

AGENDA

WEDNESDAY 13 DECEMBER 2017

VENUE

**Clocktower Chambers
Palmerston Street
Westport**

**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	5	Members Interest	That Councillors disclose any financial or non-financial interest in any of the agenda items
2	6	Confirmation of Minutes	That the minutes of the meeting held on 22 November 2017 be confirmed.
3	14	Inangahua Community Board	That the Inangahua Community Board meeting minutes of 31 October 2017 be received for information.
4	18	Decisions Following Consultation - New Fees Under the Resource Management Act 1991, Revocation of Council's Public Libraries Bylaw and Cultural and Recreational Facilities Bylaw, and Proposed Adoption of an Easter Sunday Shop Trading Policy	<p>1. Pursuant to sections 36 and 36AA of the Resource Management Act 1991, adopt the following charges/fees:</p> <ul style="list-style-type: none"> a. Permitted boundary activities – section 87BA of the Resource Management Act 1991 \$450.00 deposit with full cost recovery b. Deemed permitted activities – section 87BB of the Resource Management Act 1991 \$450.00 deposit with full cost recovery. <p>2. Revoke the <i>Buller District Council Public Libraries Bylaw</i>.</p> <p>3. Revoke the <i>Buller District Council Cultural and Recreational Facilities Bylaw</i>.</p> <p>4. Determine whether or not to adopt the <i>Buller District Council Easter Sunday Shop Trading Policy</i> as included in Appendix A to this report.</p>
5	33	Media Policy	<p>That Council resolves that in the absence of a Council Media Policy the following process be followed for media communications -</p> <ul style="list-style-type: none"> • 10am be a designated time for media releases that includes, newsletters and statements of Council

			<ul style="list-style-type: none"> • First release - staff and councillors • Second all media - newspapers, radio, web, social media • The above is for “prepared media”. In the case of urgent notifications, civil defence, boil water notices, road closures etc. then management will determine the most appropriate time to release using all media options. These will be sent to councillors and all staff at the earliest opportunity. • The placement of advertisements and notifications to follow Council's Procurement Policy
6	63	Buller Holdings Limited - Director	That Jamie Cleine be appointed to the Board of Buller Holdings Limited for a period of three years.
7	67	Draft 2018 Meeting Schedule	That Council consider and approve the 2018 meeting schedule with any amendments as necessary.
8	69	Assets and Infrastructure Major Projects - Quarterly Status Report December 2017	That the report be received for information.
9	105	Buller District Water Supplies - Quarterly Status Report December 2017	That the report be received for information.
10	143	Financial Performance - October 2017	That the report be received for information
11	145	Significant Projects Report	That the report be received for information.
12	153	Mayor's Report	That the report be received for information.
13	156	Mayor's Correspondence	That the report be received for information.
14	158	Chief Executive's Report	That the report be received for information
15	164	Council Meeting Action List	That the report be received for information.
16	168	Public Excluded	
1	169	Road Renewal - Resurfacing Contract (17/18/03) Reseals	
2	172	Leasehold Property	

BULLER DISTRICT COUNCIL

FOR THE MEETING OF 13 DECEMBER 2017

Report for Agenda Item No 1

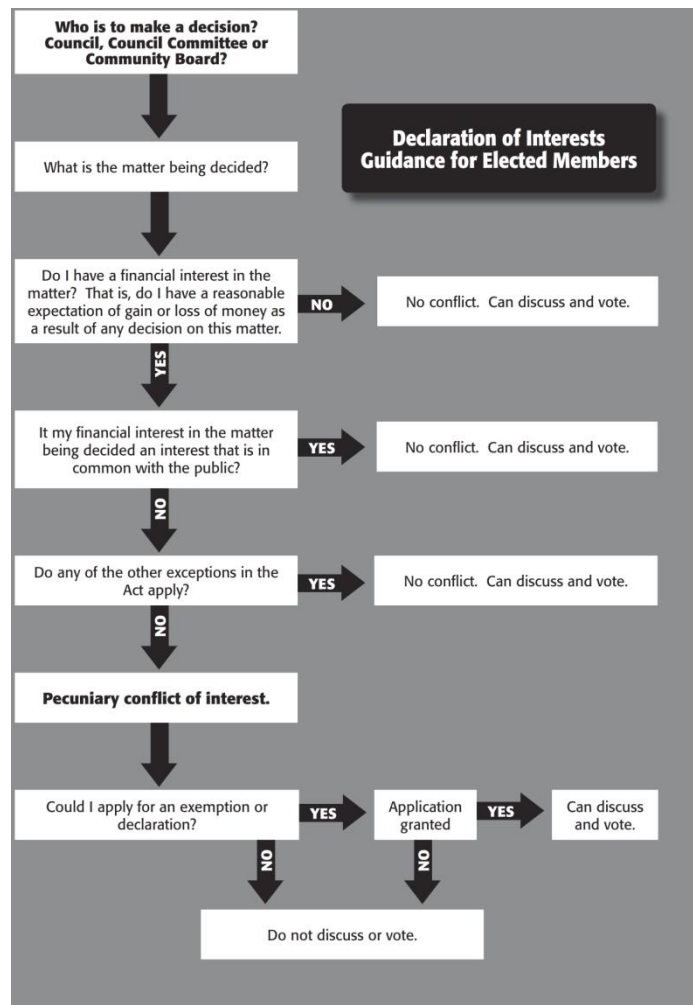
Prepared by - Andy
Gowland-Douglas
-Chief
Executive

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 13 DECEMBER 2017

Report for Agenda Item No 2

Prepared by - Andy Gowland-Douglas
- Chief Executive

Confirmation of Minutes

Minutes of the meeting held on 22 November 2017.

Draft Recommendation

That the minutes of the meeting held on 22 November 2017 be confirmed.

MINUTES OF THE MEETING OF THE BULLER DISTRICT COUNCIL HELD AT THE CLOCKTOWER CHAMBERS, PALMERSTON STREET, WESTPORT, ON WEDNESDAY 22 NOVEMBER 2017 COMMENCING AT 5.00PM

PRESENT

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

IN ATTENDANCE

Manager Community and Environment (CM Scanlon), Manager Corporate Services (DJ Phibbs), Manager Utilities and Services (T Robertson), and PA Chief Executive (LM Pablecheque).

PUBLIC FORUM

Laura Coll McLaughlin spoke about the proposal for a One District Plan. She questioned how the change would work and also was there a better way, exampling the work the Ministry for the Environment was doing to ensure district plans align. She did not want to see changes to objectives, policies and rules that have been developed specifically for the Buller and also questioned cost savings without any quantified evidence. Jan Coll reiterated these comments.

Andrew Robb, Chair West Coast Regional Council speaking about the One District Plan said the other West Coast Councils wanted to set up a governance group to further investigate the proposal. He said the plan could include separate parts for each council along with some common areas and could provide financial gains.

Graham Howard spoke about matters raised at the April meeting that had not been actioned. He said the current weather meant it was an ideal time to clean up the moss on footpaths. Speaking about larger signage for Council vehicles he said this could be done for \$60 per vehicle, not the \$400-\$600 quoted by the Chief Executive.

Raewyn Fern who operates a commercial business on Palmerston Street was concerned she learnt of the earthquake assessment requirement via an article in Council's newsletter rather than receiving a letter.

1 MEMBERS INTEREST

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

Item 9 - Buller Holdings Ltd - Financial Report to 30 September 2017

DJ Hawes/PJ Rutherford

Carried Unanimously

2 CONFIRMATION OF MINUTES

Resolved: That the minutes of the meetings held on 25 and 30 October 2017 be confirmed.

DJ Hawes/GW Hart

Carried Unanimously

3 OUTSOURCING MAINTENANCE AT THE AIRPORT VS IN-HOUSE MAINTENANCE

Sonia Cresswell, Airport Manager was present to answer any questions. She said the second hand mower was not an option as it was 13 years old and had been repaired as a result of a fire. It was explained to make the best use of staff time they undertook mowing during the period when a flight leaves and returns.

Resolved: That Council approve the unbudgeted purchase of a Husqvana Zero Turn PZ34 fit for purpose mower at a cost of \$17,775.

SP Roche/SM Barry

Carried Unanimously

4 ONE DISTRICT DISTRICT PLAN

The proposal was discussed with various issues raised including Council's representatives on the governance group, as suggested by the Chair WCRC would be outnumbered if agreed to; a one district plan may within a few years be superseded by a unitary plan; the need to identify in the first instance if there are any problems with the current system;

concern that Buller would have less control and ownership of the district plan. There was some support for agreeing to further evaluations.

Moved: That Council agree to meet with the other West Coast Councils to progress the way forward.

GW Hart/EC Miazga

The motion was lost

Moved: That Council agree to meet with the other West Coast Councils to progress the way forward as per the report from the West Coast Regional Council.

GT Neylon/GW Hart

The motion was lost

- 5 ESTABLISHMENT OF ECO BURIAL/NATURAL BURIAL SITES AT OROWAITI CEMETERY AND AGREEMENT IN PRINCIPLE FOR AN ECO BURIAL/NATURAL SITE ESTABLISHED IN KARAMEA

Resolved: That

1. **Council proceed with supporting to offer the service of Eco-burials/Natural burials at the Westport Orowaiti Cemetery subject to meeting the requirements of the Burial and Cremations Act 1964, the relevant NZ Standard NZS 9201:Part 14; 1999 and any other relevant legislation.**
2. **Council agree in principle that an Eco/Natural Burial site be considered for Karamea.**

EC Miazga/JW Cleine

Carried Unanimously

- 6 ADOPTION OF REPORT UNDER SECTION 10A OF THE DOG CONTROL ACT 1996

Resolved: That Council adopts the “*Buller District Council Annual Report on Dog Control Policy and Practices 2016/2017*”.

GT Neylon/SP Roche

Carried Unanimously

7 TEMPORARY ROAD CLOSURE FOR ULYSSES MOTORCYCLE CLUB'S ANNUAL TOY RUN

Resolved: That Council approve the closure of Lyndhurst Street, from the West Coast Brewery to Palmerston Street on Saturday 2 December 2017, from 11.30am to 1.00pm in association with the annual Ulysses Motorcycle Club Toy Run.

SP Roche/GW Hart

Carried Unanimously

8 TEMPORARY ROAD CLOSURE REQUESTS FOR COMMUNITY EVENTS

Resolved: That Council approve the closure of Palmerston Street from Henley Street to Wakefield Street on Saturday 9 December 2017, from 11am to 12pm and the road closure of Lyndhurst Street from Palmerston Street to Russell Street along with the bus bay, from 10.30am to 3.45pm; in association with the annual Westport Christmas Parade and the Fusion Multicultural Festival.

GW Hart/SM Barry

Carried Unanimously

9 BULLER HOLDINGS LTD - FINANCIAL REPORT TO 30 SEPTEMBER 2017

Cr Nahr declared her interest in this item and not participate in the discussion.

Resolved:

1. That the interim Financial Report be received for information.
2. That the Buller Holdings Limited Financial Report for the quarter ended 31 March 2017 is accepted by Council.

SP Roche/JW Cleine

Carried Unanimously

10 FINANCIAL AND NON-FINANCIAL PERFORMANCE AND CAPITAL REPORT FOR 30 SEPTEMBER 2017

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

RM Nahr/PJ Rutherford

Carried Unanimously

11 SIGNIFICANT PROJECTS REPORT

An update on flood protection from the West Coast Regional Council n was requested for some time in the near future.

A report on the Karamea Special Purpose Road had recently been completed and would be conveyed to councillors in due course.

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

SM Barry/JW Cleine

Carried Unanimously

12 MAYOR'S REPORT

An update on rates review drop-in sessions recently held was provided.

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

EC Miazga/JW Cleine

Carried Unanimously

13 MAYORS'S CORRESPONDENCE

Kaitiaki Mokihinui Charitable Trust - Chasm Creek Walkway, Seddonville

There was some support for the reopening of the walkway but it was felt more information, including old reports, was needed first. It was agreed that Crs Miazga and Hawes would assess the situation with a site visit in conjunction with Ms Inta.

Elaine Marshall - NZ Culture and Heritage

It was suggested an alternative Peace Celebration could be considered in conjunction with the LTP.

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

GW Hart/SM Barry

Carried Unanimously

14 COUNCIL MEETING ACTION LIST

The Manager Community and Environment advised staff were monitoring freedom campers at Punakaiki on a regular basis. In addition when Department of Conservation staff are fully trained they will also provide coverage. In an attempt to help the situation further the suggestion was made to profile the new Compliance Team Leader in the newspaper/newsletter.

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

PJ Rutherford/EC Miazga

Carried Unanimously

PUBLIC FORUM RESPONSE

Laura Coll McLaughlin and Jan Coll

To be thanked for her presentation and advised of Council's decision in relation to the One District Plan proposal.

Andrew Robb

To be advised of Council's decision in relation to the One District Plan proposal.

Graham Howard

The Manager Utilities and Services said both Westport and Reefton footpaths had been sprayed and he would be reluctant to use the sweeper as suggested by Mr Howard as it would rip up the seal.

In relation to larger signage on vehicles, management to give further consideration to this as per the previous decision when new vehicles are added to the fleet.

Raewyn Fern

The Manager Community and Environment advised a letter had gone to all affected property owners. He would further update the Mayor when he had sought further information.

There being no further business the meeting concluded at 7.25pm.

Confirmed Date

BULLER DISTRICT COUNCIL

FOR THE MEETING OF 13 DECEMBER 2017

Report for Agenda Item No 3

**Prepared by - Garry Howard
- Mayor**

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

Inangahua Community Board

Draft Recommendation

That the Inangahua Community Board meeting minutes of 31 October 2017 be received for information.

MEETING OF THE INANGAHUA COMMUNITY BOARD, COMMENCED AT 5:00pm ON 31 OCTOBER 2017 AT THE REEFTON VISITORS CENTRE, REEFTON.

PRESENT:

Members Susan Barrett, Simon Burke, Ina Lineham.

Mayor Garry Howard, Councillors Dave Hawes and Graeme Neylon (Chairperson).

APOLOGIES:

An apology was received from Member Alun Bollinger

**G Neylon/D Hawes
CARRIED UNANIMOUSLY**

PUBLIC FORUM:

Ronnie Stanfield:

Ronnie spoke about the trucks travelling through Reefton at night, with their engine brakes. causing excess noise when coming into town.

He suggested signage be installed at the Blacks Point and Buller Road entries into Reefton, asking to refrain from using engine brakes at night. The noise echoes right through the Reefton basin.

Mr Stanfield also asked if some work could be carried out on the access road to the look-out above Reefton. It only needs to be wide enough to get a vehicle up.

1. MEMBER'S INTEREST

No members' interests were declared.

2. MINUTES

RESOLVED that the minutes of the 15 August 2017 meeting be accepted.

**G Neylon/D Hawes
CARRIED UNANIMOUSLY**

3. ACTION POINTS

1. Progress: awaiting sprinkler compliance and warrant of fitness.
Change date required: to be confirmed.

2. Completed
3. Progress: to be followed up.
4. Progress: to be followed up.
5. Change date required: December 2017
7. Responsible: change to Dave Hawes. Change date required: December 2017.
8. Change date required: February 2018.
9. Completed.
10. Change date required: December 2017.
11. Change date required: December 2017
12. Completed.

RESOLVED that the report be received for information.

G Neylon/D Hawes
CARRIED UNANIMOUSLY

4. CHAIRPERSONS REPORT

- 4.1 Oceana Consultation:** Open days to be arranged on-site for submitters only, with a public meeting to be held in Reefton for non-site projects.

Bridge likely to remain for 10-12 years. 777 movements mean bridge requires upgrade.

- 4.2 Use of Rural Land:** Mr Moore was unavailable but will meet at another date (TBC) – advertise date.

- 4.3 Erosion of River Bank:** Greg Topp confirmed that the Powerhouse Project will action remediation work to be carried out.

- 4.4 Rosstown River Bank:** Back-fill is taking place.

- 4.5 Science Alive:** The Science Alive representatives will get back to ICB by 5 December with a proposal. They require support from Council/ICB and a Memo of Understanding to be agreed.

- 4.6 Street Lights – Broadway Project:** Awaiting roading corridor consent (Carl Lewis NZTA). A light meter is required and project management will need to be agreed.

- 4.7 Reefton Boil Water Notice:** Reefton residents would like notice, where possible, of an imminent Boil Water Notice (BWN) and an explanation.

RESOLVED that Council provide ICB with an explanation of any Boil Water Notices, without delay.

G Neylon/S Burke
CARRIED UNANIMOUSLY

RESOLVED that the report be received for information.

**G Neylon/S Barnett
CARRIED UNANIMOUSLY**

5. STANDING ORDERS

RESOLVED that the Inangahua Community Board adopt the Standing Orders, including any amendments required.

**S Barnett/D Hawes
CARRIED UNANIMOUSLY**

6. CORRESPONDENCE

AP: Mayor G Howard to put forward two options to Property Officer (R Barry) public toilets being available during daylight hours for users of the Play Park and King George Park.

RESOLVED that the Inangahua Community Board accept all correspondence.

**G Neylon/I Lineham
CARRIED UNANIMOUSLY**

7. RESPONSE TO PUBLIC FORUM

AP: Mayor G Howard to follow up with the West Coast Regional Transport Committee in regards to engine braking signs.

AP: Councillor D Hawes to make inquiries into clearing the Look-out access road (Ngai Tahu).

There being no further business the meeting concluded at 6:15pm

NEXT MEETING: Tuesday 5 December 2017, 5:00pm at the Reefton i-Site

BULLER DISTRICT COUNCIL
FOR THE MEETING OF 13 DECEMBER 2017

Report for Agenda Item No 4

Prepared by - Rachel Townrow
- Team Leader Planning and Policy

Reviewed by - Craig Scanlon
- Manager Community and Environment

Decisions Following Consultation - New Fees Under the Resource Management Act 1991, Revocation of Council's Public Libraries Bylaw and Cultural and Recreational Facilities Bylaw, and Proposed Adoption of an Easter Sunday Shop Trading Policy

Report Summary

The consultation period on the above proposals has been completed. Council is now asked to make its final decision on each proposal.

Draft Recommendation

5. Pursuant to sections 36 and 36AA of the Resource Management Act 1991, adopt the following charges/fees:
 - a. Permitted boundary activities – section 87BA of the Resource Management Act 1991
\$450.00 deposit with full cost recovery
 - b. Deemed permitted activities – section 87BB of the Resource Management Act 1991
\$450.00 deposit with full cost recovery.
6. Revoke the *Buller District Council Public Libraries Bylaw*.
7. Revoke the *Buller District Council Cultural and Recreational Facilities Bylaw*.
8. Determine whether or not to adopt the *Buller District Council Easter Sunday Shop Trading Policy* as included in Appendix A to this report.

Issues and Discussion

The written submission period for these proposals ran from 18 October 2017 until 20 November 2017. No submissions were received on the proposed fees under the Resource Management Act 1991 (the RMA), nor on the proposed revocation of the *Public Libraries Bylaw* (PLB) and the *Cultural and Recreational Facilities Bylaw* (CRFB). The proposed *Easter Sunday Shop Trading Policy* (ESSTP) attracted 17 submissions.

Each proposal is summarised and discussed below:

New Fees under the Resource Management Act 1991

Changes to the RMA that came into force on 18 October 2017 introduced two new consenting processes – permitted boundary activities (section 87BA of the RMA) and deemed permitted activities (section 87BB of the RMA). In order to charge for processing applications under these new provisions, section 36 of the RMA requires councils to use the special consultative procedure contained in the Local Government Act 2002 (the LGA) to set fees. At its meeting of 4 October 2017 Council resolved to commence the special consultative procedure to propose new fees.

It is anticipated that these new processes will be most similar to that for a certificate of compliance (CoC) under section 139 of the RMA. CoC applications currently have a \$450 deposit with full cost recovery, and the same fee structure was considered to be reasonable and appropriate for processes under sections 87BA and 87BB of the RMA.

Given the above, and that no submissions were received on this proposal, it is recommended that Council now resolve to adopt these fees as notified.

Revocation of the Buller District Council Public Libraries Bylaw and the Buller District Council Cultural and Recreational Facilities Bylaw

Council first considered this proposal at its meeting of 28 June 2017 and resolved that it be publicly notified. It was noted at the time that other consultation processes would take place during the year and that consultation on this proposal would take place at the same time as one or more of those other consultations.

Both the PLB and the CRFB were originally adopted in 2002 from New Zealand Standard (NZS) Model General Bylaws. Both Model General Bylaws have subsequently been withdrawn by NZS and have not been replaced. Around New Zealand, bylaws covering public libraries have been phased out by other councils as there is no longer a need to have a specific bylaw covering libraries. While some councils have retained bylaws covering public facilities under their ownership or control, many have not.

Matters currently covered in the bylaws can be covered by policies and procedures, which can more easily be tailored and adapted to meet changing

needs and circumstances. Without the need to go through formal bylaw processes with associated time and costs, these are seen as a more efficient and effective means of addressing the perceived problems that the bylaws were put in place to address, namely the need to control and set standards for the operation of libraries and other cultural and recreational facilities under the ownership or control of Council. The PLB and the CRFB are no longer considered to be the most appropriate means of addressing the perceived problems.

Given the above, and that no submissions were received on these proposals, it is recommended that Council now resolve to revoke these bylaws.

Proposed Buller District Council Easter Sunday Shop Trading Policy

The Shop Trading Hours Act 1990 (the STHA) allows councils to adopt a policy to permit shops in all or part of their district to trade on Easter Sunday. These policies are optional. At its meeting of 4 October 2017 Council resolved to undertake the special consultative procedure for the proposed ESSTP, which would allow shops throughout Buller to open on Easter Sunday if they choose to.

The 17 submissions received during the written submission period are attached to this report as Appendix B. Six submitters oppose the proposal, two support it in part and nine support it in full. Six submitters indicated a wish to be heard in support of their submission and they were given the opportunity to do so at a hearing prior to this Council meeting.

It is noted that Easter Sunday shop trading policies can give shops the option to open on Easter Sunday, but they cannot and do not require shops to do so. Section 5A(1) of the STHA says that these policies may permit shops to open in the whole of a district, or any part or parts of a district. Section 5A(2) goes on to say that such policies cannot:

- (a) permit shops to open only for some purposes; or
- (b) permit only some types of shops in the area to open; or
- (c) specify times at which shops may or may not open; or
- (d) include any other conditions as to the circumstances in which shops in the area may open.

If Council does adopt a policy to permit Easter Sunday shop trading it could specify that this is only permitted in a specified part of parts of Buller, however it cannot specify any other conditions on Easter Sunday shop trading.

During the written submission period on the ESSTP, a poll was run on Council's Facebook page. The poll, which ran for one week, reached 1,066 people and attracted 90 votes. The poll asked, "*Do you support Buller shops being allowed to open on Easter Sunday?*" 61% of respondents said "Yes" and 39% said "No".

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. 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.

Council must ensure that its bylaws are necessary, fit for purpose and can achieve their desired outcomes. The PLB and CRFB no longer meet these requirements and their revocation is considered the most efficient course of action. If they continue, these bylaws will have to be monitored and reviewed as per statutory requirements. Given these bylaws do not achieve a useful purpose, this is not considered to be an efficient use of resources, nor does it contribute to the strategic direction of Council.

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. 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: the new RMA processes recognise that the existing resource consent process in the RMA can be disproportionate for some kinds of activities. 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 fees attempt 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.

Bylaws are put in place to address issues that affect our community. They also place restrictions on what members of the community can do. Where those restrictions are no longer warranted or appropriate it is considered appropriate that they be amended or removed.

The process to develop an ESSTP was prompted by requests from a local shop owner and an organisation representing the retail sector to put a policy in place. While some in the community support such a policy, others do not. The special consultative procedure provided 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

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

Council must ensure that it is meeting its legislative requirements in relation to bylaws. Completing the review and revocation of the PLB and CRFB is part of meeting those requirements. Their revocation removes two sets of regulations that are redundant, but until removed remain in force.

ESSTPs are optional. There is no legislative risk if Council chooses not to adopt an ESSTP. If Council chooses to adopt a policy, the correct legislative process must be followed. This includes a requirement to review the policy no later than five years after its adoption (section 5C of the STHA).

5. Policy/Legal Considerations

The RMA, LGA, STHA and Council's Annual Plan are relevant and considerations under them have been discussed above. The processes outlined in the RMA, LGA and STHA have been followed.

6. Tangata Whenua Considerations

No specific considerations have been identified. Tangata whenua did not raise any issues through the consultation process.

7. Views of Those Affected

The consultation process provided an opportunity for people to make their views known. The outcomes of these processes have been discussed above.

8. Costs

The biggest resource requirement will be staff time, which will come from existing budgets and workloads.

9. Benefits

Setting fees for the new RMA processes is in keeping with Council's Annual Plan 2017-18. Having the costs of these processes covered by fees means they are not having to be met from general rates.

Two redundant bylaws will be removed.

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

Public notice of Council's decision on each proposal will be given and, if adopted, the new RMA fees and the ESSTP will be made publicly available as required by statute. It is considered likely that there will be public interest in these decisions.



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.

Submitter: Brent Oldham

Oppose the proposal

Submission: 40 hour working weeks and employment conditions were hard fought and won in NZ. There is no need to open shops every day of the year. Just back from France where basically everything is closed on weekends - so the argument that tourists demand it is false. Let shop workers enjoy a few days in the year where they can't be forced to work or made to feel guilty for not.

Submitter: Jane Douglas

Oppose the proposal

Submission: I feel there is enough trading days during the year and traditionally is a family time.

Submitter: Eamon Ginley

Support the proposal in full

Submission: I think we should give the businesses in Buller the chance to have another trading day. It is a long weekend, so we may have additional family or visitors in the District over these days - and providing them more chance to spend money in Buller is a great idea.

Submitter: Norman Crawshaw

Support the proposal in full

Submission: Easter Sunday is a day when many visitors are in town and need businesses to be open. From a religious perspective, Easter Sunday is supposed to be a day of joy. Hard to be joyful if everything's shut

Submitter: Alex Trower

Oppose the proposal

Submission: We can already open enough days of the year. We can leave some that workers do not have to be pressured into working. The shops are open the Saturday before and the Monday after, people should be able to cope with them closed.

Submitter: Buller Discounter Dairy

Support the proposal in full

Submission: We Support the Easter day trading hours because of we need more business in general in Westport and in Buller region, by opening on that local business can make extra money to keep going with their respective business.

Submitter: Rick Lucas

Support the proposal in full

Submission: I support allowing shops to open on Easter Sunday if they wish. a total ban, based upon a single religious viewpoint, is simply wrong. it is government imposing a single religious perspective on all citizens. which, again, is wrong.

Submitter: Janet Jamieson

Support the proposal in part

Submission: I believe it would be good for the community to have Easter Sunday trading for part of the day to line up with the tourists coming in off the train but also see it as a day to spend with family for the shop workers maybe a part day with early closing

Submitter: Geoff Schurr

Support the proposal in full

Submission: As we move to a Tourism based economy changes in line with international conventions will be required. Tourist do not think in terms of what day it is or whether it is a public holiday- they simply demand that services are available.

Submitter: Rev Diane Griffin

Oppose the proposal

Submission: Our nation was founded on Christian principles and Easter Sunday is one of the most important dates in the Christian calendar. We have over the last few decades seen an increasing slide toward secularism in this country as we move further and further away from Christian principles. I see no reason why Buller District Council need to follow like lemmings where the rest of the country leads. Remember what happens to lemmings!

Submitter: Eyvonne Diskin

Support the proposal in part

Submission: I think it should be up to the business owners to decide themselves, whether to open or not. Sometimes family reasons are more important

Submitter: Margaret Wood

Oppose the proposal

Submission: At least one Sunday a year it's surely possible for shop owners to not have to worry about opening - to have a real holiday with family and friends!

Submitter: Staci Offwood

Support the proposal in full

Submission: I believe we should be able to trade on any day. We are not all Christian to believe in Easter etc. Queenstown trades every day due to tourism. Our tourism is our major asset I believe and it is embarrassing on Sundays that very minimal is open to cater for our visitors. There is no doubt The Old Ghost Road has made a great improvement to visitor numbers and they request a number of services that are closed in the weekends and public holidays, ie chemist, bike shop. Can I also please suggest that your funding initiative for staff members could be divided between some key businesses to allow Sunday trading and longer hours on a Saturday. I would also like you to take into account the cost of trading on public holidays, it is huge. I have been trading all public holidays besides 3 a year for 9 years and it isn't worth it! It cost our businesses to do so. Your initiative again could be divided to assist those of us that do it for the town and the visitors. It means I could also extend my hours on public holidays which has been requested by customers but we can simply not justify this with the cost of wages.

Submitter: Greg Hart

Oppose the proposal

Submission: I believe that the Government not Local Councils should be deciding this. I think it is anti-family and anti-workers rights.

Submitter: Heritage Jewellers

Support the proposal in full

Submission: Shops should be open if they choose to over Easter as is the case on the rest of the coast.

EASTER TRADING 2018

Our submission is in support of Sunday Easter Trading for the benefit of the Reefton community.

As a business owner in Reefton we are heavily reliant on tourism as one of our main sources of trading income. The Easter holiday period is one of the busiest times of the year for local Reefton businesses. There are several tourists passing through Reefton over this time of year that require services to be open. Locals also appreciate the opportunity to shop locally rather than drive to Greymouth for essential services.

With State Highway 1 currently closed more people are dependent on services like ours being open. We are an hour away from the nearest major town therefore people will be needing groceries for their stay in Reefton. Closing on this day may mean people will continue to travel through here and stay in towns where trading is allowed.

Some foreign tourists are probably unaware that many shops are shut over the Easter period. Those that are aware that shops are closed may rethink their travel plans; the whole business community of Reefton then misses out.

A lot of District Councils have agreed to open for Sunday trading; we believe Reefton should be part of this also.

We are shut on Good Friday as per the law. If we are shut on the Sunday we then miss out on two trading days that week. Losing these two trading days puts a strain on the business financially.

We would like our thoughts to be considered.

Many thanks

Cathy & Dan Gilsenan
Reefton Supervalue

Submission by

Hospitality New Zealand



to the

Buller District Council

on the

Proposed Easter Trading Hours policy

November 2017

Hospitality New Zealand Buller Branch

www.hospitalitynz.org.nz

Contact Details:

Name: Kelly Harris, Regional Manager/Branch President
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Address: 78a Kingsford Drive Stoke Nelson 7011

Through membership servicing of approximately 3,000 members throughout New Zealand, Hospitality New Zealand is able to gauge the views and experiences of a wide variety of New Zealand hospitality businesses including restaurants, café, bars, hotels, motels, taverns, off-licenses, casinos and a wide array of short and long term accommodation providers. Membership of Hospitality New Zealand is voluntary, is primarily funded by member subscriptions and comprises predominantly small businesses. There is also a perception that Hospitality New Zealand, through its advocacy, speaks for and represents the interests of the hospitality industry as a whole.

Because the majority of hospitality businesses are excluded from the shop trading hours restrictions due to the provision of food, any changes or status quo to Buller's decision on shop trading hours will not affect the majority of our memberships ability to trade. The major impact of Easter trading on most hospitality businesses is the restriction on the ability to serve alcohol when members of the public are not on site for the purpose of dining, which is not part of this proposed policy.

However, Hospitality New Zealand Buller Branch supports the proposed Shop trading hour's policy in principle for the following reasons:

- The ability for retail businesses to trade over Easter creates an 'open for business' attitude for the region which assist in marketing the area to Easter holiday makers and tourists as a whole. This is important in the overall perception of the region which if improved will hopefully have a flow on effect for our Accommodation and Hospitality members.
- Hospitality businesses in commercial areas have a mutual relationship through a shared customer base with the retail businesses who are effected by the shop trading hour

Hospitality NZ Submission –Proposed Easter Trading policy

restrictions over Easter. The ability for retail customers to choose to shop over this will potentially increase foot traffic and have the flow on effect of increasing patronage in hospitality businesses.

In Conclusion:

Hospitality and Retail are important industries for the international and domestic tourist market. The ability for both of these sectors to trade over a known holiday weekend will increase the regions appeal to holidaymakers and locals alike. Hospitality business can directly benefit from increased foot traffic and visitors to an area while retail is open. The Act is specific in that it does have any mandatory requirement for businesses to open, nor can a business force an employee to work. By allowing for the removal shop trading hour restrictions over the Easter period, people will have the freedom of choice do shop, dine or otherwise during this period.

It is for these reasons that Hospitality NZ supports the removal of restrictions on trading hours in Buller.

We do not wish to be heard on our submission

Kelly Harris

Regional Manager/Branch President

Hospitality New Zealand

BULLER DISTRICT COUNCIL
FOR THE MEETING OF 13 DECEMBER 2017

Report for Agenda Item No 5

Prepared by - Garry Howard
- Mayor

Reviewed by - Graeme Neylon
- Deputy Mayor

Media Policy

Report Purpose:

To provide an understanding and expectation of media dissemination. This report provides Council the opportunity to document expectation while a Council Media Policy is developed.

Draft Recommendation

That Council resolves that in the absence of a Council Media Policy the following process be followed for media communications -

- 10am be a designated time for media releases that includes, newsletters and statements of Council
- First release - staff and councillors
- Second all media - newspapers, radio, web, social media
- The above is for “prepared media”. In the case of urgent notifications, civil defence, boil water notices, road closures etc. then management will determine the most appropriate time to release using all media options. These will be sent to councillors and all staff at the earliest opportunity.
- The placement of advertisements and notifications to follow Council’s Procurement Policy

Background

Media protocols for councillors is defined in the elected members Code of Conduct and Standing Orders. This is what a large number of councils have in place. This specifies who can make media comment on governance decisions. In addition to this staff have a communications strategy which includes the process for media distribution. This is currently under review. A good number of councils have a more comprehensive communications policy, see Queenstown Lakes District Council policy attached.

As councillors and staff are the first point of enquiry, as a result of media releases then it is imperative they are advised in the first instance of all media releases. In the case of emergency notifications, such as civil defence, boil water notices, road closures etc. then councillors and staff require notification at the earliest possible time.

The timing of media releases is extremely important. There are numerous options for media releases with social media, printed media, television and radio. This agenda item is not covering interviews with television, radio and journalist as timing is normally outside of the control of who may be interviewed. To allow equal opportunity to media providers and appropriate consideration of media releases prepared by delegated councillors and staff a set time is appropriate. As an example media releases post Council meetings are common and the content around Council resolution needs careful consideration to ensure the media release reflects the dialogue and context around the resolution. A media release at 10am the day after a Council meeting allows consideration of the committee chair and management. It also allows collation of material that may assist such a release.

A related issue to timing and placement of media including advertising is procurement. In regards to circulation of printed matter we have numerous options within Buller that include Westport News; Karamea Chronicle; Buller Bay Bulletin; Reefton Clarion. These are owned and operated by people residing in Buller and can provide target market coverage or complete district coverage. In addition to these we have Buller Printing for the production of newsletters. Council's Procurement Policy as attached sets out the parameters of procurement. Council has put considerable time and resources into assisting new business and sustain existing business for the benefit of the community and it is appropriate to direct Council expenditure locally where possible.

Considerations

1. Strategic Impact

Appropriate notification and timing of media releases is very important to keep Councillors, Staff and the community informed.

2. Significance Assessment

This matter is not deemed significant under the Council's Significance and Engagement Policy.

3. Values Assessment

This report provides a clear media process in the absence of a Council Communications Policy. It enhances the Buller District Values by ensuring our community, staff and councillors are informed of Council issues.

4. Risk Analysis

If media releases are not communicated to councillors and staff, then situations occur that do not reflect well on Council.

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

Some councillors, staff, media providers and members of the community have expressed concern in regards to media dissemination, as various sector groups have not always been aware of media releases. The recommendation provides clear instruction.

8. Costs and Financial Analysis

As noted in point 2 above.

9. Benefits

Alignment with community views.

10. Media/Publicity

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

Communications Policy

Adopted – Council 26 November 2004

Introduction

Communications with ratepayers, residents and visitors is a major part of the Council's activities. Communication comes in a wide range of forms from public interface to written or spoken material. In formal communication we have a wide range of choices fulfilling a number of objectives, including consultation, statutory obligation for example notifying Council meetings, discretionary communication for example Scuttlebutt (QLDC community newsletter) or press releases.

In all communications Queenstown Lakes District Council staff and representative contractors must apply the highest possible standards whilst taking into account the following:

- The communication must be clear and simple.
- When appropriate the communication must be attractive to the reader (illustrated, accurate, spell checked (all geographical references, street names etc must be 100 percent accurate), grammatically correct.
- All communication must express fair and unbiased information. (The commonest complaint to the Auditor-General is regarding communication that is unnecessary, unbalanced or politically biased).
- Communication resources must be applied effectively and efficiently and for legitimate reasons.

The Scope

This policy applies to any communication by an elected member or an employee or officer of Council in the following circumstances:

- Where the Council meets the cost of that communication; or
- Where the person making the communication does so in an official capacity on behalf of the Council or Community Board.

The policy applies to mandatory and discretionary communications, communications in the Council's own publications and the news media generally (print, radio, television) Council-funded advertisements and other forms of publicity, electronic (website and email *see also email usage policy*) and hard copy publication.

Examples of communications include pamphlets, posters, radio notices, newspaper advertisements, Council newsletters (Scuttlebutt, smaller communities) press releases, educational material, website www.qldc.govt.nz (Consultation is dealt with in the Queenstown Lakes District Consultation Guide).

Communications by members using Council resources or facilities are covered on page 66

The guide does not apply to normal day to day correspondence between members and their constituents, except during a pre-election period (see Principles 9,10, 11 and 12) and communications by members using their own resources.

Communications – whose responsibility?

In the Queenstown Lakes District Council members and Council management share different elements of the communications function. For example a member is accountable for a decision or action of the Council or committee. The Mayor, Community Board Chairman or members are encouraged to act as spokespersons.

The person (manager, employee, and contractor) with the best expertise in a matter will act as spoke person for the Council. All media interviews (staff and contractors) or press releases (staff, contractors and members) are best coordinated either by the Communications Manager or the Chief Executive (Also see QLDC staff protocol guide and QLDC media policy). As a courtesy, members are asked to advise the Chief Executive of media interviews prior to publication or broadcast, particularly if the Council is likely to receive additional questions on the basis of the interview.

Communication also contains an element of risk. When appropriate any staff, contractors or elected members should alert the Communications Manager or Chief Executive to any matter likely to require professional advice. Quality control, editorial policy and editorial supervision are the ultimate responsibility of the Chief Executive. Council communication should be apolitical and for that reason the CEO will (after consulting members) make final decisions on formal publications.

The roles of members and management should be complementary and communications should affect a partnership working together for the good of the community. At no times will a staff member or contractor publicly criticise a member or the policies of Council once established.. As a matter of professional courtesy, for the reason stated above and in keeping with the members' code of conduct, a member will not publicly criticise a staff member or contractor.

(See also elected members Code of Conduct adopted September 19, 2003).

Principles

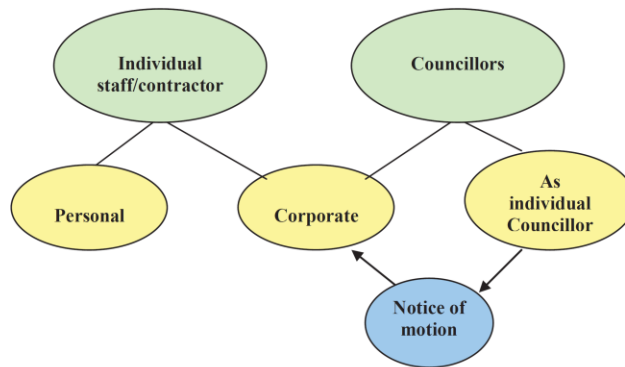
The following principles should guide all decisions on official council communications.

Legitimacy and justification

Principle 1

The Council can lawfully spend money on communications to meet a community's justifiable need for information about the Council's role and activities.

- Communications are a necessary and legitimate expense.
- No communication should be undertaken without justification. The criteria is to establish a need for information, to ensure that communication method will be effective in reaching the target audience and ensuring the method is cost effective.
- Communications should be evaluated (annual resident and ratepayer opinion survey).
- Council has an obligation to communicate with those people affected by the Council's actions, which will necessarily require ascertaining who those people are. *(See also Consultation Policy).*
- Consultation with the community is fundamental to the working of the Local Government Act.



Principle 2

Communications should be consistent with the purpose of local government and be in the collective interest of the communities the Council serves.

- The Council is a corporate entity, with a statutory role and purpose. The role and purpose includes promoting the well-being of our communities and always acting in the collective interests of them all.
- Although communications might target only one part of the community, all communications should be justifiable as being in the collective interests of them all.

Principle 3

Communications should comply with any applicable Council policies and guidelines.

The collective position

Principle 4

Communications on policies and decisions must reflect the collective position of the Council.

- The Council should always speak with 'one voice' representing the corporate or collective position. The exception to this is the elected member who has a contrary or opposing opinion as an individual. Refer to the Code of Conduct
- Any authorised spokesperson should be identified in their official capacity in terms of the matter being communicated ie. committee chairperson.
- Official communications must meet the Council's not the spokesperson's objectives and should only reflect the Council's position not the personal views of the spokesperson. Any elected member can of course state their personal position outside the realms of an official Council communication. (Refer to the Code of Conduct.)

Principle 5

Communications on Council business should be clearly attributed to the Council as the publisher.

If engaging in public debate with an interest group or section of the community avoid Council funded publications.

- Utilise the news media for this purpose ie. it is appropriate to respond to unfair or ill-informed information; however Council resources should not be used to engage in a public argument. Written statements or media releases are appropriate as are interviews with an authorised spokesperson. The exception to this is incitement to commit a crime on the part of an interest group. In that instance it is reasonable to utilise a Council funded publication.

Communications by members

Principle 9

Members communications should be relevant to the role of the Council.

- Members are encouraged to contribute ideas and suggestions to communications such as Scuttlebutt and the Council website but all final editorial and quality control will be the responsibility of the communications manager in the first instance with final approval from the chief executive.
- Refer to Council's Standing Orders and the elected members Code of Conduct.

The following policy has been provided by the Auditor General:

- *It is not appropriate for a Member to use a council newsletter or website to express views on a matter of central government responsibility if that matter has no direct bearing on Council activities.*
- *It may be appropriate (but only when undertaking formal consultation) for a member to use Council facilities to consult with the public. However a member cannot use Council facilities to seek political support on an issue yet to be considered by the Council. References to, or the use of a logo or slogan of a political party or grouping are unacceptable.*
- *Members must not use Council communications for political or re-election purposes (see Principle 12).*
- *Staff protocols on the use of the Internet, email, and other communication facilities for personal purposes apply to Members.*

Principle 10

Politically motivated criticism of another Member is not acceptable in any Council-funded communication, by a Member. Refer to the Code of Conduct.

- Members are of course free to use their own resources for such purposes.

Member's personal profile.

Principle 11

Careful consideration and equity must be given to the use of Council resources to raise a Member's personal profile. Refer to the Code of Conduct.

- The Council has a responsibility to let the public know who the Members are, such as the Council newsletter or the website.
- Where appropriate, comments or photo opportunities should include the relevant elected member.

Principle 12

A local authority must not promote, nor be perceived to promote the re-election prospects of a sitting member. The use of Council resources for re-election purposes is unacceptable and possibly unlawful. Refer to the Code of Conduct.

- Promoting the re-election prospect of a sitting Member, directly or indirectly is not part of the proper role of a local authority.
- Council communications facilities (stationary, postage, internet, email etc) cannot be used explicitly for campaign purposes.
- The Auditor General recommends communications, such as Scuttlebutt, are suspended three months prior to the election. (Note in 2004 the Scuttlebutt schedule has been adjusted to be published at the end of July; this edition will not contain reference to any elected member. The August 23 edition will be suspended and the next edition will be published at the end of October).
- A breach of the Local Electoral Act 2001 can result in an election result being overturned.
- In some cases the use of Council resources, for example the reasonable market value of any materials applied in respect to electoral activity or the cost of printing or postage can be deemed "electoral expenses" (see *section 104 of the Act*) but must be declared.

Others

Council surveys should meet acceptable standards in survey and market research (refer Statistics New Zealand *Protocol for Official Statistics*).

Acknowledgement

QLDC acknowledges the use of some material for this policy from the Good Practice for Managing Public Communications by Local Authorities published by the Controller and Auditor-General April 2004.



**BULLER DISTRICT
COUNCIL**

PROCUREMENT POLICY

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1.0 Context

1.1 Legislative Context

The Council is required to have a procurement policy acceptable to the New Zealand Transport Agency in order to meet the requirements of section 25 Land Transport Management Act 2003. The Council is also required to act within the provisions of the Local Government Act when procuring services.

1.2 Value For Money

The Council has adopted the definition used by the Office of the Auditor General to define value for money. This is *"Value for money means using resources effectively, economically, and without waste, with due regard for the total costs and benefits of an arrangement, and its contribution to the outcomes the entity is trying to achieve. In addition the principle of value for money when procuring goods and services does not necessarily mean selecting the lowest price but rather the best possible outcome for the total cost of ownership (or whole of life cost). Value for money is achieved by selecting the most appropriate procurement method for the risk and value of the procurement, and is not necessarily by using a competitive tender."*

1.3 Competitive and Efficient Markets

The Council's strategy provides for a range of delivery models and procurement procedures that are determined by risk, complexity of tasks and predictability. Council wishes to ensure that competition is maintained in the market without creating costly inefficiencies through having one system for all procurement.

1.4 Strategic Goal and Objectives

The Council has consulted with the community in determining its community outcomes for the Long Term Council Community Plan (LTCCP). In undertaking this process the community has provided some guidance and direction to the Council and the need for the economy of the Buller District to show growth and for the Council to be prudent in its expenditure.

The Council follows a process of Systems Thinking to ensure an efficient and effective management of projects and tasks. This process is to reduce risk exposure and eliminate waste. Waste can be defined by a number of parameters and includes:-

- the number of projects or tasks where rework is required
- reducing any duplication in procuring
- repetitive tendering

The Council owns a construction and maintenance company WestReef Services Ltd which has required a large investment from the ratepayers of the district. The Council intention is to continue to negotiate with WestReef Services for the continued maintenance of the Council's water supplies, wastewater services, Cemeteries and Parks and Reserves. WestReef Services will also be tendering for other Council activities such as road maintenance and improvements. Profits

from WestReef Services are paid back to the Council as a dividend and these are used to off set rates. To ensure that there is transparency the Council will engage an independently qualified person to assist in the determination of the contractor for road maintenance.

Based on experiences to date the Council intends to maintain the in-house Professional Services Business Unit to provide advice and contract administration. The Council will continue to seek advice from Consultants when resources are limited or the skills of a specialist consultant are needed.

Where external suppliers are required due to resources, skills and or expertise they will be procured on the basis of:-

- Quality and not necessarily cost
- Long term relationships with Council
- A commitment to entering into contracts with strategies to align themselves with the Council's strategy
- Both parties to contracts having an exit provision.

Strategy

To procure goods and services which provides the best long term value for money for the Buller District taking into account the economic advantages of the local economy.

This strategy takes into account the benefits of local companies that provide employment to local people and provide for the wider benefits of the community and the district's ratepayers.

1.5 NZTA Procurement Requirements

Section 25 of The Land Transport Management Act requires that procurement procedures used by approved organisations are designed to give best value for money spent. This section also requires that:-

- Regard is given to the desirability of enabling fair competition that will encourage a competitive and efficient market,
- For other than minor or ancillary works undertaken by an internal business unit, outputs must be purchased from external providers.
- To reinforce the value for money concept the local authority is not compelled to accept the lowest price.

Professional Services procured in house requires the specific approval of the New Zealand Transport Authority.

1.6 Buller District Council Procurement Framework

The Council in developing this framework takes cognizance of the Office of the Auditor General and their publication '*Procurement: a Statement of Good Practice*'

In this publication good practice includes

- Effective management of risk throughout the procurement process,
- Operating with ethical standards covering confidentiality, disclosure and conflicts of interest,
- Development of and implementation of clearly written procurement policies and procedures,
- Having regard for the law and acting in accordance with enabling legislation along with the wider legal and public law requirements.
- Being aware of the economic considerations including taking into account total cost of ownership, value for money and market impact.

1.7 Delegation

Source: Council 23/10/03

(Note: All figures are GST exclusive.)

(a) Chief Executive

For the provision of works and services, materials and equipment within annual estimates except for contracts as below, unlimited.

(b) Manager Corporate Services, Manager Community and Environment, Manager Operations and Team Leader Community Services.

For the provision of works and services, materials and equipment within annual estimates under their control except for contracts as below, unlimited.

(c) Works Engineer

For the provision of works and services, materials and equipment within annual estimates under their control except for contracts as below, up to \$50,000 on any single item or order.

(d) Accountant, Asset Engineer, District Librarian, Management Accountant, Compliance and Emergency Manager, Senior Building Inspector, Environmental Team Leader Team Leader Planning, Roading Engineer, Property and Reserves Officer, Design Engineer and Utilities Engineer.

For the provision of works and services, materials and equipment within annual estimates under their control except for contracts as below, up to \$25,000 on any single item or order.

(e) Theatre Manager, Reefton Service Centre Manager, Community Services Officer and Computer Systems Administrator.

For the provision of works and services, materials and equipment within annual estimates under their control except for contracts as below, up to \$10,000 on any single item or order.

(f) Reefton Librarian, Chief Executive's PA, Environmental Team Leader, Administration Officer Environmental Services, Animal Control Officer, Building Inspector, Planning Officer, Manager Operations PA, Manager Corporate PA, Community and Environmental Services, Planning Assistant, Engineering Officer, Civil Defence Officer, Customer First Team Leader, Health and Safety Officer, Property Officer and Assistant Property Officer.

For the provision of works and services, materials and equipment within annual estimates under their control up to \$5,000 on any single item or order.

Provided Always - That at least three competitive prices for items over \$5,000 are obtained unless approved otherwise by the Chief Executive, Manager Corporate Services, Manager Community and Environment or Manager Operations.

(g) Council authorises as policy by delegation any one of the Chief Executive, Manager Operations, Manager Corporate Services or Manager Community and Environment and Team Leader Planning to enter into mediation or arbitration on Council's behalf and have the power to make binding decisions in general terms and under Section 34A Resource Management Act within the general parameters of the financial delegations authorised under delegation 28.11.3.

(h) If there are staff complement additions during a financial year, the Chief Executive Officer may assign an authority limit to that position equivalent to that of a similar position.

1.8 Contracts

For contracts to be awarded by publicly advertised tenders:

(a) To the Chief Executive, Manager Operations, Manager Corporate Services and Manager Community and Environment.

Delegated authority to accept tenders up to \$250,000 provided that the lowest conforming tender meeting specification (for purchases and works contracts) or the highest tender meeting specification (for sales of assets) is accepted and that the tender is not more than 10% above or below the estimate as appropriate.

All others to Council.

Provided always that tenders accepted are reported to Council.

For the sake of clarity, contract payments may be authorised by the appropriate Officer for those contracts awarded by Council provided the contract payments do not exceed the approved contract amount.

1.9 Determining the Type of Relationship

1) Map and understand risk and Complexity

Risk quantifiable – transfer unquantifiable - share	Risk
Fixed Scope – fully documented – routine - complex	Concept – many unknowns
Simple project management management	complex project or programme
Few stakeholders known and aligned not aligned	many stakeholders –
Politically routine – prioritised and secure funding funding options	Politically sensitive – require
Robust supply market suppliers	Few capable
Predictable service levels service levels	Dynamic or unpredictable
Predictable work – mostly scheduled activities	Unpredictable demand and event based
Deliver to specification innovation	Seek and implement

2) and check against best value relationship type

Transaction	Managed	Performance Managed	Collaborative
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3) Determine which suppliers will offer best value

Transaction	Managed	Performance Managed	Collaborative
Closed question prescriptive inputs / outputs	Mixed closed / open Eg closed on what open on how	Open question - outcomes	
Conforming quote	Price quality	Qualify / negotiate	
Quote	Tender to specs	Tender / Proposal to LOS	Shortlist, negotiate & target price

The above matrix will assist in determining the procurement option best suited to the task taking into account risk and complexity. The example provided in the appendix demonstrates how the matrix is used.

2.0 Procurement Environment

2.1 (a) Land Transport Financially Assisted Roading

Network Maintenance

The Council has a contract that New Zealand Transport Agency has permitted to extend until the procurement policy has been prepared and approved. The existing contract is a measure and value contract that is typical of many contracts around the country for maintenance. The Council believes that a less confrontational type of project for maintenance contracts is now possible. The present contract is price based not quality or

value for money, this leads to the contractor and the principle having different objectives in managing such contracts. The Council will engage contractors for all of its maintenance type projects on the basis of using the specifications used in its existing contracts and a cost plus basis. This allows the contractor to make a fair profit and the Council and contractor to work collaboratively and in an informal partnership to deliver the maintenance programmes with value for money.

The contract term will initially be for a five year term however it would be written in such a way as to allow an extension of a further 5 year term based on contractor performance.

The supplier selection model will be quality based, by selecting the best quality supplier who would nominate an on-cost as the basis for negotiation.

The scope of the road maintenance contract will be:-

Network maintenance works including pavement, bridge maintenance, street cleaning and drainage.

- The renewals associated with these activities.

The typical value of these works is about \$2 million per annum.

Improvement Projects and Specialised Maintenance Works

For projects such as reseals, road marking, bridge renewals, seal extensions, and minor safety improvements which are beyond the scope of the maintenance contract will be tendered using the procurement method considered best applicable to secure the right supplier for the work. The most likely procurement method is included in the table below. Council will be investigating opportunities to tender joint contracts for reseals and road marking with NZTA and adjoining local authorities if this can provide for better value. Consideration needs to be taken to determine that the larger contracts do not remove competition. The other contracts are of a smaller local nature and will be tendered to ensure continued viability of the local construction market.

Rough River Bridge design and construction will be dependant on a cost benefit being determined and funding made available.

Council will consider a longer term two year reseal and road marking contract if this can be shown to be more cost effective and a better planning option for the contractors. If this proves to add value then this will be for three years to match the funding cycle in future years

The programme for the next three years is:-

Description	Likely Procurement	2010/11	2011/12	2012/13
Seal Extensions Unsubsidised	Lowest Price Conforming Tender	\$108,500	\$111,600	\$115,000
Derby Street Upgrade	Lowest Price Conforming Tender	\$90,900	\$93,500	\$95,750
Footpath	Lowest Price	\$170,000	\$176,000	\$180,000

Refurbishment	Conforming Tender			
Rough River Bridge Professional Services	Brooks Law	\$250,000		
Rough River Bridge Physical Works	Price Quality		\$1,390,000	\$1,640,000
Pavement Rehabilitation	Lowest Price Conforming Tender	\$103,000	\$106,000	\$109,000
Roadmarking	Lowest Price Conforming Tender	\$90,000	\$92,700	\$95,500
Road Sealing	Lowest Price Conforming Tender	\$658,000	\$678,000	\$694,800

Where professional services are required for the above works and they are not undertaken by the in-house professional services business unit they will be engaged by direct appointment up to \$50,000 or for projects above this by a contestable based process either Brooks Law or priced based depending on complexity and the scope for innovation.

Specialised Work

Task	Procurement
RAMM Rating	Direct Negotiation
Asset Valuation	Direct Negotiation
Structural Bridge Inspections	Direct Negotiation
Street Light Maintenance Westport and Seddon Wards	Buller Electricity Ltd
Streetlight Maintenance Inangahua Ward	Electronet Services Ltd
Street Light Energy	Contact Energy and Trustpower

Network Maintenance Contracts

The administration of network maintenance contracts work will be undertaken by the Council's in house Professional Services Business Unit.

Road Safety Coordinator

This contract is tendered and awarded by the West Coast Road Safety Coordinating committee. This committee has representation from the four West Coast Councils and NZTA. The current contractor is Tai Poutini Polytech, whose contract is for one year with the opportunity to extend subject to funding being available.

Impact of other Procurement Programmes.

The opportunity for combining programmes with other than NZTA is considered to be unlikely because of the distance between the Buller District and adjoining local

authorities. There will be some opportunities in ensuing years to maximise opportunities where the projects are in closer proximity to the borders or and where specialist equipment is involved. Councils take advantage of utilising RAMM rating and roughness measurement contracts at present.

2.2 Utility Services

These activities are for the maintenance and operation of the water supplies, sewers and stormwater.

Network Operations

This contract is to be negotiated with WestReef Services Ltd on a cost plus basis. The term of contract will be for a seven year period however it would be written in such a way as to allow future extension based on contractor performance.

This allows the contractor to make a fair profit and the Council and contractor to work collaboratively and in an informal partnership to deliver the maintenance programmes with value for money. The contractor and Council will negotiate performance indicators including response times to ensure that work is achieved in a timely and efficient manner.

Typical value of these works is \$920,000 per annum.

Both parties to these contracts to have an exit clause without penalty should the contract become frustrated.

Capital Works

The network maintenance contractor is to be offered minor capital projects of less than \$30,000. Council will however tender on the open market if it considers the price from the maintenance contractor does not provide good value for money.

Major capital works will be tendered using the appropriate procurement method as determined by the matrix.

Professional Services

Professional services that are required for the above works and are not undertaken by the in-house professional services business unit will be engaged by direct appointment for projects with an estimated value up to \$50,000 or for projects above this by a contestable process either using Brookes Law or a priced based process depending on complexity and the scope for innovation.

Major Capital Works

Description	2010/11	2011/12	2102/13
Watermain Renewals	334,120	248,899	273,489
Westport Reservoir Roof		258,200	
Water Supplies Upgrade DWS	80,000	120,000	150,000

Foul Sewer Main Renewals	102,106	85,617	115,422
Stormwater Main Renewals	118,915	78,620	94,088
Brougham St Pump Station		226,800	

2.3 Parks Reserves & Property

Maintenance Contract

This contract is to be negotiated with WestReef Services Ltd on a cost plus basis. The term of contract will be for a seven year period however it would be written in such a way as to allow future extension based on contractor performance.

This allows the contractor to make a fair profit and the Council and contractor to work collaboratively and in an informal partnership to deliver the maintenance programmes with value for money. The contractor and Council will negotiate performance indicators including response times to ensure that work is achieved in a timely and efficient manner.

Typical value of these works is \$ 800,000 per annum.

Both parties to these contracts to have an exit clause without penalty should the contact become frustrated.

Capital Projects

Minor capital projects will be negotiated with the maintenance contractor. Local tradesmen are engaged for undertaking specialist work such as electrical, plumbing and painting. These activities where they are day to day nature are negotiated with the tradesmen however where a project is of sufficient size then this will be procured using a method in accordance with the matrix.

2.4 Solid Waste

Landfills

There are a number of separate contracts used for solid waste and it is intended that these continue. The Maruia and Karamea landfills are supervised by a local person and in the Maruia also undertake covering and compaction of the refuse.

Transfer Stations

WestReef Services will continue to operate the transfer stations on a cost plus basis.

Refuse and Recycle Collection

In the interim it is intended that WestReef Services continue to provide the weekly refuse and recycling contract on a cost plus basis. There are prospective opportunities in this area to encourage a regional wide contract and Council will investigate any opportunity that will provide a service that offers the Buller District long term value for money.

Transport Solid Waste

Council has a three year contract with Johnson Bros for the transport of solid waste from transfer stations in Westport and Reefton to Nelson. It is likely that the cartage to Nelson is to be longer than the initial three year period initially and this contract will be extended for another three year term subject to satisfactory negotiation.

Landfill Construction

The construction of a new landfill will depend on the construction being the long term economic option for the district. If this project proceeds then this will be undertaken by a procurement process in accordance with the matrix.

2.5 Council Administration Services

Council purchases goods and services for a wide variety of activities using a combination of direct negotiation, cost and quality based tendering.

Council also is a subscriber to the GSB contracts which allows direct purchase for goods and services from this source as they have been subject to a tender process that Council considers gives value for money.

Corporate Services

Financial and systems support	NCS
Information systems support	EGL
Telecommunications	Telecom via Cogent
Energy Supply	Contact
Insurance and Risk Services	LAPP &
Corporate Consumables	GSB
Legal Services	Fletcher Vautier & Moore
Banking	Westpac Corporation
Valuation Rating	Quotable Value
Audit	Audit NZ

Regulatory Services

Resource Management Services	
Public Health Services	District Environmental Health Services Ltd

Asset Management Services

Valuation of Assets	Aurecon
Asset Management Plan Development	Aurecon

The Council will continue to work with existing suppliers as appropriate but will review these arrangements on a regular basis as new opportunities and developments occur to ensure value for money.

2.6 Supplier Market

Consideration of the supplier market is a requirement of the Land Transport Programme procurement.

Network Physical Works

There are two national road maintenance contractors based in Buller these are Fulton Hogan Ltd and Downer EDI Works (Buller state highway network maintenance) , there are two regional based contractor Ferguson Bros Ltd (Grey District Council and State Highway Southern and Central network maintenance contracts), WestReef Services (Buller District Network Maintenance Contract and State Highway Northern West Coast Vegetation Control).

These four companies all have the necessary resources to physically undertake the work.

The Council wishes to enter into a delivery model based on trust and performance and where confrontation and waste is minimised. The supplier of these services to Council must be able to show a demonstrable commitment and evidence to show that they can deliver roading services under such a regime and in partnership with the in-house Professional Services Business Unit.

The Council therefore intends to procure roading services under a quality based supplier selection method, so that initially price is not a consideration. The process to be utilised will be a variation of Brookes Law.

Council considers that the long term benefits to be obtained from quality, efficiency gains, and partnership outweigh any short term pricing advantage that may occur from existing schedule type contracts. The potential long term of the contract will have very little impact nationally on the maintenance contract market.

2.7 Professional Services

Council will continue to use its in-house Professional Services Business Unit for contract administration and advice.

The Council will continue to seek advice from Engineering Consultants when resources are limited or the skills of a specialist consultant are needed. Opus maintains an office in Westport for the State Highway Professional Services. Both Opus and MWH maintain professional staff in offices based in Greymouth while all major engineering consultancy firms have offices in Christchurch. The continued use of in house professional services is considered the most cost effective manner in which to provide these services with the nearest other professional staff being located in Greymouth.

3.0 Management and Implementation

3.1 Risk Management

The Council is in the process of preparing a formal risk management policy the key to complement its system thinking policy. This will ensure that risk is identified, managed and if possible mitigated.

The current move to a cost plus based arrangement will manage the price risk that results from uncertainty of the scope and schedules of work in traditional contracts.

Risk can also be managed or mitigated concerning project outcome, technical and safety issues by ensuring that appropriate skills, training and expertise can be utilised as required.

Some of the risks that have been identified are:

1. Loss of staff – Council staff have accumulated many years of local and contract knowledge and are committed to ensuring Council methods and policies are implemented.
2. Tenderers commitment to working with Council to implement its strategy of continual improvement and value for money.

The key mitigation factor that can be used is if continuous improvement or satisfaction is not occurring in the work then both or either parties can exercise a right to withdraw after providing a reasonable notice period.

3.2 Contract Management

All of Councils current contracts are based on NZS: 3910 which will continue to be used for traditional type contracts such as lowest price conforming and also price quality. The next maintenance contracts will either be prepared using NZS 3910 or the NEC model.

3.3 Communication

(a) Elected Members

Council is in process of utilising a systems thinking approach to the delivery of services. Formal reports and recommendations are provided as required by Council's policies.

(b) Management Executive

The procurement strategy is owned and approved by the Executive Management Team any alterations or significant issues will be discussed at their meetings.

(c) Other Approved Organisations and Suppliers

For the roading procurement communication with the approved organisations will be by letter. All other consultation for other activities will be by the LTP and annual plan process. Council will continue to discuss procurement options with prospective suppliers. The Council does not wish to risk the delivery model by entering into a contract with a supplier that does not show commitment towards

system thinking in partnership with the Professional Services Business Unit. Buller District therefore intends to procure roading services under a quality based supplier selection method, so that initially price is not the main driver. Council does not believe that a trend towards longer term relationships will have any impact on competition and or ability for new players to enter the field. Council's maintenance programmes are small in comparison to the New Zealand market. The Council is committed to providing the best services it can for road users and its ratepayers.

3.4 Performance Management

The measures should be derived from the purpose. Good measures will include:-

- Relates to purpose and is derived from the work
- Improves and facilitates understanding and improvement
- Shows capability and innovation
- Those that are used by the people who do the work to control and improve
- They are used by Managers to control the system.

The maintenance contracts will have the following measures:-

1. Volume of public demand

A reduction in the number of complaints or requests will demonstrate our capability to meet the customer's expectation of an efficient, accessible, and safe roading network and shows that we are doing what matters to them.

2. Time to complete tasks

This will demonstrate our capability to respond to demand

3. Achievement of programme

This will demonstrate our capability to do the work in a cost effective manner, to do it before it affects our customers, to do it once and to do it right.

This also demonstrates our ability to identify and to provide the funding required to do the work.

4. Actual Expenditure against forecast expenditure
5. Actual Funding required for the work against budget
6. Budget left compared to backlog of work

3.5 Capability

Evaluation of Proposals

Council recognises that competent people must be used in the evaluation of tenders or proposals. Council engineering staff are suitably experienced and qualified to undertake this role and will seek expertise from outside Council for particularly complex proposals. The evaluation team will include at least one member who meets the New Zealand Transport Agencies definition of a qualified evaluator.

3.6 Updating Strategy

The strategy is to be a living document and can be revised as changes demand however a formal update is to be undertaken in conjunction with the long term plan. Any changes that affect the procurement of roading will be consulted with NZTA. The Manager Operations will be responsible for the preparation of the update.

3.7 Roading Stakeholders

New Zealand Transport Agency
Roading New Zealand
West Coast Regional Council
Grey District Council
Westland District Council
Association Consulting Engineers NZ

APPENDIX A ^{#1}

Determining the Type of Relationship

Example 1 Reseal Contract

Risk quantifiable – transfer		Risk unquantifiable - share
Fixed Scope – fully documented – routine		Concept – many unknowns - complex
Simple project management		complex project or programme management
Few stakeholders known and aligned		many stakeholders – not aligned
Politically routine – prioritised and secure funding		Politically sensitive – require funding options
Robust supply market	X	Few capable suppliers
Predictable service levels		Dynamic or unpredictable service levels
Predictable work – mostly scheduled		Unpredictable demand and event based activities
Deliver to specification		Seek and implement innovation
Transaction	Managed	Performance Managed Collaborative
Closed question	X	Mixed closed / open
prescriptive inputs / outputs		Eg closed on what open on how
Conforming quote	X	Price quality
Quote	Tender to specs	Tender / Proposal to LOS
Standard T & C	Industry Contract Standards	Frameworks/Hybrids
Purchase Order	CCCS/3910	NEC/Hybrids/bespoke Alliance/PPP

Example 2 Road Maintenance Contract

Risk quantifiable – transfer		Risk unquantifiable - share
Fixed Scope – fully documented – routine		Concept – many unknowns - complex
Simple project management		complex project or programme management
Few stakeholders known and aligned	X	many stakeholders – not aligned
Politically routine – prioritised and secure funding	X	Politically sensitive – require funding options
Robust supply market		Few capable suppliers
Predictable service levels		Dynamic or unpredictable service levels
Predictable work – mostly scheduled		Unpredictable demand and event based activities
Deliver to specification		Seek and implement innovation
Transaction	Managed	Performance Managed Collaborative
Closed question		Mixed closed / open
prescriptive inputs / outputs		Eg closed on what open on how
Conforming quote		Price quality
Quote	Tender to specs	Tender / Proposal to LOS
Standard T & C	Industry Contract Standards	Frameworks/Hybrids
Purchase Order	CCCS/3910	NEC/Hybrids/bespoke Alliance/PPP

#1 Infracore Ltd

Appendix B

Existing Council Policies

Council Policy Purchase Goods and Services

PURCHASE OF GOODS AND SERVICES

Source: Council 28/2/91, p.6, item 4.11

For the purchases of goods and services necessary for the running of the Council preference shall be given to suppliers in the following order:

1. suppliers from within the Buller District;
2. suppliers from within the West Coast;
3. suppliers from elsewhere.

This is subject to:

a) price, quality and service are to be satisfactory, and in particular, to meet any specifications, including health and safety considerations.

b) This preference does not apply to contracts under a competitive pricing procedure for works subsidised by New Zealand Transport Agency.

SELECTING THE PROCUREMENT METHOD

Source: Operations Meeting 13/3/03

Public or Open Tender

Open tender is the default method of procurement and is to be used unless the criteria for alternative procurement methods (invited tender, three quotes, preferred supplier) can be satisfied.

Public tender is always used:-

- Where there is a relatively high cost involved (over \$50,000)
- To allow all interested parties an equal opportunity to tender
- Where a project has high impact or importance and it is considered necessary to demonstrate transparency of procurement method

An advertisement is placed in suitable publications (e.g. Westport News, Grey Star, Press) outlining the project and where the tender documents can be obtained from.

The tenders are assessed according to the prescribed method of evaluation and the successful tenderer is awarded the contract, or tenders declined as applicable.

Approval for procurement method

Whichever procurement method is selected, particularly if deviating from the default method of public tender, formal approval is required from the relevant Manager.

(A) Services under \$50,000 but greater than \$5,000

Deviating from public tender

Where the value of the contract for services is less than \$50,000, but greater than \$5,000 it is not necessary to go to public tender, providing that there is a competent pool of firms known to be capable of carrying out the contract.

(B) Physical Works and Professional Services Contracts

Deviating from Public Tender

It is possible to deviate from using public tender for physical works or professional services contracts in the following situations:

- Where the services to be procured are **highly** specialised and the firms capable of supplying are limited to a widely known few, and/or
- The services to be procured are critical and it is desired to reduce the **risk** of error by allowing only known, capable firms to tender
- The nature of the work demands proven track records
- Time constraints prohibit public tender.

In such situations it is possible to use the **Invited Tenders** method of procurement or to ask selected firms to quote.

A more open method would be to pre-qualify firms responding to public invitations, and this process should be followed for very high value/high public profile works. Extra time needs to be allowed for the process of pre-qualification.

Selecting the procurement method

Using Selected Tenderers

For physical works or professional services of a value of less than \$50,000 but greater than \$5,000 or where specialist expertise is required, tenders may be asked from selected or invited firms.

Using the invited tender method means that all the protocols associated with tendering e.g. a well defined tendering and evaluation process, closing in the tender's box etc must be followed.

With invited tenders:

- The invitation is limited to firms who receive a direct invitation only
- Invitations must be issued to

- Tender documents are required to be prepared
- The lowest price may be the principal or sole determinant
- Invited Tenders should preferably be selected from a short-list drawn up through an expression of interest process
- Tenderers may be drawn from the Buller District Council Approved Contractors List

It should be noted that the inviting of tenders from selected Tenderers implies a degree of pre-qualification, and the chance of challenge on the grounds of fairness to all is higher than going to open tender.

Using invited Quotations

Asking for quotations is a much more informal way of asking for prices. Contact may be by phone, fax or email and although the process followed must be fully transparent, fair and equitable, it is not as rigorous as asking for Tenders.

Asking for quotations from selected or invited firms can be used for physical works or professional services of a value of less than \$50,000 or where specialist expertise is required. With invited quotations:-

- The invitation is limited to firms who receive a direct invitation only
- Invitations must be issued to at least three firms
- Quotation documents are required to be prepared
- The lowest price may be the principal or sole determinant

It should be noted that the inviting of quotations from selected firms implies a degree of pre-qualification, and the chance of challenge on the grounds of fairness to all is higher than going to tender.

Selecting the procurement method

Deviating from Invited Tenders/quotations

It is possible to deviate from using invited tenders/quotes for physical works or professional services contracts in the following situations:

- Where the estimate for the works is \leq \$50,000, a price is to be sought from WestReef. If their quote is within 10% of the estimate, they may be offered the work.
- Where the service to be procured is a repeat of a previous order/contract that was carried out satisfactorily by the firm, and it is desired to use the same firm again for consistency and efficiently: and/or
- The firm has satisfactorily carried out an earlier phase of the work and it
- Is desirable and more efficient to maintain continuity; and/or

- The services required are best provided by a single identified firm or individual only, due to the level of expertise, knowledge or ability that firm or individual possesses; and/or
- The contractor/consultant is the sole provider of the service (e.g. a network utility operator such as Telecom or a software/proprietary supplier); and/or,
- The works require urgent attention (e.g. road slip); and/or
- The services required involve minor cost (i.e. less than \$5,000)

In such situations it is possible to use the **sole or preferred supplier method of procurement**.

Using Sole or Preferred Supplier

Under the sole or preferred supplier method of procurement:

- Only one selected firm is given the opportunity to provide the services
- A scope of work and specifications are still required to be prepared
- Price and/or rates should preferably be negotiated and agreed prior to award of contract
- Contract documentation may be long or short form

Note that this is non-contestable tendering and could be open to challenge.

Selecting the procurement method

(C) Contract for Goods

Deviating From Public Tender

It is possible to deviate from using public tender for the purchase of goods and Public tender services in the following situations:

- Where the value of the procurement is no more than \$50,000 and greater than \$5,000 (excluding GST)

In such situations it is possible to use the **invited quotes method**.

Using Invited Quotes Method

The invited quotes method of procurement for goods and services:-

- Is usually limited to procurement of standard business support goods and services e.g. supply of paper, photocopying, security shredding

- Quotations should be obtained against a written requirement (a scope of works or brief)
- Contract may be "supplier's terms".
- Firms invited to quote should preferably be selected from a short-list of approved firms
- At least three firms should be invited to quote.

Deviating From Invited Quotes

It is possible to deviate from using invited quotes for the purchase of goods in the following situations:-

- Where the goods to be procured are a repeat of a previous order/contract that was carried out satisfactorily by the firm, and it is desired to use the same firm again for consistency and efficiency, and/or
- The firm has satisfactorily carried out an earlier phase of the work and it is desirable and more efficient to maintain continuity, and/or
- The goods required are the best provided by a single, identified firm or individual only, due to the level of expertise, knowledge or ability that firm or individual possesses, and
- In exceptional cases only, the lack of time precludes the other procurement methods.

In such situations it is possible to use the **preferred supplier method of procurement**.

Using preferred Supplier Method

The preferred supplier method follows the same constraints as the invited quotes except that a quoted price is obtained from a single preferred firm only.

- Quotations should be obtained against a written requirement (a scope of works or brief)
- Price and/or rates should be negotiated and agreed prior to award of contract
- Contract documentation will be a purchase order.

TENDERS PROCEDURE

Source: Operations Committee 8/8/91, p.5, item 4.4 (File Ref: R5/17)

1. Tenders are to be publicly **advertised** as directed by the District Manager or a Divisional Manager. Tenders may be restricted to invited tenderers

on the authority of the Chief Executive, Manager Engineering or Council. Where appropriate the tenders will be advertised in the 'The Press', the 'Westport News' and the 'Grey Star'.

2. The tender advertisement is to **specify** a specific closing date and time.
3. **Tenders when received** are to be placed in a locked tender box. The tender box is to be under the control of the Manager Engineering and will be operated by the main Receptionist.
4. Tenders are to be addressed to the Chief Executive or a Divisional Manager. If received by hand or by post the **tender envelope is to be date stamped and initialled** by a Council Officer to **show the date and time received**. It is then to be placed, **unopened**, into the tender's box.

Tenders received by facsimile are to be date stamped and initialled by the receiving officer, placed in a sealed envelope marked with the tender details and placed in the tender's box.

5. Opening Procedure

- a. Prior to the tender's box being emptied all Council facsimiles are to be checked to ensure that no tenders are missed. A similar check is to be made with Corporate Services to ensure that the day's mail has been cleared.
- b. Tenders may be opened at any time after the time of closure.
- c. Tenders are to be opened by an officer of Council and a member of the Westport Ministers Fraternal, a lay preacher or Justice of the Peace.
- d. The date of opening is to be stamped on each tender when opened and initialled by the two persons opening the tenders.
- e. At the time of opening, a schedule of the tenders received is to be prepared and filed in a tenders register.

The schedule is to include a heading of the contract details with the date and time of opening and whether or not a tender deposit was required. Each tenderer is to be listed together with his or her total tender.

The schedule of tenders received is to state for each tender whether a deposit was received or not if the conditions of tender required a deposit to be paid. When the schedule is complete the persons opening the tenders are to check that the number of tenders on the schedule agrees with the number of tenders received. The schedule is then to be signed by both persons opening tenders.

6. Any **tender deposits** are to be retained securely on Council's premises or some other secure place until a decision on tenders received has been made.
7. The officer in charge of the contract is to **report on tender acceptance** to the relevant Divisional Manager or to the Committee as appropriate under the

Council's delegation. Tenders are to be considered in public business in Council and Committee meetings unless information is presented to Council which may be kept non-public under the provisions of the Local Government Official Information Act 1987.

8. Once a tender has been accepted, the officer in charge is to **notify** successful and unsuccessful **tenderers**, including such information in the notification as is required by the general conditions of contract.

Deposits received from unsuccessful tenderers are to be returned with the notification of the results of the tender to them. Deposits from successful tenderers are to be credited against future payments and notification is not to be sent until three working days after any deposit cheque has been banked.

9. **Late tenders** may be considered at the discretion of the Chief Executive, Divisional Manager or Committee.

If a late tender is received, the envelope is to be stamped with the date and time of receipt. It is to be opened in accordance with the above opening procedure and it is to be added to the schedule of tenders with a note as to its lateness.

BULLER DISTRICT COUNCIL
FOR THE MEETING OF 13 December 2017

Report for Agenda Item No 6

Prepared by - Garry Howard
- Mayor

Reviewed by - Andy Gowland-Douglas
- Chief Executive

Buller Holdings Limited - Director

Report Summary

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

Draft Recommendation

That Jamie Cleine be appointed to the Board of Buller Holdings Limited for a period of three years.

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

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

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

Director Rebeca Keoghan gave notice of her resignation on 17 October due to her new role with a joint venture that Landcorp and Wilsons Consulting Group have formed called the PAMU Academy. The CCTO Committee thank Rebeca for her contribution to BHL and wish her well for the future. The resignation has led to the requirement to appoint a new director.

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 13 DECEMBER 2017

Report for Agenda Item No 7

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

Draft 2018 Meeting Schedule

Report Summary

The proposed 2018 meeting schedule is submitted for approval by Council.

Draft Recommendation

That Council consider and approve the 2018 meeting schedule with any amendments as necessary.

DRAFT 2018 Council Schedule

January 2018	February 2018	March 2018	April 2018	May 2018	June 2018
Monday, 1 January: New Year's Day Tuesday, 2 January: New Year's Stat Holiday Wednesday, 17 January: 5pm, Finance & Audit Committee (Clocktower) Wednesday, 24 January: 9am-5pm, Rates Review Hearing (Clocktower) Thursday, 25 January: 9am-5pm, Rates Review Hearing - continued (Clocktower) Monday, 29 January: Anniversary Day Wednesday, 31 January: 3pm, CCTO Committee (Clocktower) 5pm, Council Meeting (Clocktower)	Tuesday, 6 February: Waitangi Day Monday, 12 February: 4pm, Economic Development (Clocktower) Tuesday, 13 February: 5pm, ICB Meeting (Reefton i-Site) Wednesday, 14 February: 1pm, Economic Development Committee 3pm, Risk and Policy Committee 5pm, Finance & Audit Committee (Clocktower) Wednesday, 21 February: 1pm, CCTO/BHL briefing (Clocktower) Wednesday, 28 February: 3pm, Grants Committee - Tourism Grants, progress report on reporting requirements & Coaltown half yearly report 5pm, Council Meeting (Clocktower)	Wednesday, 14 March: 3pm, CEO Review Committee 5pm, Finance & Audit Committee (Clocktower) Wednesday, 28 March: 3pm, Grants Committee – Community Grants, Events and Rural Travel Fund 5pm, Council Meeting – adopt Draft LTP (Clocktower) Friday, 30 March: Good Friday	Monday, 2 April: Easter Monday Monday, 9 April: LTP Submissions Open 4pm, Economic Development (Clocktower) Tuesday, 10 April: 5pm, ICB Meeting (Reefton i-Site) Wednesday, 11 April: 1pm, Economic Development Committee 3pm, Risk and Policy Committee 5pm, Finance & Audit Committee (Clocktower) Wednesday, 18 April: 1pm, CCTO/BHL briefing (Clocktower) Wednesday, 25 April: Anzac Day Thursday, 26 April: 5pm, Council Meeting (Clocktower) Monday, 30 April: 3pm, CCTO Committee (Clocktower) (Note: LTP Public Meetings/Drop-in Sessions during April)	Friday, 11 May: LTP Submissions Close Monday, 14 May: 4pm, Economic Development (Clocktower) Wednesday, 16 May: 5pm, Finance & Audit Committee (Clocktower) Monday, 21 May: 9am, LTP Hearing (Clocktower) Tuesday, 22 May: 9am, LTP Hearing (Clocktower) Wednesday, 23 May: 1pm, CCTO/BHL briefing (Clocktower) Wednesday, 30 May: 5pm, Council Meeting (Clocktower)	Monday, 4 June: Queens Birthday Monday, 11 June: 4pm, Economic Development (Clocktower) Tuesday, 12 June: 5pm, ICB Meeting (Reefton i-Site) Wednesday, 13 June: 1pm, Economic Development Committee 3pm, Risk and Policy Committee 5pm, Finance & Audit Committee (Clocktower) Wednesday, 27 June: 1pm, CCTO/BHL briefing 5pm, Council Meeting - adopt LTP (all at Clocktower)
July 2018	August 2018	September 2018	October 2018	November 2018	December 2018
Wednesday, 11 July: 5pm, Finance & Audit Committee (Clocktower) Wednesday, 18 July: 5pm, Special Council Meeting – rates resolution (Clocktower) Wednesday, 25 July: 5pm, Council Meeting (Clocktower)	Thursday, 2 August: 5pm, ICB Meeting (Reefton i-Site) Wednesday, 15 August: 1pm, CCTO/BHL briefing (TBC) 3pm, Risk and Policy Committee 5pm, Finance & Audit Committee (Clocktower) Wednesday, 29 August: 3pm, Grants Committee – Tourism Grants, Coaltown half yearly report 5pm, Council Meeting (Clocktower)	Wednesday, 12 September: 5pm, Finance & Audit Committee (Clocktower) Wednesday, 26 September: 1pm, CCTO/BHL briefing 3pm, Grants Committee – Community Grants and Event Fund 5pm, Council Meeting (all at Clocktower)	Tuesday, 2 October: 5pm, ICB Meeting (Reefton i-Site) Monday, 15 October: 4pm, Economic Development (Clocktower) Wednesday, 17 October: 3pm, Risk and Policy Committee 5pm, Finance & Audit Committee (Clocktower) Monday, 22 October: Labour Day Wednesday, 24 October: TBC, BHL AGM (TBC) Wednesday, 31 October: 3pm, CEO Review Committee 5pm, Council Meeting (Clocktower)	Wednesday, 14 November: 5pm, Finance & Audit Committee (Clocktower) Monday, 26 November: 4pm, Economic Development (Clocktower) Wednesday, 28 November: 5pm, Council Meeting (Clocktower)	Tuesday, 11 December: 5pm, ICB Meeting (Reefton i-Site) Wednesday, 12 December: 1pm, Economic Development Committee 3pm, Risk and Policy Committee 5pm, Finance & Audit Committee (Clocktower) Wednesday, 19 December: 5pm, Council Meeting (Clocktower) Tuesday, 25 December: Christmas Day Wednesday, 26 December: Boxing Day

BULLER DISTRICT COUNCIL

FOR THE MEETING OF 13 DECEMBER 2017

Report for Agenda Item No 8

Prepared by - Mike Duff
- Group Manager Assets and Infrastructure

Reviewed by - Andy Gowland-Douglas
- Chief Executive

Assets and Infrastructure Major Projects - Quarterly Status Report December 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

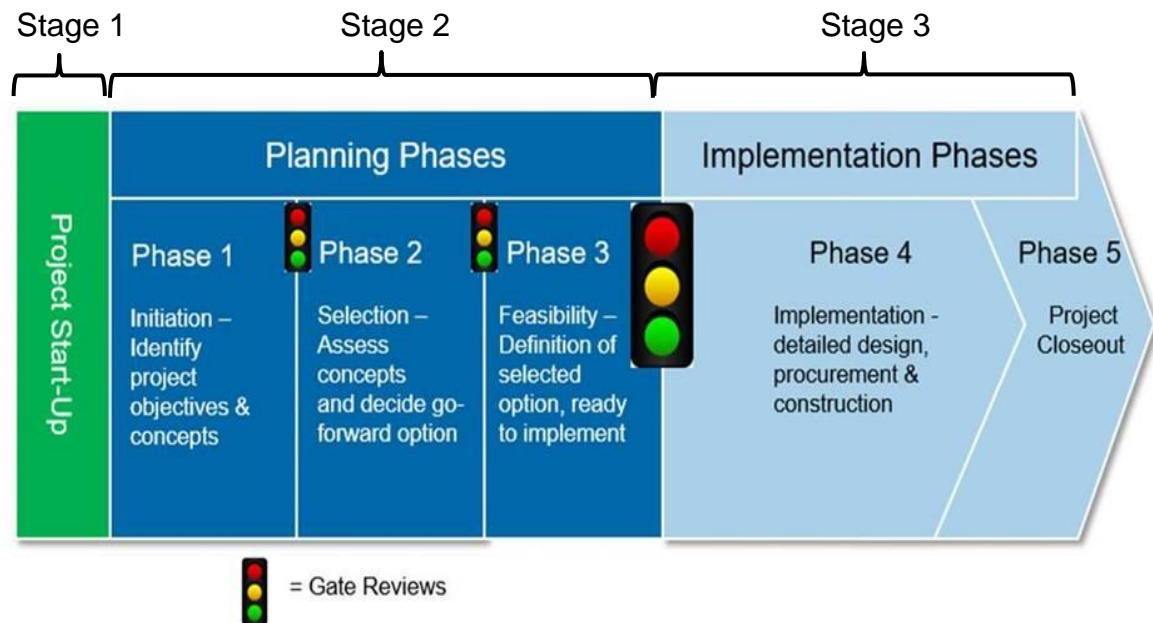
Projects are identified as major in terms of their significance, complexity, expenditure and community interest. These major projects require defined processes to help ensure predictable and consistent outcomes.

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):

- Summary:
 - Overall Performance: ☒ Project on track
 - Critical Issues: ☐ Completion for peak season
 - Safety & Risk: ☒ Zero H&S incidents, risks managed
- Progress:
 - Current Status:
 - ☒ Implementation Stage – Phase 4: Construction
 - ☒ Site works in progress, buildings and shelters fabricated ready for delivery (refer Attachment A)
 - Achieved This Period:
 - ☒ Building and resource consents obtained
 - ☒ Tender process completed and contract awarded
 - ☒ Geotechnical assessment and site earthworks completed
 - Planned Next Period:
 - ☒ Prefabricated buildings and structures delivered to site
 - ☒ Installation and commissioning
 - ☒ Complete landscaping and clean up
 - ☒ Sign off consents and obtain compliance certificates
 - ☒ Handover and closeout, including as-builts
 - ☒ Complete MBIE funding and reporting requirements
 - Key Milestones:
 - ☒ Installation, commissioning by December 2017
 - ☒ Open for use by January 2018
 - ☒ Landscaping and project closeout by February 2018
 - Budget This Stage:
 - ☒ Approved = \$299,180
 - ☒ Earned Value (Actuals + Accruals) = \$190,724
 - ☒ To Finish (Estimate to Complete) = \$108,456
 - ☒ Forecast (Estimate at Completion) = \$299,180
 - ☒ Variance (Forecast - Approved Budget) = +\$0
 - ☒ NB: Approved budget includes \$255,160 MFF funding

2. Peel St Depot (Property):

- Summary:
 - Overall Performance: ☒ Project on track
 - Critical Issues: ☐ Asbestos removal and disposal
 - 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:
 - ☒ More derelict vehicles and equipment removed
 - ☒ Cost estimates for asbestos removal obtained
 - ☒ Business Case commenced
 - Planned Next Period:
 - ☒ Complete Business Case/Risk Assessment
 - ☒ Prepare Selection Study for Council Options Workshop
 - Key Milestones:
 - ☒ Complete Business Case/Risk Assessment by December 2017
 - ☒ Complete Selection Study/Options Workshop by March 2018
 - ☒ Inform LTP, begin consents, approvals & funding applications by April 2018
 - ☒ Complete Feasibility Study by May 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) = \$28,200
 - ☒ To Finish (Estimate to Complete) = \$31,800
 - ☒ Forecast (Estimate at Completion) = \$60,000
 - ☒ Variance (Forecast – Approved Budget) = +\$0

3. Westport Revitalisation Project (Property):

- 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 Manager appointed
 - ☒ Key stakeholders progress meeting (refer Attachment B)
 - ☒ First 7-Day Makeover finished (refer Attachment C)
 - ☒ Design framework drafted
 - Planned Next Period:
 - ☒ Finalise Design Framework and Strategic Business Case
 - ☒ Complete Concept Study and Master Plan to inform LTP
 - ☒ Commence planning for next 7-Day Makeover
 - Key Milestones:
 - ☒ Complete Concept Study and Master Plan by March 2018
 - ☒ LTP inclusion by June 2018
 - Budget This Stage:
 - ☒ Approved Budget = \$140,000
 - ☒ Earned Value (Actuals + Accruals) = \$85,000
 - ☒ To Finish (Estimate to Complete) = \$55,000
 - ☒ Forecast (Estimate at Completion) = \$140,000
 - ☒ Variance (Forecast - Approved Budget) = \$0
 - ☒ NB: Budget combines Waterfront & Cultural Hub 2017/18 AP

4. Westport Raw Water Pipe Replacement (Three Waters):

- Summary:
 - Overall Performance: ☒ Project on track
 - Critical Issues: ☐ Existing concrete pipe failure
 - Safety & Risk: ☒ Zero H&S incidents, risks managed
- Progress:
 - Current Status:
 - ☒ Implementation Stage - Phase 4: Implementation
 - Achieved This Period:
 - ☒ New DN560 PE pipe procured
 - ☒ WestReef engaged for construction
 - ☒ Site works commenced (refer Attachment D)
 - ☒ Pipe welding completed
 - ☒ Valves and fittings ordered
 - Planned Next Period:
 - ☒ Excavation of pipe trench
 - ☒ Connection and commissioning
 - Key Milestones:
 - ☒ Pipe installation by late December 2017
 - ☒ Junctions and tie-ins by mid-January 2018
 - ☒ Pressure test and commissioning by late January 2018
 - Budget This Stage:
 - ☒ Approved Budget (Council Authorised) = \$300,000
 - ☒ Earned Value (Actuals + Accruals) = \$166,000
 - ☒ To Finish (Estimate to Complete) = \$134,000
 - ☒ Forecast (Estimate at Completion) = \$300,000
 - ☒ Variance (Forecast – Approved Budget) = +\$0

5. Westport Water Supply (Three Waters):

- Summary:
 - Overall Performance: ⚠ Active Monitoring
 - Critical Issues: ⚠ Schedule duration, tunnel network
 - Safety & Risk: ✅ Zero H&S incidents, risks managed
- Progress:
 - Current Status:
 - ✅ Implementation Stage - Phase 4: Procurement
 - ✅ Request for Tender for No.1 Tunnel
 - ✅ Preliminary Condition Assessment for No.2 & 3 Tunnels
 - Achieved This Period:
 - ✅ Council resolution to cease Selection Study on long-term alternatives for Westport water supply
 - ✅ Council resolution to proceed with No.1 Tunnel repairs
 - ✅ Design brief, scope of works and technical documents completed
 - ✅ Aerial survey data (LiDAR) completed
 - ✅ Request for Tender prepared for Option 2d (Stabilising + Piping)
 - ✅ Project Manager appointed
 - ✅ Site visits to assess risk factors and control measures
 - ✅ Monthly No.1 Tunnel Project Status Report completed (refer Attachment E)
 - ✅ Preliminary condition assessment for No.2 & 3 Tunnels completed (refer Attachment F)
 - Planned Next Period:
 - ✅ Tender evaluation for No.1 Tunnel and report to Council
 - ✅ Award contract for No.1 Tunnel implementation works
 - ✅ Further options analysis for No.2 & 3 Tunnels
 - Key Milestones:
 - ✅ No.1 Tunnel tender close 12 January 2018
 - ✅ Council report recommending proposal 24 January 2018
 - ✅ Contract award 1 February 2018
 - Budget This Stage:
 - ✅ Approved Budget = \$140,000
 - ✅ Earned Value (Actuals + Accruals) = \$87,780
 - ✅ To Finish (Estimate to Complete) = \$12,220
 - ✅ Forecast (Estimate at Completion) = \$100,000
 - ✅ Variance (Forecast – Approved Budget) = -\$40,000

6. Karamea Highway SPR (Roading):

- 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 Assessment to develop Indicative Business Case
 - Achieved This Period:
 - ☒ Draft Strategic Business Case under review
 - ☒ Investment logic alignment sessions with Beca and NZTA
 - ☒ Reassessment of the original Problem & Benefit statements
 - Planned Next Period:
 - ☒ Complete Strategic Business Case
 - ☒ Risk assess SPR transition options to inform LTP
 - ☒ Commence Indicative Business Case on capital investment
 - Key Milestones:
 - ☒ Complete Strategic Business Case by December 2017
 - ☒ Complete Indicative Business Case by February 2018
 - ☒ Submit to NZTA board early 2018
 - ☒ LTP inclusion by June 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.

MFF Public Toilets (Fox River & North Beach) – Progress Photos



Site Preparation – North Beach



Site Preparation & Permaloo Unit – Fox River

Westport Revitalisation Project – Key Stakeholders Meeting



AGENDA

THURSDAY 12 OCTOBER 2017

VENUE

**White Star Club Rooms
Lyndhurst Street Westport**

1. Welcome & Introductions
2. Previous Minutes/Meeting Notes
3. Governance Update
 - a. Key Appointments
 - i. Project Manager
 - ii. Volunteer Community Engagement
 - iii. Volunteer Project Support
 - b. Critical Issues
 - i. Community Perception
 - ii. Public Information Management
4. Project Update
 - a. 7 Day Makeover
 - i. Promo Visit – 19th Oct & 20th Oct
 - Business Breakfast & Info Night
 - Briefings & Workshops
 - ii. Makeover Week – 25th Nov to 2nd Dec
 - b. Council LTP & Development Strategy
5. Key Stakeholders Update
 - a. Stakeholder Expectations & Opportunities
 - b. Q&A / General Business
6. Next Steps

Michael Duff

Subject:	"Westport Revitalisation Project" - Key Stakeholders Progress Meeting - 12-10-17
Location:	White Star Rugby Clubrooms - Lyndhurst St Westport
Start:	Thu 12/10/2017 12:30 PM
End:	Thu 12/10/2017 2:00 PM
Recurrence:	(none)
Meeting Status:	Meeting organizer
Organizer:	Michael Duff

Context

Welcome to the Westport Revitalisation Project – a Council led, **community driven** initiative to shape Westport's long-term prosperity together as **one team**.

Acknowledging our proud history and staying **future focused** will help develop our own identity and unique town narrative for Westport.

We care about our people and where we live. The stories we tell will be the culture we create through courage, trust and **integrity**.

As respected and passionate community leaders, we warmly invite you to be a valued key stakeholder on this exciting journey.

Purpose

To introduce the Westport Revitalisation Project to key stakeholders.

Draft Agenda

- Welcome & Introductions
- Previous Minutes/Meeting Notes
- Governance Update
 - Key Appointments
 - Project Manager
 - Volunteer Community Engagement
 - Volunteer Project Support
 - Critical Issues
 - Community Perception
 - Public Information Management
- Project Update
 - 7 Day Makeover
 - Promo Visit – 19th & 20th Oct
 - Business Breakfast & Info Night
 - Briefings & Workshops
 - Makeover Week – 25th Nov to 2nd Dec
 - Council LTP & Development Strategy
- Key Stakeholders Update
 - Expectations & Opportunities
 - Q&A / General Business
- Next Steps

Invitees

Organisation	Contact	Role
BDC	TBC	PCG - Project Manager
BDC	Andy Gowland-Douglas	PCG - Project Sponsor
BDC	Mike Duff	PCG - Program Manager
BDC	Rick Barry	PCG - Asset Owner
BDC	Garry Howard	Key Stakeholder
BDC	Greg Hart	Key Stakeholder
BDC	Craig Scanlon	Key Stakeholder
BDC	Dean Phibbs	Key Stakeholder
Buller REAP	Rick Lucas	Key Stakeholder
Buller Cycling Club	Paul Comeskey/Steve White/Michael Kingsbury	Key Stakeholder
Museum Trust	Dan Moloney/Richard Arlidge	Key Stakeholder
Retail Association	Kathryn Bainbridge	Key Stakeholder
Epic	Natasha Barnes Dellaca	Key Stakeholder
ANWC	Geoff Schurr/Chris Cooper	Key Stakeholder
NBS	Daniel Reynolds	Key Stakeholder
Mitre 10	Troy Scanlon/Kevin Scanlon	Key Stakeholder
Buller Electricity	Eamon Ginley	Key Stakeholder
Talleys	Kerry Paterson	Key Stakeholder
Logic Street Scene	George Field	Key Stakeholder
KiwiRail	Moirá Whinham	Key Stakeholder
Community	TBC	Key Stakeholder
Youth/School	TBC	Key Stakeholder

****NB: If you are unable to make this particular meeting, rest assured there will be more to come. Minutes and attachments will be circulated, and you are welcome to nominate an alternate representative.***

Michael Duff

From: Michael Duff
Sent: Wednesday, 23 August 2017 12:44 PM
To: 'Andy Gowland-Douglas'; 'Rick Barry'; 'Garry Howard'; 'Councillor Greg Hart'; 'Buller REAP Manager'; 'glenn@solidenergycentre.co.nz'; 'comeskey@xtra.co.nz'; 'Steve White'; 'moloney@xtra.co.nz'; 'Richard Arlidge'; 'heritage.wpt@xtra.co.nz'; 'tash@epicwestport.co.nz'; 'geoff.schurr@xtra.co.nz'; 'daniel@nbs.co.nz'; 'troy.scanlon@mitre10.co.nz'; 'kevin.scanlon@mitre10.co.nz'; 'eamon.ginley@bullernetwork.co.nz'; 'info@cartersbythesea.co.nz'; Michael Kingsbury
Cc: Lorraine Hartigan
Subject: Westport Revitalisation Project - Key Stakeholders Meeting - Notes 22-08-17

Hi all,

Firstly, thank you to all who could attend yesterday and those providing apologies and interest in future involvement. Rather than verbatim minutes, the following are my notes/draft actions from our meeting:

Present:	GH, PC, MK, RB, DM, GH, KS, SW, CC, RL, AGD, DR, KB, MD		Apologies: GI, EG, GS, NBD	Start: 3.00pm	Finish: 4.30pm
Agenda Item	Description	Action/Notes		Responsibility	Timing
1	Identifying key stakeholders	Invite Kiwirail, Talleys, school/youth representation and other groups as recommended		MD	22/09/17
2	Detailed town maps	Circulate more detailed map/s of Westport urban area, incorporating main street and surrounding areas		RB	1/09/17
3	Available spaces and places	Identify "ready-to-go" spaces and places for makeover consideration and circulate		RB	1/09/17
4	Makeover and demo pod opportunities	Key stakeholders to nominate suggestions, email to Lorraine@bdc.govt.nz who will compile list and circulate		All	8/09/17
5	Project governance	Invite proposed candidates for the "Community Liaison" role (pending title change). Expressions of interest to Andy/Mike		All	8/9/17
6	Trading in public places	Advocate through Risk & Policy committee to bring forward Trading in Public Places Bylaw		MD	11/10/17
7	Rules, compliance, risk, H&S	In consultation with Creative Communities, develop the Implementation Plan and "What is Allowed" agreements		AGD	20/10/17
8	Next meeting	Next Key Stakeholders meeting proposed for early October prior to promo visit – PCG to schedule		MD	06/10/17

WESTPORT REVITALISATION PROJECT			
DATE RECEIVED	RECEIVED FROM	SUGGESTIONS	ACKNOWLEDGED
23 August 2017	Kathryn Bainbridge – Heritage	<p>1. From the ramped garden at the end of Brougham St (on Adderley St) continue with access across to the river and create a canopied area with seating & picnic tables. Maybe an interactive activity of some sort. Include in this the existing platform that is built over the old wharf, would need hand rails and some new planking, this platform overlooks the river and the entry to the Millenium Walkway.</p> <p>2. Do stage 1 of the Lyndhurst St development into a canopied market place to later flow onto the river and Victoria Square.</p> <p>3. Develop an interactive sign - not sure what, but not just a directional sign about all our walkways beaches surfing Denniston Seal Colony etc This would be outside Coaltown with an interactive game such as a giant connect four.</p> <p>4. Create a canopied seated area in front of the NBS Theatre (maybe with the sign above?) and an interactive game like above.</p> <p>5. Further enhance the length of Palmerston Street to compliment the new flags. Paint the bottom third of every light pole in a colour theme reflecting our infinity with water...rain, rivers, sea. The icons like those on our "Welcome to Westport" sign could also run up the poles.</p>	28/8/2017
24 August 2017	Chris Cooper	<p>May I suggest a possible area for one of the 7 day makeover sites could be the area including the picnic shelter adjacent to the children play ground at Carters Beach. This could be developed into a child friendly theme and picnic area with a chess set?</p> <p>Another area could be beautification and a mural on the toilet block wall. This could be a funky fun activity.</p>	28/8/2017
26 August 2017	Rick Lucas – Buller REAP	<p>1) A fun construction or gateway entrance to our tip. The tip is one of the most used and least remembered assets of our town. Having a memorable piece of art/sculpture/entry at the tip would put a smile on many people's faces.</p> <p>2) The sculptures done by 'woody' out in waimongaroa. Woddy makes these huge sculptures from large trees. Purchasing 4-6 of them, then installing them around town and inviting groups to design a colour design over them and paint them would be very impactful along Palmerston or at the start of the bridge.</p> <p>3) Something memorable at the start of the Buller River bridge. Yes, we have a great sign as we drive onto Palmerston Street. But what about a large sculpture or art-piece just leading into the Bridge?</p> <p>4) Something at the back entry to Westport. Thousands of people tour up to the Oparara and when they come back to Westport it is a non-event entering the</p>	28/8/2017



Michael Duff

From: David Engwicht <david@creative-communities.com>
Sent: Saturday, 30 September 2017 1:10 PM
To: Andy Gowland-Douglas; Michael Duff; Linda Pablecheque
Cc: geoff@urbankin.co Wilkinson
Subject: Schedule and promotion of events

Andy, Michael, Linda

I just want to check with you that all the activities for the upcoming visit are scheduled and there is a PROMOTION PLAN in place for each one:

BUSINESS BREAKFAST - Thursday 7.30-8.30 We have set up a booking system on Eventbrite but have no direct way to promote this. We have sent a promo brochure to you. What is the promotional strategy you have in place?

STAFF BRIEFING - Usually 1 hour and preferably on the Thursday morning. What time is this scheduled for? Has it been promoted to staff?

WHAT IS ALLOWED WORKSHOP - Usually 1 hour and often scheduled straight after Staff Briefing. It is essential senior management attend this as this sets the ground rules for the makeover. Has this been scheduled? Have the key people been invited? Have they received the draft "What is allowed" document? It is crucial they all read this BEFORE the meeting so they can consider what changes they would like to make.

INFO NIGH - Thursday night. We have set up a booking system and Facebook page. We are doing Facebook advertising and this is generating a good response. What is Council doing to promote the event? Have key organisations been invited to participate (men's shed, service clubs, arts organisations, etc.)

WESTPORT REVITALISATION WORKSHOP WITH STEERING GROUP - Thursday arvo, led by Geoff. Has this been scheduled? Have steering group members been invited?

WESTPORT REVITALISATION WORKSHOP WITH COUNCIL STAFF - Friday morning, led by Geoff. Has this been scheduled? Have staff members been invited?

OTHER MEETINGS: Are there other people or groups you would like us to meet with during our visit? When would these take place?

Thanks. We are wildly excited about this project.

DAVID ENGWICHT | DIRECTOR
61 (0)7 3366 7746 | 61 (0)416 610 326
www.creative-communities.com
www.7day.com.au

WANTED - DOERS



TO HELP REVITALISE WESTPORT

Thur. 19 Oct.
6.30 - 8pm

INFO NIGHT
HEAR HOW IT WORKS

NBS Theatre
105 Palmerston St, Westport

Sat. 25 Nov.
9.30am - 4.30pm

IDEAS GENERATION
GET READY TO BE CREATIVE

Sun. 26 Nov.
9.30am - 4.30pm

PROJECT PLANNING
GET PRACTICAL

NBS Theatre
105 Palmerston St, Westport

Sun. 26 Nov.
3.30pm - 4.30pm

VOLUNTEERS' BRIEFING
IF YOU CAN'T MAKE OTHER SESSIONS

**Mon. 27 Nov.
- Fri. 1 Dec.**
Anytime

MAKEOVER
ROLL UP YOUR SLEEVES

Please check in at the
Coordination Point
Look for signs in main street

Sat. 2 Dec.
9.30am - 10.30am

LAUNCH PARTY
CELEBRATE YOUR ACHIEVEMENTS!

Starting at Coordination Point
Check Facebook for more details

GIVE AS
LITTLE AS
ONE HOUR

FOR MORE INFO + REGISTER TO TAKE PART: www.7day.com.au



Westport Revitalisation Project – 7-Day Makeover Photos



NBS Theatre – Before



NBS Theatre – After

Westport Raw Water Pipe Replacement – Progress Photos



Pipe Welding Rig



Completed Welded Pipe Length

Attachment E

Westport Water Supply – No. 1 Tunnel Project Status Report



ASSETS & INFRASTRUCTURE PROJECT STATUS REPORT

PROJECT:	Westport Water Supply – No.1 Tunnel		
PORTFOLIO:	Three Waters	PROGRAM MANAGER:	S.Murphy
FUNCTION:	Utilities & Services	DATE:	1/12/17
PROJECT MANAGER:	D.Chung	PREPARED BY:	M.Duff
PROJECT SPONSOR:	M.Duff	REVISION/VERSION:	0/A
ASSET OWNER:	S.Murphy	PERIOD ENDING:	November 2017
CIRCULATION:	Project Control Group; Management; Councillors		

Executive Summary

Project Lifecycle	Westport Water Supply – Implementation Stage
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Report Card	Status	Comment/Action Required
Overall:	✓	On target, project plan established
Safety:	✓	In place, zero incidents
Issue/Risk:	⚠	Worksafe requirements, site works duration
Scope:	⚠	Option 2d (Stabilising + Piping) conforming
Budget:	✓	On target
Schedule:	✓	On target
Resources:	✓	In place, key resources established
Quality:	✓	Good

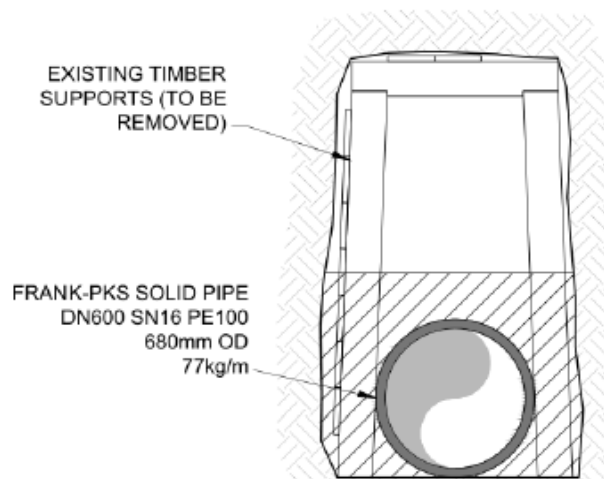
Key Code for Status		
☆	Blue	Excellent, ahead of target, objective or expectation
✓	Green	Good, on target, in place or performing well
⚠	Amber	Monitor, behind target, unsustainable or at risk
✗	Red	Poor, requires urgent action or intervention

Narrative

Council approved Option 2d as the conforming scope of work to repair the No.1 Tunnel. This is based on the Feasibility Study presented in the Council report on 25 October 2017. Option 2d is a proposed combination of tunnel stabilisation and piping through the worst tunnel sections and sufficiently beyond the current collapse zone to restore water flow.

The technical concept and design methodology has been prepared by local mining experts Geotech and peer reviewed by Terra Firma. This development process included early engagement and review with Worksafe to ensure the proposed methodology would meet an acceptable safety and risk profile. The key project attributes are outlined below:

- Scope:
 - Progressive tunnel stabilisation for safe entry, obstruction removal, upstream bulkhead, pipe installation and dry-mix concrete back-fill cover
 - Includes 500m of PE100, DN600, SN16 Solid Wall Wrapped polyethylene pipe (Frank-PKS NZ Ltd)
 - All enabling works included
- Capital Cost:
 - \$2.0 M (Median)
 - Includes 20% contingency
- Time:
 - Approximately 12 months
 - Includes planning, design, procurement and construction
 - Refer to attached procurement schedule
- Risk:
 - Refer to attached risk register
- Methodology
 - Refer to the following diagram for indicative cross section:



Current Status

- Implementation – Procurement Phase
- Due to the significance, complexity and risk of the project, extensive effort has been invested into the Request for Tender (RFT) process, including:
 - quality of technical information
 - provisional item allowance as option for piping remaining tunnel length
 - rigorous tender evaluation method (criteria, weighting, scoring) to accommodate conforming and non-conforming bids
 - compliance to Price Quality Method (PQM), LGA and procurement requirements towards NZS3910 contract
 - overall value for money, local content and competitive market principles

Achieved this Period

- Tender documentation prepared, including:
 - Design brief and scope of works
 - Technical information (specifications, drawings and schedules)
 - Aerial survey (LiDAR) of topography adjacent to the tunnel area
 - Commercials, terms and conditions
- Request for Tender (RFT) released
- Key resources in place:
 - Capital Projects office established
 - Project Manager appointed

Planned next Period

- Tender period closing, evaluation and recommendation
- Council report prepared for meeting January 2018
- Contract award February 2018
- Commence detailed design and site works

Key Milestones/Deliverables

ID #	Description	Target Date	Actual Date
1	Council approve Option 2d	25/10/17	25/10/17
2	Tender released	01/12/17	04/12/17
3	Tender closes	12/01/18	
4	Council report recommending proposal	24/01/18	
5	Contract Award	01/02/18	
6	Project Completion	Nov 2018	

Schedule Recovery

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

Budget

ID #	Description	Last Period	This Period
A	Baseline	\$ N/A	\$3,000,000
B	Current Approved	\$ N/A	\$2,000,000
C	Actuals + Accruals*	\$ N/A	\$12,850
D	Estimate to Complete	\$ N/A	\$1,987,150
E	Forecast (C + D)	\$ N/A	\$2,000,000
F	Variance (E – B)	\$ N/A	0

Critical Issues & Risks

Critical Issues				
ID #	Date Raised	Description	Respons.	Action/Timing
1	26/10/2017	Non-conforming tenders	BDC	In progress
2				

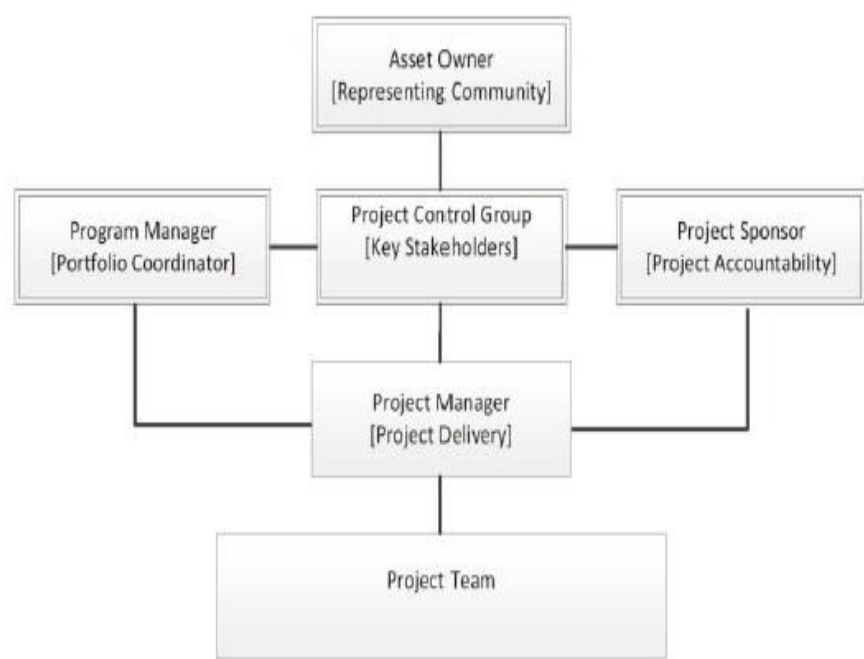
Critical Risks				
ID #	Date Raised	Description	Respons.	Action/Timing
1	26/10/2017	Non-conforming tenders	BDC	Evaluation criteria
2				

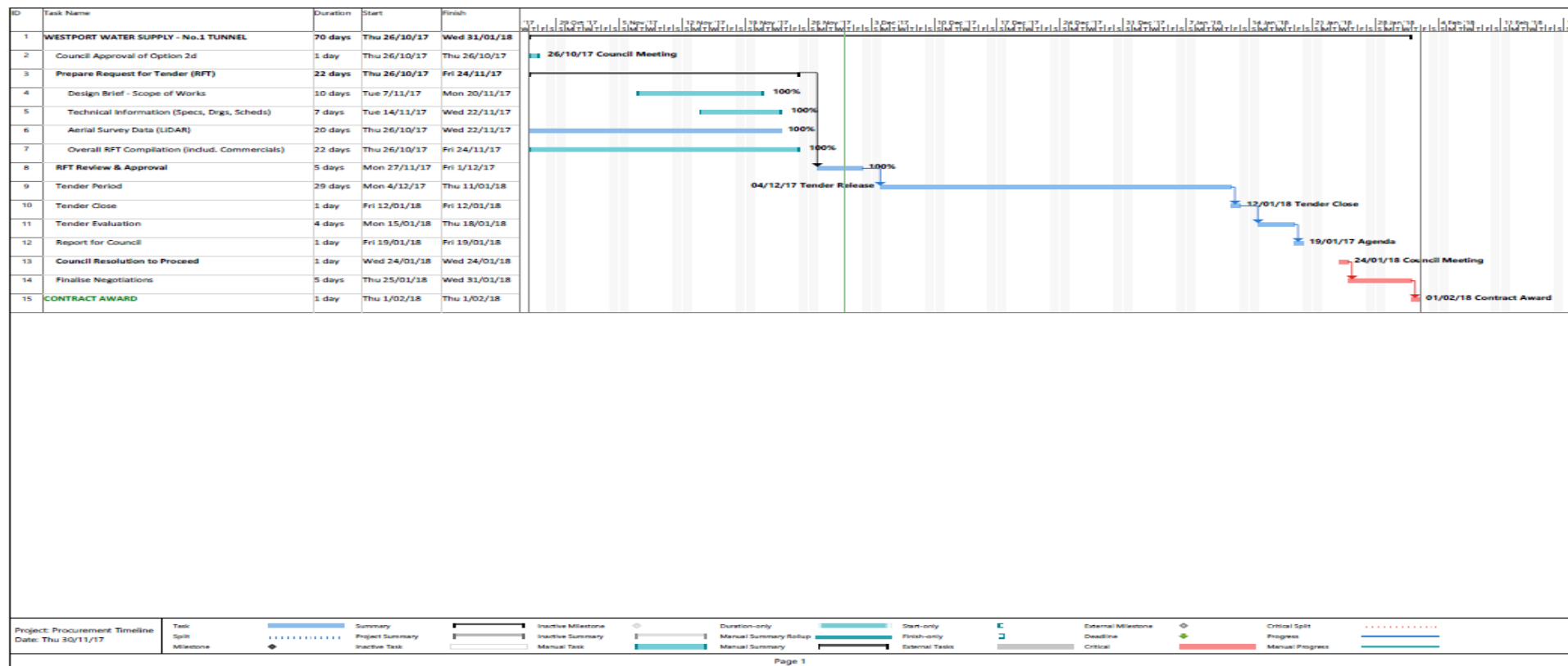
Change Management

Trend/Change Notices				
ID #	Date Raised	Description	Status	Action/Timing
1	N/A	N/A	N/A	N/A
2				

Contract Variations				
ID #	Date Raised	Description	Status	Value
1	N/A	N/A	N/A	N/A
2				

Project Governance Model





18/10/2017 11:56 am



Westport water tunnels inspection Nov 2017

Water tunnels No.2 and No.3

For – Buller District Council

GEOTECH GROUND ENGINEERING
7370 State Highway 6
Charleston, Buller
West Coast, New Zealand
www.geotech.net.nz

Introduction

Purpose of the report

Buller District Council have requested professional advice in regards to the current status and potential risks of the Westport No.2 and No.3 tunnels. They wish to obtain professional advice to help them assess the reliability of the overall tunnel system in delivering raw water to the Westport Treatment Plant.

The report is to address the following aspects of both Tunnel 2 and Tunnel 3:

- Condition assessment
- Risks and opportunities
- Recommended scope
- Estimated costs and timeframe
- Residual exposure

A site visit was undertaken on Monday 13th November, by Ant Black and Lisa Dickson (Geotech).

Background

The original Westport water supply is essentially the same supply that feeds the township today. A gravity-feed system consisting of four earth tunnels (around 1,900m in total length) and timber races were constructed establishing water supply from the south branch of Giles Creek (headwaters of the Orowatiti River) to three raw water reservoirs/storage ponds. The water was piped from there to the township via a single eight inch (200mm) diameter cast iron pipeline. The water scheme was opened in 1903, after a lengthy construction period. Around 1920, a second 14 inch (355mm) diameter steel delivery pipeline was installed to provide additional water to cope with and increase in population in the township.

This system is still relied on to supply Westport with water to the current day. Some modifications have been made since 1920. A delivery pipeline (between Westport and Carters Beach) was installed by Carters Beach residents in 1967. This enabled Carters Beach to join the town water supply. In 1986, the Westport Borough Council constructed a water treatment plant, with assistance from a Government subsidy. The water treatment plant was extensively upgraded by Buller District Council (BDC) in 2014. The upgrade consisted of the installation of a flocculation tank, UV plant and a concrete reservoir, along with other minor improvements.

Over the years, there have been several partial collapses in the tunnels that have affected the delivery of water to the township.

- 2000: First significant tunnel collapse (Tunnel No. 4) occurred.
- 2009: A second significant collapse (Tunnel No. 4) occurred in 2009. This tunnel had by now caused issues on several occasions prior, and was subsequently piped the full 400m length.
- 2014: Partial collapse in Tunnel No. 1. Fall is impassable to personnel, but water supply passes through the collapsed area unrestricted.
- 2016: Full collapse in Tunnel No. 1. This collapse in late 2016 blocked the tunnel and halted water flow. The fall is thought to have been as a result of the Kaikoura earthquake (BDC Engineering Department, personal communications, September 2017) but this is not known for sure, and the exact date of the collapse is not known.

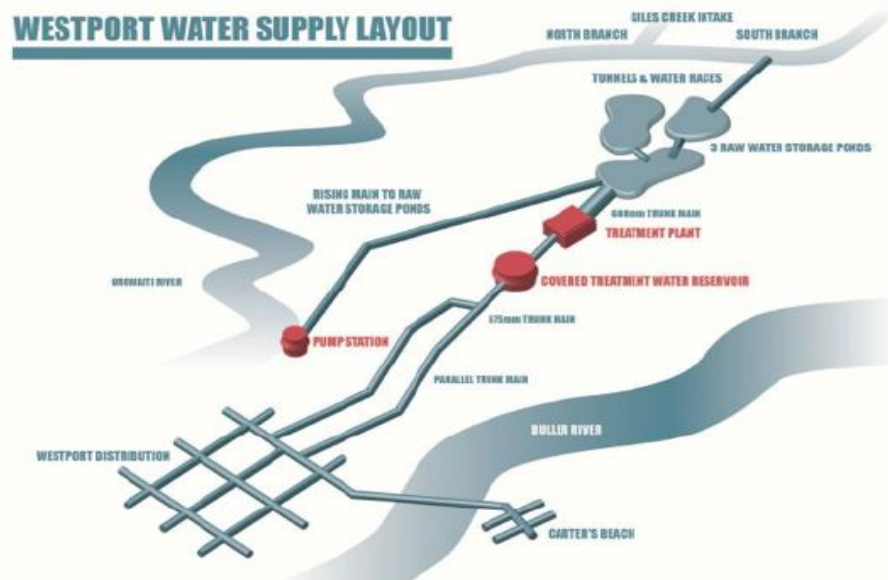


Figure 1. Diagram showing layout of the Westport water supply.

Geology

The geology of the water supply and treatment site has been covered by Geotech (and others) in previous report. A brief summary of the geological setting follows.

The Westport water tunnels and treatment plant is located at Sergeant's Hill, a rural setting on the eastern outskirts of Westport (approximately 6.5km from Westport township). The site lies at an elevation of around 130 above sea level. Sergeants Hill

was originally a gold mining district, with a large amount of gold taken from the terraces in the late 1800s. As a result, historic tunnels and mine shafts do exist on the site.

The water supply tunnels are driven in O'Keefe formation, which is a yellow, muddy, micaceous fine sandstone. Minor hard cemented layers are present, these layers are difficult to see, but are encountered when drilling. Generally the ground is homogeneous with few structural defects. The lack of defects is probably related to plastic deformation due to a rock strength that is estimated to be below 500kpa if damp, and increases to a nominal maximum of 10mpa when locally indurated. Strength in the order of 1-2mpa should be expected. Water ingress is not common, but where it occurs, tunnel collapse happens.

Further information on the site geology is included in the *Geotech Construction Methodology Report* (provided to Council in October 2017), and a historic geotechnical assessment report completed by Geotech for Buller District Council in 2008/09.

Inspection

A site inspection was conducted by Anthony Black of Geotech Limited on Monday 13th November 2017. Also in attendance was Lisa Dickson of Geotech. In addition, Anthony Black has a good working knowledge of both tunnels and the site geology. The intention of the inspection was to provide a condition assessment report. The inspection included:

- Inspection of the downstream and upstream portals
- Visual overview of the tunnel structure and stability
- Survey of the general geotechnical stability
- Check of the area for risks or concerns that could impact on the reliability of the overall water supply network

Inspection summary

Tunnel 2 commences at chainage 1235 and continues 204 meters to exit chainage 1444. Much of this tunnel was driven in a landslide and the tunnel has caused both historic and recent issues. A significant risk is that at any given big rain event, there is a good opportunity for catastrophic failure. There is no point in doing tunnel work at Tunnel 2, as the entire tunnel could be swept away with slip mobilisation.

Opportunities for resilience exist. The tunnel is readily able to be day-lighted. It could be day-lighted and piped in less than a month, and this work could be completed in

even less time if there was pre-planning contingency. The volume of material to excavate has not been well quantified and will depend on the slip size and how much unloading of the slip material is required. An order of magnitude cost to achieve the above is between \$157,000 to \$200,000. This figure is largely determined by the amount of debris clearance that is required, as the piping distance at 209m is modest.

Once day-lighted and piped, given reasonably aggressive unloading of the slip, residual exposure would approach nil as the pipeline would be buried below the debris slide.

Tunnel 3 commences at chainage 1464 and terminates at 1545 to give an overall length of 80m. The entrance to Tunnel 3 as shown in the photograph is propped with timber holding dead load, that could ultimately fail over a 15m interval.



Figure 2. Inlet portal of tunnel 3 showing indifferent quality propping holding dead load from surface debris. Note tunnel is reasonably open and straight, enabling pipe placement and pulling.

This area needs to be dug out with a surface machine and would thus not come under the mining regulations applying to tunnelling. Once dug out, some rock bolts should be installed at the tunnel entrance. Again, this would not involve underground work. If considered underground work (under the Regulations), it should be deemed to be routine maintenance, falling outside the full-blown conditions of the current legislation.

Once day-lighted, the remaining tunnel would be piped. This would involve threading pipe through the existing tunnel, which you can see from the downstream portal is in excellent condition.



Figure 3. Photo of tunnel 3 outlet portal looking back upstream. Photos shows that tunnel is in excellent order, bar the first 15 meters (from chainage 1464) as discussed.

The cost for dig out, portal stabilisation and installing the pipe would be around \$60,000. Using well specified HDPE pipe, a robust outcome could be achieved within 2

Report - Westport water tunnel inspection Nov 2017.docx/ Page 6 of 8

weeks of commencement. Both time and cost economies could be achieved if the tunnels were done concurrently, or addressed when Tunnel 1 is being remedied.

Figure 4 on the following page (to enable full page view) is a long section of Tunnel 2 and Tunnel 3, showing only approximately 20m of cover on Tunnel 3. If there was to be a collapse post pipe-placement, this would not cause an issue.



Ant Black
Managing Director
Geotech Ltd
03 280 8603
021 565 972

16 November 2017

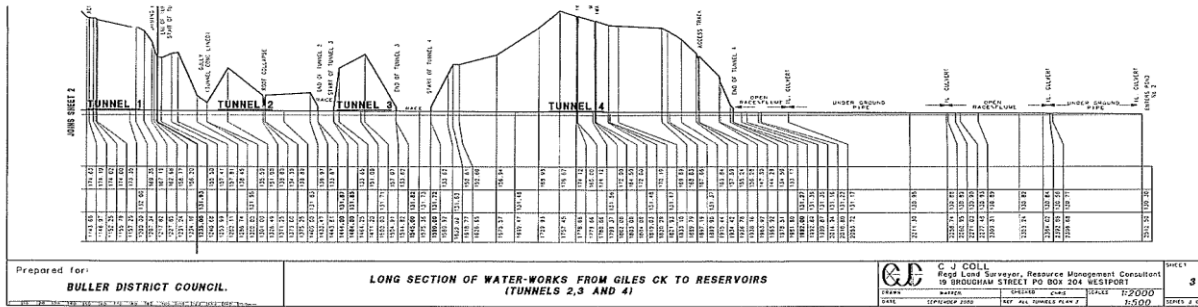


Figure 4. Long section of Tunnel 2 and 3

BULLER DISTRICT COUNCIL

FOR THE MEETING OF 13 DECEMBER 2017

Report for Agenda Item No 9

Prepared by - Mike Duff
- Group Manager Assets and Infrastructure

Reviewed by - Sam Murphy
- Coordinator Three Waters

Buller District Water Supplies - Quarterly Status Report December 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:
 - ✔ Further review with CDHB regarding transfer criteria according to LGA 2002 Section 131
 - Planned Next Period:
 - ✔ Population count process completed and verified
 - ✔ Meeting with NHWSI to evaluate options
 - ✔ Proceed with next steps as agreed with NHWSI
 - Key Milestones:
 - ⚠ Secured access by June 2018
 - ⚠ Compliant to DWSNZ by June 2018
 - ⚠ Approved Water Safety Plan by June 2018
 - Budgets:
 - ✔ Current Account Balance = +\$301,360
 - ✔ Available CAP Subsidy = +\$220,000

2. Inangahua Junction:

- Summary:
 - Overall Performance: ☒ Good
 - Critical Issues: ☐ Certificate of Compliance
 - Compliance: ☒ Good
- Responsibility & Authority:
 - Water Supplier: ☒ Council
 - Resource Consents: ☐ Certificate of Compliance in progress
 - Land Acquisitions & Easements: ☒ Access resolved
- Progress:
 - Current Status:
 - ☒ Compliant to DWSNZ 2005
 - Achieved This Period:
 - ☒ Pipeline relocated removing requirement for easement
 - ☒ Permitted activity under district plan, resource consent not required
 - ☒ Certificate of Compliance commenced
 - Planned Next Period:
 - ☒ Finalise Certificate of Compliance
 - ☒ Provide updated WSP/CRA to CDHB
 - Key Milestones:
 - ☒ Approved Water Safety Plan by January 2018
 - ☒ Approved Certificate of Compliance by January 2018
 - 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:
 - ✓ Ongoing easement negotiations with landowner
 - ✓ Point of supply treatment options evaluated
 - Planned Next Period:
 - ✓ Meeting with landowner and finalise easement process
 - ✓ Provide updated WSP/CRA to CDHB
 - Key Milestones:
 - ✓ Secured access by June 2018
 - ✓ Approved Water Safety Plan by February 2018
 - 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:
 - ☒ GIS mapping of existing water assets completed
 - ☒ Point of supply treatment options evaluated
 - Planned Next Period:
 - ☒ Finalise easement process with landowner
 - ☒ Provide updated WSP/CRA to CDHB
 - Key Milestones:
 - ☒ Secured access by June 2018
 - ☒ Approved Water Safety Plan by February 2018
 - Budgets:
 - ☒ Current Account Balance = +\$47,757
 - ☒ Available CAP Subsidy = \$0























5. Punakaiki:

- Summary:
 - Overall Performance: ⚠ At risk, poor system resilience
 - Critical Issues: ⚠ Turbidity, leakage, treated storage, access
 - Compliance: ⚠ Boil Water Notice during October/November
- Responsibility & Authority:
 - Water Supplier: ✅ Council
 - Resource Consents: ✅ RC 06183, expires 1 July 2045
 - Land Acquisitions & Easements: ⚠ Land acquisition under review
- Progress:
 - Current Status:
 - ✅ Boil Water Notice lifted, now compliant to DWSNZ 2005
 - Achieved This Period:
 - ✅ Public meeting held 8th November (refer Attachment A)
 - ✅ Network leaks found and fixed ongoing
 - ✅ 1080 undetected in test samples following VTA Operations
 - ✅ Treatment plant functionality improvements completed
 - ✅ Process Improvement Program and Working Group established to enhance existing system
 - ✅ Alternative water supplies near current intake assessed
 - ✅ Public Works Act process for land acquisition recommenced
 - ✅ Advocacy to central government for new supply
 - Planned Next Period:
 - ✅ Process improvement gap analysis including cost/benefit
 - ✅ Risk assessment prioritising compliance, resilience and redundancy (safe, adequate, reliable)
 - ✅ Report back to Community with action plan, commence implementing agreed recommendations
 - ✅ Water testing of alternative water supplies near current intake
 - ✅ Progress Public Works Act for access requirements
 - ✅ Meeting with central government to request infrastructure investment to fund new water supply
 - ✅ Provide updated WSP/CRA to CDHB
 - Key Milestones:
 - ✅ Approved Water Safety Plan by January 2018
 - ✅ First phase process improvements by March 2018
 - ⚠ 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 overall, minor operational faults
 - Critical Issues: ☐ High water usage, reservoir levels
 - Compliance: ☒ Good overall, short term Boil Water Notice
- 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:
 - ☒ Leak detection completed, 90m³/day loss (<10%)
 - ☒ Treatment plant PLC & UV system repairs completed
 - Planned Next Period:
 - ☒ Assessment for Process Improvement Program
 - ☒ Provide updated WSP/CRA to CDHB
 - Key Milestones:
 - ☒ Approved Water Safety Plan by January 2018
 - Budgets:
 - ☒ Current Account Balance = -\$52,309
 - ☒ Available CAP Subsidy = \$0

7. Waimangaroa:

- Summary:
 - Overall Performance:  Creek source quality and resilience
 - Critical Issues:  Untreated supply, bore location
 - 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 pumping confirmed no adverse impact to adjacent bores
 -  Independent assessment commenced, addressing stock effluent, nitrates, arsenic and other location concerns
 -  New MoH directive on critical control points (CCP's) integrated into Water Safety Plan/Catchment Risk Assessment
 - Planned Next Period:
 -  Complete independent assessment of bore location and review with Waimangaroa Water Board
 -  Public meeting to evaluate and confirm proposed location
 -  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 Water Safety Plan by February 2018
 -  Approved resource consent by March 2018
 -  Complete design and contract award by March 2018
 -  Complete new water supply by June 2018
 - Budgets:
 -  Current Account Balance = +\$15,715
 -  Available CAP Subsidy = +\$400,000

8. Westport:

- Summary:
 - Overall Performance:  Active monitoring, risk reduction
 - Critical Issues:  Reservoir levels, No.1 Tunnel repairs, drought
 - 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:
 -  Continued risk reduction activities and contingency plans
 -  Community newsletter and FAQ's released
 -  Active monitoring current status (refer Attachment B)
 -  Supply risk assessment updated (refer Attachment C)
 -  Raw Water Pipe replacement project commenced (refer separate report)
 -  No.1 Tunnel Repair request for tender documents completed (refer separate report)
 -  No.2 & 3 Tunnel preliminary condition assessment completed (refer separate report)
 -  Selection Study for alternative long-term options ceased
 - Planned Next Period:
 -  Continue risk reduction activities and contingency planning
 -  Complete Raw Water Pipe replacement project
 -  Tender evaluation for No.1 Tunnel Repair, report to Council
 -  Award contract for No.1 Tunnel implementation
 -  Further options analysis for No.2 & 3 Tunnels
 -  Provide updated WSP/CRA to CDHB
 - Key Milestones:
 -  Approved Water Safety Plan by January 2018
 -  Council report for No.1 Tunnel Repair by January 2018
 -  Contract award for No.1 Tunnel Repair by February 2018
 - 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.

Punakaiki Water Supply - Meeting Agenda 8th November



AGENDA

WEDNESDAY 8 NOVEMBER 2017

PUNAKAIKI WATER SUPPLY

VENUE

**Pancake Rocks Café
Punakaiki**

1. Welcome & Introductions
2. Previous Minutes 12 September
3. General Update
 - a. Turbidity Results
 - b. North Paparoa VTA Operation (1080)
 - c. Boil Water Status
4. Council Report 25 October
 - a. Background
 - b. Indicative Options Analysis
 - c. Further Discussion Points
5. Community Q&A
6. Next Steps
 - a. Lifting Boil Water Notice
 - b. Indicative Options
 - c. Peer Review & Business Case
 - d. Funding Sources/Partners
7. Meeting Close

Minutes from Punakaiki Community Water Meeting

Tuesday 12 September 2017

Pancake Rocks Café, Punakaiki

In Attendance

Margaret Costello, Richard Arlidge, Patrick Volk, Craig Findlay, Teresa Smith, Carolyn Hewlett, Garry Howard (Mayor), Cr Jamie Cleine, Cr Robyn Nahr and Mike Duff (Buller District Council)

Apologies

Sam Murphy (3 Waters Co-ordinator, Technical Adviser, Buller District Council), Cr Phil Rutherford, Cr Sharon Roche

Purpose

To consult with the Punakaiki community to come up with options to improve the resilience and reliability of the Punakaiki water supply.

Craig Findlay (Punakaiki Campground) said that the campground needs to have a good water source. He suggested Council looks at alternative sources even if some distance away and would like to see a plan within two months.

In 2014 Richard Arlidge, along with Tony and Trevor, set out to investigate alternative sources, but found nothing of substance. He suggested to look at the creek on northern boundary by Janice Lee's property, 900m from tanks, and identified a spring supply below the tank site.

Patrick Volk (Pancake Rocks Café) wanted to know what has been done to mitigate boil water notices on the supply. The media in the PCDM filter and micro filter have been upgraded, and a coarse filter has been added. Patrick believes the original set-up was never going to work.

Mike Duff spoke to the group, pointing out that at best there is currently only three days reserve of treated water. An option would be to increase the storage facility, however, there is little room to do so at the current site.

Richard Arlidge suggested placing 10 tanks on the cattle reserve.

Mike suggested that the reserve could be utilised to house a tank farm. The reserve is 210m². Council needs to ascertain how many days reserve the community requires and provide the community with cost v benefit – how much per person per day of storage (\$/storage day/ratepayer). Costed options need to be presented to the community, including filtration membrane, reducing pressure, tank farm etc. 56 people on supply

Patrick Volk has installed an efficient water system for his café, which also supplies the craft shop.

Teresa Smith wanted to know how long you could safely keep water in storage tanks.

Over the Xmas/New Year period there is increased demand on rubbish collections.
An additional tank farm would help meeting peak demand over this period.

Richard said that Paul Wylie had made a commitment to provide the community with a breakdown of the installation costs of the current system. He stated that originally the campground paid approximately 40%, now 24% camping ground, balance flat rate

Suggested to have high, medium, low users of the supply and to pay accordingly, in tandem with greater capital expenditure

Richard spoke of a WCRC discussion about 1080 drop in catchment dye test. He suggested there would need to be a bottled water supply for three days after the dye test. Richard thinks the catchment would be on other side ridgeline. Do we expand the exclusion zone until we know better? Sam needs to discuss with Ministry of Health.

Craig wanted to know the costs for defining the water catchment and the aerial drop dye test.

Mike corrected Westport residential charge to \$680 (Punakaiki \$760)

Patrick suggested using sediment capture tanks and pre-treatment.

Carolyn suggested Neil Silverwood might know more about the catchment and source.

Points to note

- Importance of defining where water comes from (dye test)
- Rate distribution – high, medium, low user differential
- \$ of capital = \$ rates
- Immediate solution – tank farm and pre-treatment sediment tanks
- Look at the age of two pipes
- Sample the supply northern boundary Lee property (Mark Durkin)
- Testing from other roadside riverlets (AJ)
- Renew supply line down to Pororari River
- Communication to residents - contact list, phone chain, civil defence

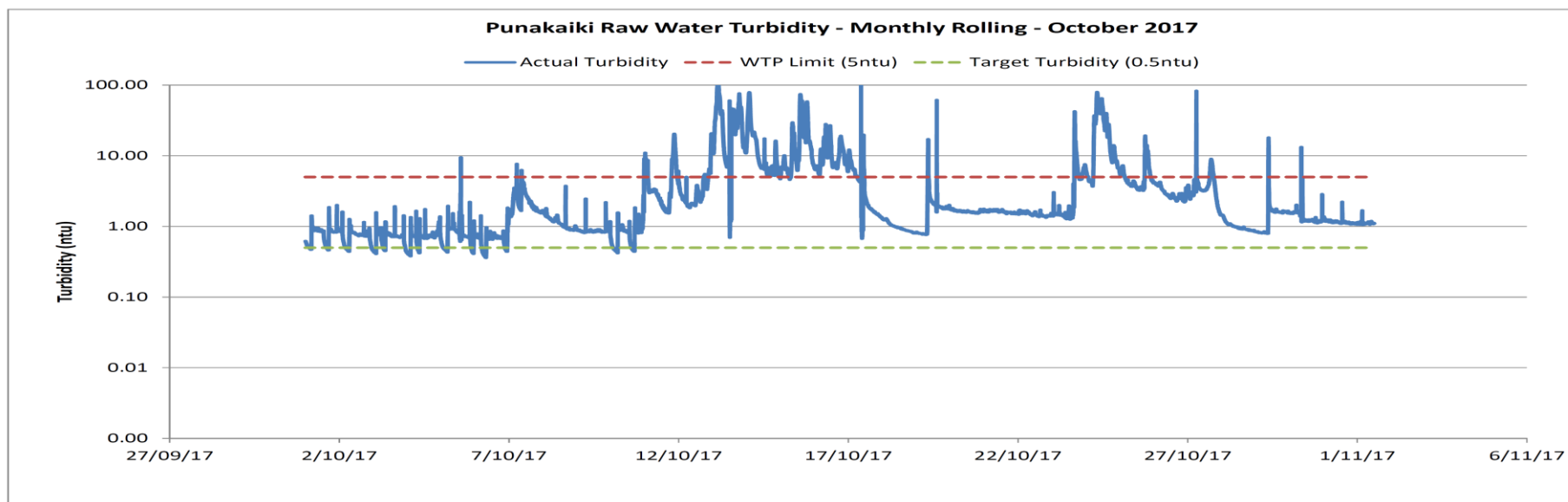
Provide summary of tonight's meeting. Communicate what can be achieved or and what can't.

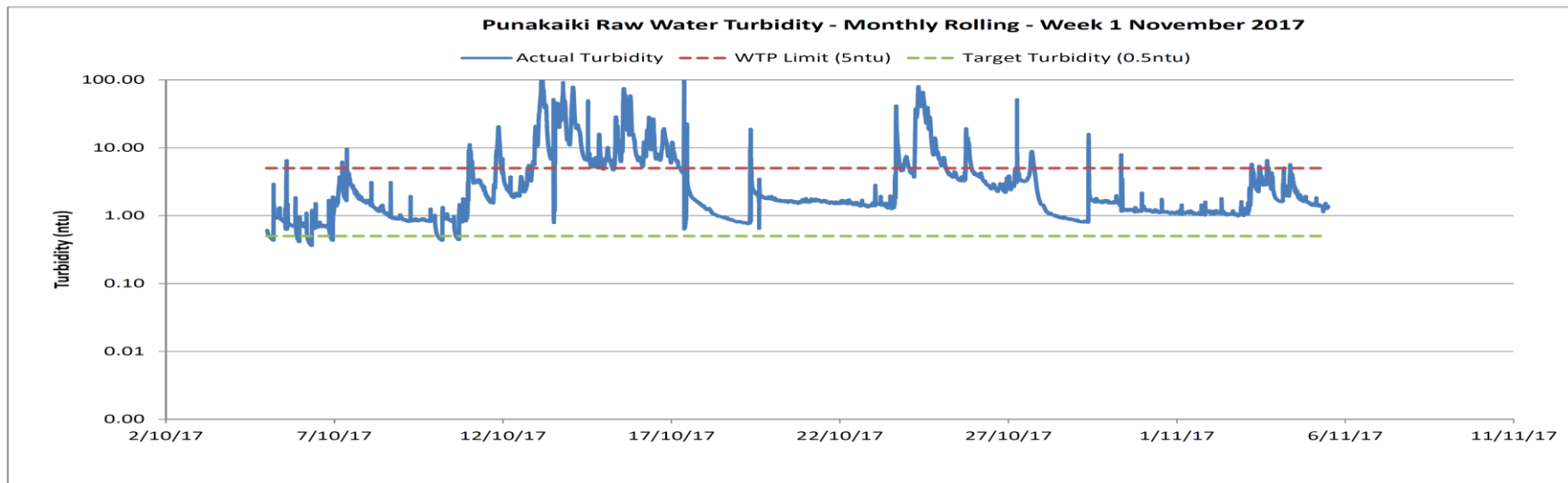
Craig spoke of the \$250,000 from the Government that was available in 2007 to use the Punakaiki River as a water source. This scheme was cost prohibitive and did not proceed.

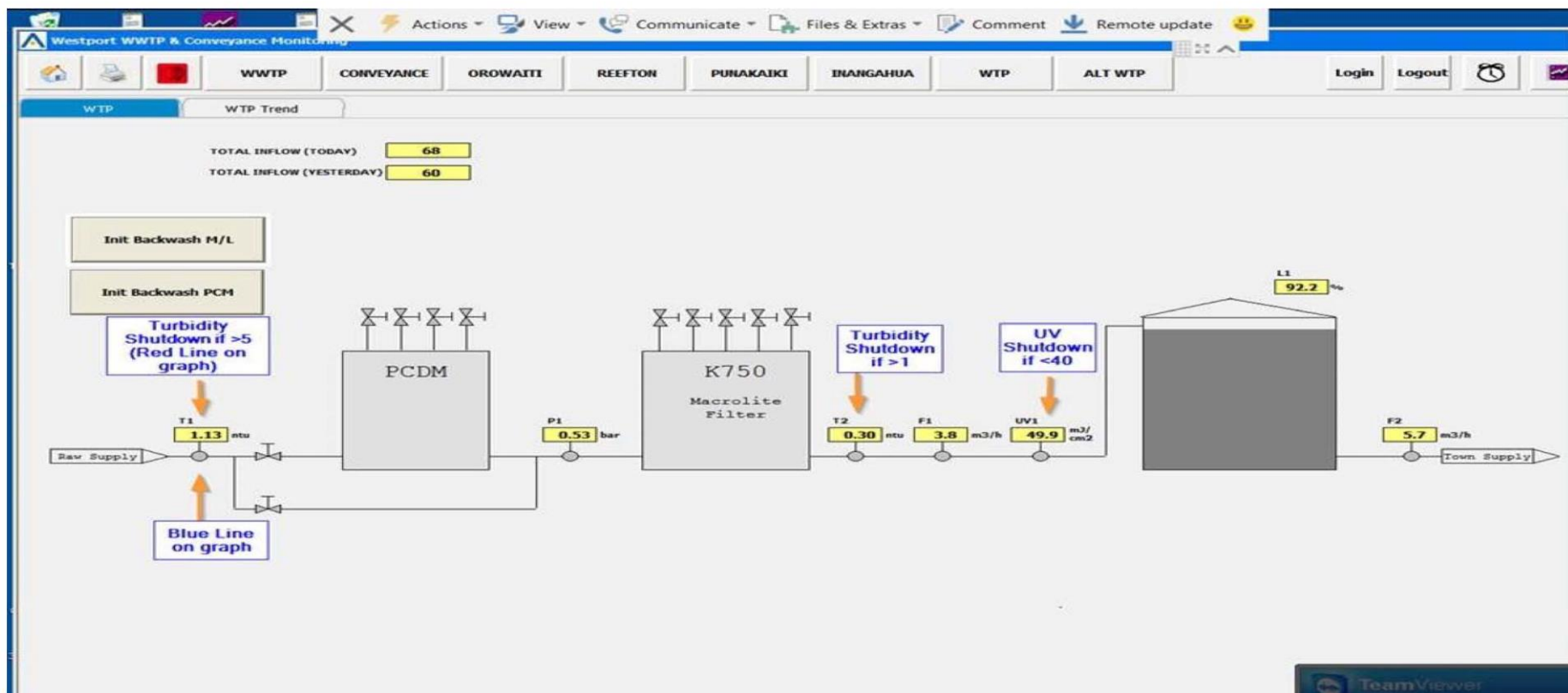
Punakaiki River is cleaner than the Pororari River.

Boil water notices in the Grey Star, Westport News, and via email and the internet are still not reaching all.

Patrick wanted to know this season's strategy for commercial operators, timeframes and possibly bottled water.









Manaaki Whenua
Landcare Research

Toxicology Laboratory Analysis Report

54 Gerald Street
PO Box 69040
Lincoln, 7640
Ph: +64 3 321 9999
Fax: +64 3 321 9998

Report No: T6652

CLIENT: David Priest, Vector Control Services, P.O. Box 453, Greymouth .
CLIENT REFERENCE No.: **Telephone No:** 03 768 9674
SAMPLES: Two water samples
REQUIREMENT: Examine for fluoroacetate
RECEIVED: 28 October 2017

Sample/s were received for analysis. The details were entered into the laboratory sample system and the sample/s given a reference number. The sample details and results are as follows:

No. samples: 2

LabNo.	Description	Fluoroacetate, µg/mL
21322	Water sample, PWS 1, Intake, 2140, 27/10/17	<MDL
21323	Water sample, PWS 2, Tank, 2130, 27/10/17	<MDL

All results are reported to two significant figures.

The determination was carried out using TLM005, the assay of fluoroacetate in water, soil and biological materials by GLC. The method detection limit (MDL) is 0.0001µg/mL and the uncertainty (95% c.i.) is ± 12%.

TESTED BY: leb **WORKBOOK REF:** 112/15
TEST PERIOD: 28/10/17

AUTHORISED BY:

L.H.Booth, L.E. Brown

Date: 30/10/2017



These results are confidential to the client and relate only to the samples as received and tested. This report may be reproduced in full only. The samples relating to this report will be disposed of after two months from the report date unless requested otherwise by the client. Where appropriate, the above results will be included in anonymised form in the National Vertebrate Pesticide Residue Database.

Report No: T6652

Page 1 of 1

BULLER DISTRICT COUNCIL

FOR THE MEETING OF 25 OCTOBER 2017

Report for Agenda Item No 2

Prepared by - Mike Duff
- Group Manager Assets and Infrastructure

Reviewed by - Sam Murphy
- Coordinator Three Waters

Punakaiki Water Supply – Special Status Update

Report Summary

The purpose of this report is to provide an update on the Punakaiki Water Supply and outline issues and potential options for Council discussion.

Council must accelerate solutions, both in the short term as well as long term. We are committed to providing safe, adequate and reliable drinking water which means resolving once and for all the issues experienced with the current source.

Draft Recommendation

That the report be received for information.

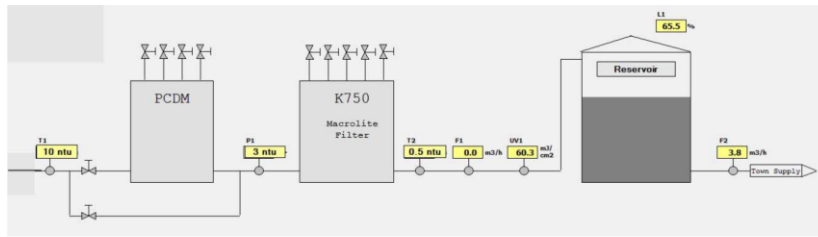
Background

The Punakaiki water supply was constructed by the Buller County Council around 1987. The extent of the existing supply from the inlet weir to the limit of reticulation is shown in Attachment A.

The supply has been problematic in recent years, due to a change in raw water turbidity (sediment levels) exceeding the capability of the existing water treatment plant (WTP). As a result, the supply has been under a Boil Water Notice (BWN) for a significant percentage of time.

An upgrade to the Porous Ceramic Dual Media (PCDM) filtration system in June improved the performance. However, this does not protect for turbidity greater than 10ntu.

The diagram below shows the existing treatment process and the requirement for turbidity levels of raw water supply to be under 10ntu in order for the WTP to function:



A community meeting was held 12 September to discuss many issues related to the water supply. Refer to Attachment B for a copy of the meeting minutes. Council staff had been working through these items to develop an action plan, including costed proposals to solve the high turbidity problem.

On 12 October, a major deterioration in the raw water quality was detected. Very high turbidity (>10ntu, with spikes above 100ntu) caused the plant to shut down. The treated water reserves subsequently depleted and Council had no choice but to instate a Boil Water Notice (BWN) for the safety of all consumers.

The high turbidity levels have sustained for an unprecedented duration, and the BWN still remains in place. With the WTP still not operational, and no reasonable way to assess the root cause, it is not known how long the BWN will be required.

The most likely cause is a significant slip or contamination in the catchment area. This was always a risk factor, and hard to quantify without exact knowledge of where the water comes from. It also makes predictions difficult in terms of future water treatment.

Council staff are making enquiries for aerial inspection (via WCRC and NZDF) to locate evidence of a slip, which may also help clarify the extent of catchment area. However, this will not help with the immediate BWN situation.

Over time, the raw water quality may resolve itself in which case “do nothing” would still enable lifting of the BWN once water production recommenced and test samples passed. However, the risk of the turbidity remaining high or even returning at some future point would remain.

Indicative Options

A commitment has been made to the Punakaiki community to propose costed options towards solving the ongoing water supply issues.

Council's initial focus is on the existing WTP and fixing what we have i.e. expedite solutions which can deal with high turbidity. These include:

- Option 1 – membrane filtration stage prior to the existing PCDM filter
- Option 2 – pre-treatment clarifying (settling) system prior to the WTP

As a further risk reduction strategy, Option 3 is to increase treatment-side storage capacity from the existing 3 days to 7 days to provide contingency.

As a longer term Option 4, a previous proposal (circa. 2008) for a new water supply has been adapted and revised to account for scope changes and escalation. This system takes water from the Punakaiki River with an adjacent WTP and reticulation via booster station/s through to Hartmount Place. It would be designed to accommodate the potential Dolomite Point expansion and all properties south of the Punakaiki village. Refer to Attachment C for the proposed system layout drawing.

All of the above proposals are concept only and require further work to confirm accuracy, as well as completeness in considering all practical alternatives. Scope, costs and timeframes would need to be further defined before moving forward.

However, they are indicative enough to inform Council and the community of the estimated annual shortfall assuming current rates remain unchanged. This can enable further discussion of how to proceed in terms of additional funding. The four options are itemised below:

Implementation Summary:

Option	Scope	Capital Costs	Timeframe	Residual Risk
0	Do Nothing	\$0	NA	High
1	Membrane Filtration	\$255,000	6 months	Low
2	Settling System	\$50,000	3 months	Medium
3	Treated Storage	\$90,000	3 months	Medium
4	New Supply System	\$2,500,000	12 months	Low

Annual Rates Summary:

Option	Current Rates Contribution (p.a)	Forecast Annual Costs	% Annual Increase	Estimated Shortfall (p.a)
0	\$61,000	\$61,000	0%	\$0
1	\$61,000	\$107,000	75%	\$46,000
2	\$61,000	\$75,000	23%	\$14,000
3	\$61,000	\$77,000	26%	\$16,000
4	\$61,000	\$316,000	418%	\$255,000

Notes:

- Current rates contribution includes residential and commercial, 81 in total at \$760 per ratepayer
- Forecast Annual Costs include capital depreciation, interest and ongoing operating costs

Further Discussion Points

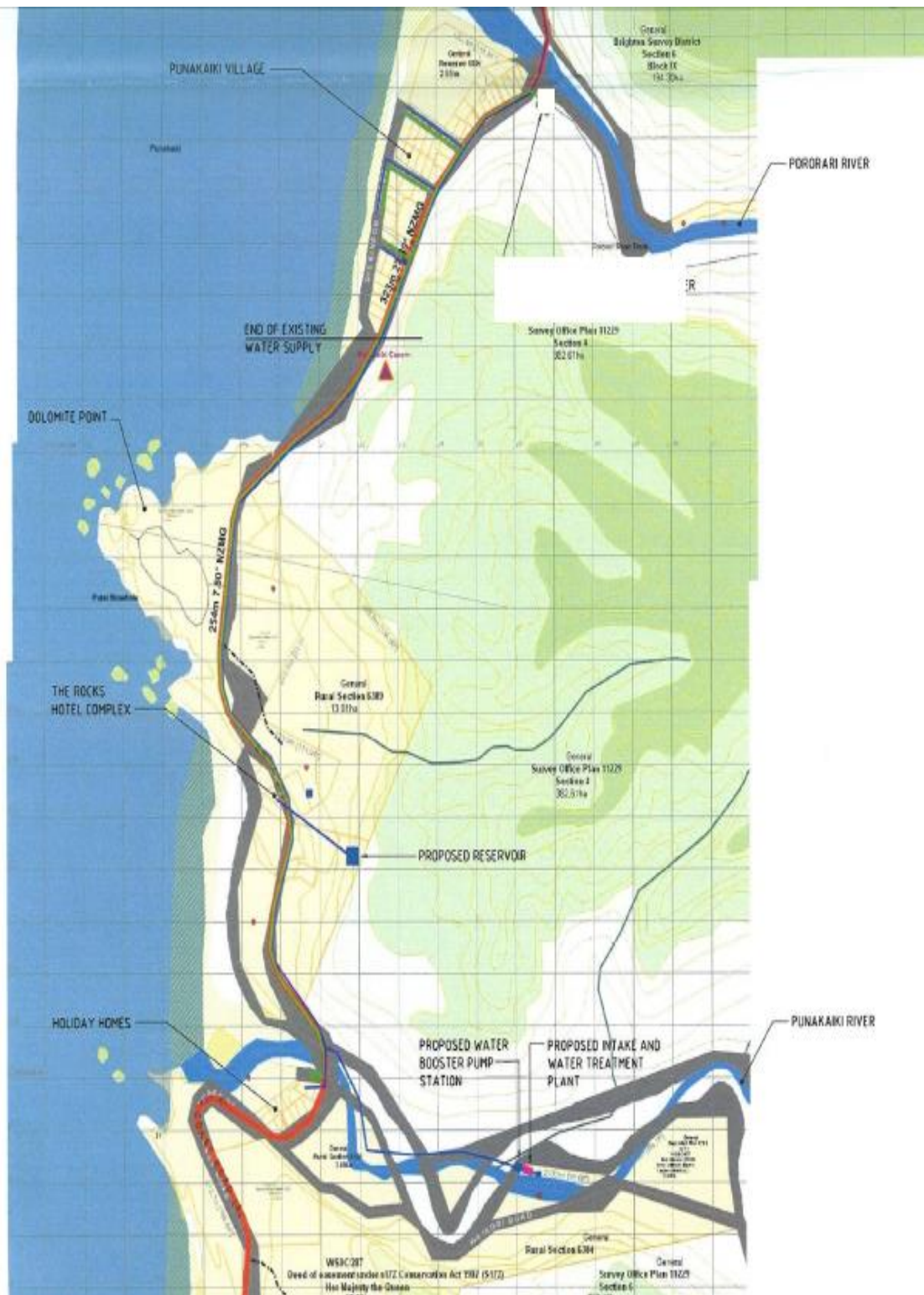
The following points are provided for Council discussion at the meeting:

- Mayor Garry Howard has alerted Local MP Hon. Damien O'Connor and in turn central government including MBIE due to the national significance of Punakaiki in terms of tourism and hospitality industries.
- Peer review of indicative options will be outsourced to water treatment specialists to ensure all industry proven alternatives and cost/benefit/risk analysis have been considered before proceeding.
- A Safety in Design gap analysis including Hazard Prevention and Design Risk Management principles as illustrated in Appendix D will be conducted to identify systemic flaws and control measures required to mitigate future issues.
- Council staff will monitor raw water quality and advise once the treatment plant is operational again
- When treated water sample tests have been given the all clear, the current Boil Water Notice will be lifted
- The costed indicative options will be circulated to the Punakaiki community by October 27, with a public meeting planned for the following week.
- For information, the recent operating costs for the Punakaiki Water Supply are provided in Attachment E.
- A proposal from WCRC has been accepted to conduct water testing during their next VTA North Paparoa operation. This proposal has been authorised by HSNO and CPH Medical Officer of Health, with permissions based on <0.1 ppb (undetectable), much less than the Ministry of Health maximum acceptable value for safe drinking water of 2ppb. The proposal also includes expanding the exclusion zone beyond the adjacent ridgeline, as shown in Attachment F. The WCRC test results are expected to confirm zero trace of 1080, and will be circulated once received from WCRC.

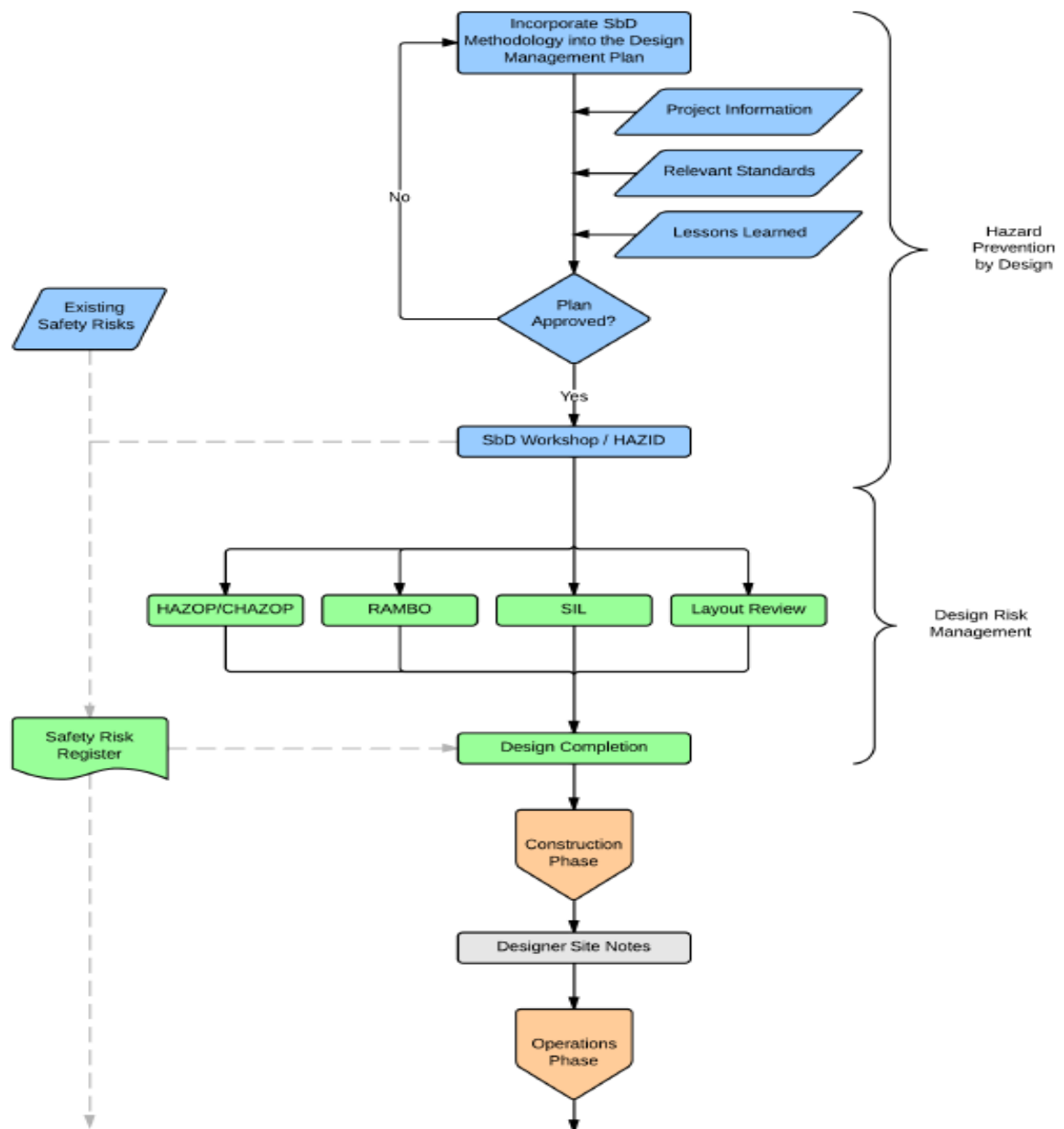


Proposed Punakaiki Water Supply (circa. 2008)





Safety in Design Framework



Punakaiki Water Supply - Operational Costs

Activity	Code	2016-17 Budget	2016-17 Actuals	2017-18 Budget	2017-18 Actuals (1st Qtr)
WestReef Maintenance	73712837	\$15,570		\$25,000	
Operate Water Treatment Plant			\$27,445		\$13,782
Miscellaneous Maintenance			\$6,888		\$9,094
Outwork	73712847	\$7,266	\$19,063	\$15,984	\$14,894
Power	73712840	\$1,972	\$1,576	\$2,000	\$546
Minor Capital	7371556001	\$1,038	\$26,223	\$7,500	\$5,365
	Totals	\$25,846	\$81,195	\$50,484	\$43,681
Itemised Specials included in above:					
Purchase PCDM Filter Media			\$6,119		
Installation of PCDM Filer Media			\$6,454		\$1,509
Backwash Pump & Pipework Upgrade			\$5,277		
New Intake Access Track					\$2,471
Pororari River Bridge Main Valve Replacement					\$2,894
Repair SH6 Truman Track Blowout					\$2,395
New Bypass Flow Meter					\$1,076
Major Leak Repairs					\$4,964
Water Safety Plan & Catchment Risk Assessment					\$8,000
Process Issues & Alterations (ICG & MWH)					\$4,122



Westport Water Supply - Current Status - December 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
- Restriction Notice lifted for all consumers 30 October 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 130.70 = 126.4 ML (97.4%)


Supply & Demand

- Keoghan pump station, continuous operation = 95 L/s = 8.2 ML/day (6%)
- Other supplies (including Ballarat Creek) = 20 L/s = 1.7 ML/day (1.5%)
- Average usage this period = 55 L/s = 4.7 ML/day (3.5%)
- Maximum recovery rate, pumped system = 60 L/s = 5.2 ML/day (4%)

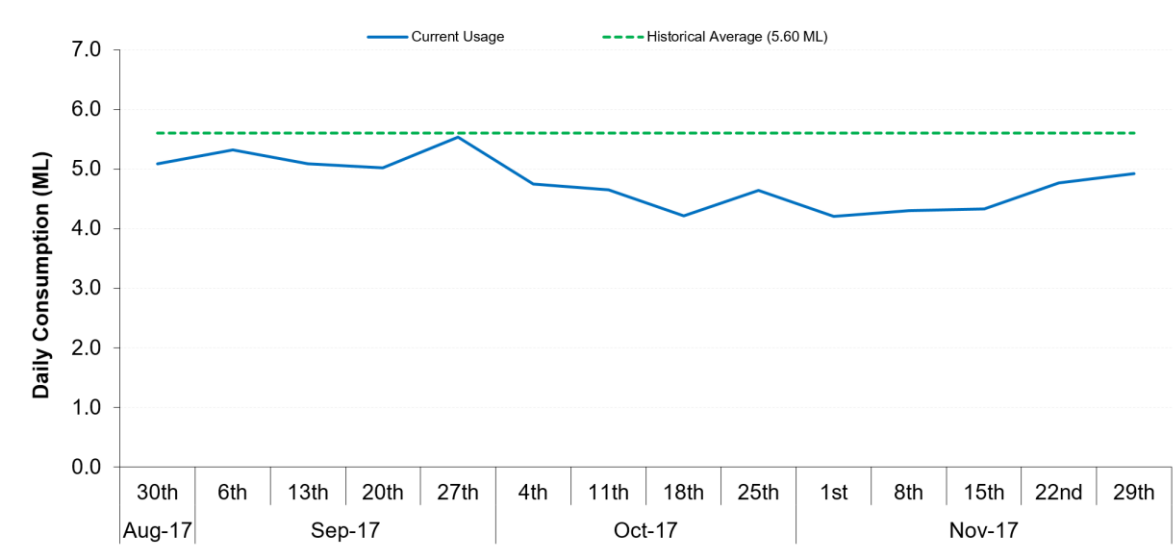
Reserves (assuming no pumping and average usage)

- Reservoir loss per day = 4.7 ML/day (3.5%)
- Estimated reserves:
 - Full 100% to Low Level 20% ($129.8 - 26.0 = 103.8$ ML) = 22 days
 - Current 97.4% to Low Level 20% ($126.4 - 26.0 = 100.4$ ML) = 21 days

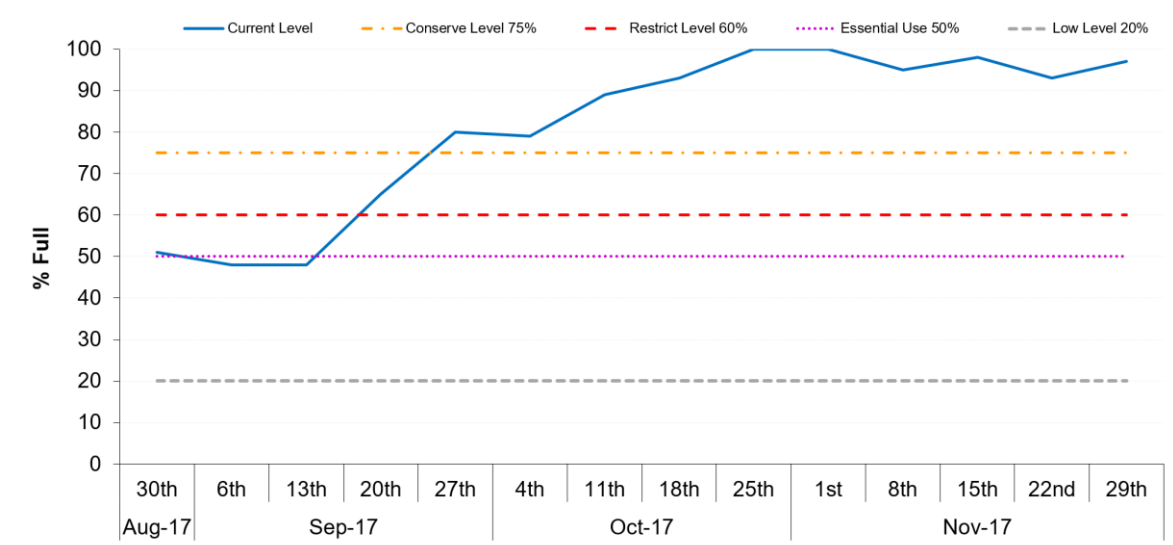
Performance Statistics

Westport Water Supply - Performance Statistics				Rev: 0	Ver: 1						
Legend		Input	Auto	Date:	29/11/2017 9:34						
1. Reservoir				Authorised:  Mike Duff							
				Level (RL)	Volume (m3)	Full (%)					
				This Period							
				130.70	126,389	97%					
				Last Period							
				130.52	120,858	93%					
				Change							
0.18	5,530	4%	(Rounding)								
2. Usage & Reserve				Consumption (m3)	Reserve (days)						
				This Period	This Period						
				4,920	19.3						
				Last Period	Last Period						
				4,760	18.3						
				Change	Change						
				160	1.1						
3. Supply				Daily Average (hrs)	Availability (%)	Flow (L/s)	Delivery (m3)				
				This Period	55%	125	5,992				
				Last Period	29%	125	3,078				
				Change	27%	0	2,914				
				Keoghans	Weighting 76.0%	This Period					
						18	73%	95	5,992		
						Last Period					
						9	38%	95	3,078		
				Ballarat	Weighting 16.0%	Change					
						8.52	36%	0	2,914		
						This Period					
						0	0%	20	0		
				Other	Weighting 8.0%	Last Period					
						0	0%	20	0		
						Change					
						0	0%	0	0		
				4. Daily Averages				Supply (m3)	Usage (m3)	Gain (m3)	Balance (m3)
								5,992	4,920	790	-282

Daily Consumption – Rolling Quarterly



Reservoir Status – Rolling Quarterly



WESTPORT WATER SUPPLY – PUMPED SYSTEM RISK ASSESSMENT – DECEMBER 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
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.	Prices to be received to install poles and overhead power wire
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
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" pump availability. Any new bands can be manufactured by Rea Engineering	Third pump installed and commissioned
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
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.	Larger Screen has been installed
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
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 could 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.	Papa layer was struck at 1.5m deep, no water present (papa layer could be very deep)

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	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	Quote received. Assessment to be made whether to proceed
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	Foot bridge vs negotiated access to Keoghans. Bridge to be investigated
Water Quality	19	Algal bloom in reservoirs	Moderate Possible x Minor	Extra backwashes on sand filters Reduced filter run times Evident in flocc 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
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 Keoghans 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
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 13 DECEMBER 2017

Agenda Item No 10

Prepared by - Wendy Thompson
 - Financial Accountant

Reviewed by - Dean Phibbs
 - Manager Corporate Services

Financial Performance - October 2017

Report Summary

To provide Council with a financial performance update for the three month period ending 31 October 2017.

Draft Recommendation

That the report be received for information.

Operational Financial Performance

Operational Performance Report - Summary of Results: October 2017

	Actual YTD	Budget YTD	Projected Full Year	Budget Full Year	Projected Variance Full Year
Income	\$5,410,700	\$5,427,100	\$21,818,500	\$21,818,500	0
Expenditure	\$7,705,400	\$7,569,700	\$22,561,000	\$22,561,000	0
					0

Dashboard - Operational Financial Performance Indicators

	Revenue	Expenditure	
Activity			Comment
Democracy	●	●	
Property Amenities & Reserves	●	●	
Economic Development, Tourism & Museum Support	●	●	
Community Services	●	●	
Regulatory	●	●	Timing variance - dog control and food premise licencing fees
Roading	●	●	Income over budget due to timing of subsidies
Additional emergency reinstatement subsidy	●	●	
Solid Waste	●	●	
Support	●	●	
Wastewater	●	●	
Water	●	●	Over budget Westport supply electricity; Westport & Punakaiki repairs & maintenance.
Airport	●	●	Timing variance- lease invoicing

BULLER DISTRICT COUNCIL
FOR THE MEETING OF 13 DECEMBER 2017

Agenda Item No 11

Prepared by - Lynn Brooks
 - Management Accountant

Reveiwed by - Dean Phibbs
 - Manager Corporate Services

Significant Projects Report

Report Summary

This report summarises significant projects and priorities of Council at 31 October 2017. It records both current and future work streams, and is for discussion and monitoring purposes. It should be read in conjunction with the attached.

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 Assets and Infrastructure
- 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		Advocacy for a fit-for-purpose IFHC continued on behalf of the community. Shared services and review projects are progressing as planned. Advocacy for the Dolomite Point development is added to the list this month.
		Advocacy for the West Coast Regional Council projects (Westport Flood Protection, Carters Beach & Granity/Ngakawau sea erosion) continues.
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 at service level review phase and collation.
Significant Projects		General Projects: The District Plan Review and Rates Overhaul Project are progressing as planned. The telephony project has been completed ahead of time. 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. Roding 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 implementation of the repair option commencing. Investigations into the Waimangaroa Water treatment system continues.
		Water Supplies: Punakaiki Water Intake Easement progressing as planned.
		Properties and Amenities: Peel Street Yard, site testing, analysis and risk assessment in progress.
		Properties and Amenities: Carnegie Library earthquake report required, this is necessary work that cannot be delayed and costs will be over budget at end of year.
		District Signage (Seal Loop) installation in progress.

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 (prior year)	2017/18 Budget	Final Budget	Actual Cost to 30 October 2017	Project Status	Scope, Design, etc.	Quality, Tender, etc.	Planned Start Date	Planned Completion	Date of completion	Comments / Issues
	MAYOR, COUNCILLORS & CEO												
	Little Wanganui/ Tapawera/ Wanganui Road Advocacy	GH + CEO	0	0			In progress			Nov-15			August Council resolution - ongoing.
	Ultra Fast Broadband Advocacy	GH + CEO	0	0			In progress			Nov-15			Government Announcement with WC Projects 2015. Delivery by Chorus. Progressing with MDC, Creative Developments and BEL.
	Integrated Family Health Centre Advocacy	GH + CEO	0	0						Nov-16	Nov-17		Advocacy for a fit for purpose build is ongoing, on behalf of the 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	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 & CEO BHL	0	0			under continual review			Dec-15	Jun-18		AP, LTP Strategy, CTO 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 - Reviewing Various IT Projects, Internal Audits, Civil Defence & Local Govt Commission, Economic Development, One (District) Plan, Policy Development.
	Charleston/Cape Foulwind Cycleway	GH	0	0									MDU completed. Continue advocacy.
	Kawarua Sculpture Symposium	GH + PM	0	0			near complete			May-16	Dec-17		Sculptures installed and near completed.
	Rearfoot Historic Power Generation Project	GH	0	0						Dec-17			Advocacy with Greg Topp. Active discussions continuing.
	Westport Gateway Sign	GH	0	0			In progress			Nov-15	Dec-17		Lighting yet to be completed.
	Dalmeida Point Advocacy	GH CEO	0	0			In progress						
			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, 2019. This will be a large workload. Public Libraries Bylaw and Livestock Movements at consultation stage in October 2017.
	Freedom Camping	CEO	0	0			In progress			Feb-17	Oct-18		Joint compliance and monitoring between all West Coast Councils. This must be completed by 30/06/19 or the bylaw will lapse.
	Other Community & Environment Projects	CS	0	0									
			0	0	0	0							

Indicator	Project Description	Project Manager	Carry Over (over/under	2017/18 Budget	Total Budget	Actual Cost to 31 October 2017	Project status	Scope, Design, etc	Quote, Tender, etc	Planned Start Date	Planned Completion	Date of completion	Comments / Issues
CORPORATE SERVICES													
●	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	Workshop and Formation Stage			May-17	Jun-18		Strategic & Level of Service Workshops continue in Nov and Dec 2017.
●	Other Corporate Services Projects	DP	0	0	0	0							
			0	0	0	0							
SIGNIFICANT PROJECTS													
●	District Plan Review	RT	0	20,000	20,000	0	In progress			Nov-14	TBA		Hearings 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	DP	0	0	0	0	In progress			Apr-16	Jun-18		At consultation phase during Nov-Dec 2017. Costs fall due in Nov 2017.
●	IT/Information Technology Projects (inhouse)	HS	284,616	201,460	486,076	111,583	In progress				Jun-18		IM Project at implementation stage. Telephony upgrade completed. Hardware updates continuing.
●	Other Significant Projects												
			284,616	221,460	506,076	111,583							

Indicator	Project Description	Project Manager	Carry Over (over)/under	2017/18 Budget	Total Budget	Actual Cost to 31 October 2017	Project status	Scope Design, etc	Quote, Tender, etc	Planned Start Date	Planned Completion	Date of completion	Comments / Issues
	ASSETS & INFRASTRUCTURE												
	Three Waters												
	Punakaiki Water Intake Easement	MD	0	0	0	13,794	In Progress						Situation under further review. Progressing.
	Punakaiki Water Supply Advocacy	GH + MD	0	0					Nov-17	Feb-18			Explore funding options for new water supply
	South Granity Tank Supply Water Administration	CEO	0	0	0								Situation under further review.
	Westport Tunnel Piping/Bracing	MD	621,199	2,350,000	2,971,199	148,670	In Progress						Method, cost, and schedule of work for repair option developing. Water restrictions reviewed.
	Replacement of Westport Water Mains from Treatment Plant to Town	MD	0	0	0	0	In Progress						The sectional 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	40,496	In Progress						Bore site has been identified, preparations for test drilling underway. Communications update provided.
	Ngakawau Hector Water Treatment System	MD	0	0	0	4,681	In Progress						Situation under further review.
	Costing Water Schemes including assessment of depreciation funding	MD	0	0	0	0							Ongoing as required
	Little Wanganui Water and Sewerage Easements	MD	0	0	0	0	In Progress				Jun-17		Work underway to resolve this
	Roading												
	Rural Wards Maintenance Programme - to be Communicated	MD	0	0	0	0				Jul-17			Communication on road and stormwater maintenance for rural wards requested as part of 2017/18 Annual Plan.
	Karamea 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	31,672	1,246,367	1,278,039	124,964	ongoing				Jun-18		Works program set out for the year ahead.
	Roading - Special Purpose Road Capital Works	TR	0	369,821	369,821	1,469	ongoing				Jun-18		All works underway.
	Earthquake Strengthening of Buildings	RB	0	0	0	0					Jun-18		Carnegie Library engineer assessment work ongoing in 2017-2018. Essential work required.
	Footpaths- Urban Development	TR	84,791	202,080	286,871	128,606	ongoing				Jun-18		Footpath work plan for 2017/18 FY established.
	Property, Amenities & Reserves												
	Punakaiki Dickson Parade Status and Freedom Camping Issues	MD	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	9,329	In Progress						Site testing analysis and risk assessment currently in progress. Concept study for options to follow in 2017/18 FY.
	Riverside Development and Waterfront Project		0	60,000	60,000	5,998							
	District Signage (Seal Loop)	MD + GH	125,000	0	125,000	85,533	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 BDC. Copy referred to DOC for consideration in the Dolomite Point spatial planning. On hold until DOC confirm whether Community Facility will be incorporated in their planning work.
	Other												
	Other Assets & Infrastructure Projects	MD	0	0	0	0							
			962,662	4,761,960	5,724,622	568,317							
	TOTAL SIGNIFICANT PROJECTS		1,247,278	4,983,420	6,230,698	679,900							

BULLER DISTRICT COUNCIL

FOR THE MEETING OF 13 DECEMBER 2017

Report for Agenda Item No 12

**Prepared by - Garry Howard
- Mayor**

Mayor's Report

Report Summary

This report is an overview of the key activities from 15 November 2017 to 3 December.

Draft Recommendation

That the report be received for information.

Rates Review

To date (3 December) I have attended Karamea, Ngakawau/Hector, Westport drop-in sessions and Westport public meetings. The drop-in sessions have been well attended and the Northern Buller community made it very clear they prefer and require public meetings. I feel there is considerable merit in holding public meetings with our communities followed by drop-in sessions that allow consideration of information and individuals to then discuss their concerns. It does place considerable time and resources on Council staff along with Councillors given the additional obligations for the 2018-2028 Long Term Plan.

To date the major concerns have been -

- Is Capital Value appropriate?
- Strong concern the community has not been consulted on a Land Value model besides the current model
- The flat commercial rate across the district has brought about some very large increases, in particular to rural commercial operators

- Concern that some “commercial operators” have not been identified and given the appropriate differential. Airbnb associated advertisers have been the most discussed and the Queenstown Lakes District Council method of identification put forward as one mechanism to place properties in the correct classification. This can spread the burden of the sector.
- Should rural residential ratepayers pay the same as urban residential ratepayers?

Season of Awards

At this time of year, it is very heartening and motivational attending various award events - Buller High School, Community and Sports Awards and the Buller Electricity Personal Development awards. We need to acknowledge the talent and dedication of our youth and volunteers in the community, but give recognition to those businesses and individuals that sponsor the awards. At each of the awards I attended Buller Electricity's sponsorship was to the forefront and the ability of Buller Electricity to undertake such sponsorship has been assisted immensely by the investment made into Pulse Electricity and the foresight of the key driver to make such investment, Frank Dooley. It is also appropriate to acknowledge the Community and Sports awards instigated and supported over the 39 years by Colin and Mary Warren. Colin was MC for the awards for the last time passing the baton to Buller Electricity, the Westport News and the Buller District Council to run the awards in 2018. Many thanks to Colin for his outstanding effort over the 39 years.

7-Day Make-Over

What an outstanding success. An unused non-descript public area transformed into a cultural hub. So many people participated from school children painting rocks to Mr Palmer (91 years old) undertaking various tasks on site. There are too many individuals to list and in addition to those that participated on site there were a good many that could not for various reasons attend but supported with feeding the troops daily with a range of baking that participants looked forward to each day. David Engwicht and his team not only facilitated the event but did the hard yards on site from dawn to dusk each day. As a community we have been provided the mechanism to continue projects and already many of the volunteers are awaiting the next project. I hope the community acknowledge and thank the Manager of Assets and Infrastructure, Mike Duff and Chief Executive, Andy Gowland-Douglas for instigating the 7 Day Make-over project.

Water

The infrastructure associated with community water supplies in Westport, Punakaiki and Reefton have really put pressure on Council and WestReef staff. We are enjoying the long fine period but this is adding to difficulties with the supply and while rain will come I am anxious that without conservation measures we may struggle to replenish reserves before the January - April traditional dry period. Recycling water for garden use will be extremely important along with reporting any leaks.

Xmas - New Year

It has been a tough year for our community along with Council staff and councillors. I wish everybody a happy Christmas and New Year. Make the most of the break as 2018 looks to be very challenging with a host of known challenges and then there are always the inevitable unknown challenges that will occur.

BULLER DISTRICT COUNCIL
FOR THE MEETING OF 13 DECEMBER 2017

Report for Agenda Item No 13

Prepared by - Garry Howard
- Mayor

Mayor's Correspondence

Reefton RSA Committee - Old Plunket Building

To the Inangahua Community Board

The Reefton RSA committee would like to express our interest in leasing the old Plunket building as a home for the Reefton RSA and a facility to carry out our core activities. Advocacy, support and remembrance were, and remain the core purpose of this RSA, regardless of what conflicts our service men and women have served. Currently there are about 31,000 veterans in the country, 20,000 of those served in conflicts after Vietnam.

Our mission: Courage, Compassion, Camaraderie, Commitment. To remember, support and care for all those impacted by military service, their families and dependants and includes the NZ Police Force.

Recently the Reefton RSA has become very proactive in carrying out our core function. Like any society, the defence culture and needs are changing, as a result so is our RSA. We are working towards becoming more relevant, integrated and valued within our community, shifting to a more supportive culture that is consistent with our core function and mission statement. We are also working to connect with our community youth in a modern way that includes and supports our younger generations by providing funded education and personal development programs. Since May this year, we have provided 2 life changing Outward Bound scholarships for deserving Reefton youths, developed community partnerships with other charities and community service and development groups. We have provided advice and advocacy to local veterans and their families, coordinated commemoration services, conducted welfare home visits and in less than 6 months, provided \$39,409.46 in financial assistance to members of the Reefton ex-services community, in times of need.

Although the Reefton RSA has significantly increased our activity, community service, membership and overall success, we are currently facing many challenges that are preventing us from helping more of our ex-service members and their families who are in need. This can be broken down to a single cause. The lack of an appropriate and dedicated facility to operate from.

The old Plunket building would provide the RSA with an unrestricted 24/7, dedicated support centre for the Inangahua county ex-services community and their families.

The intent of the RSA would be to operate a welfare & support office, promote health & well-being, a meeting/training room and a local district military museum/gallery to honour and preserve the memory of our local service men and women.

Currently we are working with Te Papa and the National Army Museum in developing a credible local district military museum/gallery that will tell the stories of many of our local service men and women. This display will be open to the general public to learn from, enjoy and appreciate.

Thank you for considering our request.

Kind regards,

Tony Groves,
Chairman, Reefton RSA
02040923560

BULLER DISTRICT COUNCIL
FOR THE MEETING OF 13 DECEMBER 2017

Report for Agenda Item No 14

Prepared by - Andy Gowland-Douglas
- Chief Executive

Chief Executive's Report

This report is an overview of key activities during November, and an update on any key strategic issues.

Organisational Development

Health and Safety

The Vault online Health and Safety System will be implemented in February, streamlining our reporting and incidence management.

Communications

We have been undergoing an internal review of our communications plans, systems and processes and earlier in the year we had an independent third party do an assessment and report back to management with recommendations for moving forward. Below are some of the key initiatives currently being undertaken:

Community Communications Survey

One of the key recommendations was to better understand what our community values, and how they like to engage with us. A key question being do they read our bi-monthly newsletter and find it valuable or is there something else that we could do that would best utilise our limited communications resources. The survey is going out with our December 'Connect' asking just that, and will also be available online. In addition to this we have sent a survey out to all the print media and radio we currently utilise for advertising to get up-to-date subscriber details and costs to help us to make better informed decisions on where we are best to advertise to reach our target audience.

Website Upgrade

We currently have an RFP out for options to upgrade our website. This utilises both the 2017/2018 budget plus that which was carried forward from last year (\$15,000). The brief has asked for something more user friendly, clean, modern, and uncluttered and with interactive features such as online submissions, service requests and payments, plus full integration with social media. Indications are we will be able to get what we are wanting, but some features may have to be staged because of the level of funding. We are looking to make a decision prior to close of business for Christmas, and aiming to have the site operational in time for the LTP consultation.

Branding Refresh (see attachment)

Issues have been identified with our branding, in that despite the fact we have a branding and style guide which is part of our Communications Strategy - it is not being used consistently and in some instances the old logo is being used because the current one is in the wrong format for some applications. (eg on uniforms). The other issue is the size of the font which is not easy to read. We have had some initial mock ups done of concepts and these are below, which includes an option to have a version that is bi-lingual. The majority view of management and the virtual coms team at this stage is that we should go with version 3 (mislabeled as 2 on the attachment) - being the rounded version. This is clean and fresh but still very much recognisable as our logo as it contains the same elements. We are really interested in Councillor feedback on this as well. Once we have made a final decision all the collateral templates can be produced, and we can replace all printed collateral with the new design as it runs out. All electronic branding can be implemented immediately. The branding and style guide will include things such as report templates, vehicle signage, forms, business cards, letterheads, website elements etc. We have been waiting to complete this work before signwriting the tool of trade vehicles and before doing the website upgrade.

Communications Strategy

We currently have a document called a communications strategy that was adopted by management in 2010 and last updated in 2015. While it is called a strategy it is a mixture of strategy, policy, branding guidelines and day to day procedures. This is currently in the process of being reviewed and rationalised - we need to separate the strategy from the policy and the branding guidelines need to be more comprehensive and separate. This is an internal management document but there is scope to make the higher level strategy a governance as well as management document. This will then assist us making resource allocation decisions. This can happen after we get the result of the survey back and we are clear on what the community expects from us and therefore what the strategy should look like.

Strategic Issues/Updates

Rural and Provincial Meeting – 16/17 November

The Hon. Nanaia Mahuta, new Minister of Local Government was in attendance and was very clear on her priorities for the role. The key points she made are below, all of which are extremely positive and moving in a desirable direction. I believe she is very committed to this role and will make things happen.

Collaboration and Resetting of Relationship

She wishes to have a meaningful two way relationship with local government, and not just pay lip service to us. She intends to be active and visible in this space and use the various zone meetings as a great way to sound our potential policy direction early on rather than simply coming at the end of the process when it is pretty much finalised.

Regional Funding and Financing Models

Definitely a commitment to look seriously at new models for funding local council services and infrastructure. Consideration to be given to using GST as this mechanism, or some form of tourism tax. Intention is to establish this as a workstream as soon as possible.

3 Waters Challenge

This was framed as being a national issue and therefore something potentially nationally funded solution, especially in areas with low rating base plus high tourism value. Punakaiki is a prime example of this so this is a positive sign for progressing this.

Regional Development

The Minister is also very interested in how we grow our regions, in particular with a focus on economic development initiatives such as shifting government departments to the regions. Rotorua was mentioned as an example - this is where the new Ministry of Forestry will be based.

Increasing Community Participation in Local Decision Making

This was around in particular how we get more people to stand for councils, and to get out and vote, as well as generally engaged in key decision processes. There was a discussion regarding the financial disincentive to stand for positions such as mayor due to the low remuneration, meaning it often only attracts the independently wealthy or retired rather than those with the best skill sets for the role - who may not be able to afford or want to give up their day jobs. She also made it very clear she wishes to see the well beings back in the Local Government Act as soon as possible. This may have implications on the scope of services councils are expected to provide.

Westport Revitalisation Project - 7 Day Makeover

We were blown away by the number of volunteers that turned out to support this project, some taking the entire week off work to participate. What was created far exceeded what was visualised at the workshop and has returned at least four times the value of the funds allocated to this project. We now have a proven template we can use to transform other civic and public spaces on a shoestring budget with maximum community ownership and involvement.

Over 100 people attended the launch and many more came to check it out the evening before. The red carpet has already started appearing all over social media with people taking 'selfies' on the runway. This could easily become one of the "must do's" for visitors to Westport and it would be well worth running a campaign over summer to promote this.



Key Meetings/Events Attended

1-2 November - CQ meeting

16-17 November - Rural and Provincial Meeting

20-24 November - Leading for Strategic Change Programme - Melbourne Business School

25 November-2 December - 7 Day Makeover

Coming Up

6 December - Reefton Rates Review Public Meeting

7 December - West Coast Chief Executives meeting

11 December - All of Staff Meeting

Original



Option 1A



Option 1B



BULLER DISTRICT COUNCIL
FOR THE MEETING OF 13 DECEMBER 2017

Report for Agenda Item No 15

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
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: Development Strategy widens riverside scope to consider overall business case, risk assessment, community needs, environmental impact, social/economic benefit, legislative and statutory compliance, LTP alignment, land ownership and flood protection.		Chief Executive, Group Manager Assets & Infrastructure	June 2017 Council Meeting

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, incorporated in Major Projects Quarterly Status Report		Group Manager Assets and 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	<ul style="list-style-type: none"> 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	

BULLER DISTRICT COUNCIL
FOR THE MEETING OF 13 DECEMBER 2017

Report for Agenda Item No 16

Prepared by - Andy Gowland-Douglas
- Chief Executive

Public Excluded

Section 48, Local Government Official Information and Meetings Act 1987.

Draft Recommendation

That the public be excluded from the following parts of the proceedings of this meeting.

Item No	Minutes/Report of:	General Subject	Reason for Passing Resolution Section 7 LGOIMA 1987
1	Tony Robertson - Manager Utilities and Services	Road Renewal - Resurfacing Contract 17/18/03 (Reseals)	Section 2(b)(ii) - Would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information. Section 7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)
2	Lynn Brooks - Management Accountant	Leasehold Property	Section 2(a) to protect the privacy of natural persons, including that of deceased natural persons.