including Ballarat Creek) = 20 L/s = 1.7 ML/day (1.5%)
- Average usage this period = 60 L/s = 5.2 ML/day (4%)
- Maximum recovery rate, pumped system = 45 L/s = 3.9 ML/day (2%)

Reserves (assuming no pumping and average usage)

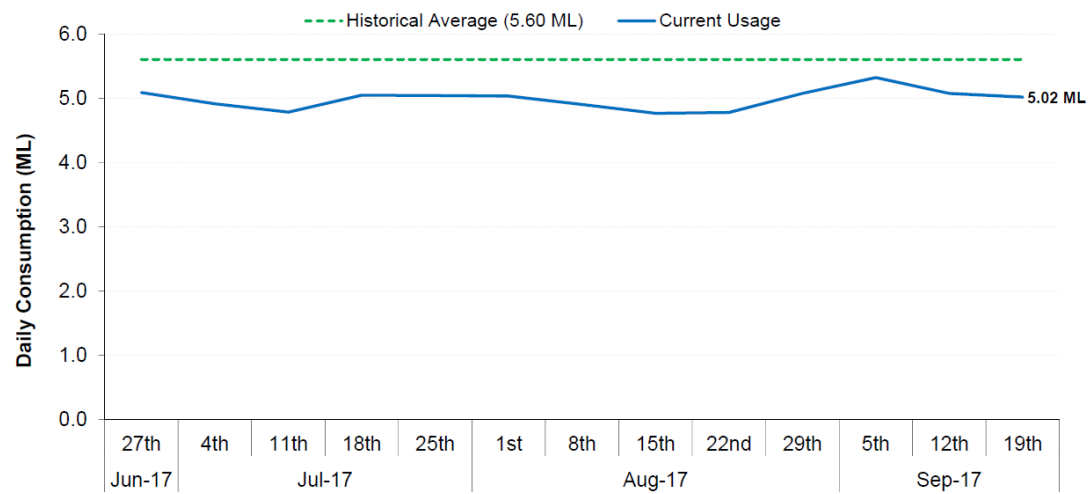
- Reservoir loss per day = 5.2 ML/day (4%)
- Estimated reserves:
  - Full 100% to Low Level 20% (129.8-26.0 = 103.8 ML) = 21 days
  - Current 64.2% to Low Level 20% (83.7-26.0 = 57.7 ML) = 11 days



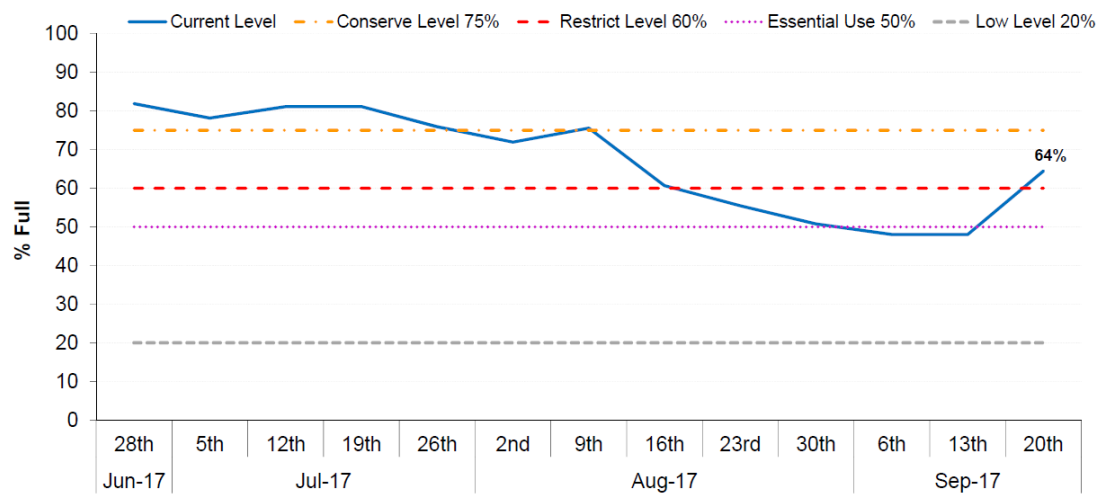
Performance Statistics

Westport Water Supply - Performance Statistics				Rev: 0	Ver: 1
Legend	Input	Auto	Date: 20/09/2017 8:50		
			Authorised:  Mike Duff		
1. Reservoir			Level (RL)	Volume (m3)	Full (%)
			This Period		
			129.72	83,721	64%
			Last Period		
			129.66	81,035	62%
			Change		
			0.06	2,686	2%
2. Usage & Reserve			Consumption (m3)	Reserve (days)	
			This Period	This Period	
			5,018	11.1	
			Last Period	Last Period	
			4,863	10.6	
			Change	Change	
			155	0.5	
3. Supply			Operation (hrs)	Availability (%)	Flow (L/s)
					Delivery (m3)
Weighted Total	Check	This Period	100%	110	9,504
		Last Period	97%	110	9,198
		Change	3%	0	306
Keoghans	Weighting	This Period			
		24	100%	85	7,344
		Last Period			
		23	96%	85	7,038
		Change			
Ballarat	Weighting	1	4%	0	306
		This Period			
		24	100%	15	1,296
		Last Period			
		24	100%	15	1,296
Other	Weighting	Change			
		0	0%	0	0
		This Period			
		24	100%	10	864
		Last Period			
24	100%	10	864		
Change					
0	0%	0	0		
4. Daily Status			Supply (m3)	Usage (m3)	Gain (m3)
					Balance (m3)
			9,504	5,018	2,686
					-1,800

Daily Consumption – Rolling Quarterly



Reservoir Status – Rolling Quarterly



Attachment B

WESTPORT WATER SUPPLY – PUMPED SYSTEM RISK ASSESSMENT – SEPTEMBER 2017

Event	No	Cause	Risk Without Preventative Measures Likelihood x Consequence	Indicators	Preventative Measures in Place	Controlled	Residual Risk Likelihood x Consequence	Resp.	Timing	Current Status
Pump Failure	1	Pump Motor Failure	High Possible x Moderate	Loss of water supply Alarm	Spare pump and motor purchased. Installation to be arranged for enable a third pump available	Yes	Moderate Possible x Minor	WestReef / BDC	Third pump to be installed and wired ready to use before end of May	Third pump installed and commissioned
Pump Failure	2	Pump Housing Failure	High Possible x Moderate	Leak evident	Spare pump and motor purchased. Installation to be arranged to enable a third pump available.	Yes	Moderate Possible x Minor	WestReef / BDC	Third pump to be installed and wired ready to use before end of May	Third pump installed and commissioned
Pump Failure	3	Pump Impeller Failure	High Possible x Moderate	Loss of pump efficiency Low flow rate	Spare pump and motor purchased. Installation to be arranged for enable a third pump available	Yes	Moderate Possible x Minor	WestReef / BDC	Third pump to be installed and wired ready to use before end of May	Third pump installed and commissioned

Event	No	Cause	Risk Without Preventative Measures Likelihood x Consequence	Indicators	Preventative Measures in Place	Controlled	Residual Risk Likelihood x Consequence	Resp.	Timing	Current Status
Electrical	4	Mains Power Failure	High Possible x Major	No power to pump building Alarm	Standby generator available ESL electricians available on short notice to wire generator to shed if required.	Yes	Moderate Possible x Minor	WestReef / BDC / Electrician	Confirmation from ESL received confirming availability to wire generator if required	Measure in place
Electrical	5	Pump Motor – Loss of electricity	High Possible x Major	No power to pump building Alarm	Standby generator available from ESL ESL to install cabling across creek to enable generator to be plugged in on the Westport side of the creek. This will ensure pump down time is minimal	Yes	Moderate Possible x Minor	WestReef / BDC / Electrician	Quote from ESL received.	In Progress
Electrical	6	Switchboard Failure	High Possible x Major	No power to pump building General failure Alarm	ESL Electricians are undertaking an analysis of the switchboard to determine what parts would need to be stocked as critical spares.	Yes	High Possible x Major	WestReef / BDC / Electrician	Surge protection has been recommended by the Electrician. To be completed by 12 th May 2017	Measures in place

Event	No	Cause	Risk Without Preventative Measures Likelihood x Consequence	Indicators	Preventative Measures in Place	Controlled	Residual Risk Likelihood x Consequence	Resp.	Timing	Current Status
Electrical	7	Alarm generation		SCADA alert Operator notified	Text alerts currently in place. Additional alerts to be set up as part of analysis by ESL.				Additional alarm support in place with 24/7 monitored cell phone	Measures in place
Electrical	8	Level Control	Moderate Possible x Minor	Alarm generation Pump runs out of water	Spare level controller available ESL electricians available on short notice to replace if required.	TBC	Low Possible x Insignificant	WestReef / BDC / Electrician	Completed. Spare onsite	Spare onsite
Electrical	8	SCADA	Moderate Possible x Minor	Alarm generation Remote monitoring and control of pump station	SCADA and PLC upgrade to allow monitoring and control via SCADA	TBC	Low Possible x Insignificant	WestReef / Electrician	Physical works being undertaken and expected to be installed and commissioned by 27 th September	In Progress

Event	No	Cause	Risk Without Preventative Measures Likelihood x Consequence	Indicators	Preventative Measures in Place	Controlled	Residual Risk Likelihood x Consequence	Resp.	Timing	Current Status
Electrical	9	Flow Control	Moderate Possible x Minor	Alarm generation	Spare level controller available ESL electricians available on short notice to replace if required.	TBC	Low Possible x Insignificant	WestReef / BDC / Electrician	Completed. Spare onsite	Spare onsite

Fittings	10	Valve failure	High Possible x Major	Loss of water Leakage High pressure alarm	Series of spare butterfly and sluice valves onsite	Yes	Moderate Possible x Minor	WestReef / BDC	Completed. Spare onsite	Spare onsite
Fittings	11	Cast Bends	High Rare x Major	Loss of water Leakage	Very unlikely to fail but no spares kept in Westport. BDC to seek pricing on spares	Yes	Moderate Possible x Minor	WestReef / BDC	3 rd pump availability. Any new bands can be manufactured by Rea Engineering	Third pump installed and commissioned

Event	No	Cause	Risk Without Preventative Measures Likelihood x Consequence	Indicators	Preventative Measures in Place	Controlled	Residual Risk Likelihood x Consequence	Resp.	Timing	Current Status
Pipeline	12	Slip – Pipeline breakage	High Possible x Major	Loss of water Leakage evident	No pipe held in stock at WSL, Hynds pipes have committed to holding several lengths of this pipe including couplers and EF welder. These would then be available on standby from Greymouth if required	Partially	Moderate Possible x Minor	WestReef / BDC	Pipe held in stock	Pipe held in stock

Pipeline	13	General pipe failure – burst, shear etc	High Possible x Major	Loss of water Leakage evident	No pipe held in stock at WSL, Hynds pipes have committed to holding several lengths of this pipe including couplers and EF welder. These would then be available on standby from Greymouth if required.	Partially	Moderate Possible x Minor	WestReef / BDC	Pipe held in stock	Pipe held in stock
Environmental	14	Algae – Blinding of screen – restricted abstraction of water	Moderate Likely x Minor	Algae visible on screen Lower water volume in wet well	Water blaster available Sun shade over weir Dig out pool upstream of weir to increase depth and prevent sunlight from increasing algal growth.	Yes	Low Unlikely x Insignificant	WestReef	A seasonal issue. Not present at the moment. Screen is monitored daily however	Screens cleaned as required

Event	No	Cause	Risk Without Preventative Measures Likelihood x Consequence	Indicators	Preventative Measures in Place	Controlled	Residual Risk Likelihood x Consequence	Resp.	Timing	Current Status
Environmental	15	Blinding of screen due to silt and clays etc in creek	High Likely x Moderate	Reduced flow to pump well	Depending on how poor the water quality is, a wedge can be used to partially open the screen and allow increased water flow	Partially	Moderate Likely x Minor	WestReef	Wedge is put in place by WestReef when required.	Screens cleaned and wedge in place as required
Environmental	16	Sand / Grit Water Quality	Moderate Likely x Minor	Sand evident in wet well and screen bottom Wear on fittings and pump	Pump sand out of chamber Pre-empt storm events that are likely to increase sand and close inlet valve to pump chamber to isolate sand	Yes	Moderate Likely x Insignificant	WestReef	Spare pump set is available on-site if wear on pump causes damage or failure	Spare pump kit onsite

Event	No	Cause	Risk Without Preventative Measures Likelihood x Consequence	Indicators	Preventative Measures in Place	Controlled	Residual Risk Likelihood x Consequence	Resp.	Timing	Current Status
Environmental	17	Sand /Grit Water Quality	High Likely x Moderate	Screen blinding Reduced flow to pumps resulting in pump shut off	Screen can be partially wedged open to accept lower quality water; this does cause additional wear on the pump. A hole is to be dug adjacent the current pump station to see whether cleaner water is available to enable longer pump times. If cleaner water is found, bore or casing called be installed to enable pumping from this location into the existing pump wet well.	Partially	High Possible x Moderate	WestReef	Wedge is put in place by WestReef when required. Hole to be dug adjacent PS by 12 May 2017 to confirm feasibility.	Wedge used as required Papa layer was struck at 1.5m deep, no water present (papa layer could be very deep)
Environmental	18	Major Flooding	Extreme Likely x Major	Major scouring Water through pump building	Concrete ford being priced up to ensure access to plant and reduce likelihood of scouring.	No	Extreme Likely x Major	WestReef / BDC	Meeting organised with Adams Construction to go over design. To be scheduled for 12 May 2017	Meeting complete, quote for ford being prepared

Event	No	Cause	Risk Without Preventative Measures Likelihood x Consequence	Indicators	Preventative Measures in Place	Controlled	Residual Risk Likelihood x Consequence	Resp.	Timing	Current Status
Environmental	18	Major Flooding and Access to Pump Station	Extreme Likely x Major	No access to pump station	Foot bridge across weir to be installed	No	Moderate Possible x Minor	WestReef / BDC	WestReef looking at options to enable access. Likely to be a footbridge across the weir	In progress
Water Quality	19	Algal bloom in reservoirs	Moderate Possible x Minor	Extra backwashes on sand filters Reduced filter run times Evident in floc tank	Extra plant operation by Operator Floc tank has been installed as part of upgrade.	Partially	Moderate Possible x Minor	WestReef	No algal issue at present	No issue at present
Water Quality	20	Lower water quality delivered to reservoirs	High Likely x Moderate	Plant is designed to treat poorer water quality	Upgraded water treatment plant is designed to treat varying water quality	Yes	Moderate Possible x Minor	WestReef	Plant is currently able to treat water. Increased backwashing may occur if poor water conditions occur which lowers reservoir volume	No issue at present

Event	No	Cause	Risk Without Preventative Measures Likelihood x Consequence	Indicators	Preventative Measures in Place	Controlled	Residual Risk Likelihood x Consequence	Resp.	Timing	Current Status
Water Quality	21	Lower water quality delivered to reservoirs	High Likely x Moderate	Low quality water entering No.1 reservoir can short circuit to WTP causing plant performance issues	Water can be rerouted and feed WTP from No.3 reservoir to enable a longer time for solids to settle out of the water	Partially	Moderate Possible x Minor	WestReef	Water is currently being fed from either No.1 or No.3 dam depending on the water quality	Water is being fed from either dam as required.
Water Quality	22	Lower water quality delivered to reservoirs	High Likely x Moderate	Due to pumps shutting off from poor water quality, reservoir levels are not replenished	An alternative raw water source can be found to supplement supply from Keoghan pump station	Partially	Moderate Possible x Minor	WestReef / BDC	Options from adjacent water sources are being investigated	Ballarat Creek and other sources currently online, delivering additional supply

Event	No	Cause	Risk Without Preventative Measures Likelihood x Consequence	Indicators	Preventative Measures in Place	Controlled	Residual Risk Likelihood x Consequence	Resp.	Timing	Current Status
Water Quality	23	Lower water quality delivered to reservoirs	High Likely x Moderate	Due to pumps shutting off from poor water quality, reservoir levels are not replenished	If water flow through the tunnel could be reinstated, the pumped system would no longer be needed as the primary supply	Yes	Low Possible x Insignificant	WestReef / BDC	Options to unblock the tunnel from the outside are being investigated	Tunnel flooding currently being assessed, which could push through the obstruction sufficient to reinstate water flow
Water Quality	24	Lower water quality delivered to reservoirs	High Likely x Moderate	Due to pumps shutting off from poor water quality, reservoir levels are not replenished	If an entirely separate water supply system could be acquired, the dependency on the pumped system would be diminished or eliminated completely	Yes	Low Possible x Insignificant	BDC	If the Holcim water supply system was acquired by Council, it could be connected to the reticulated network in the Carters Beach area to provide an alternative source	Council staff investigating potential

RISK ANALYSIS TABLE

	Consequence				
Likelihood	Insignificant	Minor	Moderate	Major	Catastrophic
Almost certain	Moderate	High	High	Extreme	Extreme
Likely	Moderate	Moderate	High	Extreme	Extreme
Possible	Low	Moderate	High	High	Extreme
Unlikely	Low	Low	Moderate	High	High
Rare	Low	Low	Moderate	High	High

BULLER DISTRICT COUNCIL

FOR THE MEETING OF 4 OCTOBER 2017

Report for Agenda Item No 15

Prepared by - Wendy Thompson
- Financial Accountant

Reviewed by - Dean Phibbs
- Manager Corporate Services

Financial Performance - July 2017

Report Summary

To provide the Council with an update on the operational performance to 31 July 2017.

Draft Recommendation

That the report be received for information.

Operational Financial Performance

Operational Performance Report - Summary of Results July 2017

	Actual YTD	Budget YTD	Projected Full Year	Budget Full year	Projected variance full year
Income	\$517,000	\$626,800	\$21,818,500	\$21,818,500	0
Expenditure	\$1,632,100	\$1,724,600	\$22,599,000	\$22,599,000	0
					\$0

Dashboard - Operational Financial Performance Indicators

ACTIVITY	REVENUE	EXPENDITURE	Comment
Democracy			
Property Amenities & Reserves			
Economic Development, Tourism & Museum Support			

ACTIVITY	REVENUE	EXPENDITURE	Comment
Community Services			
Regulatory			Timing variance dog control & food premise licencing
Roading			
Solid Waste			
Support			
Wastewater			
Water			Timing of water supply catchment risk analysis
Airport			

BULLER DISTRICT COUNCIL
FOR THE MEETING OF 4 OCTOBER 2017

Report for Agenda Item No 16

Prepared by - Lynn Brooks
- Management Accountant

Reviewed by - Dean Phibbs
- Manager Corporate Services

Significant Projects Report

Report Summary

This report summarises significant projects and priorities of Council at 31 July 2017. It records both current and future work streams, and is for discussion and monitoring purposes. It should be read in conjunction with the attachment.

Draft Recommendation

That the report be received for information.

Issues and Discussion

The report provides a high summary of some projects and priorities of Council by each of the following sectors:

- 1 Mayor, Councillors and Chief Executive
- 2 Community and Environment
- 3 Corporate Services
- 4 Operations
- 5 Significant Projects

This report does not include every task undertaken, such as low value routine roading contract work or other regular services provided by Council. Instead it highlights the high value projects at an aggregated level, and/or the non-routine projects.

The Chief Executive and Council are to advise if there are other projects or priorities to be included in the next monthly report to Council.

The following table shows each section of the report as a high level overview. This is similar to other “traffic light” indicators used in Council documents such as the Annual Plan, Long Term Plan and other reports and is included for consistency with those formats.

Activity	Indicator	Comment
Mayor, Councillors and Chief Executive		
		Progress continues with the Little Wanganui/Tapawera/Wangapeka Road and a business case began in April 2017. Advocacy for the IFHC has been stepped up on behalf of the community. Shared services and review projects are progressing as planned.
		Advocacy for the West Coast Regional Council projects (Westport Flood Protection, Carters Beach and Granity/Ngakawau sea erosion) continues. The future of Westport Port was considered in the August 2017 full Council agenda.
Community and Environment		
		The current tasks are on plan and budget. Attention must be paid to the resources required to complete all bylaw reviews which are required in 2017/2018. Freedom Camping is a topical issue and all West Coast Councils are working on a joint solution toward this issue.
Corporate Services		
		The Long Term Plan is in the planning phase. The Annual Report is progressing as planned.
Significant Projects		
		The District Plan Review and Rates Overhaul are progressing as planned. Work continues on the Information Management system which is a key project.

Assets and Infrastructure		
Roading and Urban Development	●	District Signage has progressed and billboards have been installed. Roading contracts are being completed as planned. Advocacy for the Karamea Highway Special Purpose Road designation continues.
Water Supplies	●	The Westport water project is progressing with external advice being prepared for presentation to Council. Investigations into the Waimangaroa Water treatment system continues.
Wastewater	●	Projects progressing as planned.
Property, Amenities & Reserves	●	Peel Street Yard, site testing, analysis and risk assessment in progress.
	●	Earthquake report on Carnegie Library to be completed.

LEGEND

Project on time and budget ● Project delays or budget overruns ●

Considerations

1. Strategic Impact

The report helps to monitor the outcomes provided for the community against the strategic direction of Council. In particular, it reports on the effectiveness of the “consolidate and hold” position taken in the last Long Term Plan where it was agreed to minimise rates increases and limit new services or capital spending to those things that could be used as a springboard for district economic growth.

2. Significance Assessment

The Significance and Engagement Policy sets out the criteria and framework for a matter or a transaction to be deemed significant. The Significance and Engagement Policy is written in accordance with The Local Government Act 2002 (LGA 2002) section 76AA. This part of the Act sets the general approach to determine if a proposal or decision is significant requiring the Council to make judgements about the likely impact of that proposal or decision on:

The district -

- a) The persons who are likely to be particularly affected by, or interested in, the proposal or decision;
- b) The financial impact of the proposal or decision on the Council’s overall resources; and

- c) The capacity of the Council to perform its role and carry out its activities, now and in the future.

The content included in this report has been consulted on with the community through the Long Term Plan and Annual Plan process.

3. Values Assessment

The Buller District Council values are: One Team; Community Driven; We Care; Integrity; and Future Focussed. This report presents the significant projects which are important for the community and the future of the district. Reporting on the significant projects provides an opportunity to review if the areas of focus align with our values.

4. Risk Analysis

Risk is assessed by taking into account the likelihood of an event occurring and the result of that event.

Significant projects are perceived to have some greater than usual potential to place Council at risk as the costs involved can be significant, or the project may have greater technical and legal issues. This risk is mitigated by engaging suitably qualified staff to monitor and regularly report on the projects therefore acting on any issues that arise early on, and to ensure the project progress is well understood by staff and governance.

5. Policy/Legal Considerations

The Local Government Act 2002 governs the activities of Council and sets out the requirement for consultation on the Annual Plan and Long Term Plan to agree the budgets and activities to be funded.

This report assists with two key purposes of that Act (refer to section 3) stating the purpose of the Act is to promote the accountability of local authorities to their communities; and provide for local authorities to play a broad role in meeting the current and future needs of their communities for good-quality local infrastructure, local public services, and performance of regulatory functions.

6. Tangata Whenua Consultation Considerations

The contents of the report are not a matter requiring consultation with tangata whenua or community groups.

7. Views of those affected

There is no need to consult with the public or affected parties due to the information being previously consulted upon through Annual Plan processes.

The community will have interest in the progress of the projects and priorities included in the report because new spending affects annual rates charges, and the effectiveness of advocacy has the potential to improve community wellbeing.

8. Costs

There are no extraordinary costs for the items included in this report, as these projects have been budgeted for in the Annual Plan. Some of the significant projects have no monetary cost to Council as they are for advocacy.

9. Benefits

The benefits of reporting on reviewing the significant projects and priorities are understanding the timelines, budgets, resourcing and opportunities that exist for Council.

Reporting on the significant projects and priorities allows Council to compare the activities of Council against the core strategy of Council.

10. Media/Publicity

There are many media or publicity opportunities with the content of this report.

Significant Projects Report

Indicator	Project Description	Project Manager	Carry Over (over/under)	2017/18 Budget	Total Budget	Actual Cost to July 2017	Project status	Scope, Design, etc	Quote, Tender, etc	Planned Start Date	Planned Completion	Date of completion	Comments / Issues
	MAYOR, COUNCILLORS & CEO												
	Little Wanganui/ Tapawera/ Wangapeka Road Advocacy	GH + CEO	0	0			In progress			Nov-15			August Council resolution - ongoing.
	Ultra Fast Broadband Advocacy	GH + CEO + IT	0	0			In progress			Nov-15			Government Announcement with WC Projects 2019. Delivery by Chorus. Progressing with MOC, Creative Developments and BEL.
	Integrated Family Health Centre Advocacy	GH + CEO	0	0						Nov-16	Nov-17		Advocacy stepped up on behalf of community.
	Housing for Elderly - Advocacy	GH	0	0						Jun-16	Jun-18		Housing stock & ownership structure i.e. Trust to be investigated.
	Carters Beach Sea Erosion Advocacy	GH + CEO	0	0						Aug-17			Community Meetings Held. Advocacy role only. Responsibility is with WCRC.
	Ngakawau/Granity Sea Erosion Advocacy	GH + LB	0	0						Aug-17			Community Meetings Held. Advocacy role only. Responsibility is with WCRC.
	Westport Flood Mitigation Advocacy	GH	0	0			ongoing						WCRC project. BDC role is advocacy. WCRC Submissions on this issue closed 17 February 2017.
	Future of Westport Port	CEO, DP & SL	0	0			under continual review			Dec-15	Jun-18		AP, LTP Strategy, CCTO Committee and BHL as per August 2017 resolution.
	Holcim Exit	GH	0	0									Exit Plan.
	17A Review - Local Government Act 2002	CEO	0	0			ongoing			Apr-17			Required to review cost effectiveness of current arrangements for meeting community needs.
	Representation Review	CEO	0	0			ongoing						Work underway.
	Shared Services Projects with Other Coast Councils	CEO	0	0			ongoing						Ongoing - Roading, Various IT Projects, Internal Audits, Civil Defence & Local Govt Commission, Economic Development, One (District) Plan, Policy Development.
	Charleston/Cape Foulwind Cycleway	GH	0	0									MOU completed. Continue advocacy.
	Kawatiri Sculpture Symposium	GH + PH	0	0			near complete			May-16	Dec-17		Sculptures Installed and near completed.
	Reefton Historic Power Generation Project	GH	0	0						Dec-17			Advocacy with Greg Topp. Active discussions continuing.
	Westport Gateway Sign	GH	0	0	0	0	In progress			Nov-15	Dec-17		Lighting to be completed.
	Other Mayor, Councillors and CEO Projects	GH	0	0									
			0	0	0	0							
	COMMUNITY & ENVIRONMENT												
	Local Alcohol Policy	CS + RT	0	0			In progress						Awaiting evidence from stakeholder groups to feed into policy development & legal outcomes Recommended this be put in the priority list for the Risk and Policy committee.
	By-Law Reviews (all require review)	RT	0	0									Planned this year: Livestock, Liquor, Water. Remainder due to be completed in 2018, NOTE this will be a large workload.
	Freedom Camping	CEO	0	0			In progress			Feb-17	Oct-17		Joint compliance and monitoring between all West Coast Councils. This must be completed by 30/08/19 or the bylaw will lapse.
	Other Community & Environment Projects	CS	0	0									
			0	0	0	0							
	CORPORATE SERVICES												
	Review of Costings for Water Schemes	CEO + Finance Team	0	0	0	0							To be completed as further information provided from Assets & Infrastructure Team
	Annual Report	DP	0	0	0	0				Sep-17			Progressing as planned.
	Fire & Emergency NZ Transition	DP	0	0	0	0	In progress			Apr-16	Dec-17		Information sharing with NZ Fire Service underway and decisions for rural fire asset transfers to be completed.
	Long Term Plan 2018-2028	DP	0	0	0	0	Planning Stage			May-17	Jun-18		Strategic Workshops planned for September.
	Other Corporate Services Projects	DP	0	0	0	0							

Significant Projects Report

Indicator	Project Description	Project Manager	Corp Own (cost) / Under	2017/18 Budget	Total Budget	Actual Cost to July 2017	Project Status	Scope, Design, etc Quoted, Tenders, etc	Planned Start Date	Planned Completion	Date of completion	Comments / Issues
			0	0	0	0						
	SIGNIFICANT PROJECTS											
	District Plan Review	RT	0	20,000	20,000	0	In progress		Nov-14	T&A		Heatings Committee has heard submissions. Are deliberating on those and will report to Council, who may accept or reject the proposed plan changes.
	Rates Review Project Phase II	OP	35,788	0	35,788	0	In progress		Apr-16	Jun-18		Consultation material is currently being prepared.
	IT/Information Technology Projects (Inhouse)	HS	274,636	201,460	476,096	74,613	In progress			Jun-17		IM Project at implementation stage. Telephony upgrade in progress will be completed by December 2017. Hardware updates continuing.
	Other Significant Projects		313,429	221,460	534,884	74,613						
	ASSETS & INFRASTRUCTURE											
	Three Waters											
	Punakaiki Water Intake Easement	MD	0	0	0	10,313	In Progress					Situation under further review. Progressing.
	South Gravity Tank Supply Water Administration	CEO	0	0	0	0	In Progress					Situation under further review.
	Westport Tunnel Piping/Broding	MD	621,159	2,350,000	2,971,159	97,620	In Progress					Feasibility Study in progress to determine methodology, cost, and schedule continues. Water restrictions apply.
	Replacement of Westport Water Mains from Treatment Plant to Town	MD	0	0	0	0	In Progress					The mains replacement continues in line with annual budget and work plan to replace a certain number of lengths per annum.
	Waimangaroa Water Treatment System	MD	0	473,692	473,692	25,841	In Progress					Re-site has been identified, preparations for test drilling underway. Communications update provided.
	Ngakawau Hectar Water Treatment System	MD	0	0	0	0	In Progress					Situation under further review.
	Coaling Water Schemes (Depreciation Funding)	MD	0	0	0	0						
	Little Wanganui Water and Sewerage Easements	MD	0	0	0	0	In Progress			Jun-17		Work underway to resolve this
	Roading											
	Rural Works Maintenance Programme - to be Communicated	MD	0	0	0	0			Jul-17			Communication on road and stormwater maintenance for rural works requested as part of 2017/18 Annual Plan.
	Karamaea Highway Special Purpose Road Advocacy	MD, GH	0	0	0	0	In Progress					Business case being prepared in conjunction with NZTA. Progressing.
	Roading - Local Roads Capital Works	TM	248,872	1,248,367	1,495,039	30,308	ongoing		Jun-18			Works program set out for the year ahead.
	Roading - Special Purpose Road Capital Works	TR	70,668	369,821	440,489	1,199	ongoing		Jun-18			All works underway.
	Earthquake Strengthening of Buildings	RB	50,000	0	50,000	0			Jun-18			Carnegie Library engineer assessment required.
	Footpaths - Urban Development	TR	84,791	202,080	286,871	88,081	ongoing		Jun-18			Footpath work plan for 2017/18 FY established.
	Amenities and Urban Design											
	Punakaiki Dickson Parade Status and Freedom Camping Issues	MDG	0	0	0	0	In Progress					Temporary Road Closure following WCRC completion of new seawall. Detailed risk assessment before reopening.
	Peel Street Yard	MD	0	60,000	60,000	1,679	In Progress					Site testing analysis and risk assessment currently in progress.
	Riverside Development and Waterfront Project		0	60,000	60,000	0						Concept study for options to follow in 2017/18 FY.
	District Signage (Seal Loop)	MD + GH	125,000	0	125,000	88,960	In Progress					Resource Consent application approved. Installation in progress.
	Punakaiki Building Project		100,000	0	100,000	4,777	On Hold					Draft Community Needs Assessment report received by DCC. Copy referred to DCC for consideration in the Delamere Point spatial planning. On hold until DCC confirm whether Community Facility will be incorporated in their planning work.

Significant Projects Report

Indicator	Project Description	Project Manager	Carry Over (over)/under	2017/18 Budget	Total Budget	Actual Cost to July 2017	Project status	Scope, Design, etc Quits, Transfer, etc	Planned Start Date	Planned Completion	Date of completion	Comments / Issues
Other			0	0	0	0						
Other Assets & Infrastructure Projects		AMD	0	0	0	0						
			2,300,330	4,763,960	6,062,290	348,558						

BULLER DISTRICT COUNCIL
FOR THE MEETING OF 4 OCTOBER 2017

Report for Agenda Item No 17

Prepared by - Garry Howard
- Mayor

Mayor's Report

Report Summary

This report is an overview of the key activities from 21 August - 25 September 2017.

Draft Recommendation

That the report be received for information.

Buller Holdings Ltd

The annual director review has taken place using the New Zealand Directors Institute guidelines that included individual and board analysis as well as interviews with all BHL directors. A report will come to the following Council meeting.

Stockton Hydro

Geotech as agents for Hydro Developments Ltd provided a good overview of their proposal going to Treasury as an expression of interest to deal with historic acid leaching from the Stockton Plateaux that has resulted from past coal mining. A letter of support as contained in correspondence was supplied to assist the application.

Kawatiri Riding for Disabled

With major sponsors Holcim and Solid Energy exiting our community we have more and more sports and community groups needing financial assistance. We have assisted a number of organisations via our community grants, letters of support and assisting with putting applications together.

A very special and worthy organisation is in financial strife due to funding being declined or reduced by COGS and First Sovereign Trust Ltd. Demands on such organisations are at an all-time high. I am assisting with other applications but I need to ensure that the qualified coach is retained as this is a requirement of RDA New Zealand. The Kawatiri Group Riding for the Disabled has a very strong volunteer group and the service is well utilised by those children and young adults with disabilities that hinder their participation in other activities. A grant has been made of \$1,000 outside of the community grants process to keep Kawatiri Riding for the Disabled operational while further funding options are explored.

Reefton Powerhouse Project

Land tenure issues have held up this nationally significant project for the past four years. Agreement has been reached for the potential purchase of land by the Powerhouse Trust and representation has been made to Development West Coast to assist in the land purchase. Deputy Mayor Graeme Neylon has a report exploring ways Council may assist this project.

Westport and Carters Beach Water

Daily meetings have been held since Monday 11 September when a combination of events cut Westport and Carters Beach water supply with poor community notification highlighting a number of critical issues. Communications have had some challenges and learnings but Council and WestReef staff have shown huge dedication to the problem.

The event of 11 September has focused attention on our water supply, communication and delivery of essential services to our community. It has been very interesting to work with the industry sectors and public on expectations, better communication along with the challenge in delivering greater resilience for our supply. Lifelines, industry and retailers often allow for power outages by having access to portable generators but the same allowance has not been made for the supply of water. As a result of “no water Monday” we are getting far better prepared for a disaster when our essential services may not be available. As we have no short term fix to the tunnel collapse it is essential water conservation measures remain. Our current focus has been on reservoir levels and ensuring we have enough water to get through the tourist season that comes with summer and drier conditions.

I would like to thank Council and WestReef staff as the improving levels have been assisted by nature but most gains are from the work put in by staff. The past few weeks have meant a large portion of my time along with a number of staff has been dedicated to the water issue at the detriment of other work. I have appreciated the understanding people have had for the situation and hope “business as normal” if that exists will return so time can be given to other issues.

Council

Councillors and Council staff been exposed to considerable public criticism as community anxiety has been very high in regards to the proposed Integrated Family Health Care facility, placing Kawatiri Dredge on the market, Westport Harbour Ltd and Westport/Carters beach water supply. I would acknowledge that some of this has been of our own making due to poor communication. Councillors and management have made a real commitment for change and held a 1½ day workshop to discuss how we can communicate and deliver better service. While acknowledging some of the issues are historic, the key is keeping the community informed along with key stakeholders. This will be discussed with Councillors that were not able to attend and more detail will follow as changes will need to be incorporated in the 2018-28 Long Term Plan community discussions.

Positive Happenings

Martins Mitre 10 opening of extended garden supplies area. This continues the huge commitment of the Scanlon family to the Buller District. It was a pleasure to be part of the opening ceremony and reflect on over 100 years of Scanlon family participation and contribution to the Buller District not only in business but sport and social/community support.

Armed Forces Exercise SK 17 this will see between 500-900 international soldiers carry out an exercise that involves Reefton and Westport. The full exercise has approximately 3000 soldiers spread from Blenheim to Greymouth from 17 October - 17 November.

BULLER DISTRICT COUNCIL
FOR THE MEETING OF 4 OCTOBER 2017

Report for Agenda Item No 18

Prepared by - Garry Howard
- Mayor

Mayor's Correspondence

Correspondence attached as follows -

Foodstuffs - Project Green Plastic Bags

Geotech Ltd - Ngakawau Restoration Project

Kawatiri - New Zealand Riding for the Disabled

Foodstuffs - Letter of Support for Fast Charger

Draft Recommendation

That the report be received for information.

From: Yvonne Botha [<mailto:Yvonne.Botha@foodstuffs-si.co.nz>] **On Behalf Of** Steve Anderson
Sent: Thursday, 14 September 2017 8:46 AM
Subject: Project Green - Plastic Bags

Dear Mayor

We know you have the best interests of your community at heart – as we do. We've been talking with many Local Government representatives about a number of issues affecting your communities, and single-use plastic shopping bags definitely sit at the top of the list.

Our focus is on reducing plastic bag use, encouraging reusables and recycling bags through the soft plastics scheme. We are receiving around eight tonnes of recyclable soft plastics each week through the collection bins at our supermarkets. We've seen a healthy reduction in usage but we believe there's even more we can do.

Given that voting is in focus, New World has decided to lead from the front. From Midday 14 September we'll be asking New Zealanders to head to www.bagvote.co.nz and choose to:

- Retain free plastic shopping bags or,
- Accept a 5 cent charge per bag or,
- Accept a 10 cent charge per bag.

It is important that any changes we introduce are implemented in a way that matches our customers' choice, but our research shows that a charge is highly likely to be chosen by the majority.

Proceeds from any charge would go towards a variety of causes including the Starship Foundation, Food for Thought (our healthy nutrition education programme for primary school children) and Seacleaners; whose mission is to clean up our seas, harbours and oceans.

Regardless of the outcome we will continue to drive down bag usage, and increase recycling and the availability of reusable bags.

We will be communicating with New Zealanders through a TV campaign, social media and public relations. We invite you to encourage your community to vote at www.bagvote.co.nz.

The BAGVOTE poll will run from September 14 to midnight October 8, with the result to be released Tuesday October 10. If the result is to charge for bags – this will be implemented in late January 2018.

You'll find some additional notes and our press release below – [feel free to share this.](#)

Thank you for your time – we look forward to sharing the results with you.

Yours sincerely,

Steve Anderson

CEO, Foodstuffs South Island

New World asks New Zealand to vote on plastic bags

New World supermarkets are giving customers the opportunity to vote on whether to keep plastic bags free or bring in a five or 10 cent charge for each plastic bag they use at the checkout - in a concerted effort to reduce pollution.

If customers vote to pay for bags, New World will donate the proceeds from the bag charge to a variety of community and environmental causes including SEACLEANERS, who work to remove rubbish from waterways around New Zealand.

Steve Anderson, Managing Director Foodstuffs New Zealand says, "We have been working on a wide variety of environmental initiatives for years now, but the one issue that seems to really energise our customers is the topic of plastic shopping bags. We believe the best way forward is to work with our customers and ask them what they want for the future. The majority decision in BAGVOTE will rule – but regardless of the outcome, we'll continue to work on reducing plastic bag use, providing more reusable bag options and increasing soft plastics recycling."

New World customers can submit a vote online at www.bagvote.co.nz from midday 14 September through to midnight on 8 October 2017. New World will then publish the results on Tuesday 10 October.

Anderson says, "We believe there is a real appetite for change on this issue. Our recent ban on plastic microbeads was met with universal support as was the introduction of 100percent recyclable meat trays. We're also rolling out electric vehicles across many of our stores and increasing access to soft plastics recycling around the country."

As further evidence of New World's commitment to reducing bag usage, North Island owner-operators have also personally invested in a five cent rebate to customers who bring their own bags for use at the checkout, which has resulted in up to a 20 percent drop in plastic bag usage since it was implemented in January 2016. The rebate will continue regardless of the BAGVOTE outcome.

SEACLEANERS has been invited to advise the New World team on more ways to protect the environment.

"SEACLEANERS is an inspiring team with a powerful mission – to remove rubbish from our seas, harbours and oceans. Since 2002 their team of volunteers has removed 40 million pieces of rubbish from the waters around New Zealand. A great outcome – but shocking to know that so much rubbish is in our oceans," Anderson says.

SEACLEANERS is delighted to support New World's campaign to promote awareness about reducing the use of plastic bags. "Every day we see the effect of improper use and disposal of plastic bags in our waterways," says Captain Hayden Smith, who was voted Local Hero 2017 and is recognised internationally for the work he and his team do to clean up our seas.

"When New World asked us to get on board and help promote awareness of the BAGVOTE we were really happy to support them. We hope that New Zealanders make the simple change to using more cloth reusable bags, and accept a charge for plastic bags if they absolutely need one."

For more information on the New World Plastic Bag Vote head to www.bagvote.co.nz.

-Ends-

Additional notes:

Foodstuffs agrees that a sustained reduction of plastic waste into our environment is critical, but believe this must be achieved in partnership with New Zealanders.

Reducing Usage

Our PAK'nSAVE brand is designed to deliver the lowest everyday food prices. As part of this philosophy, our customers pack their own groceries. Customers know that such measures are designed to reduce operating costs and improve efficiency, enabling them to enjoy more savings. All PAK'nSAVE stores charge for single use plastic bags and sell reusable bags at competitive prices. Many stores also offer free cardboard boxes (reuse of trade cartons).

New World stores provide a full service offering which includes packing customers' groceries at the checkout. However, New World also encourages reduced use of single use plastic bags. Aside from selling competitively priced re-usable bags, which are periodically promoted, North Island stores have been trialling a 5 cent rebate to reward customers for using reusable bags.

Reuse

Consumer research indicates that more than two-thirds of customers re-use single-use plastic bags at least once. The most common form of re-use is for rubbish bin-lining. In countries where plastic bags have been banned, customers generally switch to commercial bin-liners. These use heavier gauge plastic which have a larger carbon footprint. They also increase customers' costs. As outlined, we offer and periodically promote reusable shopping bags which are a practical alternative that customers can reuse over and over again if they choose this option.

Recycling - a sustainable disposal route for plastic bags

Foodstuffs has joined with other retailers and product manufacturers to establish a voluntary product stewardship programme for soft plastics under the auspices of the Packaging Forum. This allows customers to "take back for recycling" all forms of soft plastic including single use plastic bags, produce bags, bread bags, frozen fruit/veg bags, toilet paper and nappy wrapping. The recovered plastic is reprocessed into plastic matting, bollards, and park benches. The soft plastic scheme was launched in late 2015 and is now available to about 70 percent of the New Zealand population. Soft plastic returns from New World and PAK'nSAVE customers account for more than 60percent of total scheme collections, which now stand at 8 tonnes per week. Volumes will continue to grow as we roll the scheme out to new locations.

Alternatives

We are often asked why we don't offer paper bags of instead of plastic. Paper bags use considerably more water and energy in their manufacture and transportation, so have a larger environmental footprint. Research tells us paper bags are reused fewer times than plastic ones. They are also more expensive and less practical - disintegrating when wet. Degradable, biodegradable, and compostable bags all have their own issues. Plastic bags provide a very efficient, low cost solution and have a lower environmental impact relative to other options when disposed of responsibly.

OFFICE OF THE MAYOR
Garry Howard

The Buller District Council is pleased to support Geotech Ltd, as agents for Hydro Developments Limited (HDL), in their proposal for the Ngakawau Restoration Project to be the long term solution to manage the Crown's rehabilitation liabilities.

The project fits in with the West Coast Growth Study and Action Plan enhancing our environment while creating employment and providing cost competitive power for diversification with new industry.

The project put forward by HDL takes acid mine drainage from Stockton Plateau diverting it from our natural waterways and rivers through hydro generation to an ocean outfall that provides far greater dilution.

Geotech is a West Coast company with considerable geotechnical experience, providing a local solution for a local environmental problem.

Restoration of the Stockton Plateau will enhance tourism opportunities, show case world class environmental restoration and have significant long term benefits for the Buller District and New Zealand. The project has a very high level of local community support along with Forest and Bird.

It would be appreciated if you could give the proposal from HDL the strongest consideration as Council look forward to working with Geotech for the best community and environmental outcome.



Garry Howard
MAYOR

6 September 2017



Kawatiri New Zealand Riding for the Disabled

Garry Howard
Mayor
Buller District Council
PO Box 21
WESTPORT 7866



20 September 2017

Dear Garry

On behalf of the *Kawatiri Group Riding for the Disabled Executive Committee* I write to thank you for the help provided through your grant of \$1000 from the Mayoral Fund.

In addition, in our time of need, you made yourself available to us, helped us to analyse our situation, offered immediate assistance and offered ongoing help and advice. Your response to our critical situation provided the impetus for us to get over our funding disappointment and be encouraged to explore new avenues to ensure that our valuable service to the disabled children of our district continues.

We are aware of the range of issues you face as Mayor and your heavy workload. In light of this the time you took to listen, advise and help is so very much valued and appreciated.

Thank you for your support.

Yours sincerely

Rae Reynolds
Secretary
Kawatiri Group Riding for the Disabled Inc.
P.O. Box 488, Westport

OFFICE OF THE MAYOR
Garry Howard

26 September 2017

The Low Emission Vehicles Contestable Fund
Energy Efficiency and Conservation Authority
PO Box 388
WELLINGTON 6140

To Whom It May Concern

I write in support of Foodstuffs bid for match funding to enable installation of a fast charger at our local Four Square store in Karamea.

As a Council we strongly believe that electric vehicles offer the potential to dramatically reduce both the noise and emissions that currently have such a detrimental impact on our communities. The transition to EV's is an important part of New Zealand's transition to a low carbon economy and represents a vital part of our efforts to address climate change at both a global and local level.

We recognise how important it is to have a co-ordinated network of chargers located strategically around New Zealand and that such a network will provide confidence to people that electric vehicles are just as functional as conventional engine vehicles for most of our needs. We are therefore keen to put our support behind Foodstuffs bid for funding of fast charger installation at Four Square Karamea.

Regards



Gary Howard
MAYOR

BULLER DISTRICT COUNCIL
FOR THE MEETING OF 4 OCTOBER 2017

Report for Agenda Item No 19

Prepared by - Andy Gowland-Douglas
- Chief Executive

Chief Executive's Report

Report Summary

This report is an overview of key activities since the August report, and an update on some key strategic issues.

Draft Recommendation

That the report be received for information.

Organisational Development

Retirement

On 22 September we said farewell to Tony Mundy after 16 years of service to the Buller District Council, and a total of 35 years in Brougham House. We wish him all the best for his retirement. An updated version of his role has been advertised.

Team Leader Compliance

Paul Clarkson was appointed Team Leader of the Compliance Team after Atila went to FENZ.

Customer Services Officer

We welcome Shelley Samuels to the Customer Services team who replaces Yolanda.

Buller District Emergency Management Officer

The West Coast Regional Council has appointed Erica Andrews to the position of EMO for Buller. She will be based in the Council offices. Erica has significant experience in emergency management and is coming from Invercargill where she is currently the EA to the Southland District Council Mayor. She starts in early October.

Other Vacancies

We are currently in the process of recruiting for an EA for the Mayor and an Airport Officer.

Strategic Issues/Updates

Tourism Infrastructure Fund

An application for funding was submitted for sealing and tidying up the boat ramp area which is the start of the walkway. It will improve both visibility and safety for locals and visitors. We had a very short time frame for submitting applications and quite a lot of detail was required, this project was chosen as it had a good fit with the development of Westport as a 'gateway' for cycle trails and does not have any operational costs other than some annual maintenance.

Westport Revitalisation Project

The makeover aspect of this project has now gone live with registrations for participants now open on the link: <https://www.eventbrite.com.au/e/7-day-makeover-westport-revitalisation-registration-38165128928>. This website also outlines how the process works, and the timing of key events. The first event to note is the launch and information night which is Thursday October 19 - 6.30pm-8.00pm at the NBS Theatre, there is also a business breakfast planned at Portside on 19 October. The makeover itself starts on Saturday 25 November - and finishes on the following Saturday. People can get involved in any way they can, not all of it involves physical labour.

The great news is that as part of the team coming to work with us on this makeover, David Bell, a public art specialist specialising in sculpture and 3D art, has been secured. His profile and portfolio can be found at: <http://www.davidmichaelbell.com.au/>. He and David Engwicht will work with a local builder and volunteers to deliver the outcomes.

Alongside this process Geoff from Urban Kin will be working with the community to develop our masterplan for the Clocktower and Waterfront Precincts which will inform our long term plan. You can learn more about their unique approach here: <https://urbankin.co/about/#ourapproach>

Damion Schwalger from Nomad Audio and Video will also be filming the process and creating a short community doco on the project which is a great way of capturing a positive community story for the outside world.

Key meetings/Events Attended

29 August - One Window Resource Consents Workshop

4 September - District Vision Workshop

5 September - Kotahitanga mō te Taiao Alliance Planning Workshop

11 September - Coordinating Executive Group (Civil Defence)

19-20 September - Council /Management LTP and Strategic Planning

Coming Up

28-29 September - SOLGM Annual Summit

BULLER DISTRICT COUNCIL
FOR THE MEETING OF 4 OCTOBER 2017

Report for Agenda Item No 20

Prepared by - Andy Gowland-Douglas
- Chief Executive

Council Meeting Action List

Background

To provide Council with an action list from the last meeting.

Draft Recommendation

That the report be received for information.

Council Meeting Action List

Item	Previous Action	Proposed Action	Progress	Assigned	Completion Date
Buller Youth Council September 2016		Terms of constitution, type of liaison, website sharing, to be worked on.	Reported on at April Meeting	Cr Hart	September 2017 Council Meeting
Disused Wharf Removal October 2016	That all current information available, including flood protection work, be collated by Council in consultation with Westport Harbour Limited, and report back to Council.	Provide progress update on Waterfront Development Strategy and Master Plan, incorporated in Major Projects Quarterly Status Report NB: This is a component of the Westport Revitalisation Project		Chief Executive, Group Manager Assets & Infrastructure	September 2017 Council meeting, quarterly thereafter

Council Meeting Action List

[illegible]

Council Meeting Action List

Item	Action		Progress	Assigned	Completion Date
Tender Process November 2016	Basic explanation of tender process including attributes. For awareness and education of councillors.	Provide update on Procurement Improvement Plan NB On hold pending completion of Procurement and Delegation of Authority policy review and implementation		Group Manager Assets & Infrastructure	TBC
Road Closures November 2016	Can this be delegated responsibility?	To be reviewed by Risk and Policy Committee		Risk and Policy Committee	TBC
Punakaiki Community Liaison Meeting March 2017	- Investigate ways to advocate for freeing up land for residential and/or commercial development - Act as conduit for input into the Dolomite Point re-development project - Consider increasing funding for compliance in regard to freedom camping (work with Grey District Council)	No further meetings held to date, due to time constraints and the need for additional information		On-going	

Council Meeting Action List

Item	Action	Progress	Assigned	Completion Date
Public Forum April 2017	Guidelines to be formulated with a fact sheet made available for those wishing to speak during the public forum section of the Council meeting.		Mayor Howard	
Easter Shop Trading Hours Policy June 2017	Report to establish a desire to have/have not Easter Sunday trading	Meeting to be held 9 August	Risk & Policy Committee	