

# **AGENDA**

**WEDNESDAY 26 JULY 2017**

## **VENUE**

**Clocktower Chambers  
Palmerston Street  
Westport**

**2.00pm      Economic Development Committee Meeting**

**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	1	Members Interest	That Councillors disclose any financial or non-financial interest in any of the agenda items
2	2	Confirmation of Minutes	That the minutes of the meetings held on 28 June and 12 July 2017 be confirmed.
3	29	One District Plan Proposal	That Council resolves to: 1. Adopt the proposal to progress with one District Plan as outlined. 2. Contribute \$25,000 towards the project as an exception to the Annual Plan in year one and a further \$25,000 in year two. 3. Appoint two Councillors to sit on the Joint Committee.
4	35	Proposed Dog Shelter/Boarding Kennels at Shingle Beach, Westport	That Council resolve to support the issuing of a license for Shingle Beach for the purpose of establishing a dog shelter/boarding kennel.
5	42	Temporary Road Closure Requests for Westport Whitebait Festival	1. That Council approve the road closure of Palmerston Street from Brougham to Henley Streets and Lyndhurst Street from Adderley to Russell Streets, on a temporary basis for the Westport Whitebait Festival community event, to be held on Saturday 21 October 2017 from 1.00pm until 7.30pm. 2. That Council grant permission for two temporary stages to be erected on Palmerston Street. The first positioned in the slip way outside the Clocktower/I-Site and a second between the NBS Theatre and the Soap Box Gift shop, for the purpose of providing entertainment for the Westport Whitebait Festival, on Saturday 21 October 2017 from 1.00pm until 7.30pm.
6	46	Easter Sunday Shop Trading	That Council advises whether or not it would like work to be undertaken towards developing an Easter Sunday Shop Trading Policy under the Shop Trading Hours Act 1990.
7	49	Financial Performance - May 2017	That the report be received for information.
8	51	Audit New Zealand Agreements 30 June 2017 Audit	That the report be received for information.
9	52	Significant Projects Report	That the report be received for information.

10	59	Mayor's Report	That the report be received for information.
11	61	Mayor's Correspondence	That the report be received for information.
12	64	Chief Executive's Report	That the report be received for information.
13	66	Council Meeting Action List	That the report be received for information.
14	71	Public Excluded	
1	72	Chief Executive Annual Review	

## BULLER DISTRICT COUNCIL

FOR THE MEETING OF 26 JULY 2017

Report for Agenda Item No 1

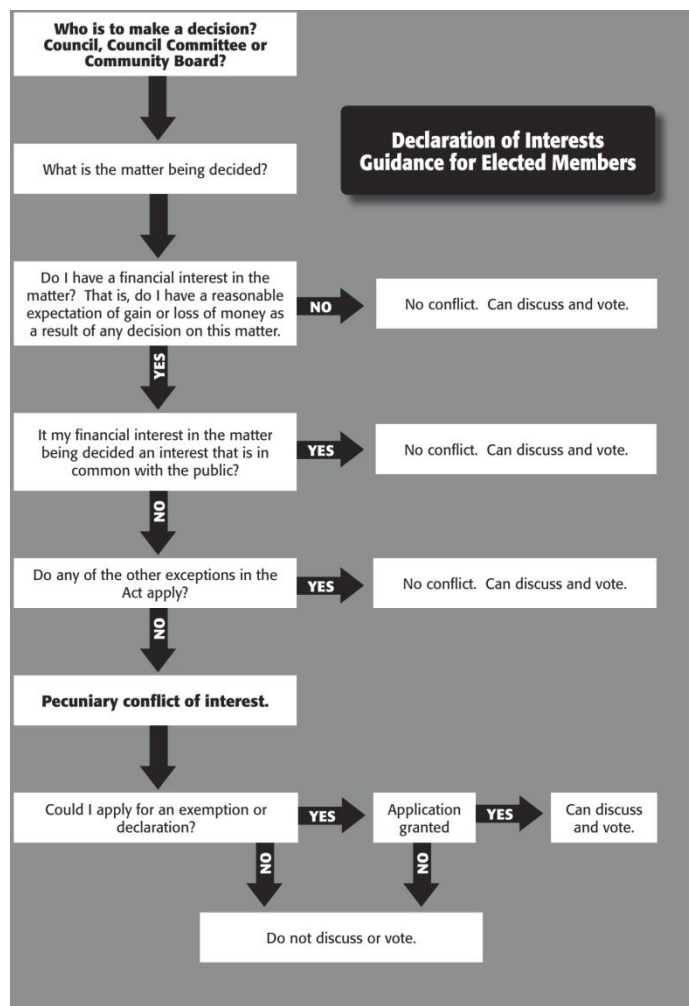
Prepared by - Andy Gowland-Douglas  
- Chief Executive

### 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 26 JULY 2017**

**Report for Agenda Item No 2**

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

**Confirmation of Minutes**

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Minutes of the meetings held on 28 June and 12 July 2017.

**Draft Recommendation**

That the minutes of the meetings held on 28 June and 12 July 2017 be confirmed.

**MINUTES OF THE MEETING OF THE BULLER DISTRICT COUNCIL HELD  
AT CLOCKTOWER CHAMBERS, PALMERSTON STREET, WESTPORT,  
ON WEDNESDAY 28 JUNE 2017 COMMENCING AT 5.00PM**

**PRESENT**

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

**IN ATTENDANCE**

Chief Executive (A Gowland-Douglas), Manager Community and Environment (CM Scanlon, from 5.25pm), Group Manager Assets and Infrastructure (M Duff), L Brooks (Management Accountant), WM Thompson (Financial Accountant) and PA Chief Executive (LM Pablecheque).

**PUBLIC FORUM**

Cr Hill spoke on behalf of Paul Murray, Karamea, who sought support for mountain biking in the Oparara Arches. The Oparara Valley Trust do not support the proposal. He wants to undertake a feasibility study to ascertain both the viability of the track and the economic benefit of his proposal which he also needs to pursue further with the Department of Conservation. He seeks a letter of support from Council.

**LATE ITEM**

**Resolved: That Council deal with the following late item of business pursuant to section 46A(7) of the Local Government Official Information and Meetings Act 1987 -**

**Delegation of Powers Under Section 25A of the New Zealand Railways Corporation Restructuring Act 1990.**

**GC Howard/SM Barry**

**Carried**

Cr Hawes voted against

1 MEMBERS INTEREST

Resolved: That Cr Nahr declare her interest in Item 7, 'Statements of Intent - Council Controlled Organisations'.

**GW Hart/PJ Rutherford**

**Carried Unanimously**

2 CONFIRMATION OF MINUTES

Resolved: That the minutes of the meetings held on 24, 30 and 31 May be confirmed, subject to the following amendments -

**24 May**

**Public Excluded item 2 - delete number 1 from the resolution.**

**30 May & 31 May**

**Cr Miazga to be included as in attendance**

**JW Cleine/EC Miazga**

**Carried Unanimously**

3 WESTPORT NO. 1 WATER TUNNEL - FEASABILITY STUDY

A lengthy discussion took place on the options contained in the draft recommendation, and whether any option should be rejected at this stage, as well as the suggestion to look at starting with a new system at a different location, as per the five options considered in 2012/2013, and the possibility of utilising existing infrastructure.

It was noted that interim options for the supply were contained in the water supplies quarterly status report.

Although it was unlikely that WorkSafe New Zealand would be able to give any assurances until they were presented with a firm design, it was agreed that the Group Manager Assets and Infrastructure would contact them and other practitioners seeking what requirements were needed before undertaking a further feasibility study.

Resolved: That Council reject Option 3a (pipe-jacking) based on escalated costs, extended timeframe and residual risks as defined in the completed Feasibility Study.

**DJ Hawes/SM Barry**



**Carried**

Crs Cleine, Neylon and Roche voted against

Moved: That Council recommence a Feasibility Study for Option 2a (tunnel stabilisation) to define an alternative repair method.

**EC Miazga/RM Nahr**

The motion was lost

Resolved: That Council commence a Selection Study (pre-feasibility) to identify alternative long-term solutions, which make a comparison with all current reports.

**GC Howard/GW Hart**

**Carried**

Crs Cleine and Neylon voted against

4 **BYLAWS REVIEW - LIVESTOCK MOVEMENTS BYLAW, PUBLIC LIBRARIES BYLAW AND CULTURAL AND RECREATIONAL FACILITIES BYLAW**

Resolved: That Council -

1. **Make the determinations required under section 155 of the Local Government Act 2002, in relation to the *Buller District Council Livestock Movements Bylaw 2010*, as per the attached report titled “*Review of Buller District Council Livestock Movements Bylaw 2010 - Report on Determinations Under Section 155, Local Government Act 2002*”.**
2. **Make the determinations required under section 155 of the Local Government Act 2002, in relation to the *Buller District Council Public Libraries Bylaw* and the *Buller District Council Cultural and Recreational Facilities Bylaw*, as per the attached report titled “*Review of Buller District Council Public Libraries Bylaw and the Buller District Council Cultural and Recreational Facilities Bylaw - Report on Determinations Under Section 155, Local Government Act 2002*”.**
3. **Publicly notify the proposal to amend the *Buller District Council Livestock Movements Bylaw 2010*, as per the attached document, allowing a four week period for written submissions and the opportunity for any submitter who**

wishes to do so to address Council on their submission at the public forum of a Council meeting.

4. Publicly notify the proposal to revoke the *Buller District Council Public Libraries Bylaw* and the *Buller District Council Cultural and Recreational Facilities Bylaw*, allowing a four week period for written submissions and the opportunity for any submitter who wishes to do so to address Council on their submission at the public forum of a Council meeting.

PJ Rutherford/JW Cleine

Carried Unanimously

- 5 POLICY REVIEWS - COMMUNITY GRANTS POLICY, NZLGA ANNUAL CONFERENCE AND ZONE MEETINGS POLICY, OLD SEWER CONNECTIONS POLICY, WEEDSPRAYING POLICY AND DANGEROUS EARTHQUAKE PRONE AND INSANITARY BUILDINGS POLICY

Resolved:

1. That the *Community Grants Policy, NZLGA Annual Conference and Zone Meetings Policy, Old Sewer Connections Policy* and the *Weedspraying Policy* continue, with the minor amendments as shown in the attached.
2. That the *Draft Dangerous and Insanitary Buildings Policy* be adopted, to come into force on the date that aligns with the requirements of the Building (Earthquake-prone Buildings) Amendment Act 2016 and the Building Act 2004.

PJ Rutherford/SP Roche

Carried Unanimously

- 6 RATES OVERHAUL PROJECT

Resolved: That Council accept the report for information purposes and -

1. That Council consult the community and give consideration to the views and preferences of persons likely to be affected by, or to have an interest in, the matter of a Buller District Council Rates Review.

2. That consultation be held proposing a rating model with the following attributes to be used for the 2018/2019 rates strike : general rates based on capital value, a uniform annual general charge of \$475 including GST per separately used and inhabited property, targeted rates based on a fixed charge or flat charge where a service is used or available, differentials of 1 for residential, 1 for primary industries, 4 for commercial, 4 for industrial, 1.6 for utilities, 10 for cement, 34.1 for harbour and 18.5 for mining.
3. That Council adopt the timeline included in this report, and consultation be undertaken in accordance with that timeline.

**GC Howard/PJ Rutherford**

**Carried**

Cr Cleine voted against

7 STATEMENTS OF INTENT - COUNCIL CONTROLLED ORGANISATIONS

Cr Nahr declared her interest in this item

It was noted there appeared to be an adding error in the Statements which would be clarified with Buller Holdings.

After discussion on the Westport harbour bar depths it was decided that the CCTO Committee would raise the matter with Buller Holdings at its catch-up meeting the next day.

Resolved: That Council approve the Statements of Intent for the year ending 30 June 2018.

**GW Hart/EC Miazga**

**Carried Unanimously**

8 PUNAKAIKI CAMP LEASE

It was pointed out there will be ongoing costs that will increase over time, but only the capital share to be paid by the leasee, not the maintenance costs.

**Resolved: That Council pay 100% of the camps share of the rock wall by paying the West Coast Regional Council capital targeted rate, with the camp responsible for the maintenance rate.**

**GC Howard/JW Cleine**

**Carried Unanimously**

9 **2017/2018 ANNUAL PLAN ADOPTION**

It was noted changes needed to be made to the Plan as follows -

Page 2 - Mayor and Councillors require realignment, Cr Miazga contact details to be updated

Page 55 - Westport Airport needed an additional comment at point 5.

Page 63/64 - Note 5 and 9 require realignment

Page 64 - change required to Democracy line

**Resolved: That Council adopt the Annual Plan for 2017/2018.**

**JW Cleine/RM Nahr**

**Carried Unanimously**

10 **FINANCIAL PERFORMANCE - APRIL 2017**

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

**SP Roche/JW Cleine**

**Carried Unanimously**

11 **SIGNIFICANT PROJECTS REPORT**

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

**EC Miazga/SP Roche**

**Carried Unanimously**

12 ASSETS AND INFRASTRUCTURE MAJOR PROJECTS -  
QUARTERLY STATUS REPORT JUNE 2017

Wayfinding signage to be included on the action list.

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

**EC Miazga/SM Barry**

**Carried Unanimously**

13 BULLER DISTRICT WATER SUPPLIES - QUARTERLY STATUS  
REPORT JUNE 2017

The meeting was advised that drilling for the Waimangaroa bore would commence next week, with the resource consent processed on the basis of what the testing finds; the outcome for the Mokihinui and Little Wanganui supplies will be determined after the completion of the Water Safety Plan and subsequent recommendation to the Ministry of Health; Ngakawau/Hector Water Society have been advised of the Ministry of Health's determination that Council has responsibility for the water supply.

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

**JW Cleine/RM Nahr**

**Carried**

Cr Neylon voted against

13A DELEGATION OF POWERS UNDER SECTION 25A OF THE NEW  
ZEALAND RAILWAYS CORPORATION RESTRUCTURING ACT 1990

Resolved: **That, pursuant to clause 32, Schedule 7 of the Local Government Act 2002, Council delegates its powers under section 25A of the New Zealand Railways Corporation Restructuring Act 1990 to the Council Management Committee, extended to include the Team Leader Planning and Policy when they have not been the officer responsible for preparing the staff report for the particular resource consent under consideration, with a minimum of any two of these officers to make the decision.**

**SM Barry/SP Roche**

**Carried Unanimously**

14 MAYOR'S REPORT

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

**JW Cleine/SM Barry**

**Carried Unanimously**

15 MAYOR'S CORRESPONDENCE

**NZ Transport Agency - Road Safety - SH7 Blacks Point and Reefton**

To be discussed at next meeting of the Inangahua Community Board

**Tourism West Coast - Thank You**

**Retail NZ - Easter Shop Trading Hours Policy**

Risk and Policy Committee have on their list for consideration.

16 CHIEF EXECUTIVE'S REPORT

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

**SP Roche/GW Hart**

**Carried Unanimously**

17 COUNCIL MEETING ACTION LIST

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

**GW Hart/JW Cleine**

**Carried Unanimously**

PUBLIC FORUM RESPONSE

**Paul Murray - Mountain Biking Oparara Valley** - Concern was expressed that further representation needed to be made to the Oparara Valley Trust, not Development West Coast as there was little point in undertaking a feasibility study when land ownership was an issue.

18 PUBLIC EXCLUDED

**Resolved: 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	Andy Gowland-Douglas - Chief Executive	Westport Integrated Family Healthcare Centre	Section 2 (h) enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities Section 2(i) enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)

**SP Roche/DJ Hawes**

**Carried Unanimously**

**Resolved: That the Council revert to open meeting and the resolutions and disclosures made whilst the public were excluded remain confidential.**

**SM Barry/JW Cleine**

**Carried Unanimously**

There being no further business the meeting concluded at 9.07pm

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







**MINUTES OF THE EXTRAORDINARY MEETING OF THE BULLER DISTRICT COUNCIL  
HELD AT THE CLOCKTOWER CHAMBERS, PALMERSTON STREET, WESTPORT ON  
WEDNESDAY 12 JULY 2017 COMMENCING AT 2.30PM**

**PRESENT**

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

**IN ATTENDANCE**

Chief Executive (A Gowland-Douglas), Manager Corporate Services (DJ Phibbs) and PA Chief Executive (LM Pablecheque).

**APOLOGIES**

An apology was received from Cr Nahr and Deputy Mayor Neylon.

**1 MEMBERS INTEREST**

Nil

**2 SETTING RATES FOR THE 2017/2018 FINANCIAL YEAR**

Assurance was given that the draft recommendation had been thoroughly checked line by line.

That Council resolve the following:

- (A) That the rates listed in Schedule 1 (being those listed in the Funding Impact Statement of the 2017-18 Annual Plan, as adopted at the Council meeting of 28 June 2017) are set under the Local Government (Rating) Act 2002 ("the Act") on rating units in the district for the financial year commencing 1 July 2017 and ending on 30 June 2018.
- (B) That each of the rates for the financial year are set under the following sections of the Act:

**1. General Rates**

- 1.1 General (Differential) Land Rate – Section 13
- 1.2 Uniform Annual General Charge – Section 15

**2. Water Supply Rates**

- 2.1 Targeted Water Supply Rate(s) – Section 16 & Schedule 3
- 2.2 Metered water rate – Section 19

**3. Sewage Disposal Rates**

- 3.1 Targeted Sewage Disposal Rate(s) – Section 16 & Schedule 3

**4. Waste Management Rates**

- 4.1 Targeted Waste Management Rate(s) – Section 16 & Schedule 3

- (C) That all rates will be payable in 4 instalments with the due dates being:
- a. Instalment 1 - 28 August 2017
  - b. Instalment 2 - 28 November 2017
  - c. Instalment 3 - 28 February 2018
  - d. Instalment 4 - 28 May 2018
- (D) That rates for metered water will be payable by the 20<sup>th</sup> day of the month following the invoice date, sic:
- a. July 2017 invoice - 20 August 2017
  - b. August 2017 invoice - 20 September 2017
  - c. September 2017 invoice - 20 October 2017
  - d. October 2017 invoice - 20 November 2017
  - e. November 2017 invoice - 20 December 2017
  - f. December 2017 invoice - 20 January 2018
  - g. January 2018 invoice - 20 February 2018
  - h. February 2018 invoice - 20 March 2018
  - i. March 2018 invoice - 20 April 2018
  - j. April 2018 invoice - 20 May 2018
  - k. May 2018 invoice - 20 June 2018
  - l. June 2018 invoice - 20 July 2018
- (E) That Council apply the following penalties in terms of Sections 57 and 58 of the Act:
- a. On the day following the above instalment dates [set in Section (C) above], a ten percent (10%) charge to be added to the balance left owing of the instalment due on that date.
  - b. A charge of five percent (5%) be added on 1 September 2017 to any balance owing from any year's rates struck prior to 1 July 2017.
  - c. On the 21<sup>st</sup> day of each month, a charge of 10% to be added to any balance of the metered water rates owing from that total amount invoiced in the previous month.
- (F) That rates shall be payable at Council's main office, Brougham Street, Westport (open 8.30am-4.30pm, Monday to Friday), or the Service Centre at 66 Broadway,

Reefton (open 8.30am-4.30pm), or by using on-line banking, or through direct credit, direct debit, or credit card.

*Note: Definition of SUIP (Separately Used or Inhabited Part) of a Rating Unit*

*A separately used or inhabited part of a rating unit includes:*

- *any part or parts of a rating unit that is used or occupied by any person, other than the ratepayer, having a right to use or inhabit that part by virtue of a tenancy, lease, licence or other agreement, or*
- *any part or parts of a rating unit that is/are used or occupied by the ratepayer for more than one single use.*

*Examples of separately used or inhabited parts of a rating unit include:*

- *A residential property that contains two or more separately occupiable units, flats or houses, each of which is separately inhabited or is capable of separate inhabitation.*
- *A commercial, or other non-residential property containing separate residential accommodation in addition to its commercial, farming or other primary use.*
- *A commercial premise that contains separate shops, kiosks or other retail or wholesale outlets, each of which is operated as a separate business or is capable of operation as a separate business.*
- *An office block which contains several sets of offices, each of which is used by a different business or which is capable of operation as separate businesses.*

*Council recognises that there are certain instances where the above situations will occur, but in circumstances that do not give rise to separate uses or inhabitations.*

*These specific instances are:*

- *Where a business, farm, orchard, vineyard or horticultural operation contains accommodation on a rent-free basis for the owner, staff or share-milkers associated with the enterprise's productive operation.*
- *Where a residential property contains not more than one additional separately inhabited part, or where members of the owners family inhabit the separate part on a rent-free basis.*
- *Where an orchard, vineyard, farming or horticultural operation contains a stall for the sale of goods produced solely by the operation.*

## Schedule 1: Buller District Funding Impact Statement for 2017-18

### 1. General Rates

General Rates includes both the general (differential) rate and a uniform annual general charge.

General Rates are used to fund or part fund Democracy, Economic Development, Community Services, Regulatory Services, Amenities and Reserves, Roading, Solid Waste Management, Storm-water and Airport activities.

#### 1.1 General (Differential) Land Rate

The general rate is set and assessed on the land value of all rateable land in the district, on a differential basis based on location, area, land use, and the activities that are permitted, controlled or discretionary for the area in which the land is situated as per the District Plan.

The definition of the differential categories is set out in this Funding Impact Statement, under Part 5.

#### General Rates (exclusive of GST)

**Table 1 – Differentials**

General Rate Differential Categories	Percentage of General Rate	General Rate (Cents per \$ Land Value)	General Rate Differential Categories	Percentage of General Rate	General Rate (Cents per \$ Land Value)
Residential 101	0.921%	0.33036	Commercial 132	0.249%	0.95268
Residential 102	0.174%	0.25949	Commercial 133	1.838%	2.61418
Residential 103	0.646%	0.35143	Commercial 134	9.811%	3.60391
Residential 104	0.806%	0.34118	Commercial 135	0.125%	1.65417
Residential 105	0.351%	0.23943	Commercial 136	0.322%	0.76926
Residential 106	18.845%	1.04754	Commercial 138	0.019%	0.13907
Residential 107	1.418%	0.83928	Commercial 139	1.199%	0.97106
Residential 108	1.122%	0.66657	Commercial 140	0.949%	1.54801
Residential 109	0.626%	0.57870	Rural 141	18.574%	0.19517
Residential 110	0.463%	0.61512	Rural 142	1.215%	0.18936
Residential 111	0.210%	0.20389	Rural 143	3.780%	0.15579
Residential 112	0.554%	0.41251	Rural Residential 151	4.190%	0.39469
Residential 113	0.391%	0.39576	Rural Residential 152	3.062%	0.36065
Residential 114	1.018%	0.45929	Rural Small Holding 161	1.489%	0.27221
Residential 115	2.545%	0.73457	Rural Small Holding 162	0.110%	0.16267
Multi Residential 121	0.016%	1.04075	Rural Small Holding 163	0.218%	0.20611
Multi Residential 122	0.008%	0.66470	Rural Small Holding 164	0.054%	0.09349
Multi Residential 123	1.466%	2.31519	Industrial 171	2.963%	6.59164
Multi Residential 124	0.062%	2.26947	Industrial 172	9.788%	5.86112
Multi Residential 125	0.107%	1.21549	Industrial 173	5.154%	1.65059
Multi Residential 126	0.142%	1.78655	Industrial 174	2.103%	12.33128
Commercial 131	0.897%	1.60882		100.0%	

## 1.2 Uniform Annual General Charge (UAGC)

The Council will set and assess a uniform annual general charge (UAGC) as a fixed amount per SUIP of a rating unit.

The Uniform Annual General Charge will be **\$421.74 (exclusive of GST)** per SUIP of a rating unit.

## Expected Yield (Collect)

The expected collect from the General Rates (both the general (differential) rate and the uniform annual general charge) is calculated to be **\$8,313,828** (excluding GST).

## 2. Water

Targeted water supply charges and rates are set for each connection within a rating unit, or any rating unit able to be connected within certain scheme areas.

A 'connection' is defined as a rating unit, or each separately used or inhabited portion (SUIP) of a rating unit, which is connected to the water supply in any scheme area, whether the connection is from the main supply line, or from any other line that is connected to the main supply.

The fixed targeted charge is also applied in some scheme areas based on the availability of the service, being rating units which are not connected but are able to be connected ('serviceable'). A rating unit is regarded as serviceable if the rating unit lies within 50 metres of the water reticulation system.

For the Westport, Reefton, Mokihinui, Ngakawau/Hector, Granity South, and Waimangaroa water supplies, only connected properties are rated (there is no set rate or charge for serviceable properties).

Refer to the definition of the differential categories set out in this Funding Impact Statement.

**Table 2 – Unit rates**

Water Supply Scheme Rates	Differential category (refers to use by number of connections)	Differential Factor	Targeted Rate (GST excl)	Water Supply Scheme Rates	Differential category (refers to use by number of connections)	Differential Factor	Targeted Rate (GST excl)
Westport - Multi-residential only				Westport - all other rating sectors			
	1-2	1.00	\$680.00		1	1.00	\$680.00
	3	1.70	\$1,156.00		2	1.70	\$1,156.00
	4	2.30	\$1,564.00		3	2.30	\$1,564.00
	5	2.80	\$1,904.00		4	2.80	\$1,904.00
	6	3.20	\$2,176.00		5	3.20	\$2,176.00
	7	3.60	\$2,448.00		6	3.60	\$2,448.00
	8	4.00	\$2,720.00		7	4.00	\$2,720.00
	9	4.40	\$2,992.00		8	4.40	\$2,992.00
	10	4.80	\$3,264.00		9	4.80	\$3,264.00
	11	5.20	\$3,536.00		10	5.20	\$3,536.00
	12	5.60	\$3,808.00		11	5.60	\$3,808.00
					12	6.00	\$4,080.00
Reefton - Multi-residential only				Reefton - all other rating sectors			

Water Supply Scheme Rates	Differential category (refers to use by number of connections)	Differential Factor	Targeted Rate (GST excl)	Water Supply Scheme Rates	Differential category (refers to use by number of connections)	Differential Factor	Targeted Rate (GST excl)
	1-2	1.00	\$530.43		1	1.00	\$530.43
	3	1.70	\$901.73		2	1.70	\$901.73
	4	2.30	\$1,219.99		3	2.30	\$1,219.99
	5	2.80	\$1,485.20		4	2.80	\$1,485.20
	6	3.20	\$1,697.38		5	3.20	\$1,697.38
	7	3.60	\$1,909.55		6	3.60	\$1,909.55
	8	4.00	\$2,121.72		7	4.00	\$2,121.72
	9	4.40	\$2,333.89		8	4.40	\$2,333.89
	10	4.80	\$2,546.06		9	4.80	\$2,546.06
	11	5.20	\$2,758.24		10	5.20	\$2,758.24
	12	5.60	\$2,970.41		11	5.60	\$2,970.41
					12	6.00	\$3,182.58
	Reefton - major users						
1905006101	1+	2.00	\$1,060.86				
1905023800	1+	2.00	\$1,060.86				
1905043500	1+	2.00	\$1,060.86				
1905044200	1+	2.00	\$1,060.86				
1905050000	1+	2.00	\$1,060.86				
1905036800	1+	40.00	\$21,217.20				
Mokihinui							
Connected (excluding major users)	1	1.00	\$250.43				
Major users*	1+	8.00	\$2,003.44				
Ngakawau Hector							
Connected (excluding major users)	1	1.00	\$310.43				
Major users*	1+	20.00	\$6,208.60				
Waimangaroa							
Connected (excluding major users)	1	1.00	\$350.43				
Major users*	1+	3.00	\$1,051.29				
Punakaiki							

Water Supply Scheme Rates	Differential category (refers to use by number of connections)	Differential Factor	Targeted Rate (GST excl)	Water Supply Scheme Rates	Differential category (refers to use by number of connections)	Differential Factor	Targeted Rate (GST excl)
Connected	1	1.00	\$760.00				
Serviceable	1	0.50	\$380.00				
Little Wanganui							
Connected (excluding major users)	1	1.00	\$194.78				
Serviceable	1	0.50	\$97.39				
Major users*	1+	15.00	\$2,921.70				
Inangahua Junction							
Connected (excluding major users)	1	1.00	\$360.00				
Serviceable	1	0.50	\$180.00				
Major users*	1+	3.00	\$1,080.00				
Granity South							
Connected	1	1.00	\$240.00				

\* Definition of major users differential categories (for other than Reefton)

Rate	Valuation Reference
Little Wanganui subdivision	1878035600
Mokihinui	1879001700
Ngakawau-Hector	1880006300
Waimangaroa	1883044300
Inangahua Junction	1901009300

## 2.1 Metered Water Supplies

### 2.1.1 Cape Foulwind Rural Water Supply

A targeted rate is set to fund the Cape Foulwind Rural Water Supply. Each farm connection is charged for consumption at a rate of **\$0.55 (exclusive of GST) per cubic metre (m³)**.

### 2.1.2 Westport Metered Water Supply

The Council sets two rates for Westport Metered Water Supply.

A targeted rate is set for each connection to the Westport water supply through a meter. The rate is set as a fixed amount per connection of **\$680.00 (exclusive of GST)**.

Each metered supply is then charged at a rate of **\$1.70 (exclusive of GST) per cubic metre (m³)** for consumption over 400m³ per connection per annum.



### 2.1.3 Reefton Metered Water Supplies

Council is considering options to introduce metered water supply for extraordinary users.

## 2.2 Punakaiki Water Supply

A targeted rate is set for each rating unit that is connected to the Punakaiki water supply.

The rate is set on a differential basis, based on use of the rating unit. The rate for differential factor 1.0 is **\$760.00 per connection (excluding GST)**.

**Table 2.2A – General description of differential categories and differential factor**

Differential category	Differential factor	Targeted Rate (GST exclusive)
(A) Section Only	0.5	\$380.00
(B) Single Residential Dwelling (Including A Home-Based Business)	1.0	\$760.00
(C) Department Of Conservation Depot	1.0	\$760.00
(D) Two Residential Dwellings On One Rating Unit	2.0	\$1,520.00
(E) Motel complex of more than 4 units	2.0	\$1,520.00
(F) Three residential dwellings on one rating unit	3.0	\$2,280.00
(G) Hostel (backpackers)	4.0	\$3,040.00
(H) Tavern, motel complex, and dwelling	6.0	\$4,560.00
(I) Camping ground (11) and dwelling (1)	12.0	\$9,120.00

**Table 2.2B – Categorisation of each property**

The following table lists the properties (by valuation reference) that fall within each of the above categories:

Category	Valuation reference(s)
A	1886029000, 1886029001, 1886029003, 1886029007, 1886029013, 1886029014, 1886029015, 1886029019, 1886029029, 1886029030
B	1886016900, 1886016901, 1886017000, 1886017100, 1886017200, 1886017201, 1886017300, 1886017400, 1886017500, 1886017700, 1886017701, 1886017800, 1886017900, 1886018000, 1886018400, 1886018500, 1886018600, 1886018700, 1886018900, 1886019200, 1886019201, 1886019400, 1886019500, 1886019600, 1886019700, 1886019800, 1886019900, 1886028700, 1886028900, 1886029002, 1886029004, 1886029006, 1886029008, 1886029009, 1886029010, 1886029012, 1886029017, 1886029018, 1886029020, 1886029025, 1886029026, 1886029031, 1886029033, 1886029034, 1886029035, 1886029036, 1886031601, 1886031602, 1886031604, 1886031607, 1886031610, 1886031611, 1886031614, 1886031615
C	1886018001
D	1886029021, 1886029028, 1886031609
E	1886019000
F	1886029023
G	1886018100

<b>H</b>	<b>1886031616</b>
<b>I</b>	<b>1886031200 (11) &amp; 1886017101 (1)</b>

Any future change to the use of any property within the Punakaiki water supply which results in a change to the use (as set out in Table 2.2A) will result in a change to the differential category the property is in, from the next rating year.

Council may require any user on the water supply to have a meter installed, if it deems it necessary to do so, in the interests of fairness within the supply area.

#### **Expected Yield (Collect)**

The expected collects for each of the Water Supply areas (GST exclusive) are:

<b>Water Supply Area</b>	<b>Collect</b>
Little Wanganui Subdivision	<b>\$15,015</b>
Mokihinui	<b>\$12,250</b>
Ngakawau-Hector	<b>\$53,940</b>
South Granity	<b>\$5,520</b>
Waimangaroa	<b>\$48,650</b>
Westport	<b>\$1,863,200</b>
Reefton	<b>\$355,100</b>
Punakaiki	<b>\$61,560</b>
Inangahua Junction	<b>\$11,520</b>

### **3. Sewage Disposal**

Targeted sewage disposal charges and rates are set for each connection within a rating unit, or any rating unit able to be connected within certain scheme areas, as follows.

The rates are set on the number of connections, with a differential applied for each rate based on the use of the rating unit.

A 'connection' is defined as a rating unit, or each separately used or inhabited portion (SUIP) of a rating unit, which is connected to the disposal line in any scheme area, whether the connection is to the main disposal line, or from any other line that is connected to the main disposal line.

A differential is also applied based on the availability of the service. The categories applied are rating units connected to the disposal system, and rating units within certain scheme areas which are not connected but are able to be connected ("serviceable"). A rating unit is regarded as serviceable if it is within 30 metres of the sewerage reticulation system.

For the Westport and Reefton, only connected properties are rated (there is no differential for serviceable properties) with the exception of those properties able to be connected to the Orowaiti sewerage upgrade to the Westport Scheme. Those properties (within that upgrade area) which are serviceable but not connected shall pay the full service charge(s) applicable to that scheme.

Refer to the definition of the differential categories set out in this Funding Impact Statement.

**Table 3 – Unit rates**

Sewerage Scheme Scheme Rates	Differential category (refers to use by number of connections)	Differential Factor	Targeted Rate (GST excl)	Sewerage Scheme Scheme Rates	Differential category (refers to use by number of connections)	Differential Factor	Targeted Rate (GST excl)
Westport - Multi-residential only				Westport - all other rating sectors			
	1-2	1.00	\$820.00		1	1.00	\$820.00
	3	1.70	\$1,394.00		2	1.70	\$1,394.00
	4	2.30	\$1,886.00		3	2.30	\$1,886.00
	5	2.80	\$2,296.00		4	2.80	\$2,296.00
	6	3.20	\$2,624.00		5	3.20	\$2,624.00
	7	3.60	\$2,952.00		6	3.60	\$2,952.00
	8	4.00	\$3,280.00		7	4.00	\$3,280.00
	9	4.40	\$3,608.00		8	4.40	\$3,608.00
	10	4.80	\$3,936.00		9	4.80	\$3,936.00
	11	5.20	\$4,264.00		10	5.20	\$4,264.00
	12	5.60	\$4,592.00		11	5.60	\$4,592.00
					12	6.00	\$4,920.00
Reefton - Multi-residential only				Reefton - all other rating sectors			
	1-2	1.00	\$550.43		1	1.00	\$550.43
	3	1.70	\$935.73		2	1.70	\$935.73
	4	2.30	\$1,265.99		3	2.30	\$1,265.99
	5	2.80	\$1,541.20		4	2.80	\$1,541.20
	6	3.20	\$1,761.38		5	3.20	\$1,761.38
	7	3.60	\$1,981.55		6	3.60	\$1,981.55
	8	4.00	\$2,201.72		7	4.00	\$2,201.72
	9	4.40	\$2,421.89		8	4.40	\$2,421.89
	10	4.80	\$2,642.06		9	4.80	\$2,642.06
	11	5.20	\$2,862.24		10	5.20	\$2,862.24
	12	5.60	\$3,082.41		11	5.60	\$3,082.41
					12	6.00	\$3,302.58
Little Wanganui							
Connected	1	1.00	\$630.43				
Serviceable	1	0.50	\$315.22				

#### Expected Yield (Collect)

The expected collects for each of the Sewerage Scheme areas (GST exclusive) are:

Sewerage Scheme Area	Collect
Little Wanganui Subdivision	\$38,430
Westport	\$2,056,560
Reefton	\$319,000

#### 4. Waste Management

For the purposes of the cost of providing waste management (refuse and recycling) throughout the district, three zones have been established, each having its own level of service.

The localities of these zones are:

Zone	Locality
1	All of the district except north of the Mokihiui River and east of Blacks Point to which the collection service is provided
2	North of the Mokihiui River (Karamea)
3	East of Blacks Point (Maruia)

The levels of service for each are:

Zone	Locality
1	The provision of a collection service for bins and bags, plus the cost of the waste management disposal area(s) within the zone.
2	The cost of the waste management disposal area(s) within the zone.
3	The cost of the waste management disposal area(s) within the zone.

##### 4.1 Waste Management - Zone 1

The cost of providing recycling and refuse collection is recovered from those properties that receive the service, in the form of a targeted annual waste management rate of a fixed amount per set of two bins (one wheelie bin and one basket) delivered to those properties within the Zone 1 area.

Thus, any property that has been delivered more than one set of bins, is deemed to be receiving the service for each of those sets of bins, and shall be liable for the fixed amount for each set of bins delivered to the property.

The bins are used for the fortnightly recycling collection, while bags are available for purchase at various district outlets for the use of weekly refuse collection.

The annual targeted waste management rate for Zone 1 will be **\$121.74 per set of two bins (excluding GST)**.

##### 4.2 Waste Management - Zone 2

The cost of providing a waste management landfill activity within the Zone 2 area is recovered from those rating units within the area.

The annual targeted waste management rate for Zone 2 will be **\$70.43 per rating unit (excluding GST)**.

##### 4.3 Waste Management - Zone 3

The cost of providing a waste management landfill activity within the Zone 3 area is recovered from those rating units within the area.

The annual targeted waste management rate for Zone 3 will be **\$100.00 per rating unit (excluding GST)**.

### Expected Yield (Collect)

The expected collects for each of the Sewerage Scheme areas (GST exclusive) are:

Sewerage Scheme Area	Collect
Zone 1	\$604,754
Zone 2	\$38,360
Zone 3	\$10,900

## 5. Differential Categories

Note that the first five digits of any valuation reference comprises the valuation roll in which the reference is found.

Also note that subject to the rights of objection to the rating information database set out in Section 28 of the Local Government (Rating) Act 2002, the Council is the sole determiner of the categories applied to a rating unit.

### Residential Categories:

**Rating units, or parts of rating units, being less than 4,000 square metres in area, having no more than one residential dwelling, and being primarily used for, or able to be used for, residential living.**

**Residential 101** - includes residential rating units, or parts of rating units, within the valuation rolls numbered 18780 (but excluding the Little Wanganui Subdivision); 18800 (but excluding the township of Granity); 18820; 18830 (but excluding the townships of Waimangaroa and Conns Creek); 18840 (but excluding the settlement of Snodgrass, and those properties in the greater Westport area to the west of the Orowaiti River); 19000; 19010; 19040; 19080; and 19081.

**Residential 102** - includes residential rating units, or parts of rating units, within the valuation roll numbered 18810, plus the settlement of Snodgrass.

**Residential 103** - includes the residential rating units, or parts of rating units, within the valuation roll numbered 18790 (but excluding the township of Hector), plus the Little Wanganui Subdivision, and Conns Creek.

**Residential 104** - includes the residential rating units, or parts of rating units, on the inland side of the State Highway 67 in the townships of Hector, Ngakawau, and Granity, plus the township of Waimangaroa.

**Residential 105** - includes the residential rating units, or parts of rating units, on the seaward side of the State Highway 67 in the townships of Hector, Ngakawau, and Granity.

**Residential 106** - includes the residential rating units, or parts of rating units, within the valuation rolls numbered 18840, 18950, 18960, and 18970 (but not including any properties to the east of the Orowaiti River or south of Stafford Street, and those properties on Orowaiti Road, Morgans Lane, Forbes, Coates, and Shelswell Streets, and selected properties at the northern end of Derby Street).

**Residential 107** - includes the residential rating units, or parts of rating units, on Orowaiti Road, Morgans Lane, Forbes, Coates, and Shelswell Streets, and selected properties at the northern end of Derby Street.

**Residential 108** - includes the residential rating units, or parts of rating units, within the township of Carters Beach (but excluding those properties located on Marine Parade).

**Residential 109** - includes the residential rating units, or parts of rating units, within the township of Carters Beach located on Marine Parade.

**Residential 110** - includes the residential rating units, or parts of rating units, within the valuation roll numbered 18850 (but excluding the townships of Carters Beach, Omapu, and Tauranga Bay and valuation reference 1885022301).

**Residential 111** - includes the residential rating units, or parts of rating units, within the valuation roll numbered 18860 (but excluding the townships of Charleston and Punakaiki and the Ross Subdivision).

**Residential 112** - includes the residential rating units, or parts of rating units, within the townships of Omapu and Tauranga Bay, plus valuation reference 1885022301.

**Residential 113** - includes the residential rating units, or parts of rating units, within the township of Charleston.

**Residential 114** - includes the residential rating units, or parts of rating units, within the township of Punakaiki and the Ross Subdivision.

**Residential 115** - includes the residential rating units, or parts of rating units, within the valuation roll numbered 19050.

**Multi Residential:**

**Rating units that have more than the one dwelling, excluding farm properties and communal residences. Where practicable, Council may have the rating unit divided into each of its separate uses, so each division can be assessed for rates in a different differential category.**

**Multi Residential 121** - includes those rating units under valuation references 1878011803 and 1908009900.

**Multi Residential 122** - includes the rating unit under valuation reference 1878037247.

**Multi Residential 123** - includes the multi-residential rating units within the valuation rolls numbered 18840 (excluding 1884000500, 1884001900 and 1884001903); 18950; 18960; and 18970.

**Multi Residential 124** - includes those rating units under valuation references 1884000500, 1884001900, 1884001903, and within the valuation roll numbered 18860.

**Multi Residential 125** - includes those multi-residential rating units within the valuation roll numbered 18850.

**Multi Residential 126** - includes those multi-residential rating units within the valuation roll numbered 19050.

**Commercial:**

**Rating units, or portions of rating units, used primarily for, or able to be used in terms of the District Plan for, carrying out a commercial or trading enterprise, including retail and/or wholesale, community, personal, business and repair services, offices, hotels, motels, camps and air transport.**

**Commercial 131** - includes commercial rating units, or parts of rating units, within the valuation rolls numbered 18780; 18820; 19000; 19010; 19040; 19080; and 19081; and those rating units under valuation references 1884018600 and 1884018701.

**Commercial 132** - includes commercial rating units, or parts of rating units, within the valuation rolls numbered 18790; 18800; 18810; and 18830.

**Commercial 133** - includes commercial rating units, or parts of rating units, within the valuation rolls numbered 18840 (excluding 1884018600 and 1884018701); 18960; and 18970; and those rating units under valuation references 1895009100, 1895021600 and 1895032100.

**Commercial 134** - includes commercial rating units, or parts of rating units, within the valuation roll numbered 18950 (excluding 1895009100, 1895021600 and 1895032100).

**Commercial 135** - includes the rating unit under valuation references 1885002400BB and 1885022400.

**Commercial 136** - includes commercial rating units, or parts of rating units, within the valuation roll numbered 18850 (excluding 1885002400BB and 1885022400).

**Commercial 137** - includes the rating unit under valuation references 1886031200 and 1886032401.

**Commercial 138** - includes commercial rating units within the valuation roll 18860, north of the Fox River.

**Commercial 139** - includes commercial rating units within the valuation roll 18860, south of the Fox River.

**Commercial 140** - includes commercial rating units, or parts of rating units, within the valuation roll numbered 19050.

**Rural:**

**Properties being 10 hectares or greater, used exclusively or principally for agricultural, horticultural, and/or pastoral purposes, including forestry, or vacant land that is able to be used for such purposes in terms of the District Plan.**

***Rural 141*** - includes rural rating units, or parts of rating units, within the valuation rolls numbered 18780; 18810; 18820; 18830; 18840; 18950; 18960; 18970; 19000; 19010; 19040; 19050; 19080; and 19081.

***Rural 142*** - includes rural rating units, or parts of rating units, within the valuation rolls numbered 18790; and 18800.

***Rural 143*** - includes rural rating units, or parts of rating units, within the valuation rolls numbered 18850; and 18860.

**Rural Residential:**

**Properties being greater than 4,000 square metres but less than 4 hectares, primarily used for the purpose of residential living.**

***Rural Residential 151*** - includes rural residential rating units, or parts of rating units, within the valuation rolls numbered 18780; 18810; 18820; 18830; 18840; 18950; 18960; 18970; 19000; 19010; 19040; 19050; 19080; and 19081.

***Rural Residential 152*** - includes rural residential rating units, or parts of rating units, within the valuation rolls numbered 18790; 18800; 18850; and 18860.

**Rural Small Holding:**

**Properties being greater than 4 hectares but less than 10 hectares, used exclusively or principally for agricultural, horticultural and/or pastoral purposes, including forestry.**

***Rural Small Holding 161*** - includes rural small holding rating units, or parts of rating units, within the valuation rolls numbered 18780; 18810; 18820; 18830; 18840; 18850; 18950; 18960; 18970; 19000; 19010; 19040; 19050; 19080; and 19081.

***Rural Small Holding 162*** - includes rural small holding rating units, or parts of rating units, within the valuation rolls numbered 18790; and 18800.

***Rural Small Holding 163*** - includes rural small holding rating units, or parts of rating units, within the valuation roll numbered 18860 (but excluding those units within the valuation reference ranges 1886003000 to 1886003600 and 1886023800 to 1886027700).

***Rural Small Holding 164*** - includes rural small holding rating units, or parts of rating units, within the valuation reference ranges of 1886003000 to 1886003600 and 1886023800 to 1886027700.

**Industrial Clay-Cement:**

**Properties used primarily in the extraction of lime or clay, and/or used in the manufacture, storage, and/or distribution of cement.**

***Industrial 171*** - includes those industrial rating units, or parts of rating units, that fall within the definition of Industrial Clay-Cement above.

**Industrial Coal:**

**Properties used primarily in the extraction, storage, and/or distribution of coal.**

***Industrial 172*** - includes those industrial rating units, or parts of rating units, that fall within the definition of Industrial Coal above.

**Industrial Other:**

Properties used primarily in the following, as well as all associated land and buildings related to:

- transport (road, rail, sea), excepting those properties defined as Industrial Harbour; or
- utility services (communications, electricity, gas, water, sanitation); or
- the manufacture of food, drink, and tobacco; or
- the processing of textiles, leather, and fur; or
- the processing of timber products, including manufacturing and storage sites (ie sawmills and timber yards, wooden articles of manufacture such as furniture); or
- all other types of mining, not included in the sectors defined as Industrial Clay-Cement or Industrial Coal; or
- engineering, metalwork appliances, and machinery works; or
- chemicals, plastics, rubber, and paper manufacture; or
- other manufacturing industries not defined above; or
- depots and yards of contractors, central and local government; or
- demolition, and fumigation and pest control firms; or
- vacant land designated for the primary purpose of industrial use.

***Industrial 173*** - includes those industrial rating units, or parts of rating units, that fall within the definition of Industrial Other above.

**Industrial Harbour:**

Properties owned or occupied by Westport Harbour Limited and used for harbour and associated activities.

***Industrial 174*** - includes those industrial rating units, or parts of rating units, that fall within the definition of Industrial Harbour above.

There being no further business the meeting concluded at 2.35pm

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



**BULLER DISTRICT COUNCIL**  
**FOR THE MEETING OF 26 JULY 2017**

**Report for Agenda Item No 3**

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

**Reviewed by - Garry Howard**  
**- Mayor**

**One District Plan Proposal**

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**Report Purpose**

This report presents the proposal to develop one District Plan for the region and seeks Council endorsement for the project.

**Draft Recommendation**

That Council resolves to:

1. Adopt the proposal to progress with one District Plan as outlined.
2. Contribute \$25,000 towards the project as an exception to the Annual Plan in year one and a further \$25,000 in year two.
3. Appoint two Councillors to sit on the Joint Committee.

**Issues and Discussion**

**Background**

Buller, Grey and Westland District Councils all have operative District Plans giving effect to their Resource Management Act 1991 functions, but in various stages of review.

In 2014 the regional Mayors and Chair forum adopted a regional action plan which included aspirations to move towards a single plan template to be used by each district for consistency of style, meanings and subject location. This however got put on hold when it was clear that a new national template was being developed with an uncertain timeframe for delivery. The Buller district was to be the lead Council in setting out format and style. Considerable work has been undertaken by Councillors Neylon, Roche and Rutherford and the Planning and Policy team. Through this process various changes have been made to the plan to give effect to national direction via the National Policy Statement, National Environment Standards etc.

### Local Government Commission

The Local Government Commission is in an active process of assessing options for the structure of Local Government in the West Coast region. As part of this work the Commission met with the Mayors and Chair group to find ways they could assist drive shared services and efficiency. Following on from this the Commission funded two pieces of work looking at what efficiency gains could be made in Resource Management Planning and Rooding across the region. These reports were both released last year and provided a useful starting point for further action.

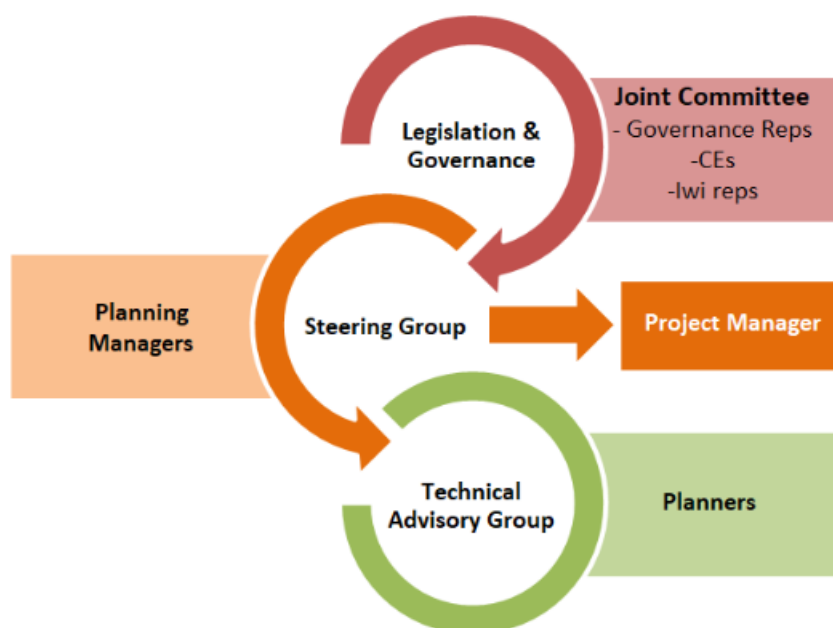
The report produced for Resource Management Planning looked at potential options for the consenting, compliance and plan making work across the region. The report did not recommend a specific way forward, but essentially undertook a stocktake of what is happening and provided options to consider analysing further. One district plan was one of these, which is a step further than what we were previously considering.

### Proposal for One District Plan

It is proposed that a project is initiated to combine the three District Plans into one plan for the region. To achieve this we would need to engage a Project Manager with a Resource Management planning background on a two year fixed term contract to complete this work. All other councils have approved this proposal.

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

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



### Legislation and Governance

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

### Steering Group

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

### Technical Advisory Group

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

### Funding

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

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

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

### Timeframe

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

### **Considerations**

#### **1. Strategic Impact**

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

#### **2. Significance Assessment**

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

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

#### **3. Values Assessment**

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

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

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

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

#### 4. Risk Analysis

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

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

#### 5. Policy/Legal Considerations

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

#### **S80 of Resource Management Act 1991**

##### ***80 Combined regional and district documents***

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

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

*(a) a regional policy statement:*

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

*(c) a district plan.*

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

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

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

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

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

**6. Tangata Whenua**

Iwi/Hapu in the region will be consulted as key stakeholders throughout this project.

Iwi representatives will also be invited to participate in the governance/oversight of the project as outlined in the body of this report.

**7. Views of Those Affected**

The need for better consistency in plan definitions and rules and for 'one window' across the region for consents was highlighted as part of the consultation that happened as part of the regional growth study, as well as in the submissions received by the Local Government Commission. This proposal provides for that as well as ensuring that local 'flavour' is reflected in the plan

**8. Costs**

As mentioned in the body of this report it is proposed to fund this project through contributions from the four councils and the Local Government Commission. As we have not budgeted for this project year one would need to be an exception to the Annual Plan.

**9. Benefits**

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

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

**10. Media/Publicity**

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

**BULLER DISTRICT COUNCIL**  
**FOR THE MEETING OF 26 JULY 2017**

**Report for Agenda Item No 4**

**Prepared by - Rick Barry**  
**- Co-ordinator Property and Reserves**

**Reviewed by - Mike Duff**  
**- Group Manager Assets and Infrastructure**

**Proposed Dog Shelter/Boarding Kennels at Shingle Beach, Westport**

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**Report Summary**

This report is intended to provide Council with enough information to decide whether or not to allow the Buller SPCA approval to establish a dog shelter/boarding kennels on Council vested land (½ hectare), located at the area known as the Shingle Beach, Westport.

**Draft Recommendation**

That Council resolve to support the issuing of a license for Shingle Beach for the purpose of establishing a dog shelter/boarding kennel.

**Issues and Discussion**

The land on which the Buller SPCA is proposing to establish the animal shelter is a ~ ½ hectare portion of the property known as:

Fee Simple, Certificate of Title NL9B/1300 - Legal Description: Section 1-2 Survey Office Plan; Section 14344 and Section 1168, Town of Westport and Part Section 1170 Town of Westport.

Certificate of Title NL9B/1300 is a divided property, comprising approximately 29.15 hectares including waterfront land known as the Shingle Beach, Lost Lagoon and other wetlands located north of the floating basin boat ramp (Part Section 1170); also the waterfront land located just north of the Buller Bridge known as the Esplanade/Millennium Track (Section 1168) and also a smaller section located just south of the Buller Bridge, currently housing the town wastewater pump station.

The property is subject to Section 240A Harbour Act 1950. The property was considered for internal transfer between the Council and Westport Harbour Limited in the early 2000's. This land sale process was authorised to proceed but no formal transfer of the title was completed and therefore the Council remains the current proprietor.

It is assumed that Section 240A Harbour Act 1950, Part 6A; subsequently repealed by the Local Government Amendment Act (No 2) 1999; allows Council the authority to approve a Licence or a Lease over this property or a portion of it.

## **Considerations**

### **1. Strategic Impact**

The Council has supported the recent development of the Kawatiri River Trail which comprised popular tracks located through areas of Certificate of Title NL9B/1300; Part Section 1170, running between the Floating Basin, Lost Lagoon and Shingle Beach.

### **2. Significance Assessment**

Granting use of this land to the Buller SPCA would still require a Resource Consent for the proposed activity, including compliant acoustic testing to assess potential noise nuisance from the proposed activities. The proposed building development would also require building consent.

### **3. Risk Analysis**

- Public perception - emerging popular recreational area
- Health and safety responsibilities
- Harbour lighting interference during hours of darkness
- Animal security, interaction with the public
- Traffic interaction, parking and access/egress
- Environmental - flooding, land suitability
- Security - isolated location, after-hours

### **4. Policy/Legal Considerations**

- Section 240A Harbour Act 1950
- Local Government Act 2002
- Health and Safety at Work Act 2015

### **5. Tangata Whenua Considerations**

There are currently believed to be no Tangata whenua concerns.

### **6. Views of Those Affected**

- Buller SPCA believe this site is ideal and meets the attributes required for an animal shelter/boarding kennels
- Kawatiri River Trail has been approached by the SPCA and Kawatiri River Trail spokesman Glenn Irving has verbally advised SPCA, Bill Milligan that he supports the animal shelter being developed at the Shingle Beach location
- Buller Community - no consultation with the wider community has been conducted



**7. Costs**

There is no expected cost to Council except staff time to process reports and potential licence/lease documentation should this proposal advance. A pepper-corn rental is requested by the SPCA and it is assumed Council would not profit financially from this arrangement.

**8. Benefits**

New animal shelter and boarding kennel facility for the Buller Community.

**9. Media/Publicity**

There is a likely media and public interest once this issue is publicised by Council. The media and public response may depend on whether Council supports the proposal.

Buller SPCA - Letter to BDC  
16 Eastons Road  
Westport  
Ph: 027 6015057

*Dear Rick*

*Proposed SPCA/Buller Animal Trust Dog Shelter (Boarding kennels Shingle Beach Area)*

*In July 2016 I was approached by the Committee of the Buller SPCA about assisting with the new Dog Shelter. They needed to find a site close to town but far enough away from the public. The Dog Pound area had been suggested as a suitable site as we would be able to work in with Animal Control. Following is a brief outline of the reasons for choosing our preferred site.*

*Area 1* *The Dog Pound area was considered to be the best site but after many enquiries and searching maps it became clear that this site was unsuitable.*

- Road & Rail boundaries overlap leaving no room to build*
- Too close to the residential area*
- Existing offal pit would not be appropriate for a Dog Shelter/boarding*

*Area 2* *Behind Komatsu*

- Again too close to residential area*

*Area 3* *Doc Land North Beach by Speedway*

- Not suitable due to prone to flooding*

*By this time my understanding was that the noise from barking dogs was a major issue in getting a Resource consent and this was confirmed by the Planning Department of the Council who said that the most complaints that they receive are about barking dogs. They would therefore require acoustic levels for barking dogs submitted with the Resource Consent. With this in mind, I understood that the site would have to be at least 300m away from the nearest house.*

*I carefully searched google maps and by driving around, found an area at the Shingle Beach that appears to meet the criteria, re away from houses by 400m & maximising the South West wind to carry any noise away. The next step was to establish ownership of the land and was it Rural.*

*After paying the search fee, it became obvious that either BDC or Westport Harbour Ltd owned the land and that this issue would need to be resolved before any lease could be applied for.*

*It has now been settled that BDC is the owner of the land. I am now asking if the Buller SPCA/ Buller Animal Trust can lease .50 hectares of Rural Land at the Shingle Beach as shown on the supplied map.*

*This land is currently scrub consisting of gorse, broom, fern and some self-sown cherry trees.*

*Project Outline:*

- *To build 6 kennels for Shelter Dogs (design similar to the Pound Kennels)*
- *To build 6 kennels for Boarding Dogs*
- *To build a 9m x 6m skyline type building for Office and storage.*
- *To build a quarantine area separate and away from the kennels*
- *To fence off and grass an area outside of the Dog enclosure for an exercise area*
- *Power, water, sewerage*

*Even though this is a remote site, there are still about 10 affected persons who will receive a copy of the Resource Consent to view and return with their comments. Should the council agree to this request we can then get the Acoustic test completed & submit the Resource Consent which has all the relevant information required.*

*Kawatiri Trail: We have spoken with Glen Irving about the site and he has taken it back to the Walkway team. They have verbally advised that they are happy for us to build there. It is planned that we will have landscaped bunds. They have requested that we have an area for them within our fenced area to store their track maintenance equipment.*

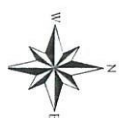
*Another point of mutual benefit could be the use of the toilets by the public when the Shelter is open.*

*We would like to negotiate a lease similar to that the Greymouth District Council has given to the Greymouth SPCA for the use of their land.*

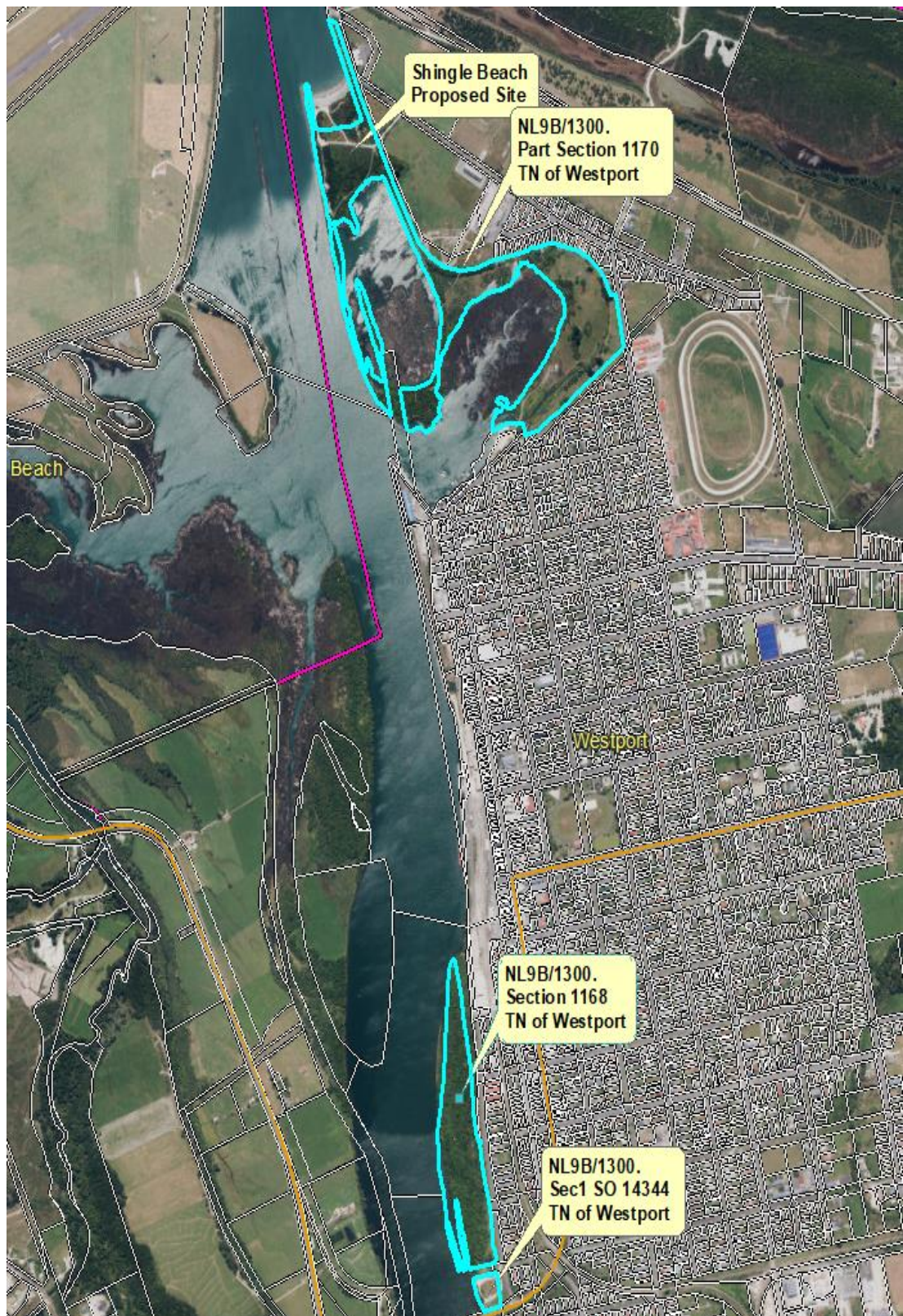
*Should you require any further information I can be contacted on 027 601 5057 and I am happy to speak to the request.*

*Yours faithfully Bill Milligan*









**BULLER DISTRICT COUNCIL**  
**FOR THE MEETING OF 26 JULY 2017**

**Report for Agenda Item No 5**

**Prepared by - Rick Barry**  
- Co-ordinator Property and Reserves

**Reviewed by - Mike Duff**  
- Group Manager Assets and Infrastructure

**Temporary Road Closure Requests for Westport Whitebait Festival**

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**Report Summary**

For the Council to approve a temporary road closure and request to erect two temporary street stages and various street stalls, as requested by the Westport Retailers Association for the Westport Whitebait Festival annual community event, to be held Saturday 21 October 2017.

A traffic Management Plan will be submitted by WestReef Services to Council and the appropriate traffic management controls will be implemented to ensure the public safety. Alternative routes will be available via Adderley, Henley, Queen and Peel Streets. The road closure and alternative routes will be advertised in the local newspaper. Businesses within the temporary road closure will have pedestrian access.

**Draft Recommendation**

1. That Council approve the road closure of Palmerston Street from Brougham to Henley Streets and Lyndhurst Street from Adderley to Russell Streets, on a temporary basis for the Westport Whitebait Festival community event, to be held on Saturday 21 October 2017 from 1.00pm until 7.30pm.
2. That Council grant permission for two temporary stages to be erected on Palmerston Street. The first positioned in the slip way outside the Clocktower/I-Site and a second between the NBS Theatre and the Soap Box Gift shop, for the purpose of providing entertainment for the Westport Whitebait Festival, on Saturday 21 October 2017 from 1.00pm until 7.30pm.

## **Issues and Discussion**

Council can either agree to grant or decline the requests for temporary road closures on each occasion.

### **Considerations**

#### **1. Strategic Impact**

This road closure is requested annually. The expectation is that the Council will allow provision for this road closure. The Whitebait Festival is a locally recognised event that has previously been very well supported by the Buller community.

#### **2. Significance Assessment**

Not a significant policy.

#### **3. Risk Analysis**

Traffic management is compulsory and expected to mitigate any public safety and traffic risks.

#### **4. Policy/Legal Considerations**

The Council can close the road(s) for such events using the requirements outlined in clause 11(e) of the tenth schedule of the Local Government Act 1974. This section requires specific Council approval for the proposed closure. The road can also be closed using the Transport (Vehicular Traffic Road Closure) Regulations 1965.

Prior to the event being held, Council will advertise the event locally, stating the purpose of the event and outlining alternate routes that can be used.

In each case the organisers are required to have a minimum sum of \$2m public liability insurance cover.

#### **5. Tangata Whenua Considerations**

It is not expected that consultation will be required with iwi regarding these road closures and/or events.

#### **6. Views of those Affected**

The ratepayers of Buller, shop merchants and the Buller community in general actively support this Whitebait Festival event.

The Westport Fire Brigade will be consulted regarding the Whitebait Festival temporary road closure, to prepare for the alternative emergency route during the road closure. On previous occasions the brigade have not objected.

**7. Costs**

Council's costs relate to advertising in the local newspaper and staff time involved in processing the permission request. A traffic management plan will be provided by WestReef.

**8. Benefits**

The Whitebait Festival is well received and supported actively by ratepayers and the Buller community. Visitors to the district also engage in this locally recognised festival which also benefits the community positively and provides an opportunity for financial benefit to local retailers.

**9. Media/Publicity**

The local media supports the Whitebait Festival as a newsworthy event. It is expected that the publicity reported will be of a positive nature.





7.2.2017

To whom it may concern,

The Westport Retailer's Association would like to hold the annual Westport Whitebait Festival event aimed at celebrating our abundance of whitebait, highlighting our great shops & businesses in town and creating a fun, positive, festival atmosphere for the locals and visitors here during Labour Weekend. We also invite local community groups & sports clubs to join us by holding their own events & stalls to do their own fundraising on the night.

We wish to apply for a road closure as follows:

Date: Saturday 21<sup>st</sup> October 2017

Time: 1pm – 7:30pm

Area: Brougham Street to Henley Street, including Lyndhurst Street -  
(Adderley to Russell Streets)

Westreef will supply a traffic management plan.

If you need any more details, please contact Kathryn 789 8630

Thank you for considering this application,

*KLB*  
Kathryn Bainbridge

Westport Retailer's Association

Manager Ops	✓	
Asset Engineer		
Property Officer	✓	
Asset Property Officer		
Works Engineer		
Publics Engineer		
Roading Engineer		
Design Engineer		
Engineer/Inspector		
Engineering Officer		

03/02/17  
ACRON

**BULLER DISTRICT COUNCIL**  
**FOR THE MEETING OF 26 JULY 2017**

**Report for Agenda Item No 6**

**Prepared by - Rachel Townrow**  
- Team Leader Planning and Policy

**Reviewed by - Craig Scanlon**  
- Manager Community and Environment

**Easter Sunday Shop Trading**

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**Report Summary**

Council is asked whether or not it would like work to be undertaken towards developing an Easter Sunday Shop Trading Policy, to allow shops in the Buller to open on Easter Sunday.

**Draft Recommendation**

That Council advises whether or not it would like work to be undertaken towards developing an Easter Sunday Shop Trading Policy under the Shop Trading Hours Act 1990.

**Issues and Discussion**

The Shop Trading Hours Act 1990 (the Act) was amended on 30 August 2016 to allow councils, at their discretion, to adopt an Easter Sunday Shop Trading Policy (ESSTP). Such a policy would allow shops in a district to open on Easter Sunday, either in the whole of the district or in any part of parts of it. An ESSTP cannot restrict the purpose of opening or the types of shops allowed to open, specify times when shops may or may not open, nor include other conditions as to the circumstances in which shops can open on Easter Sunday. It is noted that under legislation, employees have the right to refuse to work on Easter Sunday, without having to give a reason. There are other legislative rights and responsibilities for employees and employers in relation to Easter Sunday trading.

Since the changes were made to the Act some councils around New Zealand have adopted ESSTPs, some have decided not to and others have not yet considered the matter. Where the matter has been considered there have tended to be strong views put forward both for and against the adoption of an ESSTP.

In the lead-up to Easter this year Council received an enquiry from a local shop owner regarding the ability to trade on Easter Sunday. On 6 June 2017 Council received a letter from Retail NZ asking Council to take “*urgent steps to begin considering the need*” for an ESSTP (this letter was included on the agenda of the June Council meeting).

The Risk and Policy Committee discussed ESSTPs at their workshop in April 2017. Given the high likelihood of strong views both for and against such a policy in the community, the preferred approach of the Committee is to ask full Council whether it would like work to be undertaken on an ESSTP, before any such work is carried out. If so, a draft policy would be prepared and brought back to Council before going out for public consultation.

## **Considerations**

### **1. Strategic Impact**

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

### **2. Significance Assessment**

This is of low significance in accordance with our policy.

### **3. Values**

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

Community Driven: Council has received requests from a local shop owner and an organisation representing the retail sector to put a policy in place. While some in the community will support such a policy, there are likely to be others who will not want Council to adopt an ESSTP. Council has the opportunity to consider which direction it would like to take, noting that if a policy is developed it would be subject to public consultation before it could be adopted and come into force.

### **4. Risk Analysis**

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

### **5. Policy/Legal Considerations**

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

**6. Tangata Whenua Considerations**

No specific considerations have been identified. Tangata whenua would have the opportunity to provide comment through the consultation process if a policy is developed.

**7. Views of Those Affected**

The special consultative procedure, as per the LGA, must be used when councils are deciding whether to adopt an ESSTP. If a draft policy was developed it would have to go through this process before it could be adopted and come into force.

**8. Costs**

If a policy is to be developed, the biggest resource requirement would be staff time, which would come from existing budgets and workloads. Time would also be required from members of the Risk and Policy Committee. The existing timetable and priorities for policy and bylaw work would need to be reviewed to accommodate this additional work.

There would also be some costs involved with carrying out the required consultation.

**9. Benefits**

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

**10. Media/Publicity**

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

**BULLER DISTRICT COUNCIL**  
**FOR THE MEETING OF 26 JULY 2017**

**Report for Agenda Item No 7**

**Prepared by - Wendy Thompson**  
- Financial Accountant

**Reviewed by - Dean Phibbs**  
- Manager Corporate Services

**Financial Performance - May 2017**

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**Report Summary**

To provide the Council with a financial performance update on the operational results to 31 May 2017.

**Draft Recommendation**











That the report be received for information.













**Operational Financial Performance**

**Operational Performance Report - Summary of Results April 2017**

	<b>Actual YTD</b>	<b>Budget YTD</b>	<b>Projected Full Year</b>	<b>Budget Full year</b>	<b>Projected variance full year</b>
Income	\$19,941,900	\$18,941,800	\$21,061,200	\$20,997,800	63,300 F
Expenditure	\$19,255,000	\$19,825,000	\$22,076,500	\$22,196,500	120,000 F
					\$ 183,300 F

**Dashboard - Operational Financial Performance Indicators**

<b>ACTIVITY</b>	<b>REVENUE</b>	<b>EXPENDITURE</b>	<b>Comment</b>
Democracy			
Property Amenities & Reserves			Timing variance - R&M offset by public toilets
Economic Development, Tourism & Museum Support			
Community Services			Additional grant and lease income \$84,000
Regulatory			Building and planning income under budgeted offset by cost savings.

ACTIVITY	REVENUE	EXPENDITURE	Comment
Roading			Additional roading subsidy \$123,000
Solid Waste			
Support			Salary & consultant savings offset by unbudgeted recruitment.
Wastewater			
Water			Reactive R&M & electricity overbudget offset by interest savings
Airport			

**BULLER DISTRICT COUNCIL**  
**FOR THE MEETING OF 26 JULY 2017**

**Report for Agenda Item No 8**

**Prepared by - Dean Phibbs**  
**- Manager Corporate Services**

**Audit New Zealand Agreements 30 June 2017 Audit**

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**Report Summary**

Audit New Zealand send Council correspondence to sign which enables the annual audit to be carried out.

The Audit Proposal Letter sets out amongst other things the statutory basis for the audit, how fees are set and proposed fees for the next three years for Council and the Westport Airport Authority. The Audit Arrangement Letter details business risks and issues of the audit, areas of focus and interest for the audit and the logistics of the audit. Finally, the Audit Engagement Letter explains the terms, nature and limitations of the audit, the responsibilities of Council and the auditor and the objectives of the audit.

Each of the letters has an agreement which must be signed by the Chairperson of the Finance and Audit Committee and returned to Audit New Zealand before the audit can commence.

The Finance and Audit Committee approved the Audit Proposal, Arrangement and Engagement Agreements for Council and the Westport Airport Authority in accordance with the committee's Terms of Reference at the meeting held on 12 July 2017. These documents were also signed on behalf of Council by the Chairperson of Council's Finance and Audit Committee to comply with the Local Government Act 2002.

**Draft Recommendation**

That the report be received for information.

**BULLER DISTRICT COUNCIL**  
**FOR THE MEETING OF 26 JULY 2017**

**Report for Agenda Item No 9**

**Prepared by - Lynn Brooks**  
**- Management Accountant**

**Reviewed by - Dean Phibbs**  
**- Manager Corporate Services**

**Significant Projects Report**

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**Report Summary**

This report summarises significant projects and priorities of Council at 31 May 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 Operations
- 5 Significant Projects

This report does not include every task undertaken, such as low value routine roading contract work or other regular services provided by Council. Instead it highlights the high value projects at an aggregated level, and/or the non-routine projects.

The Chief Executive and Council are to advise if there are other projects or priorities to be included in the next monthly report to Council.

The following table shows each section of the report as a high level overview. This is similar to other “traffic light” indicators used in Council documents such as the Annual Plan, Long Term Plan and other reports and is included for consistency with those formats.



Activity	Indicator	Comment
<b>Mayor, Councillors and Chief Executive</b>	●	Progress continues with the Little Wanganui/Tapawera/Wangapeka Road and a business case began in April 2017. Advocacy for the West Coast Regional Council projects (Westport Flood Protection, Carters Beach and Granity/Ngakawau sea erosion) continues.
<b>Community and Environment</b>	●	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 subject.
<b>Corporate Services</b>	●	The 2017/2018 Annual Plan work stream is on target. The Long Term Plan is in the planning phase. The Free Wifi project has progressed well.
		<b>Assets and Infrastructure</b>
Roading and Urban Development	●	District Signage has progressed so the billboards can be installed however there will be a delay on the wayfinding signs. The riverside development planning has been budgeted for this financial year with implementation of the work to be part of the 2018-28 Long Term Plan. Roothing contracts are being completed as planned, taking into account the weather conditions and that the work is typically scheduled in the later part of the financial year. Poor weather has delayed some planned projects and it is estimated the work will be 95% complete by end of year.
Water Supplies	●	Inangahua bore water scheme is operational, with final costs incurred. The Westport water project is progressing with external advice being prepared for presentation to Council.
Wastewater	●	Projects progressing as planned.
Stormwater	●	Projects progressing as planned.
Solid Waste	●	New litter bins purchased but cost is greater than budget.
Properties & Amenities	●	Peel Street Yard, site testing, analysis and risk assessment in progress.
<b>Significant Projects</b>	●	The District Plan Review continues to progress well along with the in-house Information Technology projects. The Rates Overhaul project is progressing after workshops continue.

	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.

Indicator	Project Description	Project Manager	Carry Over (over)/under	2016/17 Budget	Total Budget	Actual Cost to May 2017	Project status	Scope, Design, etc Quote, Tender, etc	Planned Start Date	Planned Completion	Date of completion	Comments / Issues
<b>MAYOR, COUNCILLORS &amp; CEO</b>												
●	Little Wanganui/ Tapawera/ Wangapeka Road Advocacy	GH + CEO	0.00	0.00			In progress		Nov-15			Better Business Case underway in April 2017. Ongoing.
●	Integrated Family Health Unit Advocacy	GH + CEO	0.00	0.00					Nov-16	Nov-17		Site selection confirmed. Continuing Advocacy.
●	Future of Westport Port	CEO, DP & SL	0.00	0.00			under continual review		Dec-15	Jun-18		AP, LTP Strategy, CTO Committee and BHL. A report will come to the August 2017 Council Meeting from CEO with input from Corporate Services Manager and CEO BHL.
●	Reefton Historic Power Generation Project	GH	0.00	0.00					Dec-17			Advocacy with Greg Topp. Active discussions continuing.
●	Ultra Fast Broadband Advocacy	GH + CEO + IT	0.00	0.00			In progress		Nov-15			Government Announcement with WC Projects 2019. Now with Chorus. Progressing with MDC, Creative Developments and BEL.
●	Shared Services Projects with Other Coast Councils	CEO	0.00	0.00			ongoing					Ongoing - Roading, Various IT Projects, Internal Audits, Civil Defence & Local Govt Commission, Economic Development, Policy Development.
●	Housing for Elderly - Advocacy	GH	0.00	0.00					Jun-16	Jun-17		Housing stock & ownership structure i.e. Trust
●	Westport Gateway Sign	GH	-21,314.00	25,000.00	3,686.00	1,769.00	In progress		Nov-15	May-17		Lighting to be completed by end of financial year.
●	Carters Beach Sea Erosion Advocacy	GH + CEO	0.00	0.00					Aug-17			Community Meetings Held. Advocacy role only. Project sits with WCRC.
●	Ngakawau/Granity Sea Erosion Advocacy - Facilitation	GH + LB	0.00	0.00					Aug-17			Community Meetings Held. Advocacy role only. Project sits with WCRC.
●	Charleston/Cape Foulwind Cycleway	GH	0.00	0.00								MOU completed. Continue advocacy.
●	Kawatiri Sculpture Symposium	GH + PH	0.00	0.00			near complete		May-16	Dec-17		Sculptures installed and near completed, awaiting plaques.
●	Westport Flood Mitigation	GH	0.00	0.00			ongoing					WCRC project, BDC role is advocacy. WCRC Submissions closed 17 February.
●	Holcim Exit	GH	0.00	0.00								Exit Plan.
●	17A Review - Local Government Act 2002	CEO	0.00	0.00			underway			Jul-17		Required to review cost effectiveness of current arrangements for meeting community needs. Refer to February Council meeting agenda for more information.
●	Representation Review	CEO	0.00	0.00			ongoing					
	Other Mayor, Councillors and CEO Projects	GH	0.00	0.00								
			-21,314.00	25,000.00	3,686.00	1,769.00						
<b>COMMUNITY &amp; ENVIRONMENT</b>												
●	Alcohol Policy	CS + RT	0.00	0.00			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	0.00	0.00								To do: two in 2017, all the rest by 2018, NOTE this will be a large workload
●	Freedom Camping	CEO	0.00	0.00			In progress		Feb-17	Oct-17		Joint compliance and monitoring between all West Coast Councils.
●	Other Community & Environment	CS	0.00	0.00								
			\$0.00	\$0.00	\$0.00	\$0.00						
<b>CORPORATE SERVICES</b>												
●	2017/18 Annual Plan	DP	0.00				Completed		Nov-16	Jun-17		Annual Plan subsequently adopted at the June 2017 Council meeting.
●	Free Wifi Proposal for Palmerston Street in 4 Locations + Airport	GH + RW	4,000.00	0.00	4,000.00	3,611.00	Completed					Sites installed. Seeking sponsors who will have advertising on the splash page for an annual fee to offset running costs.
●	Review of Costings for Water Schemes	CEO + Finance Team	0.00	0.00	0.00	0.00						To be completed as further information provided from Assets & Infrastructure Team



Indicator	Project Description	Project Manager	Carry Over (over/under)	2016/17 Budget	Total Budget	Actual Cost to May 2017	Project status	Scope, Design, etc	Quote, Tender, etc	Planned Start Date	Planned Completion	Date of completion	Comments / Issues
●	Fire & Emergency NZ Transition	DP	0.00	0.00	0.00	0.00	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	0.00	0.00	0.00	0.00	Planning Stage			May-17	Jun-18		Strategic Workshops to be held commencing May/June
●	Other Corporate Services Projects	DP	0.00	0.00	0.00	0.00							
			\$4,000.00	\$0.00	\$0.00	\$3,611.00							
SIGNIFICANT PROJECTS													
●	District Plan Review	RT	-7,712.00	20,000.00	12,288.00	1,545.00	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	67,617.00	0.00	67,617.00	15,560.00	In progress			Apr-16	Jun-18		Committee workshops have developed a proposed model for consultation and a workplan is agreed.
●	IT/Information Technology Projects (inhouse)	HS	237,330.00	163,833.00	401,163.00	222,059.00	In progress				Jun-17		IM Project at selection stage. Major System update occurred in Feb 2017. Telephony upgrade will be completed by end of year. Hardware updates continuing.
●	Other Significant Projects												
			\$297,235.00	\$183,833.00	\$481,068.00	\$239,164.00							
ASSETS & INFRASTRUCTURE													
●	Punakaiki Water Intake Easement	MD	6,018.00	0.00	6,018.00	10,313.00	In Progress						Situation under further review.
●	South Gravity Water Admin (Tank Supply)	CEO	0.00				In Progress						Situation under further review.
●	Little Wanganui Water and Sewerage Easements	MD	0.00				In Progress				Jun-17		Work underway to resolve this
●	Karamea Highway Special Purpose Road Advocacy	MD, GH	0.00				In Progress						Business case being prepared in conjunction with NZTA
●	Punakaiki Camp Lease & Erosion Protection	TR/MD	0.00				Advocacy Role Only						This is a WCRC project and BDC's role is advocacy only.
●	Punakaiki Dickson Parade Status and Freedom Camping Issues	MDG + RT	0.00				In Progress						Temporary Road Closure following WCRC completion of new seawall. Detailed risk assessment before reopening.
●	Westport Tunnel Piping/Bracing	MD	65,960.00	650,000.00	715,960.00	93,305.00	In Progress						Feasibility Study in progress to determine methodology, cost, and schedule. Study due in time for June Council meeting.
●	Inangahua Water Treatment System	MD	222,740.00	0.00	222,740.00	219,692.00	In Progress						Water system completed. Fencing to be completed. Claim for DWS funding to be received.
●	Waimangaroa Water Treatment System	MD	567,200.00	0.00	567,200.00	9,111.00	In Progress						Bore site has been identified, preparations for test drilling underway.
●	Ngakawau Hector Water Treatment System	MD	552,725.00	0.00	552,725.00	4,680.00	In Progress						Situation under further review.
●	District Signage (Seal Loop)	MD + GH	75,000.00	50,000.00	125,000.00	21,920.00	In Progress						Resource Consent application approved. Installation in progress, target completion July. Wayfinding signs on hold.
●	Riverside Development \$150k and Waterfront \$100k		250,000.00	250,000.00	500,000.00	0.00							Rebudgeted after 2017/2018 Annual Plan workshop discussions.
●	Punakaiki Building Project		0.00	100,000.00	100,000.00	4,777.00	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.
●	Reefton Community Centre	RB	253,207.00	537,400.00	790,607.00	818,288.00	Near Completed						Project completed, expect final costs to come in within \$28k of budget. Final costs are still to be paid (after 90 days practical completion as per contract).
●	Roading - Local Roads Sealed Road Resurfacing	TM	0.00	470,000.00	470,000.00	480,610.00	In Progress			Mar-17	May-17		Works program is weather dependent. Work materially completed.
●	Derby Street Pavement, Footpath, Water, Sewerage	TR/SM	0.00	676,643.00	676,643.00	728,049.00	In Progress				Jun-17		All works underway.
●	Roading - Local & Special Purpose Roads Other Projects	TR/SM	0.00	818,744.00	818,744.00	550,030.00	In Progress				Throughout the year		Dependent on weather conditions, therefore starts March of each year.

Indicator	Project Description	Project Manager	Carry Over (over)/under	2016/17 Budget	Total Budget	Actual Cost to May 2017	Project status	Scope, Design, etc	Quote, Tender, etc	Planned Start Date	Planned Completion	Date of completion	Comments / Issues
●	Earthquake Strengthening of Buildings	RB	110,000.00	50,000.00	160,000.00	68,790.00	Completed 3 of 4						Includes WestReef Depot, Victoria Square Building, Reefton Service Centre and Carnegie Library. Carnegie deferred until next year.
●	Costing Water Schemes - (Depreciation Funding)	MD	0.00	0.00	0.00	0.00							
●	Replacement of Westport Water Mains from Treatment Plant to Town	MD	0.00	0.00	0.00	0.00	In Progress						The mains replacement continues in line with annual budget and work plan to replace a certain number of lengths per annum.
●	Footpaths- Urban Development	TR	63,296.00	197,730.00	261,026.00	123,567.00	In Progress			April- June			Footpath work plan for 2017/18 FY currently under development.
●	Peel Street Yard	MD	0.00	0.00	0.00	0.00	In Progress						Site testing analysis and risk assessment currently in progress. Concept study for options to follow in 2017/18 FY.
●	Springs Junction Toilet Facility	MD	0.00	0.00	0.00	248,056.00	Completed						Project completed, MFF funding and claim approved. District Promotion Signage included in the project.
●	Maintenance Programme - Rural Wards to be Communicated	MD	0.00	0.00	0.00	0.00			Jul-17				Communication on road and stormwater maintenance for rural wards requested as part of 2017/18 Annual Plan.
			\$2,166,146.00	\$3,800,517.00	\$5,966,663.00	\$3,381,188.00							

**BULLER DISTRICT COUNCIL**  
**FOR THE MEETING OF 26 JULY 2017**

**Report for Agenda Item No 10**

**Prepared by - Garry Howard**  
**- Mayor**

**Mayor's Report**

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**Report Summary**

This report is an overview of the key activities from 20 June to 19 July 2017.

**Draft Recommendation**

That the report be received for information.

**Calendar of Events Attended**

Date	Event
20 June	Mr Phil Fisher, Price Waterhouse Coopers, specialist in council controlled trading organisation structures. Workshop with councillors reviewing efficiency of Council's current structure. Discussion on commercial risks associated with its subsidiary companies and the risk that the loss of Holcim cement shipping has for Westport Harbour Ltd. A report will come to Council in August that details risk and costs.
27 June	Attended Reefton Business Owners Forum, co-ordinated by Patsy Bass. Kevin Stratful, West Coast Economic Development Manager, presented the impact of tourism on Buller with visitor numbers and economic impact along with predictions going forward. The main message is we must capitalise on the growth by having the right infrastructure, service and hospitality.  Darron Charity, Director Select Evolution, Project Director, Christchurch Adventure Park, presented on adventure park experience and opportunities for Reefton. Further work is underway to analyse

	opportunities for Reefton and how they may be adapted. This may assist Council's forthcoming Long Term Plan.
<b>28 June</b>	Bathurst Resources, Chief Executive, Richard Tacon and Campbell Robertson, Environmental Manager provided update on Solid Energy Stockton - BT transition. As of 1 July managing Stockton mine with expectation that the sales process will be completed by 31 July.
<b>1 July</b>	Welcomed West Coast Brewery shareholders to their AGM and provided overview of current events in Buller.
<b>4 July</b>	Joelle Fox provided update on changes in St John Ambulance services and how they are progressing with two-person attendance.  ICB meeting Reefton.
<b>6 July</b>	NZ Defence Force briefing on Exercise Southern Katipo 2017 and the role for Westport and Reefton. This involves 16 participating countries and 2000 personnel.
<b>10 July</b>	Welcomed participants to 81st running of the Primary Schools' Seddon Shield Rugby Tournament.
<b>13 July</b>	Attended West Coast Economic Development Action Plan launch. I am personally very pleased with the Action Plan and the framework it provides for Central Government, Local Government, Department of Conservation, Tai Poutini Polytechnic, Iwi and local business to work together to see the actions to fruition.
<b>19 July</b>	Hon Nick Smith, acknowledged the excellent restoration of Prohibition Mine at Waiutu. This being one of the worst contaminated sites in the world with arsenic at 400,000 parts per million. The site has been rehabilitated and is well worth a visit to appreciate the engineering feats of the 1930s.



**BULLER DISTRICT COUNCIL**  
**FOR THE MEETING OF 26 JULY 2017**

**Report for Agenda Item No 11**

**Prepared by - Garry Howard**  
**- Mayor**

**Mayor's Correspondence**

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Correspondence attached as follows -

Crown Fibre Holdings Limited - Update on the Rural Broadband Initiative Extension/Mobile Black Spots Programme

Attitude Matters - Contribution to Tourism Attractions and Activities Market Determination and Feasibility; Reefton and surrounds, Buller District

**Draft Recommendation**

1. That the report be received for information.
2. That a funding decision be provided regarding the Reefton determination and feasibility work.



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Auckland Central  
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Fax: +64 9 368 9201  
[info@crowdfibre.govt.nz](mailto:info@crowdfibre.govt.nz)  
[www.crowdfibre.govt.nz](http://www.crowdfibre.govt.nz)

19 July 2017

Garry Howard  
Mayor  
Buller District Council

By email: [mayor@bdc.govt.nz](mailto:mayor@bdc.govt.nz)

Dear Garry

**UPDATE ON THE RURAL BROADBAND INITIATIVE EXTENSION/MOBILE BLACK SPOTS PROGRAMME**

We are writing to update you on the Rural Broadband Initiative extension/Mobile Black Spots (RBI2/MBS) programme. Crown Fibre Holdings (CFH) is now in the process of negotiating with potential partners. We are progressing well, and we expect to be in a position to contact you later this year to discuss likely infrastructure build under RBI2/MBS in your district/area, as indicated earlier.

We have met with Minister Bridges (Minister for Communications) and he is pleased with the progress we are making and the continued support from our stakeholders including local and regional councils.

Our team has continued to meet with the remaining regional Mayoral forums we are yet to talk with, and we are engaging (alongside MBIE officials) with the other Government entities that have a key role to play in the RBI2/MBS programme.

A key focus currently is communicating with these stakeholders about access to land that could be used for new infrastructure, in an effort to ensure the best possible coverage in all regions across New Zealand.

Consistent with this, we note that rural broadband and mobile coverage will be maximised for your district/region where the programme can gain access to land at low or no cost for infrastructure deployment. We intend to focus on Government entities for such access, but these entities do not have land everywhere it is likely to be needed. As many sites' economics are marginal, high site rentals from property owners can make the difference if a site is deployed or not. Greater access to low or no cost sites will improve coverage. Hence identifying any Council or regional land or sites, or facilitating discussions with local or regional organisations, Iwi and other private landowners will be beneficial for everyone involved. As the location of infrastructure to be deployed firms up, CFH will liaise with you on those located in your district/region.

CFH is also attending the LGNZ conference next week and would welcome seeing you there. We will be happy to provide further updates on how the RBI2/MBS programme is going and talk with you regarding any potential sites you might have access to that would be suitable for infrastructure.

We will be in contact when further information is available after completion of the negotiations, and we welcome any queries or questions in the meantime. I can be contacted by email [nick.manning@crowdfibre.govt.nz](mailto:nick.manning@crowdfibre.govt.nz) or on 021 504 954.

Regards

Nick Manning  
GM Government and Industry Affairs

cc: Andy Gowland-Douglas - CEO, Buller District Council ([andy@bdc.govt.nz](mailto:andy@bdc.govt.nz))

19 July 2017

The Mayor and Chief Executive  
Buller District Council  
PO Box 21  
Westport 7866

Delivered by email – [garry@bdc.govt.nz](mailto:garry@bdc.govt.nz); [andy@bdc.govt.nz](mailto:andy@bdc.govt.nz)

Dear Garry and Andy

**Re: Contribution to Tourism Attractions and Activities Market Determination and Feasibility; Reefton and surrounds, Buller District**

As you are aware John Bougen and I have been working together for the last 12 months to identify a number of initiatives which will contribute to the economic development of the West Coast and specifically the Buller District and Reefton area.

Following a number of very positive meetings in recent months and aligned with the West Coast Growth Strategy, we have sought a proposal from Select Evolution to undertake a market determination study and feasibility of tourism attractions and activities suited to the Reefton and the surrounding area.

Select Evolution are a highly experienced, international company with over 40 years in this field. Most recently in New Zealand, they lead the successful development of the Christchurch Adventure Park and have numerous other projects across the spectrum of tourism and recreation activities underway throughout the country.

I am writing to seek your support by way of a contribution of \$5,000 toward the Select Evolution fee of \$29,940 (excl. gst), for this engagement please. John Bougen (Retail Solutions Limited) has met the 50% deposit required to get the work underway. The balance of \$14,970 +gst is payable on completion of the work, which is expected in early September 2017. John has also agreed to underwrite a considerable portion of the balance.

Thank you for giving this request your consideration, and please let me know if you require any further information.

Regards,

Patsy Bass.  
[patsy@attitudematters.co.nz](mailto:patsy@attitudematters.co.nz)  
+64 21 826826

**BULLER DISTRICT COUNCIL**  
**FOR THE MEETING OF 26 JULY 2017**

**Report for Agenda Item No 12**

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

**Chief Executive's Report**

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**Report Summary**

This report is an overview of key activities since the June report, and an update on some key strategic issues.

**Organisational Development**

**Human Resources**

- Sadly after six years we have said farewell to Yolanda Knoetze from the customer services team who is joining her husband in Hokitika and has gone to work at Westland District Council in the same role.
- On the same note Atila Oliveira has been appointed as the Principle Rural Fire Officer for the region and will be leaving us for Greymouth in August. Atila has also been with us nearly six years and will also be hard to replace. A slightly different version of his role, minus Civil Defence and Rural Fire has just been advertised.
- Annikka Pugh has changed roles and is now in a fixed term position with the Assets and Infrastructure team assisting with 3 waters. We will be looking at options for her old role and recruiting over the next month.

**Strategic Issues/Updates**

**Civil Defence**

From 1 July this function now sits under the Regional Council, however we are still transitioning to this structure. Mark Crowe has been appointed Regional Director and starts on 31 July. He comes with a wealth of experience and skills and is moving with his family from Timaru. The EMO positions, including Buller will be advertised in the coming weeks. These are full time positions based in the districts and each will include a regional portfolio. Mike Kingsbury will continue to cover this role for Buller until a permanent appointment is made. A natural hazards analyst is still to be recruited.

### **Rural Fire**

As previously reported, this responsibility has been transferred to Fire and Emergency New Zealand, a new entity also absorbing the fire service from 1 July. We have signed a usage agreement for the response assets until such time as an asset transfer can be negotiated. There are funds available to reimburse communities for their share of these assets but in fairness to all the other councils in the same position they wish to consider all councils requests at the same time.

### **Key Meetings Attended**

20 June - Workshop with PWC on holding companies  
21 June - Meeting with FENZ - Rural Fire transition  
22 June - Meeting with Coaltown Trust  
30 June - SOLGM Chief Executives Masterclass  
13 July - Tai Poutini Regional Action Plan Launch and various activities  
18 July - West Coast Chief Executives meeting

**BULLER DISTRICT COUNCIL**  
**FOR THE MEETING OF 26 JULY 2017**

**Report for Agenda Item No 13**

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

**Council Meeting Action List**

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**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
<b>Buller Youth Council</b> September 2016		Terms of constitution, type of liaison, website sharing, to be worked on.	Reported on at April Meeting	Cr Hart	July 2017 Council Meeting
<b>Disused Wharf Removal</b> 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
<b>Tender Process</b> 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 & Infrastructure	June 2017 Council Meeting
<b>Road Closures</b> November 2016	Can this be delegated responsibility?	To be reviewed by Risk and Policy Committee		Risk and Policy Committee	TBC
<b>Punakaiki Community Liaison Meeting</b> March 2017	<ul style="list-style-type: none"> <li>Investigate ways to advocate for freeing up land for residential and/or commercial development</li> <li>Act as conduit for input into the Dolomite Point re-development project</li> <li>Consider increasing funding for compliance in regard to freedom camping (work with Grey District Council)</li> <li>Expedite the water filter remedial process</li> </ul>	Meeting to be held once some of the action points have been attended to.		On-going	

## Council Meeting Action List

Item	Action	Progress	Assigned	Completion Date
<b>Public Forum</b> April 2017	Guidelines to be formulated with a fact sheet made available for those wishing to speak during the public forum section of the Council meeting.		Mayor Howard	
<b>Easter Shop Trading Hours Policy</b> June 2017	Report to establish a desire to have/have not Easter Sunday trading	Agenda item	Risk & Policy Committee	

**BULLER DISTRICT COUNCIL**  
**FOR THE MEETING OF 26 JULY 2017**

**Report for Agenda Item No 14**

**Prepared by - Garry Howard**  
**- Mayor**

**Public Excluded**

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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	Garry Howard - Mayor	Chief Executive Annual Review	Section 2(f)(ii) the protection of such members, officers, employees, and persons from improper pressure or harassment.