

AGENDA

WEDNESDAY 22 NOVEMBER 2017

VENUE

**Clocktower Chambers
Palmerston Street
Westport**

**5.00pm Public Forum
 Council Meeting**

The Council, in considering each matter, must be:

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

Significance Consideration

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

Public Forum Apologies

Item	Page	Description	Draft Recommendation
1	5	Members Interest	That Councillors disclose any financial or non-financial interest in any of the agenda items
2	6	Confirmation of Minutes	That the minutes of the meetings held on 25 and 30 October 2017 be confirmed.
3	22	Outsourcing Maintenance at the Airport vs. In-house Maintenance	That Council approve the unbudgeted purchase of a fit for purpose mower at Council's discretion: either the Husqvana Zero Turn PZ34 for \$17,775 outlined in the previous report or the Kubota/Trimax Tractor mower combination at \$38,000 + costs to store.
4	31	One District Plan Proposal	That Council agree to meet with other West Coast Councils to progress the way forward as per the report from the West Coast Regional Council attached.
5	41	Establishment of Eco Burial/Natural Burial Sites at Orowaiti Cemetery and Agreement in Principle for an Eco Burial/Natural Site Established in Karamea	That this report is received by Council for - 1. Consideration on whether or not Council should proceed with supporting to offer the service of Eco-burials/Natural burials at the Westport Orowaiti Cemetery subject to meeting the requirements of the Burial and Cremations Act 1964, the relevant NZ Standard NZS 9201:Part 14; 1999 and any other relevant legislation. 2. Council agree in principle that an Eco/Natural Burial site be considered for Karamea.
6	53	Adoption of Report Under Section 10A of the Dog Control Act 1996	That Council adopts the attached " <i>Buller District Council Annual Report on Dog Control Policy and Practices 2016/2017</i> ".
7	63	Temporary Road Closure for Ulysses Motorcycle Club's Annual Toy Run	That Council approve the closure of Lyndhurst Street, from the West Coast Brewery to Palmerston Street on Saturday 2 December 2017, from 11.30am to 1.00pm in association with the annual Ulysses Motorcycle Club Toy Run.
8	66	Temporary Road Closure Requests for Community Events	That Council approve the closure of Palmerston St from Henley St to Wakefield St on Saturday 9th December 2017, from 11am to 12pm and the road closure of Lyndhurst St from Palmerston St to Russell St along with the bus bay, from 10.30am to 3.45pm; in association with the annual Westport Christmas Parade and the Fusion Multicultural Festival.

9	69	Buller Holdings Ltd - Financial Report to 30 September 2017	<ol style="list-style-type: none"> 1. That the interim Financial Report be received for information and discussion. 2. That the Finance and Audit Committee recommends the Financial Report for the quarter ended 31 March 2017 be received from Buller Holdings Limited is accepted by Council.
10	88	Financial and Non-Financial Performance and Capital Report for 30 September 2017	That the report be received for information.
11	102	Significant Projects Report	That the report be received for information.
12	111	Mayor's Report	That the report be received for information
13	114	Mayor's Correspondence	That the report be received for information
14	119	Council Meeting Action List	That the report be received for information

BULLER DISTRICT COUNCIL

FOR THE MEETING OF 22 NOVEMBER 2017

Report for Agenda Item No 1

Prepared by - Andy
Gowland-Douglas
-Chief
Executive

Members Interest

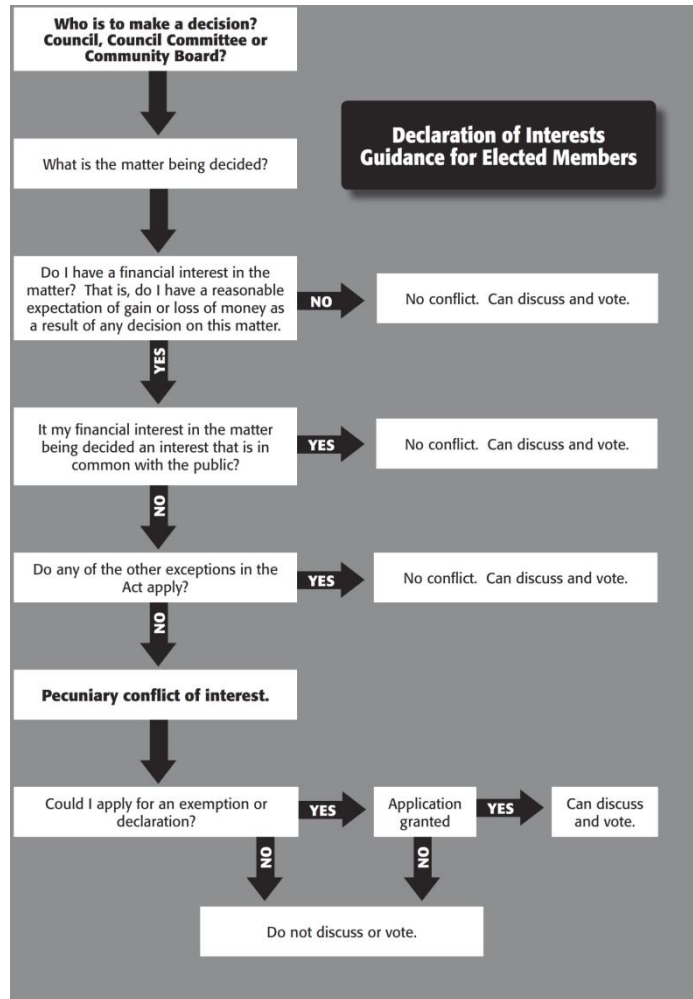
Councillors are encouraged to consider the items on the agenda and disclose whether they believe they have a financial or non-financial interest in any of the items in terms of Council's Code of Conduct.

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 22 NOVEMBER 2017

Report for Agenda Item No 2

Prepared by - Andy Gowland-Douglas
- Chief Executive

Confirmation of Minutes

Minutes of the meetings held on 25 and 30 October 2017.

Draft Recommendation

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

**MINUTES OF THE MEETING OF THE BULLER DISTRICT COUNCIL HELD
AT THE CLOCKTOWER CHAMBERS, PALMERSTON STREET,
WESTPORT ON WEDNESDAY 25 OCTOBER 2017 COMMENCING AT
5.30PM**

PRESENT

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

IN ATTENDANCE

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

APOLOGIES

Nil

PUBLIC FORUM

Allan Donaldson spoke on the Westport water. He considers the tunnel to be most important but would like to see a 50mm pipe reinstalled from southern branch so water is gathered from the contributories, northern branch and southern branch.

1. MEMBERS INTEREST

Nil.

**2. WESTPORT No. 1 WATER TUNNEL REPAIRS – Option 2d
Feasibility Study**

Mike Duff (Group Manager Assets and Infrastructure) spoke to the report and thanked Allan Donaldson for his ongoing interest.

Cr Cleine asked Mr Duff on his views of piping the entire tunnel. Mr Duff replied having pipe run through the tunnel does provide some protection from a roof fall, etc.

Cr Hawes mentioned this issue was discussed in 2012 and it was suggested piping the tunnel at that time to provide protection from a rockfall, as has now happened. He asked Mr Duff what his level of comfort was of not also piping at this stage, and sand blinding. Mr Duff said his level of comfort is 'good' and the report has been done by professionals in this field. What has been proposed is a preliminary methodology and a final design will need to be determined. The level of the detail and design is with the contractor who wins the tender to carry out the works. The contractor needs to have a level of confidence that the design is achievable.

In the Geotech estimate, Cr Cleine thought they had provided a quote on the heavy piping? Opus don't appear to have specified this detail. Mr Duff confirmed it would be the 40mm thick pipe which Opus have also specified.

Cr Miazga asked about warranty of work going forward, to protect Council from any faults that may develop in the future. Mr Duff confirmed work and workmanship, material etc, would be covered by a warranty. Some events cannot be insured against, and there can be no guarantee that there would be no further issues with the tunnel in the future, whether it is tunnel no. 1 or tunnel no. 2 or tunnel no. 3.

Cr Barry asked when the alternatives study could be ready. Mr Duff said it was due in December but this has fallen behind because of the focus on tunnel repair but it is hoped it can be finished on time.

Cr Rutherford asked if Council adopted the recommendations, would Council pipe the entire tunnel and perhaps consider piping from the southern branch as a backup (as suggested by Mr Donaldson). Mr Duff said when consideration is given to continue piping through tunnel no. 1 it could be done as a variation or extension to the contract while the contractor is on-site – and this could be considered during the next few months. He believes there is great merit in assessing the work required in bringing the north and south supplies to one point to feed the tunnels.

Cr Barry asked about the resource consent, how many years remain and if it gets renewed is Council likely to be able to draw the same amount of water from Giles Creek? Mr Duff said he can't see any obstacles or barriers about gaining a continuation of the existing consent.

Mayor Howard asked about procurement and timeline in getting the project underway, should Council agree to the proposal tonight, and the expected cost to ratepayers. Mr Duff replied that the design brief would be finalised, some prework has already been done on the tender/contract document. Tender would be for a design and build process. December is estimated to receive tenders and carry out evaluation process.

Cr Neylon said he thought work approval would be available for today's Council meeting. Mr Duff said that hadn't been possible and the detail methodology wasn't available from a safety point of view. There needs to be some confidence that the project can proceed when preparing the feasibility study. The mining experts that have been engaged from early in the process together with Worksafe have indicated they don't see any problems or have any concerns – but approval cannot be guaranteed at this time. Whoever wins the tender will have to provide design to Worksafe for their approval. Mr Duff said he is confident the level of information provided to Worksafe to-date is satisfactory

Cr Cleine is concerned at the cost of establishment fees of \$600,000 and he thinks it is crazy not to pipe right through while the opportunity is available, rather than it being carried out at a later date. He suggests Council's resolution tonight includes piping Tunnel's No. 1, 2 and 3. He suggests not spot bolting the areas that seem OK under the current rockfall issues.

Mayor Howard asked the possibility of tender process for Options 2d, 2d plus 700m, 2d plus 700m plus No. 2 tunnel, 2d plus 700m plus No. 2 and No. 3 tunnels. Mr Duff said it was possible to get this scope defined before the tender documents go out. Cr Hawes agreed with piping the entire No. 1 tunnel, and supported Cr Cleine.

Cr Rutherford can see some merit in Cr Cleine's argument but the biggest concern is the delays already taken place and wants to see some movement asap and sees any alteration to the proposal slowing down the project. He sees a lot of merit in getting the costings done, particularly No. 1 tunnel piping – let's get on with the job but include the possibility of piping the entire No 1 tunnel. He asked Cr Hawes if he was comfortable with the type of pipes being specified – Cr Hawes said the specifications would need clarified.

Cr Neylon believes Council should move on option 2d and then look at the other options suggested by Cr Cleine. He believes there is enough time to look at all options while progressing with option 2d.

RESOLVED: that Council accept option 2d for entire length of tunnels 1, 2 and 3 to resolve water supply issues.

JW Cleine/R Nahr

Against: Mayor Howard, P Rutherford, S Roche,
S Barry, D Hawes, G Neylon

MOTION LOST

Mr Duff confirmed stabilisation would start from the downstream portal and work in.

Cr Cleine believes it would be easier for a contractor to quote on the whole job, and believes if the intention is to pipe one then pipe it.

Cr Neylon believes put tender out for whole no. 1 tunnel, Cr Barry agrees.

RESOLVED: Council adopt option 2d, and obtain prices to pipe whole no. 1 tunnel, and no. 2 and 3 tunnels – 3 prices.

G Howard/E Miazga
(resolution changed)

RESOLVED: Council adopt option 2d, and additional tender to include pipe whole no. 1 tunnel.

G Howard/E Miazga
CARRIED UNANIMOUSLY

Cr Miazga would like the selection study to specify tunnels 2 and 3 included in the further study and agrees Council should look at tunnelling them as well.

Cr Rutherford – last event exposed Council.

RESOLVED: that Council continue with the Selection Study to evaluate other alternatives and determine the best long-term solution to Westport's water supply.

S Barry/G Hart

Against: Mayor Howard, Cr S Roche, J Cleine,
E Miazga, R Nahr, G Neylon

MOTION LOST

RESOLVED: that Council investigate tunnels 2 and 3 for their stability and look at potential long term piping options.

G Howard/D Hawes

Against: Cr R Nahr, P Rutherford and G Hart

CARRIED

3. PUNAKAIKI WATER SUPPLY – SPECIAL STATUS UPDATE

Mr Duff gave an overview of the report and invited questions from Councillors should they require further details.

RESOLVED: That Council the report be received for information.

P Rutherford/RM Nahr

CARRIED UNANIMOUSLY

There being no further business the meeting concluded at 7.30pm

Confirmed..... Date

**MINUTES OF THE MEETING OF THE BULLER DISTRICT COUNCIL HELD AT
THE CLOCKTOWER CHAMBERS, PALMERSTON STREET, WESTPORT ON
MONDAY 30 OCTOBER 2017 COMMENCING AT 5.05PM**

PRESENT

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

IN ATTENDANCE

Chief Executive (A Gowland-Douglas), Group Manager Assets and Infrastructure (M Duff), Manager Corporate Services (D Phibbs) and PA Corporate Services (MS Wilson).

APOLOGIES

Nil

PUBLIC FORUM

Nil

LATE CORRESPONDENCE

Mayor G Howard presented an audit report from Audit NZ, to be considered by Council in regards to Agenda Item 5.

RESOLVED: that Council accept late Audit Report, to be considered with Agenda Item 15 (correspondence) and Agenda Item 5 (BDC Annual Report).

**S Barry/G Hart
CARRIED UNANIMOUSLY**

1. MEMBERS INTEREST

Nil.

2. MINUTES

Agenda item 8 – correct spelling of Alcohol.

RESOLVED: that the minutes of the meeting held on 4 October 2017 be confirmed, with the above change.

**J Cleine/E Miazga
CARRIED UNANIMOUSLY**

3. FINANCIAL PERFORMANCE – August 2017

RESOLVED: that Council the report be received for information.

**S Roche/S Barry
CARRIED UNANIMOUSLY**

4. ANNUAL REPORT 2017 – Buller District Council and Group

Cr Cleine asked why the document hadn't been available earlier. Mr Pibbs (Manager Corporate Services) replied and explained the process that is undertaken in conjunction with Audit NZ and the tight timelines surrounding this.

RESOLVED: that the Annual Report for the Buller District Council be adopted for the year ending 30 June 2017.

**S Roche/G Hart
CARRIED UNANIMOUSLY**

5. ANNUAL REPORT 2017 – Westport Airport Authority and Buller Health Trust

Cr S Barry asked about the increase in laboratory fees, Mayor Howard will follow this up.

Cr D Hawes asked if Council had been undertaking any work to on-sell Buller Health Trust? Mayor Howard replied there had been no marketing in the last 18 months as the dentist employed at that point had indicated she may be interested in purchasing the practice. The purchase has not taken place and marketing could be considered again.

Dave asked about integrating into IHFC – Mayor G Howard replied this could be investigated if everybody was in favour and if it was beneficial to Buller Health.

RESOLVED: that the Annual Report for the Westport Airport Authority and Buller Health Trust be adopted for the year ending 30 June 2017.

**S Roche/S Barry
CARRIED UNANIMOUSLY**

6. WESTPORT WATER SUPPLY – extraordinary cost summary

Cr Cleine asked about the savings being offset against capital renewals. Manager Corporate Services (D Phibbs) gave an explanation of depreciation against renewals.

Cr Cleine asked about the slowdown in capital renewals if this would have an impact. Group Manager Assets and Infrastructure (M Duff) responded that the work plan will be reviewed to determine potential impact this financial year, with the aim for a recovery plan to make up expenses and resource capabilities of the contract partner.

Cr Hawes made thanks for providing the report.

RESOLVED: that the report be received for information.

**P Rutherford/E Miazga
CARRIED UNANIMOUSLY**

7. ACQUISITION OF LAND UNDER THE PUBLIC WORKS ACT 1981 – Punakaiki Water Supply

M Duff acknowledged the work carried out by the Planning Department, and explained the background is the strategic direction for the supply and the responsibilities as the supply owner.

Cr Cleine asked about the intention of foot-only access should this occur? M Duff said the terrain only allows foot-only access to this location.

Cr Hart asked what negotiations have been carried out since 2015? M Duff explained that negotiations had been ongoing but a purchase price could not be agreed.

Cr Rutherford asked if Council was moving too fast in acquiring the land and other options should be explored? M Duff replied that he agreed about getting as much information to Councillors about Punakaiki water supply as soon as possible as this could impact their decisions. He said that if Council remains with the current supply, acquisition is necessary - but if an alternate supply is looked it the purchase is irrelevant.

Cr Neylon asked about the three-month window of opportunity? M Duff replied that a requirement of the process under the Public Works Act is that a period of good faith is demonstrated. A three-month period is determined under legislation. After the three-month period Council, through the Local Government Act, have the ability to acquire the land after the process is complete and exhausted.

Cr Hawes spoke of water supply issues at Punakaiki and said he thought this water supply should have been top of the list for Council action. He supports Cr Rutherfords comments and encourages Council to be future focused and fix Punakaiki water supply once and for all.

Cr Barry asked if the three-month period is reached and a new water supply is desired, is access to the current supply at risk during the establishment process? M Duff replied that Council has an entitlement to access as the owner of the water supply and is well within their rights to access the intake to ensure safe water is available.

Cr Hart asked for confirmation of how the resolutions would influence the process? M Duff confirmed recommendations 1 and 2 would re-start the process and attempt an agreement.

Mayor Howard agreed that Council has the legal right to access, but easements should be in place for all water supplies.

RESOLVED: that Council authorises the Chief Executive to issue a notice of desire to acquire land, namely 966m² more or less, being that part of Lot 1 Deposited Plan 13980 described as Section 1 SO 504661 on the attached survey plan, and a right of way easement (on foot only) for the benefit of the Buller District Council in gross over that part of Lot 1 Deposited Plan 13980 shown as area A on the attached survey plan (together referred to as the Land), for the purposes of water supply and access to the water supply, under section 18 of the Public Works Act 1981.

G Howard/S Roche

CARRIED Unanimously

Against: Cr G Hart, P Rutherford and D Hawes

CARRIED

RESOLVED: that Council authorises the Group Manager Assets and Infrastructure to negotiate an agreement with the owners of the Land; and

RESOLVED: that Council authorises the Chief Executive to take any and all subsequent steps and issue any required notices in accordance with the Public Works Act 1981 to acquire the Land, including by compulsory acquisition should this prove necessary.

G Howard/S Roche

Against: Cr P Rutherford and D Hawes

CARRIED

8. BULLER HOLDINGS LIMITED – Share Issue

Cr Nahr declared an interest in this Agenda Item.

RESOLVED: that Council subscribes for 74,149 shares in Buller Holdings Limited, as recommended by the Finance and Audit Committee at their 18 October 2017 meeting.

P Rutherford/D Hawes

Abstained: Cr R Nahr

CARRIED

9. PRIORITY BUILDINGS ON STRATEGIC ROUTES

Cr Cleine mentioned that Charleston has an emergency response team under Rural Fire Service, under Fire and Emergency NZ (FENZ).

(AP: Report to be corrected to include mention of Charleston Rural Fire Service – Joy Donaldson).

RESOLVED: that there are no priority buildings located along strategic routes within the Buller District.

J Cleine/G Howard

CARRIED UNANIMOUSLY

10. DEVELOPMENT WEST COAST ECONOMIC STIMULUS FUNDING, GRANTS AND LOANS ADMINISTERED BY BULLER DISTRICT COUNCIL

Cr Barry asked if Council felt the applications were not up to calibre could the funds be used for other projects? Mayor Howard said Council has the ability to go back to DWC and discuss proposals and applications.

Cr Roche felt Council should put the fund out for applications, if the three received applications are accepted. Cr Hart agreed.

Cr Rutherford asked of the \$90,000 available, does it include loan repayments, and how will these funds be allocated going forward? Mayor Howard said the loan payments aren't included and DWC have the discretion as to what these funds can be used for.

Mayor Howard believes Council needs to be up front if applications are sought for \$90,000, and the best ideas possible should be sought.

RESOLVED: that Council review all applications as received in 2016 and select from that group some alternate recipients to receive DWC EDSF.

**G Hart/D Hawes
Against: ALL
MOTION DECLINED**

RESOLVED: that Council review applications received in 2016 and subsequent expressions of interest (of where there are 3) and select from that group some alternate recipients to receive DWC EDSF.

**D Hawes/G Hart
Against: ALL
MOTION DECLINED**

RESOLVED:

1. that Council advertise the remainder of the grant pool is available (being \$90,000) and invite applications to apply using the same criteria as when the pool was first opened in 2016; and
2. that any recommendation regarding the DWC EDSF resolved by Council at this meeting be delegated to the Economic Development Committee with recommendations direct to Development West Coast for their final 2017 meeting on 11 December.

**S Roche/E Miazga
CARRIED UNANIMOUSLY**

11. DEVELOPMENT WEST COAST ECONOMIC EXTRAORDINARY FUNDING

Cr Neylon gave an overview from the history behind this funding.

Cr Rutherford asked about surety of completion of the project. Cr Hawes said he is Council's representative on the trust, and declared an interest. He added information, he explained funding sources had previously been found but the land issue delay means this would need to be renegotiated.

Mayor Howard said funding from Council would signal well towards Council's support of the project. Lotto funding couldn't be agreed because of the land issue, and a new application will need to be furnished when the land issue is sorted out. He said it is a very well planned project.

Mayor Howard asked about the balance of \$30,000 that would be left from the Efanjay sale which was \$130,000. Mr Phibbs agreed this could be allocated at Council's discretion.

Cr Rutherford is happy to support the recommendation.

RESOLVED: that Council resolves to allocate a further \$100,000 to the Reefton Power House Project from the DWC Extraordinary Funding.

P Rutherford/S Barry

Abstained: Cr D Hawes

CARRIED

12. RATES REVIEW – Draft Rates Consultation Document and Summary Rates Consultation Document

Mayor Howard spoke of the extensive work that has gone into this project and mentioned the previous consultation that has taken place.

Cr Neylon mentioned that not everybody that has been involved in this document agreed with everything in it. It is time to hear from the community and Council will then take up the process.

Cr Hawes agreed with Cr Neylon and said it has been an arduous process but he believes it is a good opportunity for the anomalies to be addressed.

Cr Barry said Council does want to hear from the community through the drop-in sessions so the community have every opportunity to contribute.

Cr Rutherford also agrees with Cr Neylon and asked if Council decides not to proceed with any change, does the process finish or start over?

Mayor Howard said Council is trying to give the community the best of options available to them. There will always be those that have anxiety over change, but this gives everybody the opportunity to consult – and he is happy for the document to go out. He doesn't believe the current rating system is equitable and thinks Council needs to get something better than what it is.

Cr Cleine does not agree to a capital based rating system, and shouldn't be based on a perceived ability to pay and he will be voting against the system.

Cr Hawes commented that if a rate was based purely on land it would become unviable for farmers. He said it has been a gradual process and Council has done the best it can to address the issues raised throughout the process to-date. Submissions from the public have been listened to

and Council has done its best to fit these into the model. He believes the system needs to be simplified and it is Council's responsibility to come up with a definitive answer.

Cr Miazga said the proposal is better than the last document that was consulted on. She asked about rates rebate, and what number of effected ratepayers would be eligible for a rates rebate. Mr Phibbs said the rates rebate has been discussed in-house and he believes a number of the time residents are unaware that they are eligible. Council has not researched land based rate systems being used by other Councils, as it would take quite a bit of time and this has been focused on fine tuning this consultation document.

Cr Barry believes the drop in sessions would be an opportunity to provide information packs on rates rebates.

RESOLVED:

1. That Council adopt the Draft rates Consultation Document for public consultation; and
2. That Council adopt the Summary Rates Consultation Document for public consultation.

R Nahr/P Rutherford

Against: Cr J Cleine

CARRIED

13. REQUEST FOR CAPITAL TO PURCHASE AIRPORT MOWER

Cr Cleine said he will be supporting the purchase but has concerns about the type of machine is fit for purpose.

Cr Rutherford asked about the suggestion of changing the turf at the airport if this was possible to reduce mowing time. Mayor Howard said his advice was that the weeds would need dealing with and this could assist.

Ms Gowland-Douglas said getting a contractor to mow is too costly.

Cr Hawes agreed with Cr Cleine and suggested a bit more research be carried out to ensure the best option is taken. He agrees that it is a large area to be mowing on a ride on mower. He mentioned the last mower that was purchased in 2014 and is now requiring replacement. He asked if the purchase was part funded by Government. Ms Gowland-Douglas said Council are still waiting for a response from Government as to whether they will assist, given they are 50% owner of the airport.

Cr Barry asked about the life of mower? Mayor Howard believes this mower would be a five year mower and understands that there is a cost benefit to purchasing rather than contracting and it is the correct size mower for the job required but Council need to be aware it will need replacing in approximately 5 years.

Cr Miazga said she supports the recommendation but believes the tractor would be better.

Cr Neylon is concerned that mowing grass is a specialised job and is not in favour of the recommendation.

Cr Nahr said when the Airport was taken over by Council mowing was disappointed that the golf club were given the opportunity to quote and WestReef weren't.

RESOLVED: that Council approve unbudgeted capital expenditure of \$17,775 for the Husqvana ZTR PZ34 mower for the Westport Airport.

S Barry/G Hart

Against: Crs Barry, Neylon, Nahr, Miazga, Cleine and Hawes

MOTION LOST

Cr Neylon asked about the current mower. Ms Gowland-Douglas said it isn't efficient to use it at present and contracting is being carried out until a replacement is received.

RESOLVED: that Westport Airport approach WestReef Services Ltd to obtain a quote for mowing and weed spraying with the report to be returned to Council for consideration including the additional information.

D Hawes/S Roche

Abstained: Cr R Nahr

CARRIED

14. MAYORS REPORT

Mayor Howard gave a verbal report, and congratulated BHL on their results right through the subsidiaries, with good management from Board of Directors right through to staff on the ground. He thanked Asset and Infrastructure team for being involved in the water issue mentioned those that had made offers to Council of tanks, pumps, assistance, etc.

J Cleine/E Miazga

CARRIED UNANIMOUSLY

15. MAYORS CORRESPONDENCE

- Letter from Dr Suzanne Doig to be acknowledged, with no further responses required.
- Cr Rutherford does not agree that the report is not available to Buller District Council as it could assist in the One Plan decision for Coast Council's. He would like Council to have access to the report if it would be beneficial.
- TIA letter: to be forwarded as a Long Term Plan submission.
- Auditors Report: No further action required.

RESOLVED: that the Mayors Correspondence be received for information.

**R Nahr/D Hawes
CARRIED UNANIMOUSLY**

16. CHIEF EXECUTIVE'S REPORT

RESOLVED: that the report be received for information.

**G Hart/S Barry
CARRIED UNANIMOUSLY**

17 COUNCIL ACTION LIST

Tender process – to be assigned to Asset and Infrastructure.

RESOLVED: that the report be received for information.

**R Nahr/D Hawes
CARRIED UNANIMOUSLY**

Meeting concluded at 6:40pm

Confirmed..... Date

BULLER DISTRICT COUNCIL

FOR THE MEETING OF 22 NOVEMBER 2017

Report for Agenda Item No 3

**Prepared by - Sonia Cresswell
- Airport Manager**

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

Outsourcing Maintenance at the Airport vs In-house Maintenance

Report Summary

Financially the best long term solution for the airport is to continue to maintain airport grounds in-house. To do this effectively an unbudgeted purchase of a replacement mower is required.

Draft Recommendation

That Council approve the unbudgeted purchase of a fit for purpose mower at Council's discretion: either the Husqvana Zero Turn PZ34 for \$17,775 outlined in the previous report or the Kubota/Trimax Tractor mower combination at \$38,000 + costs to store.

Issues and Discussion

A brief background -

When ANZ pulled out of Westport in November of 2014 it caused a series of changes at the airport. The changes on the operational front at that time gave rise to an opportunity to change the operation groundside.

While ANZ had operated Council had outsourced maintenance to various local businesses with the majority of the business going to WestReef Services. ANZ had paid a rental for the use of the airport office and reception area and paid for the electricity. Their contract staff carried out the daily terminal cleaning requirements and the CAA rule requirements regarding twice daily airside inspections. ANZ charged Council for this work which effectively offset their rental costs. With the incumbent operator there was opportunity to depart from this model, an opportunity that was deemed favourably for several reasons:

1. An opportunity to increase income for the airport through servicing the plane.
2. Active onsite management of the airport which would increase general income by way of increasing income from landings from GA aircraft (prior to this the airport had been managed remotely and income from the 'honesty box' system of landings was minimal).
3. By employing our own staff they could carry out routine maintenance in between flights both in the operational and non-operational areas. The purpose of bringing routine maintenance tasks in-house was to achieve reduced costs related to outsourcing with the ultimate aim of improving the balance sheet.

Regarding returning to outsourced routine maintenance such as mowing the costs based on a quote from WestReef indicates for mowing only that it would be \$575+ GST per mow for an estimated total per year of \$10,215.35 +GST (19 mows which reflects fortnightly mowing in Spring/Summer and monthly mowing in Autumn/Winter).

I have already supplied the quote from the golf club - (attached again).

Regarding discussion around appropriateness of the mower option supplied - the reason why a tractor/mower combo was not recommended was related to cost. If a tractor/mower combo was preferred then we would recommend the purchase of a Kubota 40hp tractor with a Trimax S3 Mower which has been independently and professionally recommended. The cost for this option would be \$38,000 (see attached) and we would need to consider where this machine would be housed. We currently only have a 20ft container to store all gear associated with the airport.

The airport would not recommend the option presented by Craig Soster directly to the Mayor as it involves a second hand tractor traded by the Domain Board after 13 years' service and a repaired electrical fault following a fire. Purchasing this machine would be inviting on-going maintenance issues for the airport.

As Airport Manager I stand by the recommendation of the Husqvana as this piece of equipment is appropriate for staff who do the mowing job piecemeal in between flights - not as one large 4-5 hour job. It may not be the gold standard that the aforementioned Kubota/Trimax combo is however I have been professionally assured that it would do the job efficiently. It is a significant step up from what our \$7,000 tow and mow could do, can fit in our existing secure storage and is a conservative price, brand new. The cost of the Husqvana option would pay for itself within 19 months vs the Kubota

option within 3 years and 8 months (based on a cost comparison of outsourcing mowing to WestReef).

If councillors wanted to take the independent and professional advice which would suggest (not withstanding any other factors) a tractor/mower combination is the best piece of equipment for the job then they would need to be prepared to make allowance for the greater cost of purchase and the cost to build a shed or purchase an additional container to house it in.

If Councillors prefer the outsourcing option then it needs to be clear that this will result in the underutilisation of the time of existing staff. It is both uneconomic and unpalatable to a worker to send them home after short periods of plane servicing so a worker needs to be kept busy in-between flights. Currently mowing is one of their key regular tasks between flights.

If outsourcing is adopted it would be uneconomic to continue the employment of staff just for plane servicing so SA would need to be approached to employ their own staff. It is possible we could suggest a return to how the model worked with ANZ whereby SA staff carry out terminal cleaning and runway inspections but the airport would then lose the Service Contract as a source of income and would also lose the new income stream of paid parking which is currently managed by ground based staff. It is highly unlikely that SA would be prepared to receive income from parking on behalf of the Airport Authority. With SA taking over their own staff Councillors need to accept that all maintenance tasks will then need to be outsourced. Further, by removing staff from the airport the ability to utilise staff for any future ventures undertaken at the airport to generate income is also lost.

Considerations

1. Strategic Impact

Decisions around outsourcing/in-house maintenance relate back to seeking to make the airport as commercially viable as possible - we would be underutilising staff if we kept them to service the plane but didn't make use of the time they were at the airport in between flights - without mowing as a regular task it would be difficult to fully utilise their time.

2. Significance Assessment

The purchase of a mower or considering outsourcing vs in-house management is not significant with regard to our significance policy.

3. Risk Analysis

Risks if outsourcing is adopted:

Underutilisation of current staff leading to the disestablishment of those positions and the loss of the service contract and ability to generate income through other sources such as parking.

Dependence on those companies engaged for routine maintenance and their changing costs of service over time.

The loss of the active management style with reduced hours of Council staff present at the terminal and therefore available to record airport activity (for example returning to honesty box landing fee arrangement for unscheduled landings).

The need for an increased maintenance budget used to pay for outside operators to carry out the range of maintenance tasks ranging from changing out runway bulbs to de-cobwebbing and window washing among many other minor and routine tasks.

Risks if Tractor/Mower option is preferred:

The professional advice is for a combo that is significantly more than the original Husqvana recommendation. There is no doubt that the Kubota would be a very good option and may arguably be the best long term option however it is a significant unbudgeted cost and would involve additional costs involved with providing appropriate housing.

It would take over four years for it to pay for itself (including the storage costs) but that may be an investment that Council would be willing to make. Certainly the tractor/mower combination from Craig Soster needs to be dismissed due to reasons explained above.

Risks if the Husqvana option is preferred:

Short Term: This is an unbudgeted capital expense so an exception would have to be given by Council in order to make the purchase and it would be recorded as an out of budget purchase on the year's accounts.

Long Term: It may or may not last as long as the tractor/mower combination.

Risks if we don't go ahead:

Short Term: Ongoing significant maintenance bill on current equipment which is struggling to achieve the task of mowing the 8 hectares of grass we need to mow at the airport. We will need to have the engines overhauled likely before the end of the coming summer season which means additional costs of getting contractors in to mow while the engines are being repaired/overhauled.

Long Term: It is likely that the current tow and mow attachment will fail completely and we will either be forced to make a replacement purchase or use our maintenance budget to pay for a contractor to come and mow the grass.

4. Policy/Legal Considerations

No legal or policy implications.

5. Tangata Whenua Considerations

No Tangata Whenua considerations required.

6. Views of Those Affected

Consultation with ratepayers is not required in this instance however I am confident that a majority of ratepayers would want the Council to do what is the most cost effective way of achieving the desired outcome which I believe is utilising existing staff to carry out routine maintenance rather than outsourcing.

7. Costs

The capital purchase of the mower is not in the current budget and the request is to make an exception for this purchase to be made.

Importantly half the capital cost will be met by the MOT as part of the joint venture agreement. We have not had official confirmation from the MOT regarding the purchase but the nature of the agreement would indicate that they would meet this cost as part of the normal split of 50% of the operating outcomes for the airport.

8. Benefits

Utilising in-house staff to carry out routine maintenance tasks is still the most cost effective option when you consider those staff also have the ability to generate income through providing the ground handling service, parking and any other activities the airport undertakes in the future (for example air show, aerodrome rally etc).

9. Media/Publicity

No media or publicity required.

Agreement to Purchase

DEAL No : 12740

V1.6

INVOICE TO: Sonia Cresswell	DELIVER TO: Sonia Cresswell	Date: 14/11/2017 Quote No.: 12740 Branch: BL Cust Ord No.: Salesperson: Trent Lindsay
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STOCK UNIT DETAILS

Stock No.	Type	Make	Model	Eng No.	Serial No.	Sale Price (Exc GST)
74237	New	KUBOTA	L4600 HYDROSTATIC	7GD1009	60936	\$30000.00
82354	New	Trimax	TRIMAX		736178	\$8000.00
						\$38,000.00

ADD-ON DETAILS

Stock No. / Model	Code	Description	Qty	Value (Exc GST)
74237	canopy	fit canopy roof		\$0.00
74237	PD-KBTL4600HST	CARRY OUT PRE-DELIVERY CHECKS - L46		\$0.00
74237	PD-REMOTE	FIT EXTRA REMOTE		\$0.00
74237	water fill rear tyre	water fill rear tyres		\$0.00
74237	KBTC43098151002	KB 1ST LEVER KIT L46		\$0.00
74237	KBTD06098161002	KB 1ST AUX VALVE L46		\$0.00
82354	ASSEMBLY	CARRY OUT ASSEMBLY OF UNIT		\$0.00
				\$0.00

PURCHASER'S OFFER AND AGREEMENT		Other Charges	\$0.00
I have read and agree to the conditions of sale as detailed on the reverse of this agreement. Signature of Purchaser Date The foregoing is accepted on the terms and conditions herein set out Signature of Salesperson Date		Discount (Exc GST)	\$0.00
		Sub Total (Exc GST)	\$38,000.00
		Trade-In Total Net Value (Exc GST)	\$0.00
		Changeover (Exc GST)	\$38,000.00
		NET GST	\$5,700.00
		Less Non-Refundable Deposit	\$0.00
		Financed Amount	\$0.00
		Changeover (Inc GST)	\$43,700.00

Delivery Date:	Spotter:	Service Dealer:
Bank Account Details for Direct Payments:		
Account Name: C B Norwood Distributors Ltd	Bank: ANZ - Palmerston North	Account No.: 06-0507-0109857-00



www.norwood.co.nz



CONDITIONS OF SALE

Payment by Credit Card will incur an additional charge.

Property in Goods The Property in the goods shall not pass to the Purchaser until the purchase price is paid in full and if payment is made by cheque or bank draft property in the goods shall remain with the Vendor until such cheque or bank draft is honoured by the bank on whom the cheque is drawn. Until property in the goods passes to the Purchaser the Purchaser shall not create or grant or be capable of creating or granting any lien or charge over the goods or permit or be capable of permitting any other person to claim any lien or charge over the goods, or sell or otherwise dispose of the goods. Should the goods be sold by the Purchaser prior to the payment thereof, then the proceeds of sale are the property of the Vendor. The purchaser irrevocably permits the Vendor and its agents the right to enter the Purchaser's property to inspect the goods, seize the goods, remove the goods, and inspect and take copies of the Purchaser's records. Notwithstanding such retention of title, the goods are at the risk of the Purchaser from the date of delivery.

Secondhand Goods Where the goods are secondhand goods, the Vendor gives no guarantee as to the accuracy or reliability of any hour meter or log book attached to or accompanying the goods. The purchaser undertakes that, when reselling such secondhand goods, he or she will include an identical term in the Contract of Sale, and hereby indemnifies the Vendor in respect of any claim against the Vendor arising out of failure by the Purchaser to honour such undertaking.

This document is not binding on the Vendor until signed by both parties. Only the Vendor's manager or Branch Manager has authority to sign for the Vendor.

The purchaser authorises any person or company to provide the Vendor with any information it requires in relation to credit inquiries; and authorises the Vendor to furnish any Third Party with details of this document.

1. **Delivery** The balance of the purchase price will be paid in cash on delivery, unless the Purchaser has also entered into a finance contract. If the Purchaser is unable or unwilling to pay the balance immediately on delivery, or enter into a finance contract on terms satisfactory to the Vendor, the Vendor can elect to forfeit the deposit. The Vendor is not liable for non-delivery or for delay in delivery from whatever cause, nor for any consequential loss arising therefrom; but in that event, the Purchaser may elect to require return of the deposit.
2. **Availability of Stocks** The Vendor shall not be bound to import goods to fulfill any contract. The Vendor shall not be liable to supply the goods if at the date of delivery there is no or insufficient stock of the goods in New Zealand.
3. **Alterations in Prices** The Vendor's prices may be altered at any time without notice and all goods are sold subject to the prices ruling at the date of delivery.
4. **Alterations in Specifications** In the event of any alteration by the Manufacturer in design or specification of any goods the Vendor shall be entitled to deliver goods conforming to the altered design or specification in fulfillment of any order.
5. **Trade-In** The Purchaser warrants that any goods offered by him as a trade-in and allowance against the purchase price are free of all liens charges and encumbrances of any kind and that they are owned by the Purchaser outright. Unless stated otherwise the Purchaser undertakes to deliver the goods comprised in any trade-in in as good condition and with the same equipment as when appraised by the Vendor.
6. **Special Conditions** This contract is the sole evidence of the agreement between the parties and no officer servant employee or agent of the Vendor or any subsidiary has or is deemed to have any authority to make any representation or agreement contrary to these conditions. Any special conditions required by the Purchaser will not form part of these Conditions of Sale unless agreed to in writing and signed by the Vendor's Manager or Branch Manager.
7. **Guarantees** The Vendor guarantees that the Vendor has the right to sell the goods, and that the goods are free from any undisclosed security. The guarantees as to acceptable quality, particular purpose, the compliance with description, compliance with sample, price, and repairs and spare parts, comprised in Sections 5 to 10 of the Consumer Guarantees Act 1993 for supplies to a "Business" are hereby excluded. The Purchaser relies on his or her own judgement as to quality and fitness for the purpose of the goods.
8. **Contractual Remedies Act** Where the Purchaser is a business consumer, Sections 5 to 10 inclusive of the Contractual Remedies Act are hereby expressly excluded and in the event of any liability of whatsoever nature being established against the Vendor in any way whatsoever the Purchaser's sole remedy for misrepresentation or repudiation or breach of contract or for any of the other matters to which Sections 5 to 10 inclusive relate shall be damages and such damages shall be limited to the sum of \$100.
9. **GST** Where Goods and Services Tax is payable on any goods prior to delivery, the Purchaser will pay to the Vendor a sum equal to the amount of such GST upon demand by the Vendor, in addition to the deposit.
10. **Default** If the Purchaser does not make payment in full by the due date then:
 - a) The Purchaser will pay penalty interest on the money owed at the rate of 2% per month
 - b) The Purchaser will also be liable to pay all the expenses and legal costs incurred by the Vendor as a result of the Purchaser's default.
11. **Interpretation** In this Agreement unless the context otherwise requires:

"goods" mean the items being purchased.

"the Vendor" means the Vendor named in the Agreement on the reverse side hereof and includes its successors and assigns.

"Purchaser" means the Purchaser of the goods and his executors' administrators and assigns or, in the case of a company or body corporate, its successors and assigns.

The Singular includes the plural and vice versa.

Words importing to male gender include the female gender, companies and bodies corporate.

Where there is more than one Purchaser their liability is both joint and several.

The headings are for convenience only and do not affect the construction of this contract.

Hi Sonia,

Thank you for the opportunity to provide a price to undertake mowing at Westport Airport. As requested please find below our price to undertake mowing to the areas as per your previous email last week.

Scope

Liaison with Airport Staff including request for 'Notam'

Mow all areas (1-6) as described on 'Airport Mowing Areas' plan

Cost Per mow – \$537.65 + Gst

Notes:

- Mowing to be undertaken on an 'as requested basis' by authorised Airport personnel
- Based on experience mowing is required in the following frequencies although this is dependent on desired standards, weather and associated grass growth.
- Estimated qty of mowing based on other mowing contracts would be
Spring / Summer - October to April – fortnightly mowing
Autumn / Winter – May – September – Monthly mowing
Annual Mowing Total (approx.). 19 mows @ \$537.65 + GST p/mow

= \$10,215.35 + Gst

I trust the above is acceptable and please do not hesitate to contact me should you require any further information.

Regards,

Dylan Taylor

From: Sonia Cresswell [<mailto:sonia@bdc.govt.nz>]

Sent: Wednesday, 8 November 2017 12:41 PM

To: Dylan Taylor

Subject: Map showing grass to mow

Attached,
Thanks

----- Original message -----

From: Lorraine and Brian Hateley <blnh@xtra.co.nz>

Date: 16/03/17 9:10 PM (GMT+12:00)

To: mike@bdc.govt.nz

Cc: janedunk3@gmail.com

Subject: Airport mowing

Good Morning Mike

Thank you for your inquiry regarding support mowing at the Westport Airport

Today we have inspected, with Airport staff the area to be mown

Option 1 - include back up support in the event of your gear failure etc

@ \$150.00 per hour + GST and we estimate approx 3 to 4 hours mowing time

We are able to mow a 3.2 metre width with a very even cut, eg 40mm height of cut

Available at short notice

Option 2 - could include regular mowing of the area and a fair estimate of \$500 + gst per time

We are available to provide a demonstration cut and this would also give a definite mowing time and cost

Points to ponder - given our turf background - we also noticed a very heavy proportion of dandelion and other flat weeds that are present in your pasture Dandelion are very prolific, flowering multiple times but are easily controlled with the correct spray, with no damage to existing grasses

This will most certainly reduce your mowing times and mowing frequency

Westport Golf Club can also undertake this work if required

Please contact me for any further info and/or discussion

Kind regards

Brian Hateley

Westport Golf Grounds Chair

0274 316 318

BULLER DISTRICT COUNCIL

FOR THE MEETING OF 22 NOVEMBER 2017

Report for Agenda Item No 4

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

**Reviewed by - Garry Howard
- Mayor**

One District Plan Proposal

Report Purpose

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

Draft Recommendation

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

Background 2014

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

2016

As part of the Local Government Commission led efficiencies project Boffa Miskell was contracted to review the planning and RMA functions across the region and as a result there were 14 options for change presented, grouped

into low, medium and high in terms of level of change. These are as per below.

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

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

2017

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

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

Grey District:

“that -

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

Westland District Council:

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

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

We now need to make a final decision as to whether we are still in as per the submission made, or now out as this will influence the decision the Local Government Commission will make regarding the next steps and they are currently waiting on us.

Considerations

1. Strategic Impact

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

2. Significance Assessment

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

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

3. Values Assessment

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

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

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

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

4. Risk Analysis

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

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

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

5. Policy/Legal Considerations

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

S80 of Resource Management Act 1991

80 Combined regional and district documents

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

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

(a) *a regional policy statement:*

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

(c) *a district plan.*

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

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

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

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

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

6. Tangata Whenua

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

7. Views of those affected

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

in the plan and there is still an element of local control over the plan development process and this will need to be incorporated into the process for developing the plan.

8. Costs

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

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

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

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.

THE WEST COAST REGIONAL COUNCIL

Prepared for: Resource Management Committee – 14 November 2017
Prepared by: Hadley Mills - Planning Science and Innovation Manager
Date: 12 October 2017
Subject: **Three Identities, One District Plan**

Background

Currently the three territorial authorities on the West Coast, namely the Westland, Buller and Grey District Councils have separate operative District Plans. These planning instruments are a statutory requirement to give effect to the Resource Management Act 1991 (RMA). Each of the District Plans are at different stages in their development and each have similarities and differences.

In a sense the similarities between the three plans form a common bond for West Coaster's and the differences highlight our district identities. Both are equally important and both need to be maintained and celebrated. While we value both our differences and similarities, the reality is the West Coast is a large region with a small rating base and finding new efficiencies and cost savings is essential. It is important that all local government agencies on the West Coast work together to implement shared services wherever possible. Sharing services however does not mean we need to diminish our district identities. In fact, sharing services and planning instruments can help celebrate and cement district identities.

There are currently many examples where shared services and collaboration between West Coast Local Councils are being utilised for cost savings and efficiency. Examples include:

- WC4 – Information and Communication technology;
- HR Officer – Kim Hibbs;
- Emergency Management Officers at all four councils;
- Planning leaders meetings;
- Planners forum (Shared training courses)
- Joint submissions on resource management legislation and national policy.
- Shared procurement

We have a solid history of sharing services and collaboration.

The aim of this report is to gather agreement in principle that:

- One District Plan will be beneficial for all three districts and the region;
- We should move forward in working together on One District Plan.

National planning standards/template

A change is on the horizon for all local council plans with the impending National Planning Standards. The National Planning Standards are currently being developed by the Ministry for the Environment (MFE), and the first round which the West Coast Councils submitted on were focussed mainly on district plans.

Nationwide, plans and policy statements prepared under the RMA are inconsistent with each other and slow and costly to prepare and change. They can also be hard to understand, compare with each other and comply with. This is because councils have generally developed their plans independently of each other and without a standard structure. As a result national and regional direction is often poorly implemented in plans.

To remedy this problem the National Planning Standards, formerly known as the National Planning Template, present an opportunity to standardise the **basic elements** of district plans. They will enable councils and plan users to focus their resources on the matters that directly influence resource management outcomes.

Right now the National Planning Standards are in draft development stage and are being used as a pilot for a number of councils. Gazettal of the standards is likely to be in early 2019. Given the timing of the probable gazettal we are in the best position right now to front foot One District Plan as a region and maximise the benefits it presents.

For the first set of Standards, the Ministry for the Environment are focusing on plan and policy statement components that will benefit the most from standardisation. Based on the MFE website they will likely include:

- district plan structure,
- regional plan and policy statement structures,
- district and regional plan form,
- zones and overlays,
- definitions,
- incorporation of national direction,
- metrics,
- administrative provisions,
- mapping; and
- accessibility of plans online.

By commencing work on One District Plan as soon as possible, this would create the opportunity to align it with the roll out of the National Planning Standards, potentially a large efficiency gain.

One District Plan for the West Coast Region

The West Coast Regional Council has taken the lead on One District Plan because we are convinced that the regional social and economic benefits, as well as efficiencies, will be far reaching. Social benefits will include an easier understanding of our plans by the community due to the improved consistency of structure, objectives and rules etc. One District Plan would also present an exciting message to the rest of New Zealand and the world that the West Coast is open for investment and business. Currently staff are seeking support in principle from the following organisations:

- Westland District Council
- Grey District Council
- Westland Milk Products
- Te Rūnanga o Ngāti Waewae
- Te Rūnanga o Makaawhio
- Te Rūnanga o Ngāi Tahu
- Federated Farmers New Zealand
- Westpower and Electronet

Staff do not foresee that there would be any loss of control by any one District Council regarding their plans as each district council would contribute to the development of One District Plan and have sections specific to their location and identity. Currently separate plan changes and reviews are undertaken individually by each District Council. However, having

One District Plan could reduce time and costs for all the District Councils. For example, when a change is needed to the One District Plan, several changes could be made together and include changes to one District's specific provisions, and/or changes to provisions that apply in all three Districts, as opposed to sets of changes being made to three District Plans. This will help avoid duplication in process, achieve consistency and avoid significant costs associated with appeals. It also represents a potentially large cost saving as it is anticipated that costs for changes to shared provisions such as implementing national legislation or policy would be split between the three District Councils. Procedures and arrangements for making changes to a One District Plan and sharing costs can be further scoped and discussed if all District Councils agree to progress the idea to the next stage. One District Plan **will not** result in a loss on control for any one District Council.

We propose that all three District Councils and the Regional Council work collaboratively to create One District Plan. We encourage all Local Councils on the West Coast to join us in leading this positive change.

It is proposed that the following steps be taken to move the project forward:

1. Gain agreement in principle by the interested District Councils to move forward with this project using a collaborative approach, based on this report,
2. Negotiate between interested parties the best framework for governance of the One District Plan project,
3. Form a governance group and make initial decisions, create terms of reference and form other committees,
4. Resource the project; and
5. Complete and agree on a project plan for One District Plan.

The WCRC sees no value in commissioning any further reports prior to the above steps.

Local Government Commission

The West Coast Regional Council has been consulted by the Local Government Commission (LGC) as, we understand, have all of the West Coast Territorial Authorities.

The LGC has no specific influence on what we are proposing with One District Plan but they are advocating efficiency gains in local government on the West Coast. As we understand, the options the Commission are exploring are –

- One unitary council,
- One district council for the region,
- Merging Grey and Westland District Councils; and
- Further enhanced shared services.

The West Coast Regional Council wish to see One District Plan created collaboratively by West Coast local governments as opposed to another less desirable option being forced upon us at a later date. Unfortunately, the latter **is likely** if One District Plan is delayed any further.

To be clear, the One District Plan is not a cover for, or a stepping stone to, an eventual unitary council and it is not 'amalgamation by stealth'. The West Coast Regional Council is advocating for One District Plan in the interests of regional efficiency, cost savings and economic and social development. We see it as a means of controlling our own destiny collaboratively.

Funding One District Plan

It is proposed that each of the District and Regional Councils who agree in principle to the proposal for One District Plan will commit \$25,000 for two years to achieve the project steps outlined above, which will be met dollar for dollar by the Local Government Commission subject to the project plan details. This equates to \$400,000 for two years and would be used to resource the creation of One District Plan, including:

- Collaboration and consultation costs;
- Full time Project Manager with a background in resource management;
- Consultants Reports;
- Legal Advice;
- Other overheads.

The funding by the Local Government Commission is, in our opinion, evidence that they want to encourage positive and collaborative change rather than force change. From our perspective it seems the LGC's bottom line is that they want to see efficiency gains and cost savings, and if we as a region are moving in the right direction they are unlikely to intervene.

Following this report we will be approaching the three District Councils to receive their final direction before moving forward.

Recommendations

1. *That the report is received*
2. *That the Resource Management Committee supports the proposal in principle.*

Hadley Mills

Planning, Science and Innovation Manager

BULLER DISTRICT COUNCIL
FOR THE MEETING OF 22 NOVEMBER 2017

Report for Agenda Item No 5

Prepared by - Rick Barry
- Coordinator Property

Reviewed by - Andy Gowland-Douglas
- Chief Executive

Establishment of Eco Burial/Natural Burial Sites at Orowaiti Cemetery and Agreement in Principle for an Eco Burial/Natural Site Established in Karamea

Report Summary

This report is intended to provide Council with enough information to decide:

- Whether or not to allow, Eco/Natural burials to be performed at an established site in the northern corner of the Westport Orowaiti Cemetery.
- Agree or disagree in principle, that an Eco/Natural Burial site be considered for Karamea.

Draft Recommendation

That this report is received by Council for -

3. Consideration on whether or not Council should proceed with supporting to offer the service of Eco-burials/Natural burials at the Westport Orowaiti Cemetery subject to meeting the requirements of the Burial and Cremations Act 1964, the relevant NZ Standard NZS 9201:Part 14; 1999 and any other relevant legislation.
4. Council agree in principle that an Eco/Natural Burial site be considered for Karamea.

Issues and Discussion

Orowaiti Cemetery

- Eco-burials (also referred to as natural burials) are a form of burial where no chemicals or toxic substances are used to preserve or embalm the body in the burial process.
- The aim of an Eco-burial site is to encourage indigenous restoration. Graves are only single depth and may not be more than 1000mm below ground level, to encourage rapid decomposition.
- The planting of trees or shrubs over the site of burial is common practice for Eco-burials. It is proposed that Orowaiti plots could be marked by a native tree or shrub, selected from a specific list to be supplied by Council.
- The plots would be approximately 2000mm x 3000mm and laid out in a grid formation following a consecutive pattern.
- Plots could be pre-purchased but a specific plot could not be reserved. Plots would be allocated sequentially.
- Memorials such as headstones would not be permitted.
- A site map with plot numbers and location would be positioned near the Eco-burial site. This information would also be available on the Council's website.
- Land at the Orowaiti Cemetery unsuitable for full depth burials has been identified as suitable for Eco/Natural Burial plots.
- The preparation of the deceased prior to burial is specific but no more demanding or expensive than full depth, conventional burials.

Karamea

Mr Hamish Macbeth is requesting Council agree in principle that an Eco-burial/Natural Burial site be considered for Karamea. Mr Macbeth is suggesting Council support the following process:

- Mr Macbeth seeks approval from the Karamea Cemetery Trustees
- The Karamea Cemetery Trustees consult with the Karamea Community
- The Karamea Cemetery Trustees invite suggestions for possible locations
- The Karamea Cemetery Trustees discuss options and relevant actions with Council staff
- The Karamea Cemetery Trustees seek Council approvals for a given site

Considerations

1. Strategic Impact

Supporting Eco-burials/Natural burials could provide the Buller Community with a 'Future Focussed' solution for burials with multiple benefits to the community and environment (Summarised Sec 8).

There is a nationwide trend toward Councils offering Eco-burials/Natural burial service option.

2. Significance Assessment

Orowaiti Cemetery - Eco/Natural burial interments can occur in any existing operational cemetery

Karamea - a new cemetery site would require Resource Consent

3. Risk Analysis

Public perception - different and unfamiliar burial process

Health and safety responsibilities - sexton is comfortable the process is standard practice

Environmental risk - minimal risk if deceased is prepared appropriately for burial

4. Policy/Legal Considerations

Burial and Cremation Act 1964

Local Government Act 2002

Health and Safety at Work Act 2015

Karamea Only - Legalities for new site including Resource Consent

5. Tangata Whenua Considerations

There are believed to be no Tangata Whenua concerns currently. This is actually something likely to be of interest as it is more aligned with traditional cultural burial processes.

6. Views of Those Affected

The Orowaiti Sexton has identified an area of land in the northern corner of the Orowaiti Cemetery that meets attributes necessary for successful Eco-burials/Natural burial plots.

Mr Hamish Macbeth believes the Eco-burials/Natural burial plots would provide an alternative and complementary service for the Karamea community.

7. Costs

Orowaiti Cemetery - The cost to prepare the site at the Orowaiti Cemetery is expected to be covered under the approved 2017/2018 operational budget for cemeteries.

Karamea - There is no initial cost for Council to agree in principle that an Eco/Natural Burial site could be considered for Karamea.

8. Benefits

The use of an area in the Orowaiti Cemetery that is not suitable for full depth interments. Maintenance of the area will be minimal with little to no mowing required after trees have become established. Providing the community with a burial service that is increasingly popular in other districts. No requirement to install and maintain concrete berms for burial plots.

9. Media/Publicity

There may be some media and public interest in the Eco/Natural burial service. The public and media reaction may depend on the delivery of the service offered by the Council.

10. Attachments

Supporting letter from Sexton, Terry Bruning
Request from Mr Hamish Macbeth for Council to 'Agreement in principle to a natural burial site in Karamea'



Proposal to Establish an Eco-burial/Natural Burial Site at the Orowaiti New Cemetery, Westport.

Proposal:

After increasingly being approached and following growing demand in line with a nationwide trend towards the practice of Eco-burials consideration should be made for a proposal to establish a site in the Northern corner of the Orowaiti New Cemetery between the sextons shed and adjacent to an existing area of native bush. This area has existing drainage issues with possible problems digging full depth graves therefore would be ideal for the shallower Eco-burial option.

There will be a requirement for the removal of approximately twelve self-seeded Cheery Trees from this site. Also the need to remove an area containing Knot Weed, Blackberry and Bracken. Once this has been cleared it will be intended to establish this area in native trees and shrubs.

Eco-burials:

Eco-burials (also referred to as natural burials) are a form of burial where no chemicals or toxic substances are used to preserve or embalm the body in the burial process where decomposition is encouraged. The aim of an Eco-burial site is to encourage indigenous restoration. The planting of trees or shrubs over the site of burial is common practice for Eco-burials.

Plots can be pre-purchased but a specific plot cannot be reserved, plots are allocated sequentially. Memorials such as placing headstones on plots are not permitted.

The plots will be laid out in a grid formation and follow a consecutive pattern with the next adjoining plot available allocated. A site map with plot numbers and approximate location will be situated near the Eco-burial site and available on the Council's website.

A plot may be marked more permanently by a native tree or shrub selected from a list supplied by council.

An area may be set aside on the cemetery grounds where a commemorative plaque can be placed.

Criteria for an Eco-burial:

- *Caskets, coffins or body coverings shall be biodegradable, made of untreated wood, and not contain any chemical or substance that prevent breakdown of the materials used.*
- *Caskets and coffin linings are to be biodegradable and not of synthetic fibre.*
- *Caskets and coffin handles and ornamentation are to be removed before burial unless they are biodegradable.*
- *Body coverings or shrouds shall be placed on a solid base of natural untreated timber for burial and firmly fastened to the base to prevent movement of the body when transferring and lowering.*
- *Body coverings or shrouds, including clothes, must be non-toxic and biodegradable including zips, buttons, any personal items or keepsakes to be buried with the body.*
- *Only natural artefacts can be buried with the body.*
- *At the time of interment caskets, coffins, body coverings or shrouds must not be leaking fluids or have an offensive smell.*
- *The body is not to be embalmed or contain any chemicals that would slow or prevent the natural breakdown of the body in the soil.*
- *Burials can be pre-purchased in this area of the cemetery but a specific plot will be allocated in sequence by the council at the time of burial.*
- *Plot size will be 2000mm x 3000mm.*
- *Graves are single depth only and may not be more than 1000mm below ground level.*
- *Council's contractor will prepare the plot for burial and fill in the plot after the funeral service. The family may assist with the fill in but due to Health and Safety regulations cannot assist with the initial digging of the plot. Council's contractor is not available to provide assistance to families during the funeral service.*
- *One untreated wooden marker per burial plot may be placed on the grave at the time or within the first week of the interment. The marker shall be no larger than 150mm x 100mm in size and 250mm above*

ground level. The marker is to be centrally located at the head of the grave. The marker will be removed when the plot is planted with natives.

- *No other markers or ornamentation shall be placed in or on the grave.*
- *The GPS co-ordinates of the eco-burial will be recorded.*
- *Disinterment is discouraged (except as required by law) for natural burials as the state of the body after interment will be such that little or no remains of the body will be recoverable.*

There will also be a need to uproot trees to access and dig the plot, setting back the restoration progress.

The wishes of the deceased to be buried at this specific type of cemetery should be respected.

Green Burials:

The difference between Eco-burials and Green Burials is that Green Burials may take place in any operational cemetery. Green Burials therefore are subject to the same monument rules that apply to other burials in that particular cemetery. The rules prohibiting planting on top of graves in operating cemeteries also apply to Green Burials in those cemeteries. Criteria for a Green Burial:

- *Graves are single depth only and may not be more than 1000mm below ground level.*
- *No chemicals or toxic substances are to be used to preserve or embalm the body in the interment process.*
- *Interment may occur in any operational cemetery.*

Other councils currently operating Eco-burials in the South Island include but not exclusive too are

- *Grey District Council, Westland District Council, Tasman District Council, Nelson City Council, Marlborough District Council, Christchurch City Council, Dunedin City Council, Invercargill City Council*

Benefits to Buller District Council:

- *Use of an area in the cemetery that may not be suitable for full depth interments.*
- *Maintenance of the area will be of a minimum.*
- *Little or no mowing required especially after trees have become established.*
- *Providing a service that is increasingly becoming popular in other districts.*
- *No requirement to install and maintain concrete berms.*

Benefits to the Environment:

- *Eliminates the need to embalm bodies with chemicals like formaldehyde.*
- *More room for natural growth of native trees and shrubs.*
- *Protects and restores permanent habitat for native plants and bird life.*
- *Uses low impact and sustainably harvested materials for burial and rarely requires the need for mowing or fertilizing.*
- *Uses products and practices that use less energy and emit less carbon into the atmosphere.*
- *Prevents toxic chemicals from embalming or casket degradation from contaminating the Earth.*

*Terry Bruning
Sexton*



Requested from Mr Hamish Macbeth for BDC to 'Agreement in principle to a natural burial site in Karamea'

Proposal

Council is being asked to consider in principle the establishment of a Natural Burial site in Karamea. It is noted that coincidentally, a similar request has come from the sexton of the Orowaiti Cemetery in Westport. It is my understanding that the two requests are of a similar nature, and I agree with, and support, sexton Terry Bruning's approach to the Buller District Council.

Background

The Karamea Cemetery Trust manages the Karamea Cemetery for the Buller District Council. It is a registered cemetery reserve, and over the years has amalgamated others in the area including Little Wanganui and the South Terrace.

Our cemetery is a quiet country cemetery with about four burials per year. Our community is proud of its neat appearance, with concrete berms, headstones and well maintained lawn. It is financially sustainable and has capacity for burials at the current rate for another 25 years or so. It needs to acquire adjacent land, ideally, in the near future, to cater for demand in time.

I have been a trustee of the Karamea Cemetery for nine years and my wife Margaret has been one since 1996. Although we have been involved in all aspects of the work involved in this voluntary committee, neither of us has ever intended to be buried in the cemetery, but see it as a vital community function and service. It has always been my intention to be buried, but in a more 'natural' environment.

Over the last few years, I have become increasingly aware of the existence of natural burial sites around the country. The first of these was established in Wellington in 2008 and now about 10% of all burials in Wellington are using the Natural Cemetery.

The criteria are generally as identified in Terry's paper, though may vary from place to place.

The Karamea situation

I am not aware of any other enquiries to date about the need for such a facility in Karamea, but it could be a case of 'build it and they will come'. I have not put this proposal formally to the trustees. Our AGM is usually in October and this item could be canvassed at the meeting, but equally the community could be consulted. It is my expectation that the cost of purchase and maintenance of a plot could be similar to our current costs, or maybe more, depending on finding a suitable site.

Site

There is no capacity at the current site, nor is it an appropriate location. A separate site would need to be identified. Considerations of land status and ownership would probably be most important, and factors such as naturalness, accessibility, topography etc. will need to be assessed. While a desktop study has been undertaken of council reserves, and some on-site inspections have been undertaken, a request to the community might discover other opportunities.

Process from here

While I have been discussing this in general terms with various council staff, Terry's paper has prompted me to begin to formalise the situation. The Karamea option is not as clear-cut or as obvious a solution as that at Orowaiti.

If the council decides that it approves in principle the concept of a natural burial site in Karamea, then I would expect the process from that point might be as follows:

1. Seek approval from the Karamea Cemetery Trustees
2. Consult with the Karamea community
3. Invite suggestions for possible locations
4. Discuss options with council staff
5. Seek BDC approval for a given site

I would endeavour to undertake this work. I am not at this stage speaking on behalf of the Karama Cemetery Trust. I am asking this as an individual, with a good understanding of how the process currently works, and with an objective of providing an alternative and complementary service to our community.

Thank you for your attention to this matter.

Hamish Macbeth

BULLER DISTRICT COUNCIL
FOR THE MEETING OF 22 NOVEMBER 2017

Report for Agenda Item No 6

Prepared by - Tracy Judd
- Senior Animal Management Officer

- Rachel Townrow
- Team Leader Planning and Policy

Reviewed by - Craig Scanlon
- Manager Community and Environment

Adoption of Report Under Section 10A of the Dog Control Act 1996

Report Summary

This report asks Council to adopt the attached report on dog control policy and practices for the 2016/2017 financial year, as required by section 10A of the Dog Control Act 1996 (the Act).

Draft Recommendation

That Council adopts the attached "*Buller District Council Annual Report on Dog Control Policy and Practices 2016/2017*".

Issues and Discussion

Section 10A of the Act requires Council to report on the administration of its dog control policy and practices each financial year. That section specifies certain information that must be included in the report. A draft "*Buller District Council Annual Report on Dog Control Policy and Practices 2016/2017*" (the Report) has been prepared in accordance with the Act. The full text of section 10A of the Act is included in the Report for reference.

Considerations

1. Strategic Impact

The Report can be used to measure the effectiveness of Council's dog control policy and practices, and to inform their review.

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/We Care: Council's dog control service aims to provide a safer district by reducing dog-related offences through the registration of dogs, the education of their owners and the investigation of complaints. The Report provides information about the provision of this service.

4. Risk Analysis

If Council does not adopt a report on its dog control policy and practices for the 2016/2017 financial year, it will not meet the requirements of section 10A of the Act.

5. Policy/Legal Considerations

Preparation and adoption of the Report is required by the Act. Once adopted, the Act requires Council to give public notice of the Report, and send a copy of it to the Secretary for Local Government within one month of its adoption.

6. Tangata Whenua Considerations

No specific considerations have been identified.

7. Views of Those Affected

No persons are considered affected by the preparation and adoption of this Report. Once adopted, public notice will be given of the Report and it will be made publicly available

8. Costs

The biggest resource requirement is staff time to prepare the Report, which comes from existing budgets and workloads. There will also be some costs associated with giving public notice of the Report.

9. Benefits

Adopting the Report will ensure Council meets its obligations under section 10A of the Act.

10. Media/Publicity

There may be some public interest in the information contained in the Report.

As well as providing statistical information as specifically required by the Act, the Report also raises awareness of dog control activities.

Buller District Council Annual Report on Dog Control Policy and Practices 2016/2017

Purpose of Report

Section 10A of the Dog Control Act 1996 (the Act) requires that territorial authorities report annually on specified requirements relating to their dog control policy and practices. This report addresses those requirements. Section 10A of the Act is included in this Report as Annex C.

Policy

Council has a *Dog Control Policy* adopted under section 10 of the Act.

This Policy was originally adopted in 1997 and was reviewed and reaffirmed in August 2004. Provisions relating to enforcement procedures and neutering of classified menacing dogs were added to the Policy in 2006. In 2010 all of Council's policies relating to dog control were combined into one document under the title *Dog Control Policy*. This incorporated the *Spay/Neuter Reduction and Unclaimed Dogs Destruction Fee Policy* into the *Dog Control Policy*.

The Policy identifies dog control areas and places restrictions and requirements on dog owners in regard to:

- Prohibited dog areas
- Leash control areas
- Dog exercise areas
- Conservation prohibited areas
- Menacing dogs

The Policy also contains provisions relating to the issue of infringement notices, delegations and procedures for the return of roaming dogs.

Section 10 of the Act also requires territorial authorities to give effect to their policies on dogs by "*making the necessary bylaws*".

Council has made the *Control of Dogs Bylaw*, which has been adopted from *NZS 9201 Part 12:1999* (the Model General Bylaw produced by Standards New Zealand), with local amendments based on the Policy.

The Bylaw was reviewed and reaffirmed, under section 158 of the Local Government Act 2002, on 10 June 2008. It is due to be reviewed again in

2018, under section 159 of the Local Government Act 2002. Section 10AA of the Dog Control Act requires that policies adopted under the Act be reviewed when the bylaw implementing the policy requires review.

Dog Control Practices

The *Dog Control Policy* and the supporting Bylaw are enforcement tools for ensuring that the legislation is complied with. Day to day dog control is enforced initially through an education policy and only in the event of continued non-compliance are infringement notices or prosecution options pursued.

The majority of the district's dog owners are responsible and compliant. Animal Control Officers have focused on educating the non-compliant owners and while this is more time consuming, we generally achieve a positive result.

An outline of the dog control activities undertaken by Animal Control Officers, entitled "*What Your [Dog] Registration Pays For*" is attached as Annex B. This document is used as an education tool for dog owners.

Public Education and Information

Current activities include recognition for dog owners displaying positive behaviour and provision of information about responsible dog ownership.

Throughout the year Animal Control Officers carried out several micro chipping days in Reefton and Westport. The number of people bringing in their dogs to take advantage of these discounted chipping days has increased each time and feedback shows dog owners appreciate us providing this service.

Animal Control Officers started a Dog Socialisation Group that meets once each week at the Westport Domain. The group is designed to get dogs socialised and owners educated. This has turned out to be very popular with the group growing every week and there has been very positive feedback from participants.

Officers have carried out several dog safety education visits this year.

Each year as part of the Westport A & P show Animal Control Officers run a Mutt Dog Show. Each year this show grows in entries and spectators. It is a popular, fun and positive community event and Officers have been asked to run the same show in Reefton as part of their A & P show.

Statistical Information

Attached as Annex A is the statistical information required to be reported on under section 10A(2) of the Act.

Outcomes of the Report

This report is required to be adopted by Council and publicly notified before a copy is sent to the Secretary for Local Government.

Annex A - Dog Control Statistics for the 2016/2017 Financial Year

	2015/16	2016/17
Number of registered dogs	2,252	1,983
Number of probationary owners	0	0
Number of disqualified owners	0	1
Number of dogs classified dangerous under Section 31 1B due to sworn evidence	4	2
Number of dogs classified as menacing under Section 33C (by breed)	3	5
Number of dogs classified as menacing under Section 33A 1 (b) (l) (by threat)	1	0

Number of infringement notices issued for:

	2015/16	2016/17
Failing to register a dog	17	31
Failure to comply with menacing classification	0	2
Failure to comply with dangerous classification	0	1
Failure to keep dog under control	3	1
Failure to comply with Bylaw	0	0
Total Infringement Notices	21	35

Number of dog related complaints consisting of:

	2015/16	2016/17
Barking complaints	89	76

Dogs impounded - wandering dogs	177/50	144/47
Dog/s attack stock/domestic pets /poultry/wildlife	9	23
Dog/s attack wildlife	13	0
Dog/s attack on people	3	7
Aggressive dog behaviour/rushing	53	43
Miscellaneous (including lost, found, neglected and defecating dogs)	250	204
Total Dog Related Complaints	585	497

There were no prosecutions in the 2016/2017 financial year.

WHAT YOUR REGISTRATION PAYS FOR

Response to Complaints

Barking
Wandering
Attacks on people
Attacks on stock
Animal welfare concerns

Impounding Service

Maintenance of Pound facilities Westport
Portable traps and cages
Extensive Re-Homing of dogs
Destruction of unwanted dogs
Catching equipment and safety equipment

Enforcement Activity

Property inspections
House to house registration checks
Issuing permits
Court costs
Dangerous/Menacing dog classification and follow ups
Issue and processing of infringement fines

Annual Costs

Two officers covering Westport, Karamea, Reefton, Punakaiki & Springs
Junction
Registration tags/forms/postage
Pamphlets– forms, advertising
Vehicle maintenance, replacement, mileage
Maintenance of National Dog Database

Associated Costs

Maintenance of dog register
Office space, computer system
Phones and on call numbers
Maintenance of signs
Secretarial work
Ranger education
Public information

DOGS NEED TO BE REGISTERED BEFORE 12 WEEKS OF AGE

Annex C – Extract from Dog Control Act 1996

Section 10A Territorial Authorities must report on dog control policy and Practices

- (1) A territorial authority must, in respect of each financial year, report on the administration of –
 - a. Its dog control policy adopted under Section 10; and
 - b. Its dog control practices.
- (2) The report must include, in respect of each financial year, information relating to –
 - a. The number of registered dogs in the territorial authority district;
 - b. The number of probationary owners and disqualified owners in the territorial authority district;
 - c. The number of dogs in the territorial authority district classified as dangerous under Section 31 and the relevant provision under which the classification is made;
 - d. The number of dogs in the territorial authority district classified as menacing under Section 33A or Section 33C and the relevant provision under which the classification is made;
 - e. The number of infringement notices issued by the territorial authority;
 - f. The number of dog related complaints received by the territorial authority in the previous year and the nature of those complaints;
 - g. The number of prosecutions taken by the territorial authority under this Act.
- (3) The territorial authority must give public notice of the report –
 - a. By means of a notice published in –
 - i. 1 or more daily newspapers circulating in the territorial authority district; or
 - ii. 1 or more other newspapers that have at least an equivalent circulation in that district to the daily newspaper circulating in that district; and
 - b. By any means that the territorial authority thinks desirable in the circumstances.

- (4) The territorial authority must also, within 1 month after adopting the report, send a copy of it to the Secretary for Local Government.

BULLER DISTRICT COUNCIL

FOR THE MEETING OF 22 NOVEMBER 2017

Report for Agenda Item No 7

**Prepared by - Haidee Ward
- Co-ordinator Transport**

**Reviewed by - Tony Robertson
- Manager Utilities and Services**

Temporary Road Closure for Ulysses Motorcycle Club's Annual Toy Run

Report Summary

The Ulysses Motorcycle Club - Buller Branch has requested the following temporary road closure for the Annual Motorcycle Toy Run on Saturday 2 December 2017 from 11.30am - 1.00pm for public safety and to accommodate extra parking for a large number of participating motorcyclists –

Lyndhurst St between West Coast Brewery and Palmerston St

A Traffic Management Plan will be submitted and traffic management controls will be implemented to ensure the public safety. Alternative routes will be available via Henley Street and Brougham Street. The road closure and alternative routes will be advertised in the local newspaper. No businesses will be directly affected by this closure.

Draft Recommendation

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

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 Toy Run is a nationally recognised memorial that has historically been very well supported by the Buller community.

2. Significance Assessment

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

3. Risk Analysis

Traffic Management is mandatory and is expected to mitigate 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 and the community in general actively support this remembrance parade actively.

7. Costs

Council's costs are an advertisement in the local newspaper, the processing of the Traffic Management Plan provided by Electro Services and staff time involved in processing the permission request.

8. Benefits

The Toy Run is well received and supported actively by ratepayers and the Buller community. This is an excellent opportunity to support the less fortunate children in the community.

9. Media/Publicity

The local media supports this annual tradition as being a newsworthy event. It is expected that the publicity reported will be of a positive nature.

BULLER DISTRICT COUNCIL

FOR THE MEETING OF 22 NOVEMBER 2017

Report for Agenda Item No 8

Prepared by - Haidee Ward
- Co-ordinator Transport

Reviewed by - Tony Robertson
- Manager Utilities and Services

Temporary Road Closure Requests for Community Events

Report Summary

Council have been approached by the Westport Rotary Club and Buller REAP to close a portion of Palmerston Street for the Annual Christmas Parade which this year is being held in conjunction with the Fusion Multi-Cultural Festival on Saturday 9 December 2017.

The Westport Christmas Street Parade is an annual event. This year the Westport Rotary Club and Buller REAP have requested on behalf of the Westport community, for the road closure of Palmerston Street between Henley Street and Wakefield Street on Saturday 9 December 2017. Time of closure: from 11am - 12pm.

An alternative route will be available via Russell Street.

Also requested on the same day is the closure of Lyndhurst Street in conjunction with the Fusion Multi-Cultural Festival, from Palmerston Street to Russell Street. Also requested is the additional lengthening of closure time for Palmerston St, bus bay. Time of closure: from 11am - 3.45pm.

A State Highway closure request has been approved by the NZTA, for the portion of Palmerston Street between Brougham Street and Wakefield Street from 11am - 12pm. Alternative routes are available via Adderley, Russell and Rintoul Streets.

Draft Recommendation

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

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 requested road closure is expected to enhance the vibrant diversity of the district, stimulating the positive culture and community spirit that the Council is endeavouring to promote. It is expected that this event will be well supported by the Buller community.

2. Significance Assessment

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

3. Risk Analysis

Traffic Management is mandatory and is expected to mitigate 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.

This event has been advertised by the NZTA 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 and the community in general actively support this parade.

7. Costs

Council's costs are an advertisement in the local newspaper, the processing of permission requests.

8. Benefits

This community event is well received and supported actively by the Westport Ratepayers and the Buller Community. Visitors to the district also engage positively in this event which also benefits the community profile.

9. Media/Publicity

The local media supports this annual tradition as being a newsworthy event. It is expected that the publicity reported will be of a positive nature.

BULLER DISTRICT COUNCIL
FOR THE MEETING OF 22 NOVEMBER 2017

Report for Agenda Item No 9

Prepared by - Dean Phibbs
- Manager Corporate Services

Reviewed by - Andy Gowland-Douglas
- Chief Executive

Buller Holdings Ltd - Financial Report to 30 September 2017

Report Summary

This report presents the quarterly (unaudited) financial statements for the three month period ended 30 September 2017 including the budget for this period. The report also presents results against the Statement of Intent targets which are non-financial measures.

Draft Recommendation

1. That the interim Financial Report be received for information and discussion.
2. That the Finance and Audit Committee recommends the Financial Report for the quarter ended 31 March 2017 be received from Buller Holdings Limited is accepted by Council.

Issues and Discussion

This report is presented to Council to monitor Buller Holdings Limited (BHL) financial results.

The Council owns 100% of the shares in BHL, therefore BHL is deemed to be a Council Controlled Organisation.

Commentary on the results of each area of BHL operations which are Westport Harbour Limited, WestReef Services Limited, Buller Recreation Limited (trading as the Pulse Energy Recreation Centre) are set out in the accompanying report. This information should be read in conjunction with the financial statements to provide detail about the group reported results. The Group posted a surplus of \$146,000 for the first quarter against a budgeted surplus of \$70,000.

Considerations

1. Strategic Impact

BHL is a holding company that was set up to provide a commercial focus in the governance and management of the Council's commercial assets. The aim of the group is to operate as a successful company and provide a competitive rate of return on the investments of the company.

2. Significance Assessment

The significance and engagement policy sets out the criteria and framework for a matter or transaction to be deemed significant. The content included in this report is not considered significant by nature.

3. Values

The Council values are future focussed, community driven, one team, integrity and we care. Monitoring the performance of BHL is important. The strong performance of BHL is integral to ensuring Council can fund current and future services for the community.

4. Risk Analysis

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

This report provides oversight of the financial operations of BHL, but does not elaborate on other risks which may be present with those operations risk is mitigated by engaging suitably qualified Directors to oversee the operations of the group, and to have a dedicated Committee of Council to oversee and report upon the operations of the group. This Committee is the Council Controlled Trading Organisations Committee.

Financial risk is mitigated when the results of operations are reported on and understood by staff and governance, and provision of the interim report to the Finance and Audit Committee, then to all of Council is made.

- 5. Policy/Legal Considerations**
BHL is required to provide quarterly financial results by Council as stipulated in Council's Long Term Plan.
- 6. Tangata Whenua Consultation Considerations**
The contents of the report are not a matter requiring consultation with Tangata whenua.
- 7. Views of Those Affected**
The provision of services through the holdings company model and the type and nature of those services are consulted upon annually as part of the Annual Plan of Council.
- 8. Costs**
There are no extraordinary costs included in the attached reports, nor is there any additional costs raised due to the submission of this report.
- 9. Benefits**
The benefits of reviewing a quarterly report is the financial results are monitored at a Council wide level on a regular basis.
- 10. Media/Publicity**
There are no media or publicity opportunities with this report.

Financial Report (unaudited)

For

Buller Holdings Ltd

For the Period Ending 30 September 2017

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Statement of Changes in Equity	10
Statement of Cash Flows	11
Statement of Financial Position	13

Directors Report to the shareholders of Buller Holdings Ltd on the financial performance for the three months to 30 September 2017:

Commentary:

Work is proceeding towards redundancy of Harbour staff with the Kawatiri having been placed for sale. The Kawatiri is scheduled to go on the 'slip' and have R&M undertaken along with some possible dredging outwork to be undertaken in Nelson throughout October. Looking ahead work will continue towards Christmas with closure.

WestReef workload continues to consist largely of the NZTA NOC and BDC maintenance contracts. The Paparoa Track contract and other environmental projects are also contributing well. The main portion of capital work is yet to be provided for from BDC however indications are that it will be a full schedule moving through the remaining portion of the year.

Rebranding of the ex. Solid Energy centre to Pulse Energy Recreation Centre has been undertaken successfully and has proceeded well throughout September. Energy usage has been maintained/reduced despite price increases. It is encouraging to see this trend continue.

The resignation of Stephen Lowe from the role of CEO Buller Holdings Ltd (BHL) followed by the resignation of Glenn Irving from the role of General Manager Buller Recreation Ltd (BRL), has caused a rethink of the role of CEO BHL.

The new role will now be responsible for the day to day management of BRL and as well as the role of CEO BHL. The General Manager of Westreef Services Ltd will report to the CEO BHL. Recruitment for the new role is underway.

Statement of Intent Targets:

The targets as set out in the individual statements of intent for each subsidiary are shown below with an update of progress:

Buller Holdings Limited

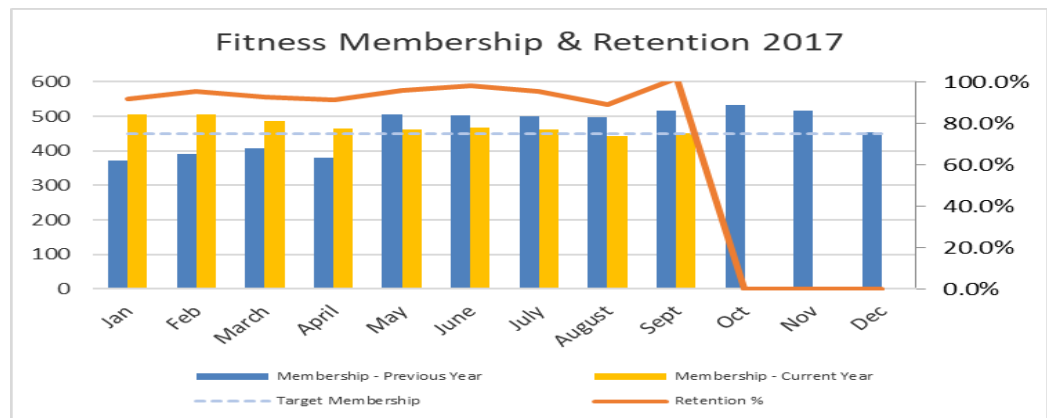
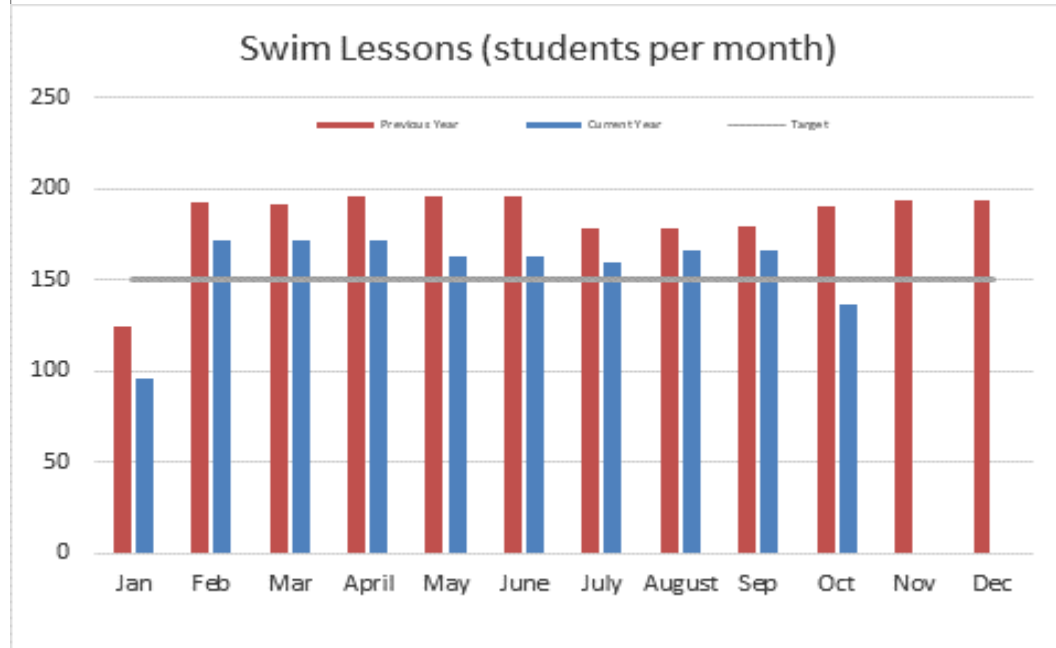
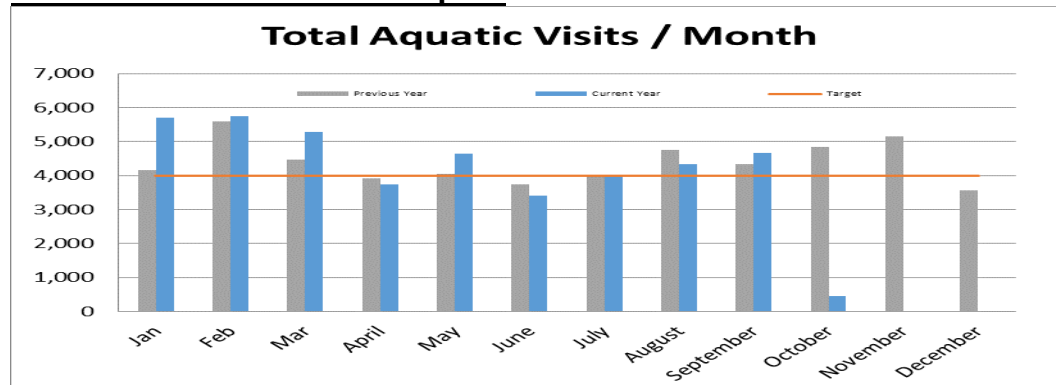
Performance Measure	Target	Achievement
Health & Safety	Total recordable injury frequency rate (per 1,000,000 hr) Serious Harm Incidents	0.00 Nil
Operational	The Board of Directors will meet with the Buller District Council CCTO committee on a formal basis: (per/year) The Buller Holdings Chief Executive will provide a formal and or informal report to Council as requested The Chief Executive of Buller Holdings Ltd will meet with the Chief Executive of Buller District Council when requested	3 No reports requested during period. 1
Financial (Parent) (000's)	Revenue \$507,784 Expenditure \$509,701 Return on revenue 0% Ratio of shareholders' funds to total assets 60%	\$140,000 YTD \$129,000 YTD 9% 87%
Financial (Group) (000's)	Group Revenue \$12,447 Group Expenditure \$12,866 EBITDA \$950 Provision for Capex \$509 Return on Revenue -3% Forecasted distribution to shareholders \$910	33% 31% -44% \$611 YTD On track

Buller Recreation Ltd

Performance Measure	Target	Achievement
Financial (000's)	Revenue \$656 per annum Expenditure \$2,146 per annum Ratio of Shareholders funds to total Assets > 60%	36.8% YTD 24.8% YTD 81% YTD
Fitness membership	Average membership over 12 month period 455 Average retention rate over 12 Month period >75%	479 94%
Aquatic Centre Usage	4040 visits per month (12 month average) 150 swimming students (averaged 4 swimming terms)	4,589 for last 12 months 169 average
Safety	Nil serious harm incidents to customers or staff LTI = 0 0 Employee TRIFR	Nil 0 0
Work Environment	Maintain regular communication with all employees through weekly emailed updates and meetings with all staff every 4 months Review the succession plan for key positions and identify training needs and actions for the next 12 months Complete annual review process with all staff Undertake staff satisfaction survey every second year benchmark	Achieved. One Meeting held Not Achieved Yet Under way Completed in September 2016

Asset Management	Complete review of the Asset Replacement Schedule annually Complete maintenance and replacement in accordance with AMP (monitor Monthly)	Completed Achieved
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Buller Recreation Trend Graphs:



WestReef Services Ltd

Performance Measure	Target	Achievement
Financial (000's)	Achieve a pre-tax operating profit 13% of gross revenue Grow revenue from competitively procured work – target 40% of gross revenue Ratio of Shareholders Funds to Total Assets = 60% Revenue \$9,771 Expenditure \$8,543 Net Operating Surplus \$1,228 Provision for Capex \$466	9% YTD 66% YTD 62% YTD 32% YTD 34% YTD 24% YTD 107% YTD
Operational	Employee satisfaction-Employee turnover < 15% per annum Renewal of TQS1 certification Client satisfaction-Min 12 meetings per year	Achieved Achieved 3 YTD
Employee Development and Satisfaction	Undertake staff satisfaction survey (2 Yearly) Weekly department staff meetings	Survey completed October 2016 Achieved
Health & Safety	Lost time incidents -Nil Serious harm Accidents - Nil TRIFR -per 1,000,000 hr	1 YTD Nil 58.5
Community	Support minimum 15 Community Activities	9 YTD
Environmental	Number of Enforcement Notices= Nil	Nil - Achieved

Westport Harbour Ltd

Performance Measure	Target	Achievement
Financial (000's)	Net Operating Surplus \$-1.056 Revenue \$611 Expenditure \$1.667 Provision for Capex -nil	9% YTD 50% YTD 16% YTD 110% YTD
Operational	Maintain bar depth greater than 2.0 metres at chart datum Maintain sufficient depths for vessel requirements at all wharves and jetties within the Harbour	Achieved Achieved
Health & Safety	Approved MNZ Safety Management System Serious Harm Incidents – Nil TRIFR (per 1,000,000 hr)- Nil	Achieved Achieved Achieved
Environment	Number of Enforcement notices-Nil Incidents leading to pollution of Harbour – Nil Oil Spill Response- Maintain MNZ Stock	Achieved Achieved Achieved
Community	Buller Fisherman's Association, meetings per year- 2	Not achieved

Brian Wood
Chairman

STATEMENT OF FINANCIAL PERFORMANCE

For the period ending 30 September 2017

	ACTUAL	BUDGET	ACTUAL	BUDGET
	GROUP	GROUP	PARENT	PARENT
	\$000	\$000	\$000	\$000
Revenue	4,223	3,442	140	137
Expenses	4,077	3,372	129	127
	146	70	11	10
Subvention payment Received	-	-	200	-
OPERATING SURPLUS/(DEFICIT) before taxation	146	70	211	10

For the period ending 30 September 2016

	ACTUAL	BUDGET	ACTUAL	BUDGET
	GROUP	GROUP	PARENT	PARENT
	\$000	\$000	\$000	\$000
Revenue	3,343	3,257	140	137
Expenses	3,290	3,603	111	134
	53	-346	29	3
Less Subvention payment made	-	-	-	-
OPERATING SURPLUS/(DEFICIT) before taxation	53	-346	29	3

STATEMENT OF CHANGES IN EQUITY

For the period ending 30 September 2017

	Actual Group			Actual Parent		
	Share Capital	Retained Earnings	Total Equity	Share Capital	Retained Earnings	Total Equity
	\$000	\$000	\$000	\$000	\$000	\$000
Opening balance 01 July 2017	19,173	-4543	14,630	19,173	-3,103	16,070
Profit for the period	-	146	146	-	211	211
	19173	-4,396	14,811	19,173	-2,892	16,281
Transactions with owners, recorded directly in equity						
Issued capital	35	-	35	-	-	-
Rounding	-	-	-	-	-	-
	-	-	-	-	-	-
Closing balance 30 September 2017	19,208	-4,396	14,811	19,173	-2892	16,281

For the period ending 30 September 2016

	Actual Group			Actual Parent		
	Share Capital	Retained Earnings	Total Equity	Share Capital	Retained Earnings	Total Equity
	\$000	\$000	\$000	\$000	\$000	\$000
Opening balance 01 July 2016	19,131	-3,001	16,130	19,130	-3,433	15,699
Rounding	-	-	-	-	-	-
Profit for the period	-	53	53	-	29	29
	19131	-2,948	16,183	19,130	-3,404	15,728
Transactions with owners, recorded directly in equity						
Issued capital	-	42	42	-	-	-
Less dividend paid to shareholders	-	-	-	-	-	-
	-	-	-	-	-	-
Closing balance 30 September 2016	19,131	-2906	16,225	19,131	3,404	15,728

STATEMENT OF CASH FLOWS

For the period ending 30 September 2017

	GROUP \$000	PARENT \$000	GROUP \$000	PARENT \$000
CASH FLOWS FROM OPERATING ACTIVITIES	2017		2016	
Cash was provided from:				
Management fees	258	82	224	89
Receipts from Customers	4,799	76	4,049	69
Other Income	0	11	0	25
Interest received	0	4	3	1
	<u>5,057</u>	<u>173</u>	<u>4,276</u>	<u>185</u>
Cash was distributed to:				
Payments to suppliers and employees	3,906	259	4,269	247
Interest paid	-	-	-	-
	<u>3,906</u>	<u>259</u>	<u>4,269</u>	<u>247</u>
Net cash inflow/(outflow) from operating activities	<u>1,151</u>	<u>(86)</u>	<u>7</u>	<u>(63)</u>

CASH FLOWS FROM INVESTING ACTIVITIES

Realisation of term investments	-	-	-	-
Proceeds from sale of fixed assets	2	-	-	-
Loan repayments	-	-	-	3
	2	-	-	3
Cash was applied to:				
Term investments	1,200	-	1,000	0
Repayment of loan	20	-	20	-
Purchase of fixed assets	611	-	52	-
	1,831	-	1,072	-
Net cash inflow/(outflow) from investment activities	-1,829	3	-1,072	3

CASH FLOWS FROM FINANCING ACTIVITIES

Cash was provided from:				
Subvention received	-	200	-	-
Share Issue	35	35	-	42
	35	235	-	42
Cash was applied to:				
Dividends paid	-	-	-	-
Share Issue	-	35	42	42
Subvention payment made	-	-	-	-

Inter Company Loan

	-	-	-	100
	-	35	42	142
Net cash inflow/ (outflow) from financing activities	35	200	42	100
Net increase in cash held	-643	117	-1,023	-160
Add opening cash as at 1 July 2017	2,198	98	2,564	586
Closing cash balance	1,554	215	1,541	426
Made up of:				
Bank	1,554	215	989	102
Closing cash balance	1,554	215	989	102

STATEMENT OF FINANCIAL POSITION
As at 30 September 2017

	Group	Parent	Group	Parent
	\$000	\$000	\$000	\$000
EQUITY	2017	2017	2016	2016
Share capital	19,208	19,173	19,131	19,131
Accumulated Funds	146	211	53	29
Retained earnings	-4,543	-3,103	-2,959	-3,434
	14,811	16,281	16,225	15,726
REPRESENTED BY:				
ASSETS				
Current Assets				
Cash and short term deposits	1,554	215	1,306	191
Receivable and prepayments	1,726	48	1,344	54
Inventories	223	0	333	0
Short Term Investments	1,200	0	1,236	236
Distribution Receivable	0	0	0	0
Other	0	445	0	157
Total current assets	4,703	708	4,219	638
Non-current assets				
Deferred tax	0	21	190	16
Fixed assets	17,412	380	18,081	380
Goodwill	389	0	389	0
Investment in Subsidiaries	0	17,614	0	17,572
Total non-current assets	17,801	18,015	18,660	17,968

Total non-current assets	17,801	18,015	18,660	17,968
Total Assets	22,504	18,723	22,879	18,606
LIABILITIES				
Current liabilities				
Payables and accruals	1,581	69	822	64
Employee entitlements	854	9	826	52
Provision for Subvention	1,203	0	400	400
Total current liabilities	3,638	78	2,048	516
Non current liabilities				
Deferred Tax	1,635	0	2,117	0
Buller District Council and EECA Loan	2,420	2,364	2,489	2,364
Total non-current liabilities	4,055	2,364	4,606	2,364
Total liabilities	7,693	2,442	6,654	2,880
Net Assets	14,811	16,281	16,225	15,726

BULLER DISTRICT COUNCIL

FOR THE MEETING OF 22 NOVEMBER 2017

Report for Agenda Item No 10

Prepared by - Lynn Brooks
- Management Accountant

Reviewed by - Dean Phibbs
- Manager Corporate Services

Financial and Non-Financial Performance and Capital Report for 30 September 2017

Report Summary

To provide Council with a financial and non-financial performance update for the quarter ending 30 September 2017.

Draft Recommendation

That the report be received for information.

1. ANALYSIS AND DISCUSSION: QUARTERLY REPORTS

1.1 Statement of Financial Performance

Operating Result

Council has budgeted for a first quarter deficit of (803,000). The actual result is a deficit of (\$634,000) which is a favourable difference of \$169,000. Analysis of the quarter result is detailed below.

Operating Revenue

Overall operating revenue totals \$5.2 million compared to a budget of \$5.2 million. There were a number of small variance that offset each other to contribute to result that is on budget.

Operating Expenditure

Operating expenditure totals \$5.9 million compared to a budget of \$6.0 million.

The favourable variance is \$170,000 and includes:

Other expenses were \$183,000 lower than budgeted. This is made up of a timing in the payment of insurance premiums of \$284,000 which were budgeted for September but paid in October. This is offset by \$50,000 in additional power costs for the quarter attributable to Westport water. The balance is made up of a number of minor variances.

1.2 Statement of Financial Position

Net debt (being external debt less term deposits) remained stable since the end of the last financial year. However, debt is expected to increase by the end of the financial year to fund some of Council's significant capital projects including Westport water.

1.3 Cash Flow Statement

Net operating cash flow of \$1.4 million remains positive during the period to 30 September 2017. This was offset by fixed asset purchases \$1 million. Overall Council's cash position increased by \$0.4 million.

1.4 Dashboard - Financial Performance Indicators

Activity			Comment
	Revenue	Expenditure	
Democracy	●	●	
Property Amenities and Reserves	●	●	
Economic Development, Tourism and Museum Support	●	●	
Community Services	●	●	
Regulatory	●	●	
Roading	●	●	
Solid Waste	●	●	
Support	●	●	
Wastewater	●	●	
Water	●	●	Electricity costs over budget for Westport water
Airport	●	●	

Achieved

Not Achieved

2. DASHBOARD - Non-Financial Performance Measures







2.1 Background






A well balanced reporting system will include both financial and non-financial measures. Ideally non-performance reporting measures should provide information on key risk areas for Council to enable it to more effectively manage those risks.


The following table of non- performance measures was developed to help monitor key risk areas of Council and to help monitor organisational efficiency within Council.

DASHBOARD

– Non-Financial Performance Measures

Activity	No.	Measure	Target	Achieved / Not Achieved	Commentary
Regulatory					
Building	1	Ensure quality assurance requirements for building consent authorities are met as required by regulation 17 of the Building Consent Authorities Regulations 2006	Continue to retain accreditation by passing ANZ Audits		Audits are carried out on a 2 yearly basis. Staff are currently preparing for an upcoming audit in December 2017
Resource Management	2	Process non-notified resource consents within statutory deadlines	100% of consents processed within statutory timeframes		100% Compliance. There have been 12 resource consents completed since June 2017 (2016: 60 consents)
Emergency Management	3	Maintain 3 teams of trained civil defence volunteers	30 trained volunteers (3 teams)		100 volunteers. Focus is on increasing participation in Reefton
Water Supplies					
All Water Supplies	4	Safety of drinking water	Meets 100% bacteria/ protozoa compliance criteria		Westport & Reefton meet standard Punakaiki has not achieved 100% compliance.
Westport Water	5	Maintenance/renewal of water reticulation main	Number of shutdowns for Westport water trunk main		1 shutdown of the Westport Carters Beach main
Wastewater / Sewerage					
All Sewerage Systems	6	Provide adequate capacity by measuring how often does the sewer overflows	less than 5 dry weather sewage overflows from Councils sewerage system per 1,000 sewerage connections		No overflows

Stormwater					
All Stormwater Systems	7	Provide adequate capacity by measuring for each flood event the number of habitable floors affected.	No more than 5 houses inundated by stormwater flooding per event per 1,000 properties connected to Councils stormwater system		No flooding
Solid Waste					
Solid Waste (Litter)	8	Provide adequate capacity for the collection of litter	The number of extra litter bin empties by the contractor above that provided for in the contract with Council		1st quarter 106 bins
Other Key Areas					
Health & Safety	9	To comply with Health and Safety policies and legislation by monitoring incidents and lost time due to work related accidents for Buller District Council and Buller Holding Subsidiaries	No incidences or lost time from work related accidents for Council and subsidiaries.		BDC: injury 0, non injury 0, lost time 0 days
Health & Safety	10	To comply with Health and Safety policies and legislation.	Setup systems, procedures and policies to comply with legislation (commentary on progress required).		Council has achieved primary accreditation with ACC. Health and safety gap analysis report prepared.
All Activities	11	Commitment to customer service as measured by the number of complaints or actions required as measured by the number of service level requests outstanding in Council and subsidiaries	Number and type of service level requests outstanding for Council and subsidiaries.		Council currently has completed and closed 163 service requests since June 2017. There are currently 45 outstanding for various reasons including ongoing monitoring.

Westport Airport Authority	12	Passenger numbers remain high enough to continue a viable air passenger service to and from Westport.	Level of passengers does not drop below the level as stipulated in the contract between Council and the airline.		Achieved
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3. CONSIDERATIONS

3.1 Strategic Impact

The quarterly financial reports provide an overview of Council's financial performance and position during the financial year. This allows Council to monitor trends and evaluate progress against the strategies, financial budgets and service delivery adopted in the 2015/2025 Long Term Plan and subsequent 2017/2018 Annual Plan.

3.2 Significance Assessment

The Significance and Engagement Policy sets out the criteria and framework for a matter or transaction to be deemed significant. The content included in this report is not considered significant for the purpose of public consultation but is an important component of monitoring progress against the 2017/2018 Annual Plan.

3.3 Values Assessment

The Buller District Council's values are: One Team; Community Driven; We Care; Future Focussed; and Integrity.

Public reporting of Council's performance against budgets and key performance indicators encourages open and honest discussion and decision making.

3.4 Risk Analysis

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

Council prepares financial budgets to balance income and spending for each financial year. Budgets are based on the best information available at the time but subsequent financial performance will be affected by events outside Council's control during the year. Regular monitoring of financial performance reduces the risk of financial pressure on Council because income and expenditure variances are identified early and mitigating actions can be put in place as required.

3.5 Policy/Legal Considerations

The Local Government Act (2002) and associated regulation govern the activities of Buller Council including preparation of Long Term and Annual Plans, financial prudence requirements and annual financial reporting.

The terms of reference of Finance and Audit Committee include monitoring financial performance to budgets.

3.6 Tangata Whenua Considerations

Not applicable.

3.7 Views of Those Affected

Council's financial budgets are consulted on with the community during Long Term and Annual Plan processes.

3.8 Costs

Because this report is for information purposes it does not generate activity or any associated costs.

3.9 Benefits

The benefits of a quarterly financial reporting regime include early identification of budget variances and intervention measures at a Council wide level.

3.10 Media/Publicity

There are no media or publicity opportunities with this report.

**STATEMENT OF COMPREHENSIVE REVENUE & EXPENSE
FOR THE 3 MONTHS ENDED 30 SEPTEMBER 2017**

	Parent		
	Sep-17 Actual \$000	Sep-17 Budget \$000	2017/2018 Budget - Full Year \$000
OPERATING REVENUE			
General Rates	2,070	2,080	8,314
Targeted Rates (excluding Metered Water)	1,375	1,379	5,517
Metered Water Charges	28	51	204
Rate Penalties	57	38	150
Subsidies and Grants	681	641	4,442
Dividend & Subvention Revenue	0	0	910
Investment Revenue	151	138	636
Development and Financial Contributions	13	26	105
Fees & Charges	851	874	3,091
Vested Assets	0	0	101
Total Operating Revenue	5,226	5,227	23,470
OPERATING EXPENDITURE			
Employee Costs	1,205	1,165	4,658
Depreciation & Amortisation	1,349	1,325	5,462
Finance Costs	241	292	1,115
Other Expenses	3,065	3,248	11,499
Assets Written Off	0	0	350
Total Operating Expenditure	5,860	6,030	23,084
Net Surplus (Deficit) Before Taxation	(634)	(803)	386
Income Tax Expense	0	0	0
Net Surplus (Deficit) After Taxation	(634)	(803)	386
Other Comprehensive Revenue & Expenses			
Increase/(decrease) in Infrastructure Revaluation Reserves	0	0	0
Total Comprehensive Revenue & Expenses	(634)	(803)	386

**STATEMENT OF CHANGES IN EQUITY
FOR THE 3 MONTHS ENDED 30 SEPTEMBER 2017**

	Parent		
	Sep-17 Actual \$000	Sep-17 Budget \$000	Full Year 2017/2018 Budget \$000
Equity as at 1 July	318,476		325,979
Total Comprehensive Revenue and Expense	(634)		386
Total Equity at End of Period	317,842		326,365
Components of Equity			
Accumulated Funds	168,807		166,725
Reserves	4,992		5,385
Asset Revaluation Reserve	144,043		154,255
Total Equity at End of Period	317,842		326,365

**STATEMENT OF FINANCIAL POSITION
AS AT 30 SEPTEMBER 2017**

	Parent		
	Sep-17 Actual \$000	2016/2017 Actual \$000	2017/2018 Budget - Full Year \$000
CURRENT ASSETS			
Cash and Cash Equivalents	3,653	3,245	1,030
Trade and Other Receivables	2,825	4,518	4,858
Inventories	13	11	13
Other Current Assets	22	35	35
Short Term Investments	14,998	12,684	13,784
Assets Held for Sale	161	161	0
Total Current Assets	21,672	20,654	19,720
NON CURRENT ASSETS			
Investment in Council Controlled Organisations	19,591	19,576	20,035
Other Investments	497	2,753	0
Investment Property	7,687	7,687	7,568
Infrastructural Assets	275,924	276,324	294,822
Other Non Current Assets	21,075	21,170	19,595
Intangible Assets	90	106	50
Total Non Current Assets	324,863	327,616	342,070
Total Assets	346,535	348,270	361,790
CURRENT LIABILITIES			
Trade and Other Payables	1,827	3,018	3,982
Derivative Financial Instruments	0	0	55
Employee Entitlements	690	580	451
Provisions	35	35	0
Current Portion of Term Debt	8,490	8,510	107
Total Current Liabilities	11,043	12,143	4,595
NON CURRENT LIABILITIES			
Derivative Financial Instruments	756	756	1,100
Provisions	1,566	1,566	1,483
Bond Deposits	82	83	82
Employee Entitlements	246	246	140
Term Debt	15,000	15,000	28,025
Total Non Current Liabilities	17,650	17,651	30,830
EQUITY			
Accumulated Funds	168,807	169,441	166,725
Reserves	4,992	4,992	5,385
Asset Revaluation Reserve	144,043	144,043	154,255
Total Equity	317,842	318,476	326,365
Total Liabilities & Equity	346,535	348,270	361,790

**STATEMENT OF CASHFLOWS
FOR THE PERIOD ENDING 30 SEPTEMBER 2017**




	Parent	
	Sep-17 Actual \$000	2016/2017 Budget - Full Year \$000
CASHFLOWS FROM OPERATING ACTIVITIES		
Cash was provided from:		
Rates	3,943	13,981
Other Revenue	2,104	7,532
Interest Received	151	636
Dividends & Subvention Payments Received	0	1,220
	6,196	23,369
Cash was applied to:		
Payments to Suppliers and Employers	4,463	17,227
Interest Paid	241	1,115
Net GST Movement	15	0
	4,719	18,342
Net Cash From Operating Activities	1,477	5,027
CASHFLOWS FROM INVESTING ACTIVITIES		
Cash was provided from:		
Sale of Investment Property	0	100
Investment Realised	3,683	0
	3,683	100
Cash was applied to:		
Purchase of Fixed Assets	973	7,225
Purchase of Investments	3,758	500
Purchase of Equity Investments	0	35
	4,731	7,760
Net Cash From Investing Activities	(1,048)	(7,660)
CASHFLOWS FROM FINANCING ACTIVITIES		
Cash was provided from:		
Loans Raised	0	2,585
Cash was applied to:		
Repayment of loans	20	107
Net Cash From Financing Activities	(20)	2,478
NET INCREASE (DECREASE) IN CASH	408	(155)
OPENING CASH AS AT 1 JULY	3,245	1,185
CLOSING CASH AS AT 31 MARCH 2017	3,653	1,030

4. CAPITAL PROJECTS

4.1 Financial Operational Performance Indicators

	Income
Budget	\$2,192,371
Projected Income	\$2,063,834
Total Variance	\$128,537 under budget

4.2 Income Variance Explanations

Income	
	Overview Total projected external funding for drinking water projects is predicted to be \$402,638 under budget, and the NZTA funding is expected to be \$274,101 over budget at end of year.
	New Zealand Transport Agency Funding The forecast funding from New Zealand Transport Agency has increased overall as a result of the finalisation of the expenditure programme approved for funding in this financial year.
	Rural Water Schemes The receipt of funding for the Waimangaroa water upgrade subsidy may be delayed therefore may fall into the next financial year.

4.3 Capital Expenditure

	Expenditure
Total Budget including carried forward budget from 2016/2017 year	\$8,976,801
Projected expenditure	\$6,278,664
Total Variance	\$2,698,137 Under budget
Variance comprised of: Projects deferred to 2018/2019	\$(2,600,000)
Projected budget under spend	(\$100,000)

Projected budget over spend	\$0
Unbudgeted expenditure	\$1,863
Total Variance	\$2,698,137 Under budget

4.4 Key Expenditure Variances

Expenditure	
	Overview
●	Total capital expenditure is forecast to be under budget by \$2,698,137 (30%) at the end of the financial year. This is driven by timing delays of \$2,700,000, and a small amount of unbudgeted expenditure.
	Unbudgeted Expenditure
●	\$1,863 was spent for the Animal Control Officer body cameras to improve safety in the workplace.
	Deferrals to 2018/2019
●	There is uncertainty around the timing of Westport water tunnel bracing. It may occur in the first quarter of 2018/2019 therefore \$2,600,000 of the budget has been deferred until next year. \$100,000 toward the Punakaiki Community Centre has also been deferred as the build is unlikely to progress by year end.

BULLER DISTRICT COUNCIL

FOR THE MEETING OF 22 NOVEMBER 2017

Report for Agenda Item No 11

Prepared by - Lynn Brooks
- Management Accountant

Reviewed by - Dean Phibbs
- Manager Corporate Services

Significant Projects Report

Report Summary

This report summarises significant projects and priorities of Council at 30 September 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 detailed Appendix A.

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.

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

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

Activity	Indicator	Comment
Mayor, Councillors and Chief Executive		
	●	Advocacy for a fit-for-purpose IFHC continued on behalf of the community. Shared services and review projects are progressing as planned. Advocacy for the Reefton Powerhouse Project continued.
	●	Advocacy for the West Coast Regional Council projects (Westport Flood Protection, Carters Beach & Granity/Ngakawau sea erosion) continues.
Community and Environment		
	●	The current tasks are on plan and budget. Attention must be paid to the resources required to complete all bylaw reviews which are required in 2017/2018. Freedom Camping is a topical issue and all West Coast Councils are working on a joint solution toward this issue.
Corporate Services		
	●	The Long Term Plan is in the planning phase. The Annual Report has since been adopted within the statutory timeframe.
Significant Projects		
	●	The District Plan Review and Rates Overhaul Project are progressing as planned. The telephony project has been completed ahead of time. Work continues on the Information Management system which is a key project.
Assets and Infrastructure		
Roading and Urban Development	●	District Signage has progressed and billboards have been installed. Roading contracts are being completed as planned. Advocacy for the Karamea Highway Special Purpose Road designation continues.
Water Supplies	●	The Westport water project is progressing with implementation of the repair option commencing. Investigations into the Waimangaroa Water treatment system continues.
	●	Punakaiki Water Intake Easement progressing as planned.

Property, Amenities & Reserves	●	Peel Street Yard, site testing, analysis and risk assessment in progress. Carnegie Library earthquake report required, this is necessary work that cannot be delayed and costs will be over budget at end of year.
	●	District Signage (Seal Loop) installation in progress.

LEGEND

Project on time and budget ● Project delays or budget overruns ●

Considerations

1. Strategic Impact

The report helps to monitor the outcomes provided for the community against the strategic direction of Council. In particular, it reports on the effectiveness of the “consolidate and hold” position taken in the last Long Term Plan where it was agreed to minimise rates increases and limit new services or capital spending to those things that could be used as a springboard for district economic growth.

2. Significance Assessment

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

The district;

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

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

3. Values Assessment

The Buller District Council values are: One Team; Community Driven; We Care; Integrity; and Future Focussed. This report presents the significant projects which are important for the community and the future of the

district. Reporting on the significant projects provides an opportunity to review if the areas of focus align with our values.

4. Risk Analysis

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

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

5. Policy/Legal Considerations

The Local Government Act 2002 governs the activities of Council and sets out the requirement for consultation on the Annual Plan and Long Term Plan to agree the budgets and activities to be funded.

This report assists with two key purposes of that Act (refer to section 3) stating the purpose of the Act is to promote the accountability of local authorities to their communities; and provide for local authorities to play a broad role in meeting the current and future needs of their communities for good-quality local infrastructure, local public services, and performance of regulatory functions.

6. Tangata Whenua Consultation Considerations

The contents of the report are not a matter requiring consultation with tangata whenua or community groups.

7. Views of those affected

There is no need to consult with the public or affected parties due to the information being previously consulted upon through Annual Plan processes.

The community will have interest in the progress of the projects and priorities included in the report because new spending affects annual rates charges, and the effectiveness of advocacy has the potential to improve community wellbeing.

8. Costs

There are no extraordinary costs for the items included in this report, as these projects have been budgeted for in the annual plan. Some of the

significant projects have no monetary cost to council as they are for advocacy.

9. Benefits

The benefits of reporting on reviewing the significant projects and priorities are understanding the timelines, budgets, resourcing and opportunities that exist for Council.

Reporting on the significant projects and priorities allows Council to compare the activities of Council against the core strategy of Council.

10. Media/Publicity

There are many media or publicity opportunities with the content of this report.

Significant Projects Report

Indicator	Project Description	Project Manager	Carry Over (over/under)	2017/18 Budget	Total Budget	Actual Cost to September 2017	Project status	Scope, Design, etc	Quote, Tender, etc	Planned Start Date	Planned Completion	Date of completion	Comments / Issues
MAYOR, COUNCILLORS & CEO													
●	Little Wanganui/ Tapawera/ Wangapeka Road Advocacy	GH + CEO	0	0			In progress			Nov-15			August Council resolution - ongoing.
●	Ultra Fast Broadband Advocacy	GH + CEO	0	0			In progress			Nov-15			Government Announcement with WC Projects 2019. Delivery by Chorus. Progressing with MDC, Creative Developments and BEL.
●	Integrated Family Health Centre Advocacy	GH + CEO	0	0						Nov-16	Nov-17		Advocacy for a fit for purpose build is ongoing, on behalf of the community.
●	Housing for Elderly - Advocacy	GH	0	0						Jun-16	Jun-18		Housing stock & ownership structure i.e. Trust to be investigated.
●	Carters Beach Sea Erosion Advocacy	GH + CEO	0	0						Aug-17			Community Meetings Held. Advocacy role only. Responsibility is with WCRC.
●	Ngakawau/Granity Sea Erosion Advocacy	GH	0	0						Aug-17			Community Meetings Held. Advocacy role only. Responsibility is with WCRC.
●	Westport Flood Mitigation Advocacy	GH	0	0			ongoing						WCRC project, BDC role is advocacy. WCRC Submissions on this issue closed 17 February 2017.
●	Future of Westport Port	CEO, DP & CEO BHL	0	0			under continual review			Dec-15	Jun-18		AP, LTP Strategy, CCTO Committee and BHL as per August 2017 resolution.
●	Holcim Exit	GH	0	0									Exit Plan.
●	17A Review - Local Government Act 2002	CEO	0	0			ongoing			Apr-17			Required to review cost effectiveness of current arrangements for meeting community needs.
●	Representation Review	CEO	0	0			ongoing						Work underway.
●	Shared Services Projects with Other Coast Councils	CEO	0	0			ongoing						Ongoing - Roading, Various IT Projects, Internal Audits, Civil Defence & Local Govt Commission, Economic Development, One (District) Plan, Policy Development.
●	Charleston/Cape Foulwind Cycleway	GH	0	0									MOU completed. Continue advocacy.
●	Kawatiri Sculpture Symposium	GH + PH	0	0			near complete			May-16	Dec-17		Sculptures Installed and near completed.
●	Reefton Historic Power Generation Project	GH	0	0						Dec-17			Advocacy with Greg Topp. Active discussions continuing.
●	Westport Gateway Sign	GH	0	0	0	0	In progress			Nov-15	Dec-17		Lighting yet to be completed.
●	Punakaki Water Supply Advocacy	GH + MD	0	0						Nov-17	Feb-18		Explore funding options for new water supply
			0	0	0	0							
COMMUNITY & ENVIRONMENT													
●	Local Alcohol Policy	CS + RT	0	0			In progress						Awaiting evidence from stakeholder groups to feed into policy development & legal outcomes Recommended this be put in the priority list for the Risk and Policy committee.
●	By-Law Reviews (all require review)	RT	0	0									Planned this year: Livestock, Liquor, Water. Remainder due to be completed in 2018. NOTE this will be a large workload. Public Libraries Bylaw and Cultural & Recreational Facilities Bylaw at consultation stage in October 2017.
●	Freedom Camping	CEO	0	0			In progress			Feb-17	Oct-18		Joint compliance and monitoring between all West Coast Councils. This must be completed by 30/08/19 or the bylaw will lapse.
●	Other Community & Environment Projects	CS	0	0									
			0	0	0	0							

Significant Projects Report

Indicator	Project Description	Project Manager	Carry Over (over)/under	2017/18 Budget	Total Budget	Actual Cost to September 2017	Project status	Scope, Design, etc	Quote, Tender, etc	Planned Start Date	Planned Completion	Date of completion	Comments / Issues
CORPORATE SERVICES													
●	Annual Report	DP	0	0	0	0				Oct-17			Subsequently completed on time and adopted.
●	Fire & Emergency NZ Transition	DP	0	0	0	0	In progress		Apr-16	Dec-17			Information sharing with NZ Fire Service underway and decisions for rural fire asset transfers to be completed.
●	Long Term Plan 2018-2028	DP	0	0	0	0	Planning Stage		May-17	Jun-18			Strategic & Level of Service Workshops continue in Nov and Dec 2017.
●	Other Corporate Services Projects	DP	0	0	0	0							
			0	0	0	0							
SIGNIFICANT PROJECTS													
●	District Plan Review	RT	0	20,000	20,000	0	in progress		Nov-14	TBA			Hearings Committee has heard submissions. Are deliberating on those and will report to Council, who may accept or reject the proposed plan changes.
●	Rates Review Project Phase II	DP	0	0	0	0	in progress		Apr-16	Jun-18			At consultation phase during Nov-Dec 2017.
●	IT/Information Technology Projects (inhouse)	HS	284,616	201,460	486,076	91,693	in progress			Jun-18			IM Project at implementation stage. Telephony upgrade completed. Hardware updates continuing.
●	Other Significant Projects												
			284,616	221,460	506,076	91,693							

Significant Projects Report

Indicator	Project Description	Project Manager	Carry Over (over)/under	2017/18 Budget	Total Budget	Actual Cost to September 2017	Project status	Scope, Design, etc	Quote, Tender, etc	Planned Start Date	Planned Completion	Date of completion	Comments / Issues
	ASSETS & INFRASTRUCTURE												
	Three Waters												
	Punakaiki Water Intake Easement	MD	0	0	0	12,935	In Progress						Situation under further review. Progressing.
	South Granity Tank Supply Water Administration	CEO	0	0	0		In Progress						Situation under further review.
	Westport Tunnel Piping/Bracing	MD	621,199	2,350,000	2,971,199	135,156	In Progress						Method, cost, and schedule of work for repair option developing. Water restrictions reviewed.
	Replacement of Westport Water Mains from Treatment Plant to Town	MD	0	0	0	0	In Progress						The sectional mains replacement continues in line with annual budget and work plan to replace a certain number of lengths per annum.
	Waimangaroa Water Treatment System	MD	0	473,692	473,692	25,841	In Progress						Bore site has been identified, preparations for test drilling underway. Communications update provided.
	Ngakawau Hector Water Treatment System	MD	0	0	0	4,681	In Progress						Situation under further review.
	Costing Water Schemes including assessment of depreciation funding	MD	0	0	0	0							Ongoing as required
	Little Wanganui Water and Sewerage Easements	MD	0	0	0	0	In Progress				Jun-17		Work underway to resolve this
	Roading												
	Rural Wards Maintenance Programme - to be Communicated	MD	0	0	0	0				Jul-17			Communication on road and stormwater maintenance for rural wards requested as part of 2017/18 Annual Plan.
	Karema Highway Special Purpose Road Advocacy	MD, GH	0	0	0	0	In Progress						Business case being prepared in conjunction with NZTA. Progressing.
	Roading - Local Roads Capital Works	TM	31,672	1,246,367	1,278,039	116,408	ongoing				Jun-18		Works program set out for the year ahead.
	Roading - Special Purpose Road Capital Works	TR	0	369,821	369,821	1,312	ongoing				Jun-18		All works underway.
	Earthquake Strengthening of Buildings	RB	0	0	0	0					Jun-18		Carnegie Library engineer assessment work ongoing in 2017-2018. Essential work required.
	Footpaths- Urban Development	TR	84,791	202,080	286,871	128,600	ongoing				Jun-18		Footpath work plan for 2017/18 FY established.
	Property, Amenities & Reserves												
	Punakaiki Dickson Parade Status and Freedom Camping Issues	MDG	0	0	0	0	In Progress						Temporary Road Closure following WCRC completion of new seawall. Detailed risk assessment before reopening.
	Peel Street Yard	MD	0	60,000	60,000	9,329	In Progress						Site testing analysis and risk assessment currently in progress. Concept study for options to follow in 2017/18 FY.
	Riverside Development and Waterfront Project		0	60,000	60,000	5,998							
	District Signage (Seal Loop)	MD + GH	125,000	0	125,000	86,660	In Progress						Resource Consent application approved. Installation in progress.
	Punakaiki Building Project		100,000	0	100,000	4,777	On Hold						Draft Community Needs Assessment report received by BDC. Copy referred to DOC for consideration in the Dolomite Point spatial planning. On hold until DOC confirm whether Community Facility will be incorporated in their planning work.
	Other												
	Other Assets & Infrastructure Projects	MD	0	0	0	0							
			962,662	4,761,960	5,724,622	531,697							

BULLER DISTRICT COUNCIL

FOR THE MEETING OF 22 NOVEMBER 2017

Report for Agenda Item No 12

**Prepared by - Garry Howard
- Mayor**

Mayor's Report

Report Summary

This report is an overview of the key activities from 26 September - 15 November 2017.

Draft Recommendation

That the report be received for information.

Rates Review

Community consultation is now underway. Council has taken into consideration concerns raised at the prior rates review consultation with two areas of change. The current model out for discussion has water, sewage and waste as flat fixed charges (previous model had a capital value component). The rates differential for Primary Industry set at a differential of 1 (previously 1.2). A few ratepayers were concerned they could not view the comparison of current with proposed rates across all ratepayers, this is now provided and can be viewed at <http://bullerdc.govt.nz/rates/>

There has been concern raised regarding public meetings for Ngakawau/Hector and Karamea. Drop in sessions for these communities will occur -

Karamea: 4pm-7pm - Monday 20 November 2017 at the Last Resort (restaurant)

Ngakawau: 4pm-7pm - Tuesday 21 November 2017 at the Ngakawau Hall

In addition, Cr Emily Miazga and Mayor Garry Howard will hold a public meeting for each of these communities. Time and dates are being worked on at present and notifications will occur shortly.

I would like to thank the staff involved in the Rates Review work, Dean Phibbs, Lynn Brooks, John Rodger and Mary Wilson. This has been a huge effort on top of the Annual Report and preparation work for the Long Term Plan. It is a small team that have continued to run the day to day financial compliance and administration but have put in a huge effort to complete this work with only a very small portion having external assistance. It is very difficult for ratepayers to see or appreciate the dedication of this team but I can categorically advise they put in a huge effort on behalf of ratepayers. Thank you.

Water

There has been a lot learnt while dealing with the Westport water supply problem and while we have some way to go before a long term solution is completed I firmly believe we are on the right track. Asset and Infrastructure Manager, Mike Duff and the team Tony Robertson, Sam Murphy, Ian Forsyth, Martin Dobson and Annikka Pugh along with the WestReef team have focused on this issue and getting the reservoir to 100% has been a good milestone. We remain in a managed pumping regime at present and we cannot take our eye off the situation that can change rapidly with a dry summer and good tourism season upon us. One of the big learnings has been around detection and repair of leaks along with having critical spares on hand. We have built community treatment plants but not included critical spares as part of the original infrastructure. While we have next day delivery service for many products, water treatment plants and associated spares are not “off the shelf” items and careful consideration of plant spares that are available and those that would take in excess of two days is being prioritised. There will be a cost to this but we are acutely aware of the cost in delays. This is not restricted to the Westport water supply but across other key infrastructure.

The Punakaiki treated water supply has proved to be unreliable due to turbidity of water fluctuating considerably. With the catchment and source of water coming from an underground cast it has proved very difficult to analyse the cause and therefore implement a solution. Water sourced from underground cave systems can come from many kilometres away and while we anticipate treated water will be supplied shortly (note report written 16 November), a long term solution is required. Punakaiki is well established as a premier New Zealand icon and developments at Dolomite Point mean a new system is desirable. While regional tourism infrastructure funding is available the capital cost and annual maintenance cost is totally unsustainable by the community. I will continue to advocate for a fair distribution of cost being shared by “local good” (ratepayers that benefit from the service) and “New Zealand good” that should be funded by New Zealand taxpayers or tourism levy. I have requested the assistance of the Hon Damien O'Connor to have discussions with the Hon Shayne Jones, Minister

Regional Economic Development; the Hon David Parker, Minister Economic Development and the Hon Kelvin Davis, Minister Tourism.

BULLER DISTRICT COUNCIL
FOR THE MEETING OF 22 NOVEMBER 2017

Report for Agenda Item No 13

Prepared by - Garry Howard
- Mayor

Mayor's Correspondence

Correspondence attached as follows -

Kaitiaki Mōkihinui Charitable Trust - Chasm Creek Walkway, Seddonville

Elaine Marshall - NZ Culture and Heritage

Draft Recommendation

That the report be received for information.

From: Kaitiaki Mokihinui,
P O Box 463,
Westport,
Buller 7866.
2017.11.03
email: mok.valley@gmail.com

Dear Mr Howard and Ms Gowland-Douglas,
We, Kaitiaki Mokihinui Charitable Trust, are writing to you both today as we believe both the administrative/ operational and council sections of the district council need to consider the issue here. This issue concerns the Chasm Creek Walkway in Seddonville.

Representing Kaitiaki Mokihinui, I, Frida Inta, had a meeting with Development West Coast some time ago concerning getting funding for the repair of the 2 historic bridges along the walkway. I met with DWC on recommendation from Frank Dooley, who was at that time a DWC trustee.

Chris MacKenzie and Warren Gilbertson did not dismiss my request for DWC involvement but they considered that there needed to be more stakeholder involvement before they would be prepared to help. The stakeholders were considered to be:

- Land Information NZ;
- Chorus (which has its lines running along the length of the Pages Stream bridge
- {about 20 metres length} and then along the walkway for about 200 metres);
- Department of Conservation;
- Buller District Council.

Mr MacKenzie and Mr Gilbertson considered that these stakeholders need to get together, along with DWC, to discuss how they can help with funding the bridge repairs.

I am right now contacting each stakeholder to assess any commitment or pledge they may be interested in providing in order to enable the repairs of those bridges.

When DOC revoked management of the walkway in 2010, LINZ put forward a proposal to BDC, where LINZ would repair the bridges to a 10 year standard if the land parcel was vested with BDC under the Reserves Act and BDC took over management. The proposal fell through when DOC refused to allow the transfer of the land due to concerns that the walkway would revert to DOC management by default if BDC or interested groups lost interest in the walkway. Mr MacKenzie and Mr Gilbertson proposed

that the transfer of the land be investigated again. It is absolutely plausible that that can occur under the Reserves Act, see section 26, or for management and control, section 35. It seems as though the road through the Chasm could then be legally road reserve instead of the Crown Land it is now. It is likely DOC erred in its reservation on transfer of the Chasm Creek land parcel, district councils nation-wide manage road reserve which DOC has no concerns over.

When negotiations with the BDC failed, LINZ would not fund repair of the bridges. Instead LINZ arranged an archaeological assessment, resulting in the historic rail fabric of the walkway being classed as an historic site, and also an information board, as well as providing Kaitiaki Mōkihinui a licence to Occupy.

Kaitiaki Mōkihinui has struggled to find the professional fees needed to employ the services of an engineer. By the time we had sourced such funding (from the Rail Heritage Trust) we needed to get an updated engineering report. That report is imminent.

If the other stakeholders listed above show interest in pledging funds to repair the bridges, along with DWC, and possibly other funding sourced by Kaitiaki Mōkihinui, would BDC be prepared to reverse its refusal to help with repairs and instead contribute?

Yours faithfully,
Frida Inta,
for,
Kaitiaki Mōkihinui Charitable Trust.

From: elaine marshall [<mailto:elaine3jems@gmail.com>]
Sent: Monday, 13 November 2017 11:19 AM
To: Garry Howard <garry@bdc.govt.nz>
Subject: Celebrating our own culture and heritage

To Mayor Gary Howard and Councillors
Buller District Council

regarding Celebrating our own culture and heritage

I would like to see the Nelson City Council progress towards celebrating our own New Zealand culture and heritage in particular with regards to

November 5 Parihaka "Peace" Celebration
Mid Winter Matariki Celebration

I Have sent an email to the Prime Minister Jacinda Ardern Minister of Arts Culture and Heritage about this (see attachment) However Central government is often slow to implement new ideas. It is at the grass roots level of Local Government that change often happens. As such I am contacting you with regards to changing the irrelevant celebration of Guy Fawkes in New Zealand on November 5 to Parihaka "Peace" Celebration.

In Mid Winter we celebrate Queens Birthday. I would like to see the celebration of Makariki in mid winter to become a Local Council event. Wellingtons Mayor has indicated that they will hold Matariki celebration next year. 2018 is a good year to transition and change to celebrate our own New Zealand uniqueness

Elaine Marshall
Nelson

to Rt Hon Prime Minister
Jacinda Ardern
Minister Arts, Culture, Heritage
regarding New Zealand Culture and Heritage

New Zealand should seriously think about our own sovereignty and should make steps to transition towards our own independence and written constitution. We need to get out of nappies and our nanny dependence on England / United Kingdom
New Zealand already has our own Maori culture and we have our own heritage to celebrate
It is good to see in newspapers questions being asked about the relevance of Guy Fawkes on November 5 and suggesting Parahaka "Peace" would be more relevant here in New Zealand

In mid winter we have Queens Birthday 2 June. Mid winter Maori celebrate Matariki. As long as the Queen reigns we should honour her services to the Commonwealth. She has served as sovereign impeccable and should be honoured. However she has indicated that by 95 she will step down as sovereign. New Zealand should then embrace our own culture and heritage. The mayor of Wellington has indicated that next year they will hold Matariki celebration
We don't need to reinvent the wheel we have our culture and heritage. I think 2018 is a good year to start reevaluating and celebrating our own uniqueness with

Parahaki "Peace" November 5
Matariki Mid Winter

Elaine Marshall
Nelson

BULLER DISTRICT COUNCIL
FOR THE MEETING OF 22 NOVEMBER 2017

Report for Agenda Item No 14

Prepared by - Andy Gowland-Douglas
- Chief Executive

Council Meeting Action List

Background

To provide Council with an action list from the last meeting.

Draft Recommendation

That the report be received for information.

Council Meeting Action List

Item	Previous Action	Proposed Action	Progress	Assigned	Completion Date
Disused Wharf Removal October 2016	That all current information available, including flood protection work, be collated by Council in consultation with Westport Harbour Limited, and report back to Council.	Provide progress update on Waterfront Development Strategy and Master Plan, incorporated in Major Projects Quarterly Status Report NB: Development Strategy widens riverside scope to consider overall business case, risk assessment, community needs, environmental impact, social/economic benefit, legislative and statutory compliance, LTP alignment, land ownership and flood protection.		Chief Executive, Group Manager Assets & Infrastructure	June 2017 Council Meeting

Council Meeting Action List

[illegible]

Council Meeting Action List

Item	Action		Progress	Assigned	Completion Date
Tender Process November 2016	Basic explanation of tender process including attributes. For awareness and education of councillors.	Provide update on Procurement Improvement Plan, incorporated in Major Projects Quarterly Status Report		Group Manager Assets and Infrastructure	TBC
Road Closures November 2016	Can this be delegated responsibility?	To be reviewed by Risk and Policy Committee		Risk and Policy Committee	TBC
Punakaiki Community Liaison Meeting March 2017	<ul style="list-style-type: none"> Investigate ways to advocate for freeing up land for residential and/or commercial development Act as conduit for input into the Dolomite Point re-development project Consider increasing funding for compliance in regard to freedom camping (work with Grey District Council) 	No further meetings held to date, due to time constraints and the need for additional information		On-going	