

A G E N D A

Council Meeting

**Council Chambers
36 Weld Street
Hokitika**

**Thursday
26 November 2015
commencing at 9.00 am**

His Worship the Mayor, M.T. Havill (**Chairperson**)
Cr. J.H. Butzbach, Cr. P.M. Cox, Cr. M.S. Dawson,
Cr. D.G. Hope, Cr. L.J. Martin, Cr. M.D. Montagu,
Cr A. P. Thompson, Cr. C.A. van Beek



COUNCIL MEETING

NOTICE IS HEREBY GIVEN THAT AN ORDINARY MEETING OF THE WESTLAND DISTRICT COUNCIL WILL BE HELD IN THE COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA ON THURSDAY 26 NOVEMBER 2015 COMMENCING AT 9.00 AM

Tanya Winter
Chief Executive

20 November 2015

COUNCIL VISION

Westland District Council will facilitate the development of communities within its district through delivery of sound infrastructure, policy and regulation.

This will be achieved by:

- Involving the community and stakeholders.
- Delivering core services that meet community expectations and demonstrate value and quality.
- Proudly promoting, protecting and leveraging our historic, environmental, cultural and natural resource base to enhance lifestyle and opportunity for future generations.

Purpose:

The Council is required to give effect to the purpose of local government as prescribed by section 10 of the Local Government Act 2002. That purpose is:

- (a) To enable democratic local decision-making and action, by and on behalf of, communities; and
- (b) To meet the current and future needs of communities for good-quality local infrastructure, local public services, and performance of regulatory functions in a way that is most cost-effective for households and businesses

1. MEMBERS PRESENT AND APOLOGIES:

1.1 Apologies

Cr. Murray Montagu.

1.2 Interest Register

2. CONFIRMATION OF MINUTES

2.1 Confirmation of Minutes of Meetings of Council

2.1.1 Ordinary Council Minutes – 29 October 2015 (Pages 5-15)

2.1.2 Extraordinary Council Minutes – 2 November 2015 (Pages 16-17)

3. PUBLIC FORUM

The public forum section will commence at the start of the meeting.

3.1 Presentations to Council

i) **Karen Hamilton – Health Promoter, Community and Public Health**

4. BUSINESS

4.1 Mayor's Report

4.2 Update from Councillors

4.3 Citizenship Ceremony – 10.00am

Morning tea at 10.30 am.

4.4 Quarterly Performance Report to 30 September 2015 (Pages 18-82)

4.5 Recreation Contributions (Pages 83-111)

This report was deferred from the 29 October 2015 Council meeting.

Alistair Cameron will be in attendance to speak to Council.

4.6 Update on Local Alcohol Policy (LAP) (Pages 112-116)

- 4.7 **Review and Procurement of Roading Maintenance Term Contract** (Pages 117-131)
- 4.8 **Hokitika Stormwater Flooding Issues and Options** (Pages 132-234)
- 4.9 **Statement of Proposal for Consultation – Adoption of Water Supply Bylaw – 2015 Westland District** (Pages 235-262)
- 4.10 **MoU – A Commitment to Regional Efficiency** (Pages 263-281)

Lunch at 12.30 pm.

5. **MATTERS TO BE CONSIDERED IN THE ‘PUBLIC EXCLUDED SECTION’**

Resolutions to exclude the public: Section 48, Local Government Official Information and Meetings Act 1987.

Council is required to move that the public be excluded from the following parts of the proceedings of this meeting, namely:

5.1 **Confidential Minutes**

5.2 **Health and Safety Initiatives**

The general subject of the matters to be considered while the public are excluded, the reason for passing this resolution in relation to each matter and the specific grounds under Section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

Item No.	Minutes/ Report of	General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under Section 48(1) for the passing of this resolution
5.1	Minutes	Confidential Minutes	Good reasons to withhold exist under Section 7	Section 48(1(a))
5.2	Report	Health and Safety Initiatives	Good reasons to withhold exist under Section 7	Section 48(1(a))

Visit to Kanieri School at 1.30 pm.

**Date of Next Ordinary Council Meeting
17 December 2015
Council Chambers**

MINUTES OF AN ORDINARY MEETING OF THE WESTLAND DISTRICT COUNCIL, HELD IN THE COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA ON THURSDAY 29 OCTOBER 2015 COMMENCING AT 9.01 AM

1. MEMBERS PRESENT, APOLOGIES AND INTEREST REGISTER

His Worship the Mayor, M.T. Havill (**Chairperson**)

Deputy Mayor P.M. Cox

Cr. J.H. Butzbach, Cr. M.S. Dawson (part of the meeting), Cr. L.J. Martin, Cr A.P. Thompson, Cr. C.A. van Beek.

1.1 Apologies

Cr D.G. Hope and Cr M.D. Montagu.

Moved Cr Dawson, seconded Cr van Beek and **Resolved** that the apologies from Cr D.G. Hope and Cr M.D. Montagu be received and accepted.

Staff in Attendance

T.L. Winter, Chief Executive; G.J. Borg, Group Manager: Corporate Services (part of the meeting); P.A. Cannell, 3 Waters Supervisor (part of the meeting); J.D. Ebenhoh, Group Manager: Planning, Community and Environment (part of the meeting); V. Goel, Group Manager: District Assets (part of the meeting); D. Inwood, Operations Manager (part of the meeting); D.M. Maitland, Executive Assistant (part of the meeting).

1.2 Interest Register

The Interest Register was circulated and no amendments were noted.

2. CONFIRMATION OF MINUTES

2.1 Confirmation of Minutes of Meetings of Council

2.1.1 Ordinary Council Minutes – 24 September 2015

Moved Cr Dawson, seconded Cr Butzbach and **Resolved** that the Minutes of the Ordinary Council Meeting, held on the 24 September 2015 be confirmed as a true and correct record of the meeting,

3. PUBLIC FORUM

The following members of the public attended the Public Forum Section of the meeting:

3.1 Mr Alistair Cameron

Mr. Cameron advised he was deeply disappointed that he had not received a copy of the Report to Council regarding Recreation Contributions prior to the Council Meeting being held on the 29 October 2015.

Councillors were in agreement that the Report to Council regarding Recreation Contributions be deferred to the 26 November 2015 Council Meeting to enable Mr Cameron time to read to the report.

3.2 Ms Fiona Pollard, Kumara Residents Trust

Ms Pollard gave a visual presentation regarding the Kumara Endowment Meeting held on the 29 September 2015 at the Kumara Memorial Hall, and also the Chinese Miners' Memorial Reserve.

Ms Pollard thanked Council for the opportunity to be able to provide the presentation.

3.3 Mr Charlie McBeath, Chairman, Ross Community Society

Mr McBeath asked Council to support the proposal to reinstate a permanent Police presence at the Ross Police Station.

Mr McBeath advised that there was support from the communities between Ross and Harihari, including Waitaha Valley, Kakapotahi and Pukekura supporting the reinstatement of a Police presence in Ross.

Mr McBeath invited the Mayor and Councillors to a public meeting to discuss the policing issue with the Ross Community Society on Tuesday 10 November 2015.

Moved His Worship the Mayor, seconded Cr Butzbach and **Resolved** that Council formally endorse the reinstatement of a Police Constable in the Ross Township.

His Worship the Mayor congratulated Mr McBeath and the Ross Community on the 150th Celebrations held at Labour Weekend 2015, which included the opening of the Hokitika-Ross section of the West Coast Wilderness Trail.

3.4 Christine Fahey and Des McGrath – Kumara Submission/Survey

Christine Fahey and Des McGrath attended the meeting and tabled a copy of the results of their submission/survey regarding Kumara Residents Trust (KRT) and the Kumara Endowment Fund.

Ms. Fahey advised that 141 people had completed the submission/survey that had been circulated.

Ms. Fahey and Mr. McGrath discussed a number of items regarding the Kumara Endowment Fund, the Chinese Garden, the use of Endowment Funds, and the Simpson Grierson recommendation.

His Worship the Mayor advised that Council recognises KRT as the representative community organisation in Kumara.

3.5 Professor Tim Davies – Franz Josef/Waiau Community Resilience Group

Professor Tim Davies from University of Canterbury Geology Department spoke regarding the Franz Josef/Waiau Community Resilience Group Meetings in Franz Josef/Waiau and explained the work that the group is progressing, to allow the Franz Josef/Waiau Community to have confidence that they will be able to continue as a viable community in the long-term.

Professor Davies advised that the community-led research group intends to work with the community on scenarios on what could happen in a variety of different hazards such as the event of the Alpine Fault Rupture and what the effects could be on the Franz Josef/Waiau community. The aim of the group is to collate and identify what the community's knowledge and expectations are, and compare this with that of scientists and other agencies such as Council to create a common set of knowledge and expectation.

His Worship the Mayor thanked Professor Davies for providing an update to Council.

3.6 Trish Nolan – Flooding Event in Hokitika 18-20 June 2015

Trish Nolan spoke regarding the flooding event of 18-20 June 2015. Ms Nolan expressed concern regarding what is expected of her in the event of heavy rainfall, resulting in flooding, within the catchment area of Bealey and Weld Streets, Hokitika.

His Worship the Mayor thanked Ms Nolan for attending the meeting and advised that the Group Manager: District Assets will take Ms Nolan onsite after her presentation to view the areas of concern and provide her with an update.

3.7 Mrs Anthea Keenan – Kumara Endowment Funds

Mrs Keenan spoke regarding the Kumara Endowment Funds and asked that Council revisit the resolutions that were made in relation to the fund, and the allocation of the Kumara Endowment money. Mrs Keenan asked that due diligence be done.

The following items were taken out of order to the Agenda papers:

4. BUSINESS

4.3 Presentations to Council

Cr Dawson declared a conflict and left the meeting at 10.00 am.

i) Gerry Commandeur – Ruby Rock

Mr. Gerry Commandeur, Ruby Rock attended the meeting and gave a visual presentation regarding Ruby Rock and Goodletite. Mr. Commandeur advised that he would like to set up a school for gem-cutting.

His Worship the Mayor advised Mr Commandeur that Cr Thompson has agreed to liaise with him to discuss the procedure for accessing Development West Coast's District Economic Stimulus Fund.

The meeting adjourned for morning tea at 10.30 am and reconvened at 10.44 a.m.

Cr Dawson returned to the meeting at 10.44 am.

ii) **Rachel Roberts (Chairperson), and Celine Stokowski (Promotions Coordinator) - Enterprise Hokitika – The Last Five Years**

Celine Stokowski

Ms Stokowski gave a visual presentation to Council on the following:

- Background to Enterprise Hokitika
- The Promotions Coordinator's Role
- What EH has done in the last five years.
- The Cool Little Town newest video highlighting the beach, experiences and arts & crafts in the Town Centre.

His Worship the Mayor congratulated Ms Stokowski on her presentation to Council.

Rachel Roberts

Ms Roberts spoke regarding the following items:

- Resource Consent process.
- Review of signage.
- The reason the presentation was shown to Council to ensure that Council knows what Enterprise Hokitika does.
- The location of the outdoor markets and the rental agreement that they have.
- Asked Council to look at the town development plan, including the entranceway to town, footpaths, cycle stands, Take-A-Seat project, and the beachfront development plan.
- Asked the Mayor and Councillors if they support tourism and therefore retailing in Hokitika.
- Asked that the Trading in Public Places Policy be reviewed.
- Advised that there are hawkers without licences and recommended they should at the very least, pay a hawkers licence.

4. BUSINESS cont.

4.1 Mayor's Report

His Worship the Mayor provided the following update:

- Attended the Franz Josef/Waiau Community Resilience Group Meeting on the 7 October 2015.

- Attended a New Zealand Defence Force dinner with 50 foreign attaché on the 20 October 2015.
- Congratulated the 150th Celebrations of the Totara Goldrush Festival and the Ross Township Celebrations on the 24-25 October 2015.
- Congratulated everyone involved in the opening of the Hokitika to Ross Section of the West Coast Wilderness Trail on the 24 October 2015.
- Congratulated the 150th years of service by the Hokitika Volunteer Fire Brigade, including the street parade and cabaret on the 24 October 2015.
- Noted that all the events on at Labour Weekend resulted in hundreds of visitors to the region and all events were really positive and well organised.
- Looking forward to the adoption of the 2014-2015 Annual Report.

4.2 Update from Councillors

Councillors provided the following updates:

i) Deputy Mayor Cox

- Attended the Hokitika Lions celebration of 50 years of service to the community on 5 October and the unveiling of the “Table of Remembrance”.
- Attended the Franz Josef/Waiau Community Resilience Group Meeting – 7 October 2015.
- Attended the opening of the Hokitika to Ross Section of the West Coast Wilderness Trail on the 24 October 2015.

ii) Cr Martin

- Returned from his Research Scholarship visit to Japan.
- Attended the Opus Sporting and Recreation Symposium in Christchurch on the 15 October 2015.
- Cycled from Hokitika to Ross for the opening of the West Coast Wilderness Trail on the 24 October 2015. Congratulated everyone involved in the project and completion of the trail. Extended thanks to Maureen Pugh, Robin Reeves, Peter Anderson, Simon Eyre, Tanya Winter, Ashley Cassin and other staff for their involvement.
- Attended the Ross 150th Celebrations and congratulated everyone on the success of the event, including the Parade on the 25 October 2015.
- Thanked Evan Birchfield and Family for their involvement with the Ross Fireworks on the 24 October 2015.
- Pleased with the work on the Ross Hall.

- Congratulated the Chief Executive on attending the Mt Eliza Business School in Melbourne.
- Acknowledged the work of Gary Borg as Acting Chief Executive.
- Happy second birthday to this Council.

iii) Cr Butzbach

- Attended a KRT meeting.
- Attended a PHO meeting. Advised there are exciting new applications for young people to access online.
- Attended the Hokitika Lions celebration of 50 years of service to the community on 5 October and the unveiling of the "Table of Remembrance".
- Attended the Hokitika Seawall Joint Committee Meeting on the 22 October 2015. The meeting was attended by a NIWA Hydrologist who was looking at the Hokitika Rivermouth and the erosion affecting the spit.
- Cycled the West Coast Wilderness Trail from Hokitika to Ross.
- Noted the Ross Hall kitchen and annex are coming along nicely.
- Attended the Ross Fireworks on the 24 October 2015 which was excellent as well as the parade the next day.
- Congratulated the Hokitika Volunteer Fire Brigade on their 150th celebrations.

iv) Cr Thompson

- Congratulated Ross on their 150th celebrations.
- Received an invite to go to Korea from the 8-14 November from the Government arm of an events management organisation. Looking forward to representing the farming community, Westland District and also Agfest.

v) Cr van Beek

- Attended a KRT meeting.
- Attended a TB Free Meeting.
- Attended the Hokitika Lions celebration of 50 years of service to the community on 5 October and the unveiling of the "Table of Remembrance".
- Attended the Executive Committee Informal Meeting on the 13 October.
- Attended the Hokitika Seawall Joint Committee Meeting on the 22 October.
- Cycled from Hokitika to Ross on the 24 October on the West Coast Wilderness Trail.

- Congratulated the Ross Community on their 150th Celebrations.
- Attending the Safer Community Council Meeting on the 30 October at REAP House.

Moved Cr Dawson, seconded Deputy Mayor Cox and **Resolved** that the verbal reports from the Mayor and Councillors be received.

4.4 Financial Report: August 2015

The Group Manager: Corporate Services spoke to this item and advised that there will be focus on claiming for the West Coast Wilderness Trail going forward.

Moved Cr Thompson, seconded Deputy Mayor Cox and **Resolved** that Council receive the Financial Performance Report to 31 August 2015.

4.5 Annual Report on Dog Control Policy and Practices

Moved Cr Butzbach, seconded Cr Martin and **Resolved** that the report on Dog Control Policy and Practices for the year ending 30 June 2015 be adopted, forwarded to the Secretary for Local Government, notified in a local newspaper, and also made available on Council's Website.

4.6 Recreation Contributions

Moved Cr Martin, seconded Cr Dawson and **Resolved** that the report from the Group Manager: Planning, Community and Environment be deferred to the 26 November 2015 Council Meeting to enable Mr Alistair Cameron to attend the meeting as per his request in the public forum section of the meeting.

4.7 Budget Variation – Franz Josef Water

Mr David Inwood, the newly appointed Operations Manager was introduced and welcomed to Westland District Council.

The Engineer – 3 Waters and the Operations Manager attended this part of the meeting.

The Group Manager: District Assets spoke to this report.

Moved Cr Martin, seconded Deputy Mayor Cox and **Resolved** that:

- A) Council approves the variation of an extra \$75,000 to the approved budget of \$100,000 for the project – Franz Josef Water Supply Assurance, funded by loan.
- B) Staff come back with a report to the 26 November 2015 Council Meeting on a cost benefit analysis for changing the water meter replacement project for Hokitika to Franz Josef.

4.8 2016 Election - Appointment of Electoral Officer and Order of Candidates' Names on the Voting Documents (

Moved Cr Martin, seconded Cr Butzbach and **Resolved** that:

- A) Council appoint Anthony Morton from electionz.com as Electoral Officer to conduct the 2016 Local Body Elections on behalf of Westland District Council.
- B) The order of candidates' names on the 2016 voting documents for Westland District Council be in alphabetical order of surname.

The meeting adjourned for lunch at 12.32 pm and reconvened at 1.00 pm.

5. MATTERS TO BE CONSIDERED IN THE 'PUBLIC EXCLUDED SECTION'

Moved Cr Martin, seconded Cr Butzbach and **Resolved** that Council exclude the public in accordance with Section 48, Local Government Official Information and Meetings Act 1987 at 1.00 pm.

Council is required to move that the public be excluded from the following parts of the proceedings of this meeting, namely:

5.1 Confidential Minutes

5.2 Plan Change 7

The general subject of the matters to be considered while the public are excluded, the reason for passing this resolution in relation to each matter and the specific grounds under Section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

Item No.	Minutes/ Report of	General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under Section 48(1) for the passing of this resolution
5.1	Minutes	Confidential Minutes	Good reasons to withhold exist under Section 7	Section 48(1)(a)
5.2	Plan Change 7	Confidential Information	Good reasons to withhold exist under Section 7	Section 48(1)(a)(i) and Section 48(2)(a)(i) and (ii)

This resolution is made in reliance on Section 48(1)(a) and 48(2)(a)(i) and (ii) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by Section 6 or 7 of that Act which would be prejudiced by the holding of the whole or relevant part of the proceedings of the meeting in public are as follows:

No.	Item	Section
5.1	Protection of privacy of natural persons/organisations.	Section 7(2)(a)
5.2	Protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or is the subject of the information; and Maintain legal professional privilege	Section 7(2)(b)(ii) Section 7(2)(g)

Moved Cr Martin, seconded Cr Dawson and **Resolved** that the business conducted in the “Public Excluded Section” be confirmed and accordingly the meeting went back to the open part of the meeting at 1.53 pm.

6. **PUBLIC EXCLUDED INFORMATION RELEASED INTO THE PUBLIC ARENA**

The Council resolved in the Public Excluded part of the meeting to release the following information into the public arena.

Plan Change 7

Moved His Worship the Mayor, seconded Deputy Mayor Cox and **Resolved** that:

1. Council instructs the Chief Executive to put on “hold” any further work on Plan Change 7 until the following has been critiqued and resolved by Council:
 - a) The Policy direction by Council that set in place the Plan Change.
 - b) Council’s position on hazard/risk management.

- c) Council's position in regard to hazard/risk management as compared with Central Government.
- 2. Council commit more resource to support the Franz Josef Working Group to deliver outcomes for the Franz Josef Community, Council and other key stakeholders.
- 3. Council acknowledges this extra resource will result in a variance to the 2015/2016 budget.

MEETING CLOSED AT 1.53 PM

Confirmed by:

Mike Havill
Mayor

Date

Date of Next Ordinary Council Meeting
26 November 2015
Council Chambers

Extraordinary Council Minutes

MINUTES OF AN EXTRAORDINARY MEETING OF THE WESTLAND DISTRICT COUNCIL, HELD IN THE COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA ON MONDAY 2 NOVEMBER 2015 COMMENCING AT 9.14 AM

1. MEMBERS PRESENT, APOLOGIES AND INTEREST REGISTER

His Worship the Mayor, M.T. Havill (**Chairperson**)

Deputy Mayor P.M. Cox

Cr. J.H. Butzbach, Cr. M.S. Dawson (part of the meeting), Cr. L.J. Martin (part of the meeting), Cr A.P. Thompson, Cr. C.A. van Beek.

1.1 Apologies

Cr D.G. Hope and Cr M.D. Montagu.

Moved Cr Butzbach, seconded Cr van Beek and **Resolved** that the apologies from Cr D.G. Hope and Cr M.D. Montagu be received and accepted and leave of absence be granted.

Staff in Attendance

T.L. Winter, Chief Executive; G.J. Borg, Group Manager: Corporate Services; K.J. Jury (Corporate Planner); D.M. Maitland, Executive Assistant.

1.2 Interest Register

The Interest Register was circulated and no amendments were noted.

2. PUBLIC FORUM

No members of the public attended the public forum section of the meeting.

His Worship the Mayor adjourned the meeting at 9.16 am to 10.00 am to enable the Audit Opinion to be received from Audit New Zealand.

Cr Dawson tendered his apology for the reconvened part of the meeting.

The meeting did not reconvene at 10.00 am as the Audit Opinion had not been received from Audit New Zealand at this time.

The meeting reconvened at 11.17 am.

Cr Martin was not in attendance for this part of the meeting due to him not being made aware the meeting had reconvened.

3. BUSINESS

3.1 Adoption of 2014-2015 Annual Report

The Group Manager: Corporate Services advised that in addition to the copy of the Annual Report for 2014-2015 that had been attached to the Extraordinary Council Agenda, elected members were now in receipt of the Final Annual Report for 2014-2015. The Final Annual Report was supplemented by a memorandum which explained the salient amendments that had been incorporated since the Draft Annual Report was distributed. He further advised that the document presented for adoption also included an update to Note 9: Tax on Page 57, and that the Audit Opinion had been provided after further documentation was made available to Audit New Zealand regarding Note 23: Borrowings on Page 79.

Elected Members were now in receipt of the Final Annual Report for 2014-2015 which incorporated the Audit Opinion from Audit New Zealand.

Moved Cr Butzbach, seconded Cr Thompson and **Resolved** that the Annual Report for 2014-2015 be adopted, including any minor edits that may be required.

His Worship the Mayor advised that Council notes and appreciates the staff's efforts in delivering the 2014-2015 Annual Report to Council.

MEETING CLOSED AT 11.26 AM

Confirmed by:

Mike Havill
Mayor

Date

Report



DATE: 26 November 2015

TO: Mayor and Councillors

FROM: Group Manager: Corporate Services

QUARTERLY PERFORMANCE REPORT TO 30 SEPTEMBER 2015

1. SUMMARY

- 1.1 The purpose of this report is to inform Council of its financial and service delivery performance for the three months ended 30 September 2015 (Q1).
- 1.2 This issue arises from a requirement for a local authority to demonstrate accountability and exercise financial prudence in delivering on its commitments to the community.
- 1.3 Council seeks to meet its obligations under the Local Government Act 2002 and the achievement of the District Vision adopted by the Council in September 2014, which will be set out in the next Long Term Plan 2015-25. These are stated on Page 2 of this agenda.
- 1.4 This report concludes by recommending that Council receives the Quarterly Performance Report to 30 September 2015, attached as **Appendix 1**.

2. BACKGROUND

- 2.1 In addition to a monthly financial report Council receives a more extensive quarterly report that is used as a progress check against the wider objectives contained in the Long Term Plan.

3. CURRENT SITUATION

- 3.1 The quarterly report examines Council's progress in delivering municipal services within its prescribed financial framework.
- 3.2 This is the first quarterly report that measures performance against the Long Term Plan 2015-25.

3.3 This quarterly report contains the following information:

3.3.1 Whole of Council Financial Summary.

3.3.2 Statements of Service and Financial Performance for each group and activity.

3.3.3 Projects and Carry Overs.

3.3.4 Treasury.

3.3.5 Reserve Funds.

4. OPTIONS

4.1 Receive the report.

5. SIGNIFICANCE AND CONSULTATION

5.1 This report is for information only.

5.2 The decision to receive the report is of low significance and requires neither consultation nor assessment of options.

6. RECOMMENDATION

A) **THAT** Council receives the Quarterly Performance Report to 30 September 2015 attached as **Appendix 1**

Gary Borg
Group Manager: Corporate Services

Appendix 1: Quarterly Performance Report to 30 September 2015



QUARTERLY PERFORMANCE REPORT TO 30 SEPTEMBER 2015

CONTENTS

WHOLE OF COUNCIL FINANCIAL SUMMARY

- Variance analysis
- Graphs

LEISURE SERVICES & FACILITIES GROUP

- Library
- Museum
- I-SITE
- Land and Buildings
- Parks and Reserves
- Events
- Swimming Pools
- Public Toilets
- Wilderness trail
- Elderly Housing
- Cemeteries

COMMUNITY SERVICES GROUP

- Community Development and Assistance
- Community Halls and Buildings
- Community Township Development

PLANNING AND REGULATORY GROUP

- Inspections and Compliance
- Resource Management
- Animal Control
- Emergency Management

TRANSPORTATION GROUP

WATER SUPPLY GROUP

WASTE WATER GROUP

STORMWATER GROUP

SOLID WASTE MANAGEMENT GROUP

LEADERSHIP

- Democracy Services
- Corporate Services

PROJECTS REPORT

CARRY OVER REPORT

TREASURY REPORT

RESERVE FUNDS REPORT

WHOLE OF COUNCIL FINANCIAL SUMMARY

WESTLAND DISTRICT COUNCIL	Year to September			Full year 2015-2016	
	Actual	Budget	Variance	Budget	FY Forecast
Operating revenue					
Rates (includes targeted rates and metered water)	3,584,919	3,571,464	13,455	14,033,643	14,101,745
User fees and charges	507,755	466,947	40,808	1,963,303	2,073,463
Grants and Subsidies	401,197	186,500	214,697	3,171,625	3,274,329
Other income	106,680	93,296	13,383	935,430	901,506
Overhead recoveries	840,320	1,462,290	(621,970)	6,318,673	6,086,265
Total revenue (A)	5,440,870	5,780,498	(339,627)	26,422,674	26,437,309
Operating expenditure					
Personnel costs	724,826	883,406	(158,580)	3,536,405	3,547,885
Administrative costs	168,159	188,803	(20,645)	549,224	573,933
Operating costs	2,793,808	2,054,563	739,245	9,713,013	10,169,158
Grants and donations	117,698	117,008	690	518,500	443,500
Overheads	789,903	1,408,540	(618,637)	6,103,673	6,084,072
Total operating expenditure (B)	4,594,393	4,652,320	(57,927)	20,420,815	20,818,548
Net operating cost of services - surplus/(deficit) (A - B)	846,477	1,128,178	(281,701)	6,001,859	5,618,761
Other expenditure					
Interest and finance costs	187,515	209,927	(22,412)	882,473	882,473
Depreciation	989,071	1,367,019	(377,948)	5,468,077	5,176,186
(Gain)/loss on investments	(9,499)	0	(9,499)	0	(9,499)
(Gain)Loss on swaps	146,778	0	146,778	0	346,778
(Gain)Loss on disposals	(4,457)	0	(4,457)	0	(4,457)
Total other expenditure (C)	1,309,407	1,576,946	(267,539)	6,350,550	6,391,480
Total expenditure (D = B + C)	5,903,801	6,229,266	(325,466)	26,771,366	27,210,028
Net cost of services - surplus/(deficit) (A - D)	(462,930)	(448,768)	(14,162)	(348,691)	(772,719)

Revenue Grants and Subsidies:

- \$209k unbudgeted subsidy received for the Haast Water upgrade.

Expenditure

Operating costs:

- Hokitika water upgrade project replacement membranes, an insurance claim has been submitted and if successful will offset the operating costs \$385k
- Other variances are due to timing differences and are expected to start meeting budget in the next 2 quarters

Other expenditure

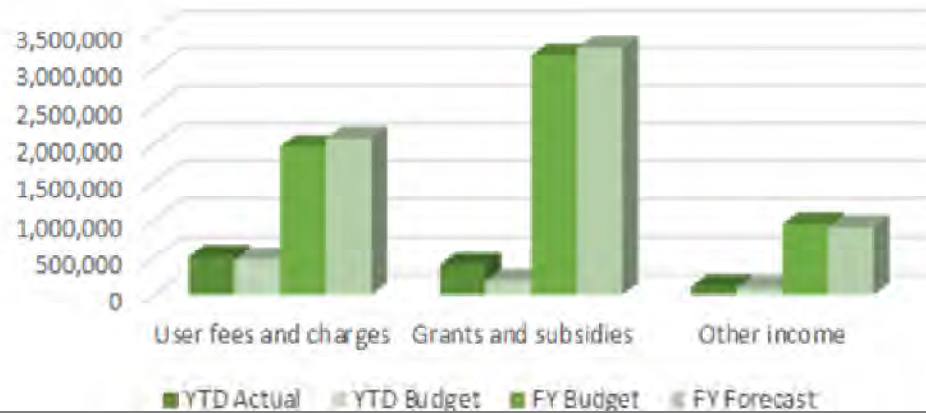
Swaps:

- A further loss in swaps in September, this will be incorporated in the forthcoming review of Council's treasury strategy.

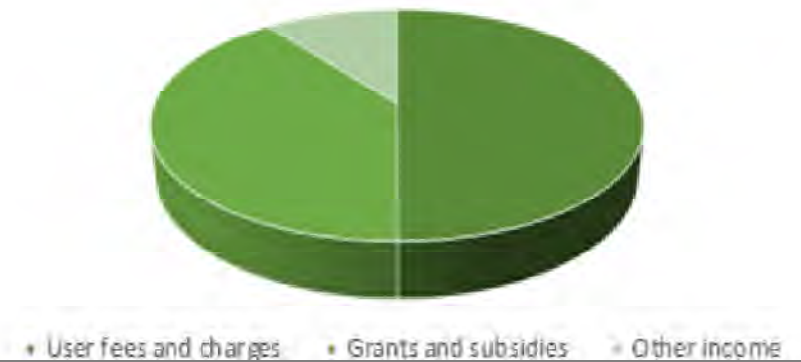
Depreciation:

- Due to revaluations at 30 June 2015 some asset lives have been extended. We will continue to update the asset register during the year which may revise depreciation further.

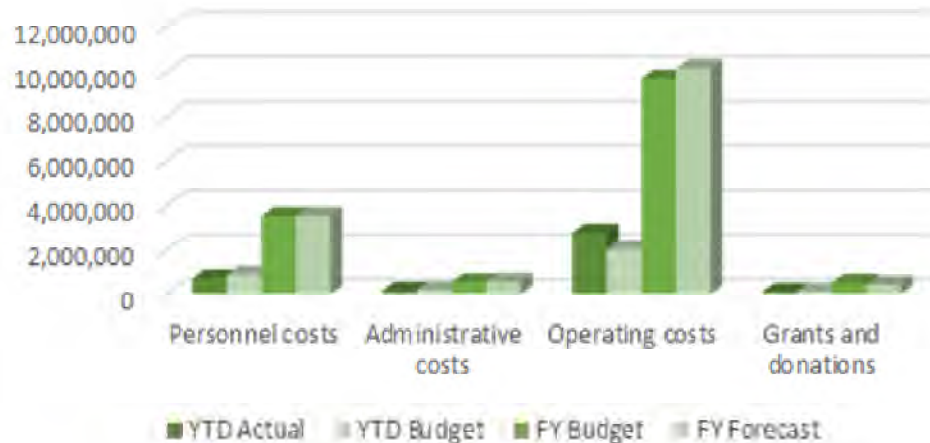
Operating revenue



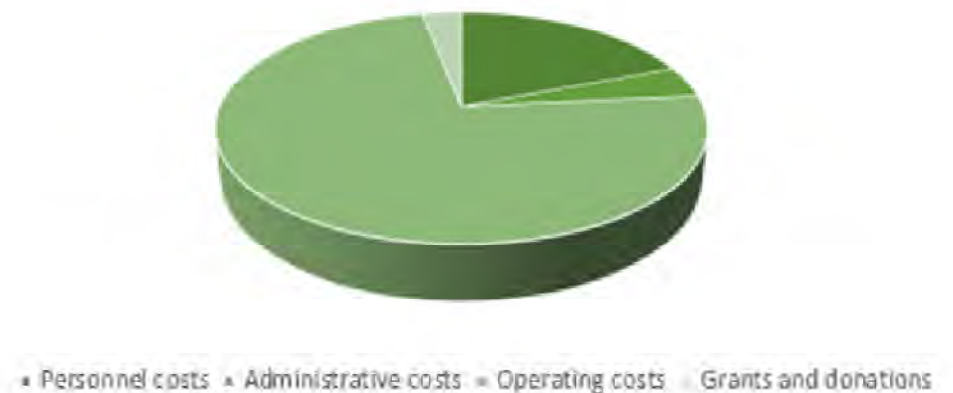
Operating revenue Actual year to September



Operating expenditure



Operating expenditure Actual year to September



LEISURE AND CULTURAL ASSETS GROUP

Library
Museum
i-SITE
Land and Buildings
Parks and Reserves
Events

Swimming Pools
Public Toilets
West Coast Wilderness Trail
Elderly Housing
Cemeteries

	LEISURE & CULTURAL ACTIVITIES SUMMARY				
	Budget FYR \$	Actual YTD \$	Budget YTD \$	Variance \$	f/(u)
Revenue	2,803,534	652,533	624,184	28,349	f
Expenditure	2,878,560	643,198	678,638	(35,441)	f
Surplus/(Deficit)	(75,026)	9,335	(54,455)	63,790	f

Commentary

The roof of the Library building is currently being repaired. In combination with the development occurring on the adjoining RSA site, it has been a little difficult for customers to easily access the Library.

The library welcomed a new staff member, who will assist for three hours on Saturday. Opening hours for Saturday have been extended to 4.00pm. An additional community library was established at Bruce Bay following a request from the residents of the settlement. Westland District now has a total of nine community libraries serving its residents. The 'Stepping Up' weekly computer classes held in the library continue to attract members of the community keen to join the digital world. It is anticipated that these classes will continue in 2016.

The Hokitika swimming pool re-opened for the season on Monday 6th July after a short maintenance shutdown during which time we took the opportunity to lay a new floor surface in both of the changing areas. The season has gone well so far with revenue ahead of budget and strong numbers of locals using the water.

A community based steering committee has been established to support the Hokitika Wildfoods Festival staff, made up of a range of stakeholders and representation. A Festival Co-ordinator has been employed to deliver the 2016 Wildfoods Festival on Saturday 12th March, and work is underway to employ an assistant.

The elderly housing annual satisfaction survey was conducted by an independent contractor, with pleasing results. WDPL undertook its annual Satisfaction Survey over a period of two weeks in August 2015. Interviews were conducted by an external contractor and pensioners were advised by letter beforehand. A strike rate of 95% was achieved, with 53 of the 56 residents being interviewed; 3 were away or uncontactable. We have completed reroofing all the Units in Tancred Street and will continue the Sewell Street complex when the weather allows. Tenants have been advised there will be a rental increase effective 1 January 2016.

The Hokitika to Ross section of the West Coast Wilderness Trail was officially opened in October 2015.

LIBRARY

	Library					
	Budget FYR \$	Actual YTD \$	Budget YTD \$	Variance \$	f/(u)	
	Revenue	553,878	138,361	138,470	(108)	(u)
	Expenditure	553,878	123,871	150,530	(26,659)	f
Surplus/(Deficit)	-	14,490	(12,060)	26,550	f	

Activity	Level of Service	Key Performance Measures	Last Year's performance (2014/15)	Annual Performance Target Years 1-3	Progress @ 30 September 2015	Explanation about any variances
Westland District Library	Provide quality library services in the District	% of residents satisfied	95%	95%	Resident survey not undertaken yet	A survey of library customers will be undertaken in November 2015.
		% of residents who are library members	40%	42%	45%	The total figure reduces each year in January when inactive borrowers (those who have not used card for 2 years) are removed.

MUSEUM

	Museum				
	Budget FYR \$	Actual YTD \$	Budget YTD \$	Variance \$	f/(u)
Revenue	385,190	105,865	94,548	11,317	f
Expenditure	371,978	64,370	91,155	(26,785)	f
Surplus/(Deficit)	13,212	41,495	3,392	38,102	f

Commentary

Favourable revenue variance due to carried over donations from Financial year 2014-15

Activity	Level of Service	Key Performance Measures	Last Year's performance (2014/15)	Annual Performance Target Years 1-3	Progress @ 30 September 2015	Explanation about any variances
Hokitika Museum	A quality museum experience	Visitor numbers are showing an upward trend	13,753	An increase of 5% each year	-12%	Low winter visitor numbers in general to Hokitika
		% of residents satisfied with their museum experience	New measure	85%	Resident survey not undertaken yet	

SWIMMING POOLS

	Swimming pools				
	Budget FYR \$	Actual YTD \$	Budget YTD \$	Variance \$	f/(u)
Revenue	256,846	64,211	64,211	-	
Expenditure	276,928	85,008	87,702	(2,695)	f
Surplus/(Deficit)	(20,082)	(20,796)	(23,491)	2,695	f

Activity	Level of Service	Key Performance Measures	Last Year's performance (2014/15)	Annual Performance Target Years 1-3	Progress @ 30 September 2015	Explanation about any variances
Swimming Pools	A quality swimming or exercise experience at the Hokitika Pool	% of residents satisfied	New measure	85%	Resident survey not undertaken yet	
		Maintain Pool Safe Accreditation	100%	100%	The pool is 100% compliant with PoolSafe. Our certificate was issued in April 2015 and is valid for 12 months.	

I-SITE

	i-SITE				
	Budget FYR \$	Actual YTD \$	Budget YTD \$	Variance \$	f/(u)
Revenue	336,332	87,100	99,083	(11,983)	(u)
Expenditure	347,890	99,051	83,432	15,619	(u)
Surplus/(Deficit)	(11,559)	(11,950)	15,651	(27,602)	(u)

Commentary

Unfavourable revenue due to lower commission as customers make more online bookings.

Activity	Level of Service	Key Performance Measures	Last Year's performance (2014/15)	Annual Performance Target Years 1-3	Progress @ 30 September 2015	Explanation about any variances
i-SITE	A quality customer experience	i-SITE NZ and Qualmark standards are met	80%	80%	N/A	Assessment due Quarter 4 2016 AA NZ Mystery Shopper due Q3 2015
	Increase resident population knowledge about what the i-SITE has to offer locals	Bookings made by local population	Increase of 5%	Maintain or Increase	i-SITE decrease of 5% AA NZ increase of 22.9%	

EVENTS

	Events				
	Budget FYR \$	Actual YTD \$	Budget YTD \$	Variance \$	f/(u)
Revenue	374,057	6,027	5,889	137	f
Expenditure	376,147	7,038	22,283	(15,245)	f
Surplus/(Deficit)	(2,089)	(1,011)	(16,394)	15,382	f

Commentary

Favourable expenditure variance due to timing, most cost and revenues will be at the time of the Wildfoods Festival

Activity	Level of Service	Key Performance Measures	Last Year's performance (2014/15)	Annual Performance Target Years 1-3	Progress @ 30 September 2015	Explanation about any variances
Hokitika Wildfoods Festival	A quality attendee experience	% of attendees satisfied (post event satisfaction survey)	New measure	85%	N/A	
		Growth to a limit is experienced annually (to a limit of 10,000)	8,200	8,500	N/A	

PARKS AND RESERVES

	Parks and Reserves				
	Budget FYR \$	Actual YTD \$	Budget YTD \$	Variance \$	f/(u)
Revenue	247,742	74,979	61,936	13,043	f
Expenditure	258,810	76,933	71,543	5,390	(u)
Surplus/(Deficit)	(11,067)	(1,954)	(9,607)	7,653	f

Commentary

Favourable revenue variance wholly attributable to reserves contributions from developers

Activity	Level of Service	Key Performance Measures	Last Year's performance (2014/15)	Annual Performance Target Years 1-3	Progress @ 30 September 2015	Explanation about any variances
Parks and Reserves	Reserves are pleasant, enjoyable and safe places	% of residents satisfied with parks and reserves	90%	90%	Resident survey not undertaken yet	

CEMETERIES

	Cemeteries				
	Budget FYR	Actual YTD	Budget YTD	Variance	f/(u)
	\$	\$	\$	\$	
Revenue	186,878	46,837	46,719	117	f
Expenditure	159,233	31,283	38,173	(6,890)	f
Surplus/(Deficit)	27,645	15,554	8,546	7,008	f

Activity	Level of Service	Key Performance Measures	Last Year's performance (2014/15)	Annual Performance Target Years 1-3	Progress @ 30 September 2015	Explanation about any variances
Cemeteries	Cemeteries have sufficient capacity	Each cemetery has at least 12 months capacity ahead	Hokitika 100% Kumara 100% Ross 100%	Hokitika 100% Kumara 100% Ross 50%	Hokitika 100% Kumara 100% Ross 100%	There has been little pressure on the Ross cemetery resource during the last 3 months

ELDERLY HOUSING

	Elderly Housing				
	Budget FYR \$	Actual YTD \$	Budget YTD \$	Variance \$	f/(u)
Revenue	-	-	-	-	
Expenditure	43,760	9,819	10,940	(1,121)	f
Surplus/(Deficit)	(43,760)	(9,819)	(10,940)	1,121	f

Activity	Level of Service	Key Performance Measures	Last Year's performance (2014/15)	Annual Performance Target Years 1-3	Progress @ 30 September 2015	Explanation about any variances
Elderly Housing	A safe and efficient service	Occupancy is maximised	100% Occupancy	100%	100%	
		% tenants satisfied with the service	>95% Satisfaction	>95%	The survey that has been undertaken does not cover this entire reporting period.	The survey was undertaken in August 2015.

LAND AND BUILDINGS

	Land and Buildings				
	Budget FYR \$	Actual YTD \$	Budget YTD \$	Variance \$	f/(u)
Revenue	140,854	35,880	35,213	667	f
Expenditure	141,651	16,520	31,636	(15,117)	f
Surplus/(Deficit)	(797)	19,360	3,577	15,783	f

Commentary

Favourable expenditure variance due to timing differences on maintenance costs

There are no non-performance financial measures for this activity.

PUBLIC TOILETS

	Public Toilets				
	Budget FYR \$	Actual YTD \$	Budget YTD \$	Variance \$	f/(u)
Revenue	243,599	60,900	58,575	2,325	f
Expenditure	247,870	28,420	48,709	(20,289)	f
Surplus/(Deficit)	(4,271)	32,480	9,866	22,614	f

Commentary

Favourable expenditure variance due to timing differences on caretaking and cleaning, these costs are likely to increase in summer

Activity	Level of Service	Key Performance Measures	Last Year's performance (2014/15)	Annual Performance Target Years 1-3	Progress @ 30 September 2015	Explanation about any variances
Public Toilets	Provide public toilets throughout the district	% of residents satisfied with the service	Not measured	100%	Resident survey not undertaken yet	
		Facilities are available for use during the day	100%	100%	100%	Maintenance has been undertaken without compromising service.

WEST COAST WILDERNESS TRAIL

	West Coast Wilderness Trail				
	Budget FYR \$	Actual YTD \$	Budget YTD \$	Variance \$	f/(u)
Revenue	78,159	32,372	19,540	12,833	f
Expenditure	100,415	100,885	42,534	58,350	(u)
Surplus/(Deficit)	(22,256)	(68,512)	(22,995)	(45,518)	(u)

Commentary

Favourable revenue variance wholly attributable to Cycle partner contributions. The expenditure variance is due mainly to the depreciation expense being higher than budgeted, depreciation is only funded on the structures on the cycle trail which amounts to approximately 17%.

Activity	Level of Service	Key Performance Measures	Last Year's performance (2014/15)	Annual Performance Target Years 1-3	Progress @ 30 September 2015	Explanation about any variances
West Coast Wilderness Trail	The cycle trail is well used	Numbers using the trail as measured by trail counters	Not measured	10,000 per annum	Currently the usership is just over 8,000 and it is hoped that the target of 10,000 will be reached over the summer season.	

COMMUNITY SERVICES GROUP

Community Development and Assistance

Community Halls

Townships (the development fund & improvement projects)

	COMMUNITY SERVICES ACTIVITIES SUMMARY				
	Budget FYR \$	Actual YTD \$	Budget YTD \$	Variance \$	f/(u)
Revenue	823,807	302,777	293,488	9,288	f
Expenditure	871,689	210,035	210,525	(489)	(u)
Surplus/(Deficit)	(47,883)	92,741	82,963	9,778	f

COMMUNITY DEVELOPMENT

	Community Development and Assistance				
	Budget FYR \$	Actual YTD \$	Budget YTD \$	Variance \$	f/(u)
Revenue	292,068	164,303	163,749	554	f
Expenditure	297,903	101,682	103,233	(1,552)	f
Surplus/(Deficit)	(5,835)	62,621	60,515	2,106	f

There are no non-performance financial measures for this activity.

COMMUNITY HALLS

	Community Halls				
	Budget FYR \$	Actual YTD \$	Budget YTD \$	Variance \$	f/(u)
Revenue	131,626	34,307	29,712	4,595	f
Expenditure	137,090	34,554	35,283	(729)	f
Surplus/(Deficit)	(5,464)	(247)	(5,571)	5,325	f

Activity	Level of Service	Key Performance Measures	Last Year's performance (2014/15)	Annual Performance Target Years 1-3	Progress @ 30 September 2015	Explanation about any variances
Community Halls	Provide safe and useful community halls	% of residents satisfied with the standard of their local hall	Not measured	80%	Resident survey not undertaken yet	

COMMUNITY TOWNSHIP DEVELOPMENT

	Township Development				
	Budget FYR \$	Actual YTD \$	Budget YTD \$	Variance \$	f/(u)
Revenue	400,112	104,167	100,028	4,139	f
Expenditure	436,696	73,800	72,009	1,792	(u)
Surplus/(Deficit)	(36,584)	30,367	28,020	2,347	f

There are no non-performance financial measures for this activity

PLANNING AND REGULATORY

Inspections and Compliance

Resource Management

Animal Control

Emergency Management & Rural Fire

	PLANNING & REGULATORY ACTIVITIES SUMMARY				
	Budget FYR \$	Actual YTD \$	Budget YTD \$	Variance \$	f/(u)
Revenue	1,781,345	593,796	491,428	102,368	f
Expenditure	1,805,918	399,474	418,584	(19,109)	f
Surplus/(Deficit)	(24,573)	194,321	72,844	121,477	f

Commentary

IANZ has recredited the Westland Building Control Authority (BCA) for another two-year period. This is the longest period that IANZ offers any BCA. To achieve this, Council had to demonstrate compliance with relevant legislation and our own BCA Manual. We proved most of this during the IANZ visit in July, but we also had three corrective actions required which we successfully cleared in November. These included updating our information on the website, reviewing resourcing levels (which has led to the creation of a new position in the team), and meeting statutory timeframes for August, September and October.

In October Council announced it will put Plan Change 7 (Fault Rupture Avoidance Zone) on hold in order to give the Franz Josef community and Council more time to understand the full implications of this Plan Change to the community of Franz Josef.

Council now has a verbal agreement with the local LandSAR group at Hokitika for its emergency management functions, following a number of discussions. The Regional Group Plan is currently being reworked and following that the Local Westland Plan will be reworked. EOC team vests have been provided to the Franz Josef team and a further set will be provided to the Fox Glacier team once new gear arrives. 5 High Viz vests have been issued to volunteer teams in seven locations for their field staff, helmets will be the next purchase. Council's Civil Defence Co-ordinator highlights progress with Kumara going from no plan or volunteer group, to having a sound nucleus of a team.

INSPECTIONS AND COMPLIANCE

	Inspections & Compliance				
	Budget FYR \$	Actual YTD \$	Budget YTD \$	Variance \$	f/(u)
Revenue	790,900	242,712	185,192	57,520	f
Expenditure	814,440	197,464	210,967	(13,503)	f
Surplus/(Deficit)	(23,540)	45,248	(25,776)	71,023	f

Commentary

Favourable revenue variance due to more building activity than expected

Activity	Level of Service	Key Performance Measures	Last Year's performance (2014/15)	Annual Performance Target Years 1-3	Progress @ 30 September 2015	Explanation about any variances
Inspections and Compliance	Timely processing of Building Consents	% of building consents processed within 20 working days as per the requirements of the Building Act	99%	100%	100% as for the last three months.	

Activity	Level of Service	Key Performance Measures	Last Year's performance (2014/15)	Annual Performance Target Years 1-3	Progress @ 30 September 2015	Explanation about any variances
	Provide appropriate advice to customers	% of users satisfied with the quality of the advice provided on building consent, environmental health and Liquor Licensing matters	New measure	85%	No complaints received about the quality of advice given to date. User survey not completed yet.	
	Encourage compliance with health standards by undertaking inspections so that all food, liquor and other licensed premises comply with the relevant legislation	All licensed and registered premises are inspected at least annually	New measure	100%	Only about 5% of premises inspected so far but all food premises requiring a food control plan will be visited by the end of the 2 nd quarter.	

RESOURCE MANAGEMENT

	Resource Management				
	Budget FYR \$	Actual YTD \$	Budget YTD \$	Variance \$	f/(u)
Revenue	652,882	168,114	163,221	4,894	f
Expenditure	653,884	105,699	131,086	(25,387)	f
Surplus/(Deficit)	(1,002)	62,415	32,135	30,280	f

Activity	Level of Service	Key Performance Measures	Last Year's performance (2014/15)	Annual Performance Target Years 1-3	Progress @ 30 September 2015	Explanation about any variances
Resource Management	Resource consents processed in accordance with the Resource Management Act	% of resource consents processed within statutory timeframes	82%	100%	88.5%	This corresponds to 31 out of 35 consents being issued on time, with two land use consents related to baches on road reserve, a land use consent relating to a preschool and a subdivision being issued outside of time.
	Provide appropriate advice to customers	% of users satisfied with the quality of the advice provided on resource management matters	New measure	85%	A user survey has not yet been undertaken.	

ANIMAL CONTROL

	Animal Control				
	Budget FYR \$	Actual YTD \$	Budget YTD \$	Variance \$	f/(u)
Revenue	179,894	106,882	104,723	2,159	f
Expenditure	180,309	39,487	43,719	(4,232)	f
Surplus/(Deficit)	(415)	67,395	61,004	6,391	f

Activity	Level of Service	Key Performance Measures	Last Year's performance (2014/15)	Annual Performance Target Years 1-3	Progress @ 30 September 2015	Explanation about any variances
Animal Control	Keep the public safe from dogs and wandering stock	% of residents satisfied with the protection provided	New measure (Dog control 35%)	90%	Resident survey not undertaken yet	

EMERGENCY MANAGEMENT

	Emergency Management				
	Budget FYR \$	Actual YTD \$	Budget YTD \$	Variance \$	f/(u)
Revenue	157,669	39,792	38,292	1,500	f
Expenditure	157,285	56,824	32,811	24,012	(u)
Surplus/(Deficit)	384	(17,032)	5,481	(22,512)	f

Commentary

Unfavourable expenditure variance incurred from June 2015 floods.

Activity	Level of Service	Key Performance Measures	Last Year's performance (2014/15)	Annual Performance Target Years 1-3	Progress @ 30 September 2015	Explanation about any variances
Emergency Management	Effective natural hazard readiness	<p>Suitable emergency response training has occurred</p> <ul style="list-style-type: none"> - Emergency Management personnel meet CIMs 4 and EOC standards - Volunteers are offered at least 2 training opportunities per annum - Number of trained volunteers increases by 10% 	<p>Staff training achieved</p> <p>Low volunteer turn-out to training</p>	100%	<p>In July a follow up training session for staff occurred after the June 2015 flooding incident (refresher skills using the EMIS system and identify why some problems occurred).</p> <p>A specialised Welfare course was held in Nelson in September and attended by 2 EDC staff.</p> <p>Volunteers have been offered CIMS4 training at Franz (first session has 12 attendees and second session had 15, these were volunteers from Franz Josef and Fox Glacier).</p> <p>2 EOC Foundation courses have been held at WDC, with a range of volunteers, Westland Milk Products staff, DOC staff and some elected members attending them.</p>	

Activity	Level of Service	Key Performance Measures	Last Year's performance (2014/15)	Annual Performance Target Years 1-3	Progress @ 30 September 2015	Explanation about any variances
	Suitable response systems are in place	Community emergency response plans are in place for all Westland townships	70% (Plans are in place for Hokitika, Ross, Harihari, Whataroa, Franz Josef and Fox)	90 - 100%	<p>Several meetings have been held in Ross and Kumara to reinvigorate or establish CD response groups, Kumara now have people on their team and a leader.</p> <p>Local plans are on a shared folder in Dropbox. All local areas have two or three people that can edit their local community response plans to ensure they are up to date. Haast is showing the slowest progress.</p>	

Activity	Level of Service	Key Performance Measures	Last Year's performance (2014/15)	Annual Performance Target Years 1-3	Progress @ 30 September 2015	Explanation about any variances
Rural Fire	Appropriate emergency response to rural fires	WDC Rural Fire provides support to partner agencies as requested	100%	100%	100%	
	Provide fire permit service	Fire permit requirements are publically advertised	Not done	At beginning of fire season and prior to the at Christmas holiday break	The Principal Rural Fire Officer regularly places adverts in the local newspapers.	Council began radio advertising about the need for fire permits outside of this reporting period. The first adverts started in November.

INFRASTRUCTURE

Transportation Group

Water Supply Group

Waste Water Group

Stormwater Group

Solid Waste Management Group

TRANSPORTATION GROUP

	TRANSPORTATION				
	Budget FYR \$	Actual YTD \$	Budget YTD \$	Variance \$	f/(u)
Revenue	4,809,476	603,783	603,963	(180)	(u)
Expenditure	5,818,439	1,004,247	1,245,320	(241,073)	f
Surplus/(Deficit)	(1,008,963)	(400,464)	(641,358)	240,893	f

Commentary

Favourable expenditure variance due to timing differences, these costs are expected to meet budget throughout the year

Activity	Level of Service	Key Performance Measures	Last Year's performance (2014/15)	Annual Performance Target Years 1-3	Progress @ 30 September 2015	Explanation about any variances
Transportation	The transportation network is safe for all users in Westland District	Road safety: The change from the previous financial year in the number of fatalities and serious injury crashes on the local road network, expressed as a number	19	Less than the previous year	No known fatalities to date.	Council does not typically receive data from NZ Police or other Agencies on serious injury.
	The surface condition of roads in Westland	Road condition:	96%	>90%	NAARA index not measured recently so	Typically only get data refreshed about every 2

Activity	Level of Service	Key Performance Measures	Last Year's performance (2014/15)	Annual Performance Target Years 1-3	Progress @ 30 September 2015	Explanation about any variances
	is of good quality	The average quality of ride on a sealed local road network, measured by smooth travel exposure			the trend shown for last year is the most recent.	years.
		Residents are satisfied with the standard and safety of Council's unsealed roads	New measure	50% of residents are satisfied with Council's unsealed roads	Resident survey not undertaken yet.	
	The surface condition of roads in Westland is maintained to a high standard	Road maintenance: The percentage of the sealed local road network that is resurfaced	8%	>7%	Contract awarded for 2015/16 reseal programme. Physical works scheduled to commence late November.	This is a summer activity. The total m ² area completed will be reported March 2016.

Activity	Level of Service	Key Performance Measures	Last Year's performance (2014/15)	Annual Performance Target Years 1-3	Progress @ 30 September 2015	Explanation about any variances
	Footpaths are maintained in good condition and are fit for purpose	<p>Footpaths:</p> <p>The percentage of footpaths within a territorial authority district that fall within the level of service or service standard for the condition of footpaths that is set out in the territorial authority's relevant document (such as its annual plan, activity management plan, asset management plan, annual works program or long term plan)</p>	New measure	90%	<p>Measure not yet determined.</p> <p>No known exceedances for deliverable standards.</p>	
	Response to service requests are dealt with promptly	<p>Customer service requests:</p> <p>The percentage of customer service requests relating to roads and footpaths to which the territorial authority responds within the time frame specified in the long term plan.</p>	New measure	100%	<p>Measure not yet determined.</p> <p>No known timeline exceedances for response from NCS database.</p>	

WATER SUPPLY GROUP

	WATER SUPPLY				
	Budget FYR \$	Actual YTD \$	Budget YTD \$	Variance \$	f/(u)
Revenue	3,857,955	1,229,768	1,012,511	217,258	f
Expenditure	3,189,034	907,753	767,038	140,715	(u)
Surplus/(Deficit)	668,921	322,016	245,473	76,543	f

Commentary

The favourable revenue variance is due to receiving an unbudgeted subsidy for the Haast Water upgrade project \$209k. The unfavourable expenditure variance is due to \$77k interest costs for water loan, \$385 costs for failure of membranes offset by lower operating costs which are expected to match budget during the year.

Activity	Level of Service	Key Performance Measures	Last Year's performance (2014/15)	Annual Performance Target Years 1-3	Progress @ 30 September 2015	Explanation about any variances
Water Supply	Council supplied potable water is safe to drink	<p>Safety of drinking water:</p> <p>The extent to which the local authority's drinking water supply complies with:</p> <p>(a) part 4 of the drinking-water standards (bacteria compliance criteria), and</p>	<p>New measure –</p> <p><i>Note: There are 9 drinking water supplies throughout the district. As at 1 July 2015 the following water supply schemes have been upgraded to meet parts (a) and (b) of the key performance measure: Hokitika, Ross, Harihari and Franz Josef. A budget for a feasibility study about Council's role in continuing to provide the Arahura scheme is included in Year 1. After that a decision will be made about Council's role in the future provision of the Arahura scheme.</i></p>	<p>Years 1-3</p> <p>These drinking water schemes will comply with parts (a) and (b) of the key performance measure: Hokitika, Ross, Harihari, Franz Josef, Haast</p> <p>Years 2-3</p> <p>These drinking water schemes will comply with parts (a) and (b) of the key performance measure: Kumara, Whataroa</p> <p>Years 2-3</p> <p>These drinking water schemes will comply with parts (a) and (b) of the key performance measure: Fox, the Arahura scheme if it is continued as a Council service</p>	<p>(a) 8 out of 9 supplies compliant with bacterial compliance criteria.</p>	<p>(a) Hokitika non-compliant in bacterial compliance due to sample not being taken on correct day, which means that there where a maximum of 12 days in between samples and not 11 as per DWS.</p> <p>While compliance is achieved with bacterial criteria overall compliance is not achieved due to customers not being notified twice yearly of the plumbosolvency risk as per DWS. This used to be done through the quarterly newsletter Council put out.</p>

Activity	Level of Service	Key Performance Measures	Last Year's performance (2014/15)	Annual Performance Target Years 1-3	Progress @ 30 September 2015	Explanation about any variances
		(b) part 5 of the drinking-water standards (protozoal compliance criteria).			(b) 1 out of the 9 supplies fully comply with protozoal compliance	(b) The other 3 supplies that are currently capable of meeting full compliance have failed due to FAC readings being below the DWS and a sample being missed. Haast WTP will not comply within this reporting year due to the timeframe it was commissioned. It will be reported on fully in the 16-17 year.

Activity	Level of Service	Key Performance Measures	Last Year's performance (2014/15)	Annual Performance Target Years 1-3	Progress @ 30 September 2015	Explanation about any variances
	Requests for service are dealt with promptly	<p>Fault response times:</p> <p>Where the local authority attends a call-out in response to a fault or unplanned interruption to its networked reticulation system, the following median response times measured:</p> <p>(a) attendance for urgent call-outs: from the time that the local authority receives notification to the time that service personnel reach the site, and (2 hours)</p> <p>(b) resolution of urgent call-outs: from the time that the local authority receives notification to the time that service personnel confirm resolution of the fault or interruption. (12 hours)</p>	New measure –To be measured from reticulation failure record sheets	<p>(a) 100%</p> <p>(b) 100%</p>	<p>(a) No urgent call outs reported for this reporting period</p> <p>(b) No urgent call outs reported for this reporting period</p>	

Activity	Level of Service	Key Performance Measures	Last Year's performance (2014/15)	Annual Performance Target Years 1-3	Progress @ 30 September 2015	Explanation about any variances
		(c) attendance for non-urgent call-outs: from the time that the local authority receives notification to the time that service personnel reach the site, and (24 hours) (d) resolution of non-urgent call-outs: from the time that the local authority receives notification to the time that service personnel confirm resolution of the fault or interruption. (72 hours)		(c) 100% (d) 100%	(c) 20 requests for service in this reporting period. 17 have been attended on time. 85% (d) 20 requests for service in the reporting period. 17 have been attended on time. 85%	(c & d) Due to a technical issue with signing off service requests some have not been signed off and are classed as overdue. This has now been sorted and will be in place for the next reporting period.
	Council supplied water is reliable	Maintenance of the reticulation network: The percentage of real water loss from the local authority's networked reticulation system (including a description of the methodology used to calculate this).	Not measured	Council does not intend to measure this as it will impose an unreasonable cost	Will not be measured	

Activity	Level of Service	Key Performance Measures	Last Year's performance (2014/15)	Annual Performance Target Years 1-3	Progress @ 30 September 2015	Explanation about any variances
		<p>Demand management:</p> <p>The average consumption of drinking water per day per resident within the territorial authority district.</p>	New Measure	The average water consumption per person per day is < 500l/day	Not measured this quarter	Inaccuracy with meters recording outflow from reservoirs requires to be addressed before this measure can be accurately reported on
	Customers are generally satisfied with the Council supplied water	<p>Customer satisfaction:</p> <p>The total number of complaints received by the local authority about any of the following:</p> <ul style="list-style-type: none"> (a) drinking water clarity (a) drinking water taste (b) drinking water odour (c) drinking water pressure or flow (d) continuity of supply, and (e) the local authority's response to any of these issues <p>Expressed per 1000 connections to the local authority's networked reticulation system.</p>	New measure	Type and number of complaints received (25 per 1000 connections)	<p>Total number of service connections = 2682</p> <ul style="list-style-type: none"> (a) 0 (b) 0 (c) 0 (d) 2 per 2682 = 0.007 (e) 0 (f) Both low pressure complaints were dealt with at the time 	

WASTE WATER GROUP

	WASTE WATER				
	Budget FYR \$	Actual YTD \$	Budget YTD \$	Variance \$	f/(u)
Revenue	1,005,115	255,325	252,596	2,729	f
Expenditure	1,035,660	184,814	265,530	(80,716)	f
Surplus/(Deficit)	(30,545)	70,511	(12,934)	83,445	f

Commentary

Favourable expenditure variance is due to timing differences between actuals and budget

Activity	Level of Service	Key Performance Measures	Last Year's performance (2014/15)	Annual Performance Target Years 1-3	Progress @ 30 September 2015	Explanation about any variances
Wastewater	Council wastewater systems are managed without risk to public health	System and adequacy: The number of dry weather sewerage overflows from the territorial authority's sewerage system, expressed per 1000 sewerage connections to that sewerage system.	Measured by reticulation failure record sheets	Number: 10 per 1000	Total number service connections = 2001 No dry weather overflows reported for this reporting period	

Activity	Level of Service	Key Performance Measures	Last Year's performance (2014/15)	Annual Performance Target Years 1-3	Progress @ 30 September 2015	Explanation about any variances
	Council wastewater systems are safe and compliant	<p>Discharge compliance:</p> <p>Compliance with the territorial authority's resource consents for discharge from its sewerage system measured by the number of:</p> <ul style="list-style-type: none"> (a) abatement notices (b) infringement notices (c) enforcement orders, and (d) convictions, <p>received by the territorial authority in relation those resource consents.</p>	New measure - Type and number of notices from WCRC	100%	<p>(a) 0</p> <p>(b) 0</p> <p>(c) 3</p> <p>(d) 0</p>	In August 2015 the WCRC issued WDC with an enforcement court order for the Franz Josef, Fox Glacier and Haast WWTP's for continuation of breach of consent conditions. A resolution was agreed between both parties for future action to resolve these issues.

Activity	Level of Service	Key Performance Measures	Last Year's performance (2014/15)	Annual Performance Target Years 1-3	Progress @ 30 September 2015	Explanation about any variances
	Customer are generally satisfied with the Council wastewater systems	<p>Fault response times:</p> <p>Where the territorial authority attends to sewerage overflows resulting from a blockage or other fault in the territorial authority's sewerage system, the following median response times measured:</p> <p>(a) attendance time: from the time that the territorial authority receives notification to the time that service personnel reach the site, and (2 hours)</p> <p>(b) resolution time: from the time that the territorial authority receives notification to the time that service personnel confirm resolution of the blockage or other fault. (4 hours)</p>	New measure – Measured by reticulation failure record sheet	100%	<p>(a) 100%</p> <p>(b) 100%</p>	No reports of overflows resulting from blockage or other reported in this reporting period

Activity	Level of Service	Key Performance Measures	Last Year's performance (2014/15)	Annual Performance Target Years 1-3	Progress @ 30 September 2015	Explanation about any variances
		<p>Customer satisfaction:</p> <p>The total number of complaints received by the territorial authority about any of the following:</p> <p>(a) sewage odour</p> <p>(b) sewerage system faults</p> <p>(c) sewerage system blockages, and</p> <p>(d) the territorial authority's response to issues with its sewerage system,</p> <p>Expressed per 1000 connections to the territorial authority's sewerage system.</p>	<p>New measure -</p> <p>Type and number of service requests received</p>	25 per 1000	<p>(a) 0</p> <p>(b) 0</p> <p>(c) 0</p> <p>(d) 100%</p>	

STORMWATER GROUP

	STORMWATER				
	Budget FYR \$	Actual YTD \$	Budget YTD \$	Variance \$	f/(u)
Revenue	530,345	132,586	132,586	-	
Expenditure	596,518	129,749	154,751	(25,003)	f
Surplus/(Deficit)	(66,172)	2,838	(22,165)	25,003	f

Activity	Level of Service	Key Performance Measures	Last Year's performance (2014/15)	Annual Performance Target Years 1-3	Progress @ 30 September 2015	Explanation about any variances
Stormwater	Council Stormwater systems have the capacity to resist major storms and flooding events.	System adequacy: (a) The number of flooding events that occur in a territorial authority district. (b) For each flooding event, the number of habitable floors affected. (Expressed per 1000 properties connected to the territorial authority's stormwater system.)	New measure – Measured by insurance claims to Council	(a) 2 (b) 10 per 1000	(a) 0 (b) 0	

Activity	Level of Service	Key Performance Measures	Last Year's performance (2014/15)	Annual Performance Target Years 1-3	Progress @ 30 September 2015	Explanation about any variances
	Requests for service are dealt with promptly	<p>Response times:</p> <p>The median response time to attend a flooding event, measured from the time that the territorial authority receives notification to the time that service personnel reach the site. (1 hour)</p>	New measure - measured by service request	100%	100% - no flooding events reported for this reporting period	
		<p>Customer satisfaction:</p> <p>The number of complaints received by a territorial authority about the performance of its stormwater system, expressed per 1000 properties connected to the territorial authority's stormwater system.</p>	New measure - measured by service request	10 per 1000	<p>Total number of stormwater connections = 455</p> <p>Total number of complaints/request for this reporting period = 11</p> <p>= 5 per 1000</p>	

Activity	Level of Service	Key Performance Measures	Last Year's performance (2014/15)	Annual Performance Target Years 1-3	Progress @ 30 September 2015	Explanation about any variances
	Council stormwater systems protect the natural environment	<p>Discharge compliance:</p> <p>Compliance with the territorial authority's resource consents for discharge from its stormwater system, measured by the number of:</p> <p>(a) abatement notices (b) infringement notices (c) enforcement orders, and (d) convictions, Received by the territorial authority in relation those resource consents.</p>	New measure measured by type and number of notices received from WCRC	100%	<p>100%</p> <p>(a) 0 (b) 0 (c) 0 (d) 0</p>	

SOLID WASTE MANAGEMENT GROUP

	SOLID WASTE				
	Budget FYR \$	Actual YTD \$	Budget YTD \$	Variance \$	f/(u)
Revenue	2,369,056	305,538	350,529	(44,991)	(u)
Expenditure	2,349,692	413,942	514,330	(100,387)	f
Surplus/(Deficit)	19,365	(108,404)	(163,801)	55,396	f

Commentary

Unfavourable revenue variance due to lower than anticipated refuse site fees. Favourable expenditure variance due to timing differences of maintenance costs and collection costs which are expected to meet budget over the year

Activity	Level of Service	Key Performance Measures	Last Year's performance (2014/15)	Annual Performance Target Years 1-3	Progress @ 30 September 2015	Explanation about any variances
Solid Waste	A reliable refuse and recycling collection service is provided	% of residents that receive the service are satisfied	100%	100%	Resident survey not undertaken yet.	
	A reliable transfer station service	% of residents satisfied	95%	100%	Resident survey not undertaken yet.	

Activity	Level of Service	Key Performance Measures	Last Year's performance (2014/15)	Annual Performance Target Years 1-3	Progress @ 30 September 2015	Explanation about any variances
	Solid waste is managed appropriately	All necessary consents for solid waste activities and capital projects are applied for, held and monitored accordingly	100%	100%	100%	
	Education about waste minimisation is provided to the community	Number of visits to schools and community groups	1 School per annum	3 schools, 3 groups per annum	Nil	This role has not been resourced during this reporting period. The new incumbent starts the role on 16/11/15.

LEADERSHIP

Democracy
Corporate Services

	LEADERSHIP				
	Budget FYR \$	Actual YTD \$	Budget YTD \$	Variance \$	f/(u)
Revenue	7,645,872	1,041,477	1,592,602	(551,124)	(u)
Expenditure	7,562,730	1,292,043	1,850,355	(558,311)	f
Surplus/(Deficit)	83,143	(250,566)	(257,753)	7,187	(u)

Commentary

Council is currently working with the community to identify suitable projects for the “District Economic Development Fund” of \$1 million that it will receive from Development West Coast.

The IT network has been improved in the last 3 months; the servers are backed up nightly and then copied to a separate network storage device with incremental backups being copied to a Cloud server located in Auckland. We previously had an issue with the Hokitika Library server and this has been addressed by these changes.

DEMOCRACY

	Democracy				
	Budget FYR \$	Actual YTD \$	Budget YTD \$	Variance \$	f/(u)
Revenue	968,678	243,337	242,545	793	f
Expenditure	968,678	195,505	251,374	(55,869)	f
Surplus/(Deficit)	-	47,833	(8,829)	56,662	f

Activity	Level of Service	Key Performance Measures	Last Year's performance (2014/15)	Annual Performance Target Years 1-3	Progress @ 30 September 2015	Explanation about any variances
Democracy	Responsible leadership	% of residents satisfied with Council's leadership	New measure	65%	Resident survey not undertaken yet	
	The community understands what Council does	% of residents who understand how Council makes decisions	New measure	50%	Resident survey not undertaken yet	

CORPORATE SERVICES

	Corporate Services				
	Budget FYR \$	Actual YTD \$	Budget YTD \$	Variance \$	f/(u)
Revenue	6,627,949	798,140	1,350,057	(551,917)	(u)
Expenditure	6,514,375	1,093,114	1,591,373	(498,259)	f
Surplus/(Deficit)	113,574	(294,974)	(241,316)	(53,658)	(u)

Commentary

Unfavourable revenue variance due to timing differences, the favourable expenditure variance will partially offset the Customer Service Centre costs within the unfavourable expenditure variance included in i-SITE. An internal recharge mechanism will be determined as part of a future review of overhead allocations.

Activity	Level of Service	Key Performance Measures	Last Year's performance (2014/15)	Annual Performance Target Years 1-3	Progress @ 30 September 2015	Explanation about any variances
Corporate Services	Provide accountability about Council activities	Legally compliant financial plans and reports adopted	Annual Report 2013-14 adopted late	Annual Plans & Annual Report adopted on time	The Annual Report 2014/15 was adopted on time (2 November 2015)	
	A comprehensive Customer Service Centre	% of residents satisfied with the service they receive	Not measured	75%	Resident survey not undertaken yet	
	Effective engagement of the community during public decision-making opportunities	% of residents that believe they have been consulted appropriately	New measure	60%	Resident survey not undertaken yet	

PROJECTS

As at 30/09/2015

						Legend - Key
		Forecast on Budget				Project Delayed - Will not be completed by 30th June 2016
		Forecast over Budget				Project on-Track - Will be completed by 30th June 2016
						Project Complete - 100% Progress
Project / Activity	YTD exp	2015-16	Forecast	Budget Track	Progress / Track	Progress comments
	\$0	\$0	\$0			
Museum						
Research Development Centre	-	22,000	22,000			not yet begun, but still expected to be on-track for completion by 30 June 2016
Retail Development	-	30,000	30,000			not yet begun, but still expected to be on-track for completion by 30 June 2016
Total	-	52,000	52,000			
Corporate Services						
Shelving for Council records and archives	-	10,000	10,000			Shelving has been ordered -- Date of Completion: TBA
WATER SUPPLY						
Mains Upgrade (on-going)	-	100,000	100,000			Hokitika. WIP
Replace Water meters (on-going)	-	200,000	200,000			Hokitika. Not started
Mains Upgrade (on-going)	-	80,000	80,000			Ross. Not started
Permanent Generator in Harihari	-	30,000	30,000			WIP
Water supply service assurance	-	100,000	100,000			Work in progress
Replacement of Water Meters	-	50,000	50,000			Fox Glacier meters. WIP
Total	0	560,000	560,000			
WASTEWATER						
West Dr Pump & Electrics Upgrade	-	40,000	40,000			Three Mile. WIP
WWTP Improvements at Franz	-	50,000	50,000			50% spent. Infiltration galleries repaired. Other treatment options being investigated
Total	0	90,000	90,000			
STORMWATER						
Mobile Generator	-	50,000	50,000			WIP
SOLID WASTE						
Landfills - Hokitika	327,525	350,000	350,000			In progress
Landfills - Butlers Site Shed - Hazardous Washdown Facility	-	15,000	15,000			Not started. Need to determine scope and drawings & water source.
Intermediate Capping for Butlers	-	50,000	50,000			Not started.
Landfill - Haast - Digout new Cell	-	10,000	10,000			After Xmas
Haast intermediate cap current cell	-	10,000	10,000			Not started.
Shed - Hazardous Facility	-	5,000	5,000			Haast. Portable shed WIP
Total	327,525	440,000	440,000			
CEMETERIES						
Hokitika Cemetery - Building Improvements	585	20,000	20,000			WIP
Hokitika Cemetery - Improvements	-	10,000	10,000			Complete
Berm Development	-	10,000	10,000			First stage complete.
Total	585	40,000	40,000			
Community Halls and Buildings						
Ross Hall - Upgrade/Replacement	30,406	90,000	90,000			Kitchen works completed in October -- WIP
Carnegie Building - Improvements	-	20,000	20,000			Security C/F. Earthquake report
Total	30,406	110,000	110,000			
Community Township Development						
Footpath - Sale street	-	10,000	10,000			Hokitika
Footpath Tiles replacements	-	12,000	12,000			Fox. Business area. Not started. Summer work
Footpath Tiles replacements	-	6,000	6,000			Fox. Business area. Not started
New Footpath	-	15,000	15,000			Franz. SH6/Cron southside. Not started
Upgrade footpaths and driveways over next three years	-	5,000	5,000			Kumara. Not started
Total	0	48,000	48,000			
Elderly Housing						
Pensioner Housing	-	45,000	45,000			
Information Services						
IT equipment Renewals	-	30,000	30,000			
Inspection and Compliance						
Noise Meter	7,819	10,000	7,819			Complete
Land & Buildings						
Improvements in Hokitika - Car Parks	-	15,000	15,000			Primary school traffic islands project.
Parks & Reserves						
Cass Square - Turf Improvements	-	120,000	120,000			After Wildfood Festivals
Upgrade of Playground equipment	-	45,000	45,000			WIP. Scope to be agreed
Repair to Statues	-	5,000	5,000			Part of larger project. Pioneer statue, Robbie Burns. Heritage Hokitika
Marks road reserve improvements	-	10,000	10,000			Haast toilets.
Developments	-	30,000	30,000			Not started
Total	0	210,000	210,000			
Transportation						
Seal 4th Street Kumara	-	140,000	140,000			Scheduled after Xmas
Vehicle Operations						
Replacing pool vehicle	27,687	33,000	27,687			Complete
New Vehicle -	27,934	38,000	27,934			Complete
Total	55,621	71,000	55,621			
Total	421,956	1,921,000	1,903,440			

Carry Over Schedule to 2015-16

GL	Requestor	Detail	Funded by	Approved \$	Actual \$	Forecast \$	Balance \$	Approved variance in 2016	Status
5200116	Julia Bradshaw	Museum Donations - for Exhibitions	Donations	- 11,167	- 11,167	- 11,167	-	Favourable income	Complete
5200116	Julia Bradshaw	Museum Donations - for Exhibitions	Donations	- 5,000	- 5,000	- 5,000	-	Favourable income	Complete
		Donations Total		- 16,167	- 16,167	- 16,167	-		
3905145	Derek Blight	Creative New Zealand	External Grant	- 5,403	- 5,403	- 5,403	-	Favourable income	Complete
		External Grant Total		- 5,403	- 5,403	- 5,403	-		
471258104	Petrina Cannell	Haast WTP	Subsidy (\$240k) & Depreciation (\$160k)	73,732	1,452		63,041	Capital	Complete
		Subsidy/Depreciation Total		73,732	1,452	10,691	63,041		
461058110	Petrina Cannell	Franz Josef WWTP	Loan	99,474	-	99,474	-	Capital	Under review
461258103	Petrina Cannell	Haast WWTP Improvements	Loan	35,167	8,094		27,073	Capital	Complete
4400581	Simon Eyre	Council HQ re-roofing	Loan	125,000	29,446	125,000	-	Capital	Contract being prepared NZS3915
3310405	Vivek Goel	Franz Josef Landfill	Loan	25,000	-	25,000	-	Capital	
		Loan Total		284,641	37,540	257,568			
2100413	Jim Ebenhoh	Builder's Accreditation	Rates YE 2014	20,000	16,203	16,203	3,797	Operating adverse	Complete
350458106	John Bainbridge	Hokitika Cemetery Capital Development	Rates YE 2015	10,000	-	10,000	-	Capital	Stage 1 completed
341858103	Tanya Winter	Cass Square Statues	Rates YE 2014	10,000	-	10,000	-	Capital	
341858103	Tanya Winter	Cass Square Statues	Rates YE 2015	5,000	-	5,000	-	Capital	Heritage Hokitika approached
1100240	Tanya Winter	CCO review	Rates YE 2015	6,988	1,000	6,988	-	Operating adverse	\$1,000 committed
3302405	Vivek Goel	Kumara CAP	Targeted Rates YE 2015	5,712	-	5,712	-	Capital	Complete
		Rates Total		57,700	17,203	53,903	3,797		
460458112	Petrina Cannell	Hokitika WWTP Resource Consent	Renewal reserve - Depreciation	29,552	59,093		- 50,000	Capital	Current
383058101	Simon Eyre	Upgrade fire-alarm system - Museum	Renewal reserve - Depreciation	30,000	-	30,000	-	Capital	Current
4708581	Petrina Cannell	Rural Water supply	Renewal reserve - Depreciation	49,475	18,685		1,177	Capital	Complete
		Renewal reserve - Depreciation Total		109,027	77,778	157,850	- 48,823		
380758101	Simon Eyre	Hari Hari Community Facility	\$100k Reserves Development fund, \$190k Hari Hari Community complex reserve fund	225,972	63,247	225,972	-	Capital	In-progress
5674250	Tanya Winter	Franz Josef Cycle Trail	Reserves	48,000	-	48,000	-	Operating adverse	FJCC engaged
430758102	Jim Ebenhoh	Franz Josef Urban Revitalisation plan	Reserves	100,000	-	100,000	-	Capital	
3811581	Derek Blight	Fox Glacier Community Centre	Reserves	100,000	100,000	100,000	-	Capital	Complete
4309250	Derek Blight	Hari Hari Township Development fund	Reserves	14,000	-	14,000	-	Operating adverse	
		Reserves Total		487,972	163,247	487,972	-		
5674148	Tanya Winter	Cycle Trail - Partner Programme Revenue	Stakeholder Contribution	- 21,125	- 21,125	- 21,125	-	Appropriation / operating	Establishing operational trust
5674148	Tanya Winter	Cycle Trail - Partner Programme Revenue	Stakeholder Contribution	- 6,808	- 6,808	- 6,808	-	Appropriation	Year end 2016
				- 27,933	- 27,933	- 27,933			
				963,569	247,717	918,480	18,016		

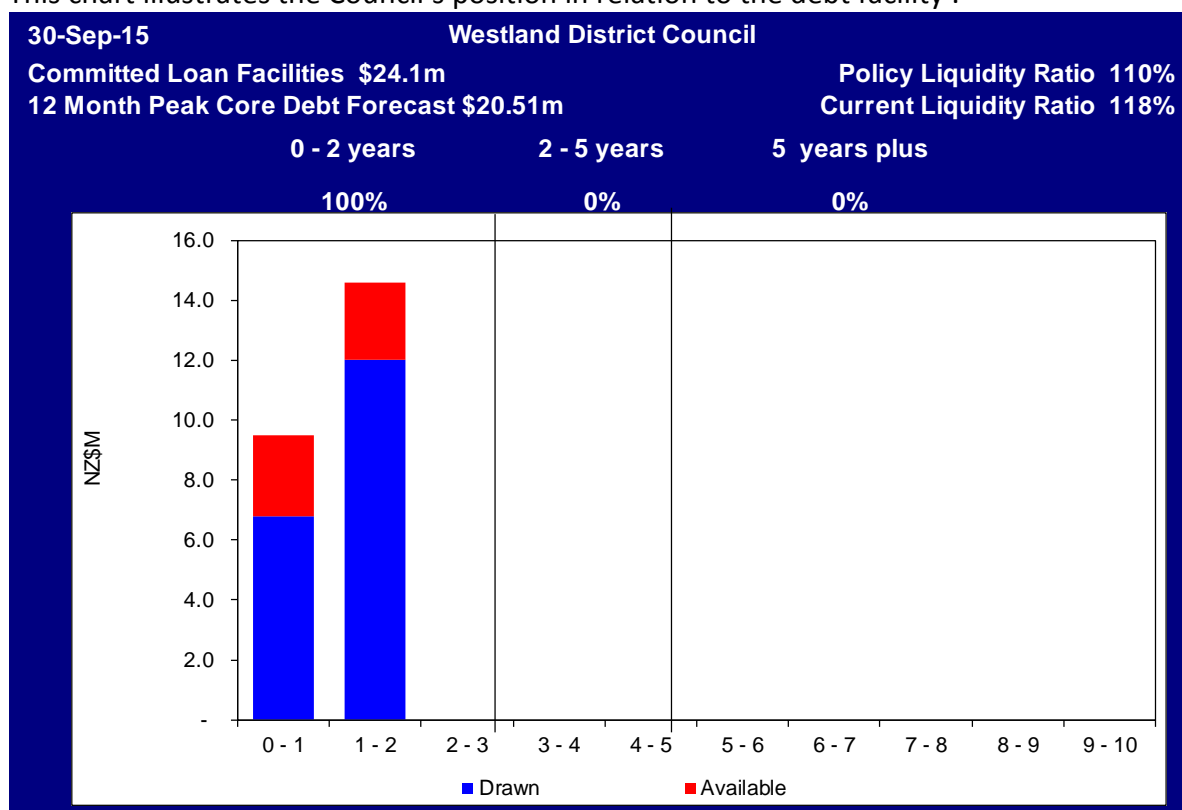
TREASURY REPORT

1.0 SUMMARY

- 1.1 The purpose of this report is to provide an update on Council's Treasury Position as at 30 September 2015.
- 1.2 This report shows the Council's position for the following items:
 - 1.2.1 Loans
 - 1.2.1.1 Other Borrowings (if any)
 - 1.2.1.2 Swaps
 - 1.2.2 Internal borrowing
 - 1.2.3 Cash Investments
 - 1.2.3.1 Deposits
 - 1.2.3.2 Bonds
 - 1.2.4 Debtors
- 1.3 Council has contracted PWC as an independent treasury adviser.

2.0 LOANS

- 2.1 This chart illustrates the Council's position in relation to the debt facility :



- 2.2 Council's policies require that we have liquidity cover of 110% of forecast debt. There are now two facilities in place, one with a borrowing limit of \$9.5m, the second has a borrowing limit of \$14.6m providing a total facility of \$24.1m. The forecast debt for the current year is \$20.51m with liquidity coverage at 118%.

2.3 As at 30 September, the Money Market Lending Statement shows:

Amount	Rate	Maturity
\$6,803,352	3.03%	1/07/2016
\$5,500,000	2.90%	17/07/2017
\$6,507,000	2.91%	17/07/2017
\$18,810,352	Total	

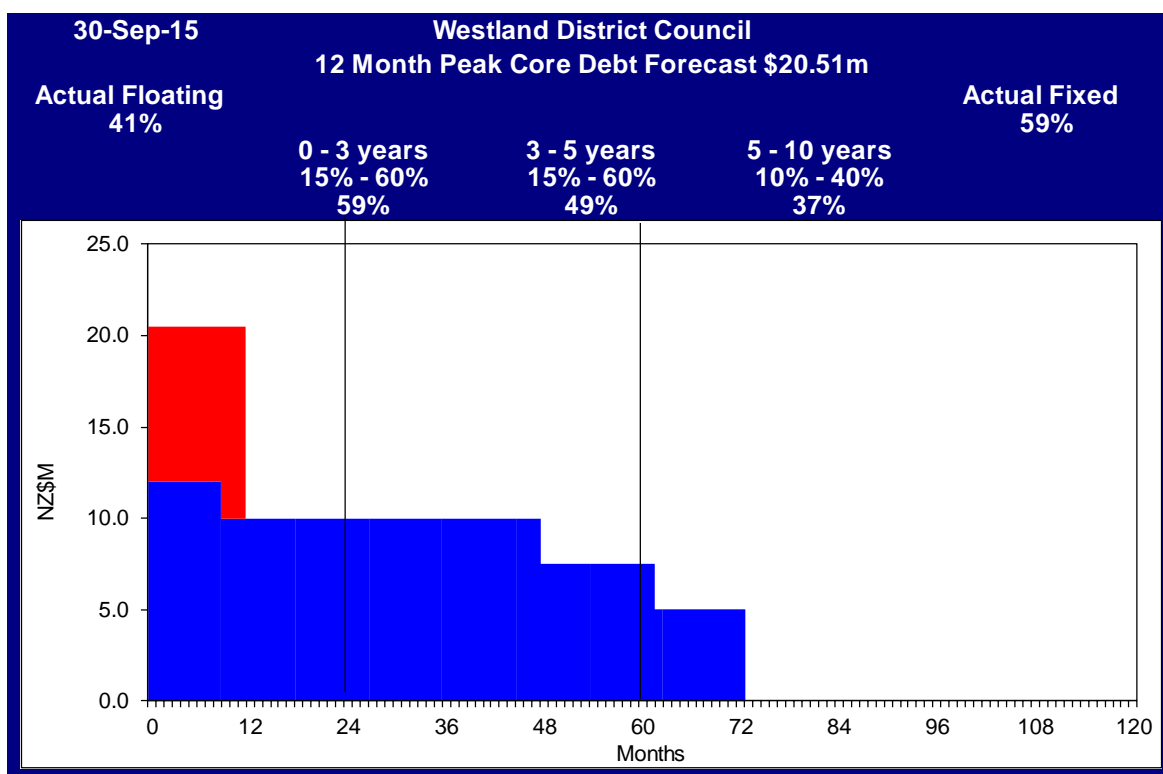
(This does not include the 1% margin charged by the bank)

2.3 Swaps in place to protect against fluctuating interest rates are as follows:

Amount	Rate	Maturity
\$2,000,000	4.52%	17/06/2016
\$2,500,000	3.55%	17/11/2020
\$5,000,000	4.10%	01/10/2021
\$2,500,000	4.77%	17/09/2019
\$12,000,000	Total	

2.4 The following shows our current debt position and the amount of debt protected by interest rate swaps:

2.5



■ Floating Interest Rate
■ Fixed Interest Rates

2.6 Some changes were made to further protect Council treasury from rising interest rates. A \$3m swap was extended by \$2m through to June 2016. A new swap was put in place for \$2.5m with an expiry Sept 2019. A \$5m swap was extended to October 2021. Council policy requires interest rate risk management within the ranges specified in the chart.

3.0 INTERNAL BORROWING

3.1 Kaniere Sewerage \$173,276.69

4.0 CASH INVESTMENTS

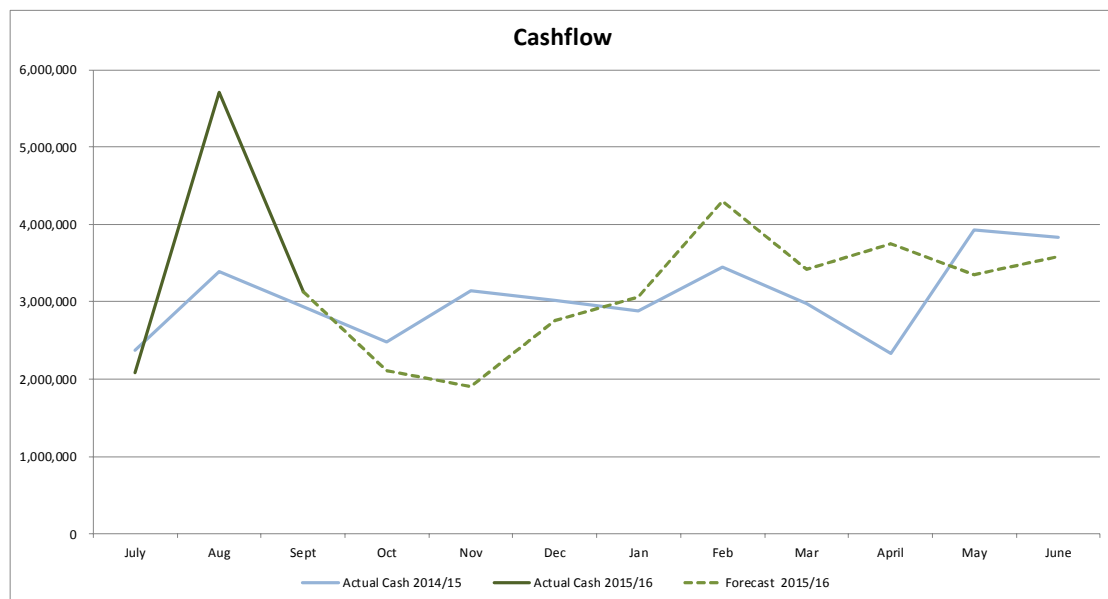
4.1 Cash Deposits as at 30 September 2015

Cashflow is managed on a weekly basis. The highest spend is expected over the next two quarters with many operational projects scheduled for the summer months.

4.1.1 The following analysis excludes bond monies.

4.1.2 Closing balance of WDC Operational Account: \$1,340,729

4.1.3 Savings account balance of: \$1,789,412

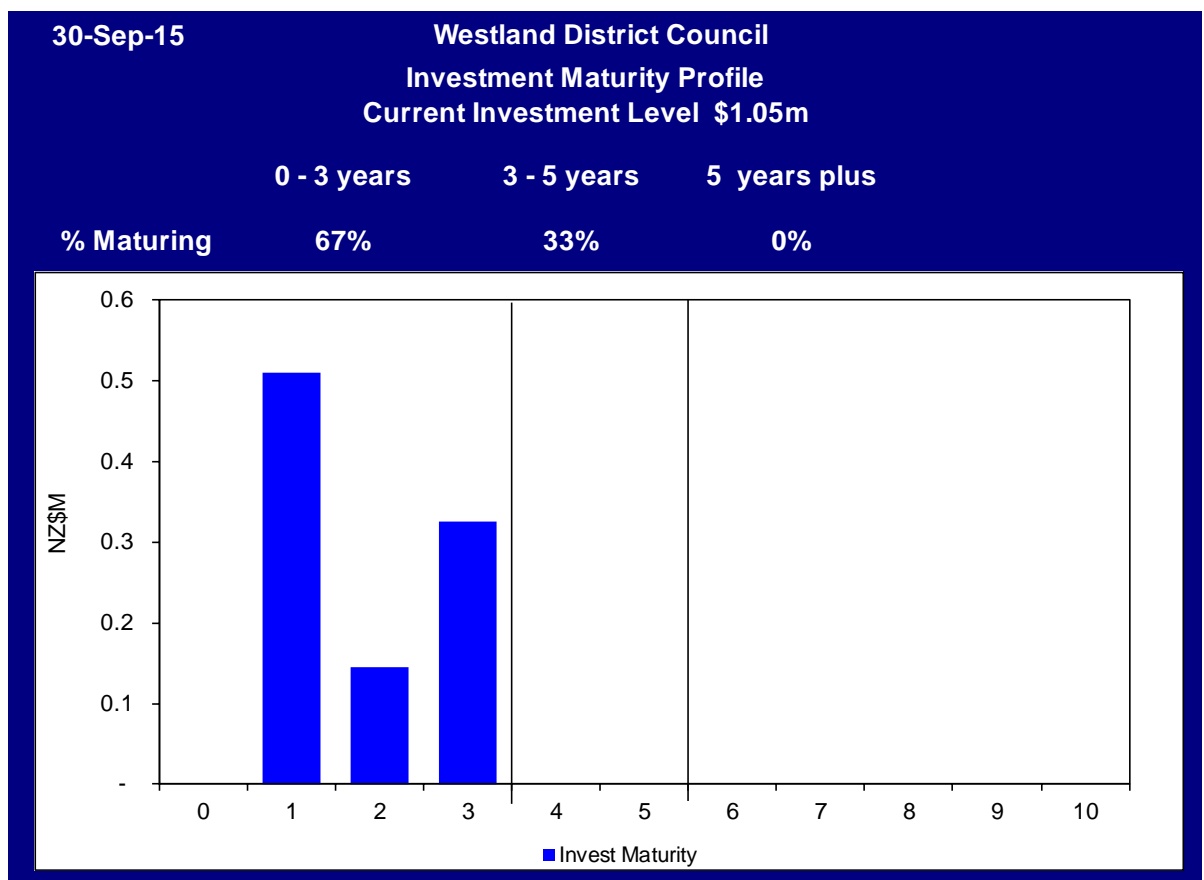


4.2 Bonds

4.3 WDC Westpac Bond Portfolio valued at \$1,050,729 as at 30 September 2015. This is made up of \$0.98m in bonds and \$0.071m in cash from matured bonds.

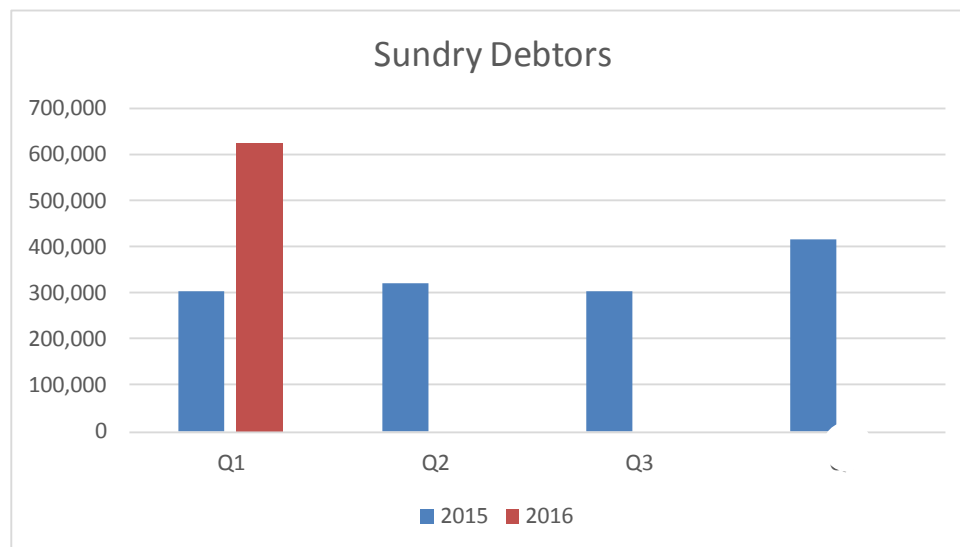
Westland District Council Investment Counterparty Credit Limits				
Minimum Credit Rating is A-1/A (A+ for corporates)				
Counterparty Credit Risk	Credit Rating	Policy Limits NZD\$m	Counterparty Exposure NZD\$m	Policy Compliance
ANZ	AA-	1.00	0.10	Y
ASB	AA-	1.00	0.00	Y
Auckland Council	AA	1.00	0.11	Y
Auckland Int Airport	A-	1.00	0.20	N
BNZ	AA-	1.00	0.22	Y
Rabobank	BBB	1.00	0.25	N
Rabobank	A+	1.00	0.00	Y
Westpac	AA-	1.00	0.10	Y
TOTAL			0.98	

- 4.4 The policy requires that bond investments are with parties that have a credit rating of S&P A or better. Two bonds have rating below this limit. Council resolution decided to retain the bonds in the portfolio until maturity due to the high yields. The policy also has a limit of \$1m exposure per entity; all exposures are within this limit.
- 4.5 The following chart illustrates the maturity profile of the WDC investment portfolio:

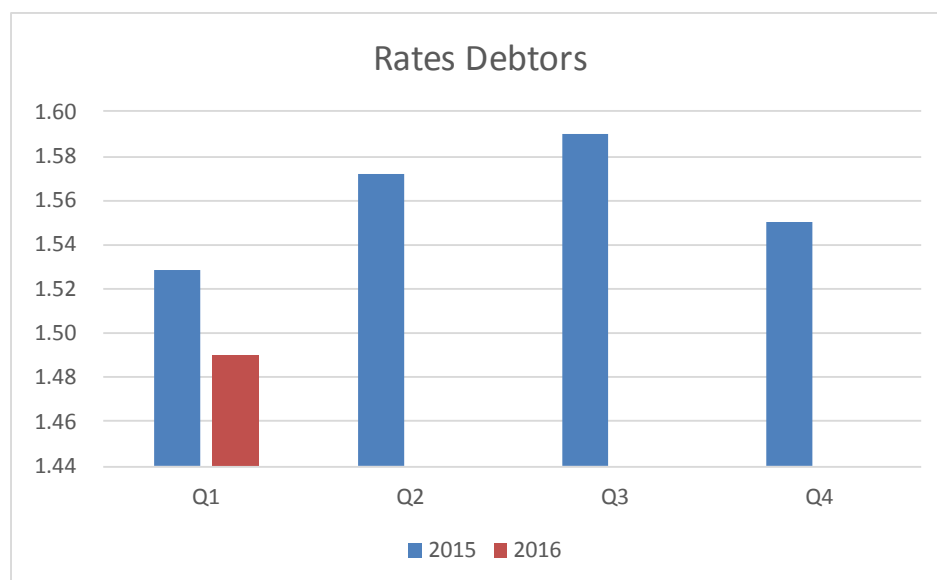


5.0 DEBTORS

- 5.1 Outstanding Sundry debtors as at 30 September 2015 total \$624,124 of which 6% is current. The increase is due to a recharge (\$241k) for the Haast water treatment plant which has subsequently been paid.



- 5.2 At 30 September 2015, rates debtors figure is \$1,488,943 which is 2.6% less than Q1 2014, and 3.9% less than at 30 June 2015.



6.0 Debt Collection

- 6.1 Prior to the end of the quarter, rates penalty notices were sent out. Further notices are to be sent at the beginning of quarter 2. A response in recoveries is expected in quarter 2.
- 6.2 Credit Recoveries performance as at 30 September for active debt:

Credit Recoveries Table

Active debt

Date Debt Sent	Original Debt	Collected	Recovery Rate
Pre-2013	256,374.87	79,793.11	31%
2013	78,712.53	16,717.19	21%
2014	224,564.87	76,512.16	34%
2015	156,945.78	18,737.30	12%

- 6.3 Another substantial list of debts will be handed to Credit Recoveries in Q2.
- 6.4 A new process has been put in place where reminders and referrals are being dealt with more quickly. It is expected that the recovery rate will rise when new debts are received.
- 6.5 Automated Debt Recovery system will make the collection of debts and timely handling of delinquent debts more efficient.

RESERVE FUNDS REPORT

1.0 SUMMARY

1.1 Reserves are divided into two categories:

- **Restricted Reserves:** These reserves can only be used for the purpose as set out in either legislation or by the funder.
- **Council Created Reserves:** These reserves exist solely at the discretion of Council, as a matter of good business practice.

1.2 Financial Management Principles for Reserve Funds

- There are no reserves that are required to be represented by specific cash funds. Council therefore takes a portfolio approach to treasury management.
- Reserves are funded by interest income from investments and available borrowing capacity.
- Reserve balances will grow by interest calculated at the weighted average 90 day bill rate, transferred quarterly into the reserve.
- During 2015/16 new depreciation reserves will grow quarterly. Interest will be earned on those reserves calculated based on the average 90 day bill rate. This will be funded from external interest revenue (or deficit reserves – internal borrowing) for 2015/16.
- Interest will be charged on any reserve in deficit at Council's weighted average cost of asset term debt.
- No funds shall be withdrawn from the Westpac Bonds or any reserve unless provided for in the Annual Plan or by Council resolution.

Restricted Reserve Funds

Reserve	Purpose of each reserve fund	Balance 1-July 2015 \$000	Transfers into fund \$000	Transfers out of fund \$000	Balance 30-Sept 2015 \$000
Offstreet Parking	Collected from developments in town to pay for off-street parking. Imposed by RMA/District Plan	30	0	0	31
Reserve Development	Monies collected from developments. Imposed by RMA/District Plan	785	18	(163)	640
Museum Assistance Fund	Originally the Museum Bequest Fund (\$8,458) & Carnegie Furnishings (\$3,929)	20	0	0	20
Kumara Endowment Fund	Proceeds from sale of Endowment land. Our brief research has not identified the specific terms of the endowment.	470	4	0	473
Euphemia Brown Bequest	Interest earned on funds administered by Public Trust Offices for the estates of Euphemia & William E Brown.	22	0	0	22
Mayors Trust Funds	Contributions from James & Margaret Isdell Trust; Coulston Herbert Trust;	22	1	(2)	21
Three Mile Domain	To fund three mile domain costs.	193	1	0	195
Ross Endowment Land	Various endowment land parcels in Ross sold over time.	137	1	0	138
Big Brothers Big Sisters	Grant funding Received	(1)	0	0	(1)
Community Patrol	Grant funding Received	(0)	0	0	(0)
Graffiti	Grant funding Received	1	0	0	1
Taxi Chits	Grant funding Received	(1)	1	(1)	(1)
Hokitika War Memorial		23	0	0	24
Total Restricted Reserves		1,702	26	(167)	1,562

Reserve Development fund:

Withdrawals from the fund \$63k towards the Harihari Community centre, and \$100k for the Fox Community centre.

Council Created Reserve Funds

Reserve	Purpose of each reserve fund	Balance 1-July 2015 \$000	Transfers into fund \$000	Transfers out of fund \$000	Balance 30-Sept 2015 \$000
2015					
Kumara Township Fund	Township funding for the purpose of community related projects	0	4	0	4
Harihari Township Fund	Township funding for the purpose of community related projects	29	4	0	33
Whataroa Township fund	Township funding for the purpose of community related projects	2	14	(14)	2
Ross Township Fund	Township funding for the purpose of community related projects	0	4	(14)	(10)
Haast Township Fund	Township funding for the purpose of community related projects	(3)	4	0	1
Franz Township Fund	Township funding for the purpose of community related projects	1	9	0	10
Fox Township Fund	Township funding for the purpose of community related projects	1	9	0	10
Kokatahi/Kowhitirangi Community Rate	Allowing the community to have funds for various community related projects	0	4	0	4
Foreshore Protection Fund	Foreshore Protection for groin replacement on the foreshore.	26	0	0	26
Glacier Country Promotions	Targeted rates collected from Glacier Country to provide funding for marketing projects.	(3)	0	(1)	(3)
The Preston Bush Trust	Mr Preston donated the reserve to Council. This fund was for the community to beautify the bush with tracks and interpretation boards.	7	1	0	8
Harihari Community Complex	The Harihari Pony Club land was sold and the funding was to go towards a new community complex. (Another \$100,000 is allocated from the Reserve Development Fund.)	308	2	0	311
Guy Menzies Day	Surplus from Guy Menzies Day Event.	1	0	0	1
Cycleway	Road Reserve sold to Westland Diaries allocated to fund towards construction of Wilderness Trail.	258	2	0	260
Cycle Partner Contributions	Contributions from commercial partners towards upkeep of the Wilderness Trail	29	13	0	42
Emergency Contingency Fund	Rates collected to support Westland in a Civil Defence emergency.	48	0	0	49
Transportation Asset Renewal	For funding the renewal of roads and bridges.	0	127	(20)	107
Water Renewal	For funding the renewal of water supplies networks	610	144	(48)	705
Waste Water Renewal	For funding the renewal of sewerage and sewage networks	451	89	0	540
Stormwater Renewal	For funding the renewal of stormwater systems	379	73	0	453
Solid Waste Renewal	For funding the renewal of Refuse transfer Stations and landfills.	0	0	0	0
Parks Renewal	For funding Parks, Reserves, Public Toilets, Ross Pool and Cemeteries Asset Renewal	32	19	1	51
Buildings Renewal	For renewal of all Council operational buildings.	163	26	0	190
Administration Renewal	For renewal of office equipment, furniture, technical equipment, vehicles and technology	49	36	(15)	70
Library Book Renewals	To replace library books	(3)	30	(12)	16
Total Council created reserves		2,386	613	(122)	2,877
Total Reserves		4,088	639	(289)	4,438



Report

DATE: 26 November 2015

TO: Mayor and Councillors

FROM: District Planner and Group Manager: Planning, Community & Environment

RECREATION CONTRIBUTIONS

1 SUMMARY

- 1.1 The purpose of this report is to consider the request to reduce the recreation contribution charged on subdivision consent 140082, a ten lot subdivision at 131 Sewell Street, Hokitika. The applicant has requested that the financial contribution should be based on the value of unimproved land without excavation and backfill. This corresponds to a contribution of \$1,500 per allotment, as opposed to potentially \$3,000 per allotment for improved land with excavation and backfill.
- 1.2 This issue arises from an application for subdivision and land use consent by Alistair Cameron and Heather Mathers. As part of the processing of this application Mr Cameron has requested a reduction in recreation contribution. Council staff have agreed to bring the proposal to Council for consideration.
- 1.3 Council seeks to meet its obligations under the Local Government Act 2002 and the achievement of the District Vision adopted by Council as part of the Long Term Plan 2015-25. These are stated on Page 2 of this agenda.
- 1.4 This report concludes by recommending that Council does not approve the reduction of recreation contributions.

2 BACKGROUND

- 2.1 The Westland District Plan requires a contribution towards recreation facilities to be made during any subdivision that creates additional allotments to be utilised for housing, commercial, or industrial purposes. The maximum contribution is set within the Annual Plan or Long Term Plan and is not to exceed 5% of the value of each allotment including GST. The current Long Term Plan has set a maximum amount of \$3,000 per allotment. This means

that the majority of subdivisions are required to pay less than 5% of the value of the new allotment, because most new lots are valued at \$60,000 or above.

- 2.2 The purpose of the recreation contribution is stated within the District Plan as:
'to upgrade public recreational facilities and reserves for public recreation and enjoyment where a subdivision results, or will result, in additional housing or commercial or industrial activities either in the urban or rural policy units. The level of contribution is set in recognition of the existing level of subdivision and the amount of funding required to upgrade recreational facilities.'
- 2.3 Recreation contributions are spent at the discretion of Council, and utilised predominantly on projects in parks and reserves. Ideally, works utilising recreation contributions should occur within a similar area to the location of the subdivision growth providing the contributions. Recreation contributions have been allocated in Hokitika towards works on the Hokitika waterfront, in Franz Josef on implementation of the urban revitalisation plan and development of a cycle trail, and in Haast for improvement of the Marks Road Reserve.
- 2.4 A subdivision application was lodged with Council on 11 November 2014 to subdivide the currently empty section at 131 Sewell Street into ten allotments. An associated land use consent was also applied for to reduce the setbacks on seven of the resulting allotments. A Scheme Plan for the subdivision is attached as **Appendix 1**.
- 2.5 Within the application, the applicant included a valuation report from CVL Valuations, attached as **Appendix 2**; that calculated the value of the nine new allotments of the subdivision. This report specifically states that the valuation was based on *unimproved* land. The application stated that the developer was of the view that the contribution should be based upon the unimproved value, as the costs of excavation and backfilling of the section had been borne by the developer. It is the applicant's view that he chose to undertake additional excavation to achieve a higher standard of development than he believes is required, and he should not be penalised for this by having to pay a higher recreation contribution. Enabling a reduced contribution would assist the developer to offer a lower purchase price for the resulting eight new dwellings.
- 2.6 Council requested further information on the application on 24 November 2014, in relation to application plans, compliance with the District Plan, proposed easements, parking and landscaping and site earthworks. In this letter, staff set out that it was Council's view that the recreation contribution related to each "new allotment" at the completion of subdivision rather than the original unimproved land, and invited the applicant to provide further

comments on this matter in the applicant's response to the further information request.

- 2.7 During subsequent discussions with staff, it was suggested that Council would accept a valuation report based upon a minimum level of site work required for subdivision set out by the applicant's subdivision engineer. Staff also offered to undertake a desktop assessment of surrounding land values to calculate an average cost per square metre for the new allotments and utilise this to calculate an estimated value of allotments within the subdivision.
- 2.8 Discussions continued between staff and the applicant on a range of matters relating to the information request. This included Mr Cameron's intent to discuss the recreation contribution matter with Council if staff disagreed with his approach. On 26 March the consent was placed on hold at the applicant's request. Further information was supplied on 20 October 2015.
- 2.9 The information received has not adequately addressed the original further information request, and further clarification is currently being sought in relation to this information. A site visit to discuss these matters is scheduled for Wednesday 28 October 2015. The amount of recreation contribution also remains unresolved and the consent remains on hold.

3 CURRENT SITUATION

- 3.1 The subdivision and land use consents will remain on hold pending further information following the resolution of the recreation contribution matter. The applicant has requested that Council agrees to accept the valuation report submitted within the application to calculate the recreation contributions.

4 OPTIONS

- 4.1 **Option One:** Approve the reduction in recreation contribution to be calculated by the value of unimproved land, which corresponds to approximately \$1,500 per allotment for 8 new allotments.
- 4.2 **Option Two:** Decline the request and require the contribution to be as set in the Long Term Plan at \$3,000 per each new allotment, based on the assumption that each lot would be worth at least \$60,000. Any valuation to dispute this assumption would need to be based on the value of improved land that is filled and compacted to Council's satisfaction for the purpose of subdivision.
- 4.3 **Option Three:** Make no decision.

5 SIGNIFICANCE AND ENGAGEMENT

- 5.1 This decision is a strategic decision in relation to the administration of the fees and charges set within the Long Term Plan and the Financial Contributions Policy set within the District Plan. It is strategic and of moderate significance because it would set a precedent for any future subdivisions where the applicant claims that recreation contributions should be reduced due to land improvements such as excavation and fill being undertaken. The precedent could extend to other cases (e.g. claims for reductions in fees based on housing location and/or typology) if these factors were cited in the decision or the supporting minutes.
- 5.2 Multiple discussions have been undertaken with the applicants and their agent, and Council management, consultants and planning staff. Adjoining parties to the application site were considered affected by the subdivision and associated setback reduction, however the reduction in recreation contribution is considered to have strategic importance rather than direct effects on adjoining parties.

6 ASSESSMENT OF OPTIONS (INCLUDING FINANCIAL IMPLICATIONS)

- 6.1 Option One (allowing the reduction in recreation contributions), would provide financial assistance to a subdivision creating eight additional allotments within Hokitika. The applicants believe this would provide the appropriate recognition from Council for a higher standard of development and for addressing a perceived market gap for smaller, in-town housing units.
- 6.2 Council staff do not believe that it is necessary to provide this type of financial assistance to the development. Staff consider that the positive effects of the development, such as positive visual effects and increased housing choice, will be relevant during the processing of the non-complying set back land use component of the development. In other words, these positive attributes make it more likely that the consent will be improved despite the reduced setback. Staff also consider that the standard of development will be reflected in the final price able to be obtained, rather than necessitating a reduction in the only financial contribution charged by Council on subdivision.
- 6.3 The Council has set the recreation contributions within the Long Term Plan to be a minimum of \$1,000 and a maximum of \$3,000. The applicant's proposal is within these criteria. However, the Plan also states that the value should be 5% of the value of each new allotment. The 5% of allotment value is between the level of Buller District Council, which requires 7.5% for sites less than 1 hectare, and Grey District Council, which requires 2% of new allotment value. It is noted that these values are not capped; this means that 2% of a \$150,000

lot in Grey would be the same as the 5% that Westland would charge, due to the \$3000 cap.

- 6.4 A disadvantage to Option One, and an advantage to Option Two, is that reducing the amount of recreation contribution will create less income available to Council to utilise on the upgrade of recreation facilities throughout the District. Apart from the Kaniere sewer contribution, recreation contributions are the only financial contribution charged by Council on subdivision. Reducing the amount of recreation contributions collected in this case could set a precedent that could be detrimental to the level of service provided by Council's recreation facilities.
- 6.5 In terms of the valuation issue itself, the main argument against Option One and in favour of Option Two is that valuation based on a completely unimproved site is inappropriate in this case. Section 7.5 of the District Plan says the Council may place a condition on subdivision requiring "that filling and compaction of the land and earthworks be carried out to the satisfaction of the territorial authority." The engineer's report submitted with the application makes it clear that the land required further earthworks prior to being able to be utilised for residential purposes. Even the valuation report itself says "the underlying land that is proposed to be subdivided was part of a low lying swampy area necessitating excavation and backfilling prior to it being suitable for housing development." Therefore, the applicant's earthworks are necessary to be able to utilise the land, rather than solely to produce a higher standard of subdivision. This confirms that the applicant is not being 'penalised' for undertaking additional land improvements, as they were recommended by their subdivision engineer and some minimum improvements are required for subdivision.
- 6.6 Council staff have shown some flexibility around this valuation issue. Staff have communicated that they are willing to agree to a valuation report that sets out the new allotment value based on standard minimum site preparation, rather than Mr Cameron's proposed site preparation which in his view will be of a higher standard than required. This is distinct from the valuation report provided, which is for a completely unimproved site and which is inappropriate for the reasons outlined above. At the very least an alternative valuation provided by the applicant should account for the improvements necessary to fill and compact the site to Council's satisfaction for the purpose of subdivision, but to date the applicant has been unwilling to provide a valuation on that basis.
- 6.7 With regards to demand for recreation facilities, it is noted that the proposed subdivision is located in close proximity to both the beachfront and Cass Square. It could be argued that the specific area is well catered for in terms of

physical recreation land. However the recreation contributions will also go towards any upgrade of facilities within these areas required by increased demand created by nearby subdivision.

- 6.8 It is also noted that the potential residents of the allotments are intended to be elderly, and therefore may be less likely to place additional demand on the existing facilities. This type of resident is not guaranteed, however, and the residents could well place the usual demand on local recreation facilities. Smaller units do not necessarily attract only elderly residents, and even elderly residents may be reasonably fit and active and likely to enjoy local parks and reserves.
- 6.9 Regardless of the decision on this specific application, the Council retains the opportunity to review the requirement for financial contributions within the District Plan review, and also each Annual Plan or Long Term Plan. It is suggested that further guidance on the levying and use of recreation contributions may be beneficial in the future.
- 6.10 Option Three, making no decision at this time, would lead to the Council staff proceeding with the standard approach, with some flexibility as outlined in paragraph 6.6. The outcome would be similar to that of Option Two, but without a Council decision the applicant would potentially be more likely to formally object to the recreation contributions, as the staff decision would not have the backing of Council. Any objection would be heard by either the full Council, or by independent accredited hearing commissioners, and the decision of the hearing panel could then be appealed to the Environment Court. An objection and an Environment Court appeal could still occur under Option Two.

7 PREFERRED OPTION AND REASONS

- 7.1 The preferred option is Option Two, that the Council rejects the application to reduce recreation contributions and proceeds with the standard methodology. Staff consider that the calculation of the recreation contribution should be based on the value of the new allotment, as set out in the District Plan and Long Term Plan, rather than calculated on the value of the unimproved land.
- 7.2 The Council has set the contribution at 5% of land value capped at \$3,000 to fund the upgrade of facilities within the District. Any reduction in contribution will be detrimental to this fund and the service level it provides. The positive benefits of the proposed subdivision and land use can be recognised through the consideration of the non-complying setback and the granting of the consent, rather than a financial incentive.

- 7.3 A resolution by Council to support the recommended approach would potentially give greater weight to the staff decision and reduce the risk of an objection and an Environment Court appeal.

8 RECOMMENDATION

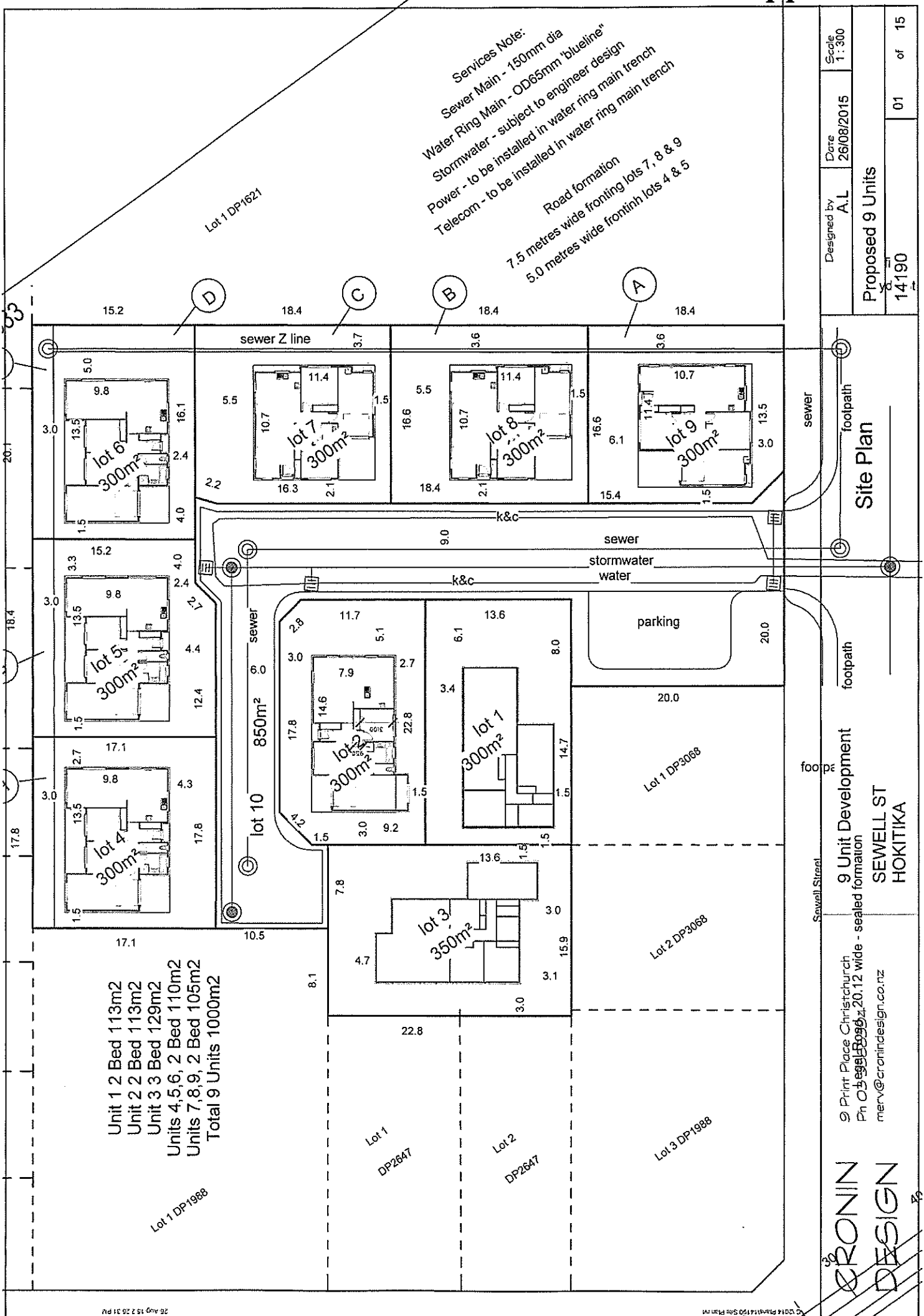
- A) **THAT** the Council rejects the proposed reduction in recreation contribution and confirms that the resource consent should continue to be processed with the recreation contribution being calculated on the basis of the District Plan and Long Term Plan.

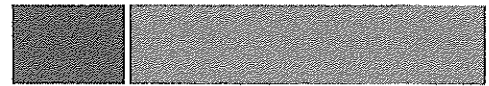
Rebecca Beaumont
District Planner

Jim Ebenhoh
Group Manager: Planning, Community & Environment

Appendix 1: Scheme plan of the subdivision

Appendix 2: Valuation report





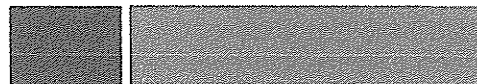
VALUATION FOR
ALISTAIR CAMERON
PROPOSED SUBDIVISION OF LOT 6 DP 1988
131 SEWELL STREET
HOKITIKA – WEST COAST



F

Coast Valuations Limited
High Street Business Park
64 High Street
PO Box 238
Greymouth 7840

CVL Valuations



Our Ref: 20818

1 October 2014

Alistair Cameron
66 Acacia Avenue
Rangiora 7400

Dear Sir

SUBJECT

**Valuation of Nine Proposed Sections being a
Subdivision of Lot 6 DP 1988**

ADDRESS

131 Sewell Street, Hokitika, West Coast

In accordance with instructions received we have assessed the unimproved value of nine sections that are proposed to be part of a subdivision of Lot 6 DP 1988. The property was inspected on 30 September 2014, this being the effective date of valuation and we report as follows:-

VALUATION BRIEF

We have been asked to provide a valuation of nine proposed sections that will be part of a subdivision of Lot 6 DP 1988. This valuation is done on the basis that the sites are unimproved, ie: the land is in its original state before it was backfilled and improved by the owner.

West Coast Property Specialists

B.J. Blackman Registered Valuer • **P.J. Hines** Registered Valuer • **M.L. Bolland** Registered Valuer • **C.D. Findlay** Registered Valuer
Phone 03 768 0397 Fax 03 768 7397 www.coastval.co.nz

VALUATION SUMMARY

As at the date of inspection on the basis that the sections are unimproved we have assessed the values as follows:-

Proposed Section	Area	Value (inclusive of GST if any)
Lot 1	320m ²	\$30,000 (Thirty thousand dollars)
Lot 2	320m ²	\$33,000 (Thirty three thousand dollars)
Lot 3	370m ²	\$32,000 (Thirty two thousand dollars)
Lot 4	300m ²	\$30,000 (Thirty thousand dollars)
Lot 5	300m ²	\$30,000 (Thirty thousand dollars)
Lot 6	300m ²	\$30,000 (Thirty thousand dollars)
Lot 7	300m ²	\$30,000 (Thirty thousand dollars)
Lot 8	300m ²	\$30,000 (Thirty thousand dollars)
Lot 9	300m ²	\$33,000 (Thirty three thousand dollar)

The above figures are inclusive of GST (if any).

KEY VALUATION ASSUMPTIONS

- Land is unimproved without backfilling or any improvements by the owner.

LEGAL DESCRIPTION (UNDERLYING LAND)

Legal: Lot 6 Deposited Plan 1988
Area: 3691m²
Certificate of Title: 3D/849– Westland
Tenure: Fee Simple
Registered Proprietor: Alistair John Dugald Cameron

Registered Interests: ➤ Easements in relation to the rights to drain water sewage across the property

These registrations are reasonably standard and do not have any significant detrimental effect on the value of the property.

This valuation assumes the property is not subject to any unusual or especially onerous restrictions, encumbrances or outgoings except as may be disclosed by inspection of a current Certificate of Title (search copy attached).

LOCALITY

Surrounding Development: This is a well established residential location where surrounding development comprises mixed aged houses and a number of recently constructed townhouses. A Housing New Zealand development is located on the north eastern boundary of the subject property.

Distance from Town: Within easy walking distance of most amenities offered within Hokitika being approximately 500 metres to the main commercial centre of town.

General Overview: Hokitika is the main service provider for the Westland District. State Highway 6 runs through the town and the main commercial airport for both the Westland and Grey District is based in Hokitika itself. It has a permanent population of just over 3,000 people with a high proportion of people who live in the area being employed both the dairy and tourism industries.

Amenities available in and around the town centre include supermarket, medical centre, Council offices, retail shops, banking and other professional services with high school and two primary schools located within the district.

SERVICES

We assume each new section will have the following services supplied to the boundary:-

Power:	Reticulated
Telephone:	Yes
Water Supply:	Town
Effluent:	Sewer

The above services are generally available in this location and we have presumed the property to be fully connected and compliant. No warranty is given as to the condition or remaining economic life of any of these services.

RESOURCE MANAGEMENT

Local Authority:	Westland District Council
Status of plan:	Operative 1 June 2002
Zoning:	Residential Mixed Zone under the Hokitika Policy Unit
Current Use:	Permitted Activity

STATUTORY REQUIREMENTS

LIM: As there are no buildings on site we have not obtained a Land Information Memorandum. This could be done at your request.

Environmental Audit: A visual site inspection has not revealed any obvious pollution or contaminant. However, no environmental Audit has been obtained and no warranty is given that the site is free of environmental contamination. If such a report is carried out, the valuation may need to be amended to account for the results of such an Audit.

RATING ASSESSMENT

Valuation Reference:	25860/14300
Date:	1 September 2011
Value of Improvements	\$ NA
Land Value	\$ 185,000
Capital Value	\$ 185,000

We point out that the rating valuations are carried out under statutory criteria and may not reflect the market value at any point in time. This rating valuation pertains to the underlying land that is proposed to be subdivided.

LAND

The underlying land that is proposed to be subdivided was part of a low lying swampy area necessitating excavation and backfilling prior to it being suitable for housing development. It has been recently dug out to 2.5 metres and partly back filled in anticipation of the new development.

Lot 1 Proposed subdivision of Lot 6 DP 1988:

Dimensions:	Frontage 13.6 metres. Depth 23.7 metres.
Shape:	Regular inside section.
Area:	320m ²

Lot 2 Proposed subdivision of Lot 6 DP 1988:

Dimensions:	Frontage 13.7 metres. Frontage 23.7 metres.
Shape:	Regular shaped corner section.
Area:	320m ²

Lot 3 Proposed subdivision of Lot 6 DP 1988:

Dimensions:	Frontage 6.9 metres. Depth 27.3 metres.
Shape:	Irregular shaped inside section.
Area:	370m ²

Lot 4 Proposed subdivision of Lot 6 DP 1988:

Dimensions: Frontage 17.8 metres. Depth 17.1 metres.
Shape: Regular shaped inside section.
Area: 300m²

Lot 5 Proposed subdivision of Lot 6 DP 1988:

Dimensions: Frontage 18.4 metres. Depth 17.1 metres.
Shape: Slightly irregular shaped inside section.
Area: 300m²

Lot 6 Proposed subdivision of Lot 6 DP 1988:

Dimensions: Frontage 4 metres. Depth 20.1 metres.
Shape: Regular shape inside section.
Area: 300m²

Lot 7 Proposed subdivision of Lot 6 DP 1988:

Dimensions: Frontage 18.5 metres. Depth 16.6 metres.
Shape: Slightly irregular shaped inside section
Area: 300m²

Lot 8 Proposed subdivision of Lot 6 DP 1988:

Dimensions: Frontage 18.4 metres. Depth 16.6 metres.
Shape: Regular shaped inside section.
Area: 300m²

Lot 9 Proposed subdivision of Lot 6 DP 1988:

Dimensions: Frontage 18.4 metres. Depth 16.6 metres.
Shape: Irreuglar shaped corner section.
Area: 300m²

Please refer to the appended subdivision plan for a more detailed description of each section.

IMPROVEMENTS

We have valued the sections based on their unimproved value ie: unimproved without backfilling and any improvements made by the owner.

MARKET CONSIDERATIONS

In assessing our valuation we have noted current demand for properties as well as recent sales in the area.

In making comparisons, we have considered factors such as location, land size and other special features.

The most relevant registered sales include the following:-

Address		Date Sold	Sale Price	Area
Spencer Street, Hokitika		01/13	\$45,000	816 m2
8138 Davie Street, Hokitika		02/13	\$78,000	809 m2
99 Kaniere Road, Kaniere		08/13	\$88,000	1307 m2
6 Richards Drive, Kaniere		09/12	\$53,500	587 m2
16 Tudor Street, Hokitika	(for sale)	09/14	\$49,000	636 m2
11 Spencer Street , Hokitika	(for sale)	09/14	\$70,000	816 m2
11 Spencer Street, Hokitika	(for sale)	12/12	\$48,000	816 m2

For more information and photos of these sales, please refer to the appendix of this report.

SALES COMMENT

The subject property comprises nine sections that are part of a proposed subdivision of Lot 6 DP 1988. We have been asked to value the sites as unimproved ie: without backfilling or any improvements made by the owner.

We have assumed for the purposes of this valuation that the roading and services component of the subdivision is completed but the sections have not been improved by backfilling.

In arriving at our market valuation for each of the individual sections we have placed most weight on section sales between Revell and Sewell Street.

Demand for sections in Hokitika has been strong over the past five years with there now being evidence of a slow down in demand.

It is generally accepted that the market has levelled off and demand for vacant land is not high. There are signs that there may be some recovery in the market with the Westland Milk Products investing \$102 million in its company at Hokitika. This has not yet lead to an increase in the prices but there is evidence the market is tightening. The demand is more for houses than for sections.

The most appropriate method in assessing the value of these sections is by the direct comparison approach whereby similar properties are compared with the subject. We have also used the unit metre frontage method as a check to the above sales comparison approach.

The sales quite pertinent to this valuation include the Spencer Street sale at \$45,000 and 6 Richards Drive at \$53,500 both of which are basically unimproved. These are both bigger sites.

There are also two properties for sale in Tudor Street and Spencer Street which support our level of value for the subject sites. 16 Tudor Street is currently offered on the open market for \$49,000. It is in an unimproved state and is considered superior due to size. The second property is 11 Spencer Street. This property is currently on the market for \$70,000. In 2012 it was offered on the market for \$48,000. Because it was not selling the owner excavated and backfilled the section with gravel hoping to increase its appeal to the market. This improvement saw the asking price increase to reflect work done. This section is also much larger.

We are aware there have been three sales of town house sections in the subject location. These sections would not require the same level of development (excavation and backfilling) to provide a suitable house platform and therefore are considered superior. They sold for \$50,000 - \$60,000 under vendor pressure.

Based on the quoted sales and after considering the various attributes of the sections, we believe their unimproved values lie between \$25,000 and \$35,000.

We have also approached the unimproved value on the basis of the "developed" value ie: excavated and backfilled and deducted the likely open market cost of that work to obtain "unimproved value".

VALUATION

After taking all factors into consideration and comparing it with the sales that have occurred, we have assessed the **Unimproved Values** at the date of inspection on the basis of a single sale of each individual section as follows:-

As at the date of inspection on the basis that the sections are unimproved we have assessed the values as follows:-

Proposed Section	Area	Value (Inclusive of GST if any)	\$/m2
Lot 1	320m ²	\$30,000 (Thirty thousand dollars)	\$94
Lot 2	320m ²	\$33,000 (Thirty three thousand dollars)	\$103
Lot 3	370m ²	\$32,000 (Thirty two thousand dollars)	\$86
Lot 4	300m ²	\$30,000 (Thirty thousand dollars)	\$100
Lot 5	300m ²	\$30,000 (Thirty thousand dollars)	\$100
Lot 6	300m ²	\$30,000 (Thirty thousand dollars)	\$100
Lot 7	300m ²	\$30,000 (Thirty thousand dollars)	\$100
Lot 8	300m ²	\$30,000 (Thirty thousand dollars)	\$100
Lot 9	300m ²	\$33,000 (Thirty three thousand dollar)	\$110

The above figures are inclusive of GST (if any).

KEY VALUATION ASSUMPTIONS

- Land is unimproved without backfilling or any improvements by the owner.

OVER-RIDING CONDITIONS

The report has been prepared in accordance with instructions received from Alistair Cameron for the purposes of determining the unimproved values of the individual sections once subdivided. It may not be used by any other party or for any other purpose without the express written consent of Coast Valuations Limited.

We certify that the Valuer signing the report has a current Practising Certificate and that Coast Valuations Limited holds current professional indemnity insurance.

The value provided in this report is our opinion of the market worth on a willing buyer/willing seller basis. That value may change in the future due to market conditions and changes to the state of the property the subject of this report.

Our valuation is subject to the attached Statement of General Valuation Policies.

This Valuation has been performed in accordance with the Australian and New Zealand Valuation and Property Standards. These include that:

- the statements of fact presented in the report are correct to the best of the Valuers knowledge;
- the analyses and conclusions are limited only by the reported assumptions and conditions;
- the Valuer has no interest in the subject property;
- the Valuer's fee is not contingent upon any aspect of the report;
- the valuation was performed in accordance with an ethical code and performance standards;
- the Valuer has satisfied professional education standards;
- the Valuer has experience in the location and category of the property being valued;
- the Valuer has made a personal inspection of the property;
- and no one, except those specified in the report, has provided professional assistance in preparing the report.

I trust this is of assistance to you. If you have any queries relating to my valuation, please do not hesitate to contact me.

Yours faithfully

COAST VALUATIONS LIMITED



M L Bolland
B Com (VPM)
MPINZ
REGISTERED VALUER

STATEMENT OF GENERAL VALUATION POLICIES

1.0 Publication

Neither the whole nor any part of this valuation report or any reference to it may be included in any published document, circular or statement without the written approval of Coast Valuations Limited as to the form and context in which it may appear.

2.0 Information

Information has generally been obtained from a search of records and examination of documents or by inquiry to Government Departments or Statutory Authorities. Where it is stated in the valuation report that information has been supplied to us by another party, this information is believed to be reliable but we can accept no responsibility if this should prove to be not so.

3.0 Limitations

Our valuation report is assessed only for the legal description and Rating Assessment provided. It does not take into account any additional land or property that may be held in the same ownership.

4.0 Confidentiality

Our responsibility in connection with this valuation report is limited to the person to whom the report is addressed and we disclaim all responsibility to any other party without reference to us.

5.0 Purpose of Valuation

The valuation report has been prepared for the specific purpose stated. It may not be used by any other party or for any other purpose without the express written consent of Coast Valuations Limited.

6.0 Market Value

Market Value is the estimated amount for which a property should exchange on the date of valuation between a willing buyer and a willing seller in an arm's-length transaction after property marketing wherein the parties had each acted knowledgeably, prudently, and without compulsion.

7.0 Date of Valuation

Unless otherwise stated the Date of Valuation shall be the date of inspection of the property.

8.0 Title Boundaries

We have made no survey of the property and no actual boundary pegs were sighted. Unless otherwise stated, it is assumed that all improvements lie within the legal parameters of the title. No guarantee is given that the land is not subject to statutory rights not recorded on the relevant Certificate of Title and not apparent from normal inspection of the property. This valuation is not a boundary survey and we accept no responsibility in connection with such foregoing matters.

9.0 Structural Survey

This report is not a structural survey and should not be relied upon as such. While in the course of inspection due care is taken to note building defects, no structural survey has been made and no undertaking is given about the presence of rot, termite or pest infestation, deleterious substances such as asbestos or calcium chloride or other hidden defects including "Leaky Building Syndrome". We can give no guarantee as to outstanding requisitions in respect to the subject building and we recommend that an appropriate qualified professional be employed to ascertain the physical condition of all structures on the property.

10.0 Rating Assessment

The Rating Assessment included in this report has been obtained from either the Quotable Value New Zealand website or relevant Local Authority. It is included for general information only and we have not audited its accuracy for any information contained in that report.

11.0 Ownership

Legal and beneficial ownership of this report shall remain with Coast Valuations Limited until full payment has been made for it. Coast Valuations Limited reserves the right to withhold permission to use this report or request its return to Coast Valuations Limited until full payment is made.

12.0 Statutory Requirements

We have not obtained a Land Information Memorandum and have consequently presumed that all buildings conform with By-Laws and there are no outstanding requirements over this property. It is recommended that a Land Information Memorandum be obtained and we could do so at your request.

13.0 Services

In preparing the valuation no warranty is given that hot and cold water systems, drainage systems, septic tank / sewer, electrical systems, air conditioning or ventilating systems and other installations, devices, fittings and conveniences as are in the building are in proper working order and functioning for the purpose for which they were designed. Where a flush toilet is provided in a non sewered area, unless otherwise stated, we have presumed that the property is serviced with a septic tank.

Coast Valuations Limited accepts no responsibility for effluent disposal systems being used that do not comply with current codes and we recommend this factor be checked with the Local Council.

14.0 Site or Environmental Contamination

A visual site inspection has not revealed any obvious pollution or contaminant. However, no environmental Audit has been obtained and no warranty is given that the site is free of environmental contamination. If such a report is carried out, the valuation may need to be amended to account for the results of such an Audit.

15.0 Registrations

Unless stated otherwise, our report is subject to there being no detrimental or beneficial registrations affecting the value of the property other than those appearing on the title(s) so valued in this report. Such registrations may include Wahi Tapu registrations and Historic Places Trust registrations.

16.0 Building Act 2004

No warranty is given that the property complies with the Building Act 2004 or conforms to the requirements of the NZ Building Code contained in the Building Regulations 1992 (or any amendment or substitution thereof).

17.0 Engineering and Technical Matters

No responsibility is assumed for soil or subsoil conditions, engineering, retaining structures, or any other technical matters which might render the property more or less valuable than as stated in the report.

18.0 Leases

Where the property is leased, this report records the nature of the information supplied. That information has been accepted and relied upon at face value. It has been assumed that the information supplied is complete and accurate and that the Lease is fully enforceable. We do not give any warranty as to the legal validity of any Leases, including without limitation the length of the current term, the existence of any rights of renewal, or the financial strength or suitability of any tenant.

19.0 Swimming Pools

No warranty is given with respect to any swimming pools within the property being compliant with the requirements of the Fencing of Swimming Pools Act 1987 and any requirements under the Building Code enforced under the Building Act 2004 with respect to swimming pools.

20.0 Terms of Engagement take Precedence

These policies shall be read in conjunction with any signed letter of engagement between the Client and subject valuation entity. Where there is any conflict between the provisions of the letter of engagement and these policies, then the provisions of the letter of engagement shall prevail.

21.0 Forecasts

Every effort has been made to ensure the soundness and accuracy of the opinions, information and forecasts expressed in this report. While we believe statements in the report are correct, no liability is accepted for any incorrect they should be regarded solely as a general guide. No liability is accepted for any incorrect statement, information or forecast as provided by an outside party.

22.0 GST

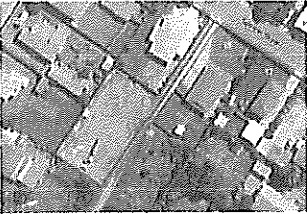



Unless otherwise stated all commercial and / or rural values contained in this report will be exclusive of GST while all residential and lifestyle properties will be inclusive of GST.

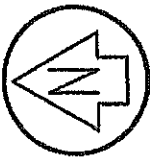
23.0 Liability

Coast Valuations Limited disclaim any liability, which may arise from any person acting on material outside of the scope of this valuation. In the event of any of the above assumptions being incorrect as a result of further information supplied, Coast Valuations Limited reserves the right to amend the report to take these matters into account.

Appendix

**Sales
Proposed Subdivision Plan
Maps
Certificate of Title**

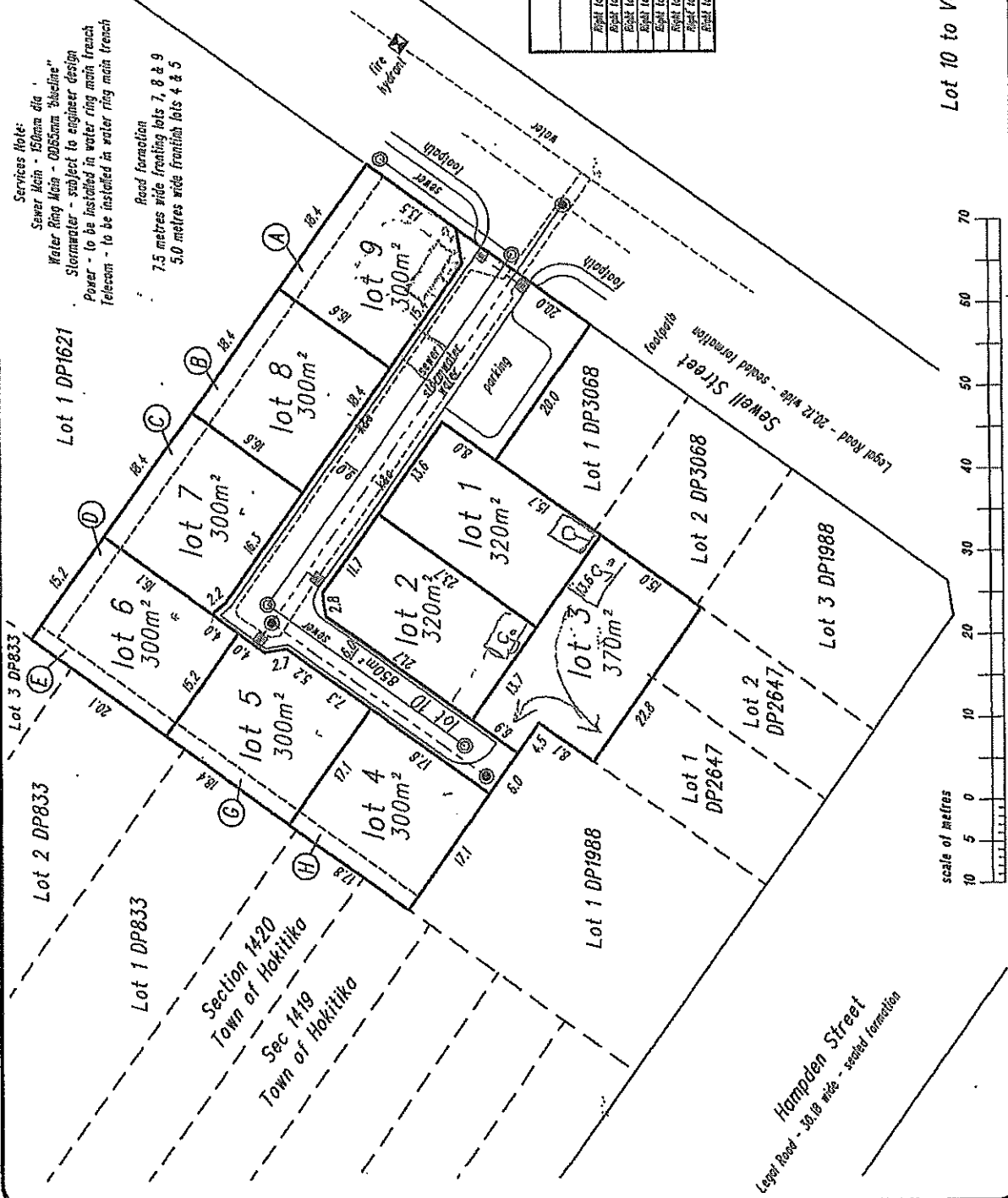
	ADDRESS: <u>SPENCER ST</u> Land: 0.0816 ha.
	Comments: Vacant rear section of 816 m2 close to town. SOLD 2007 for \$55,000
	Sale Date: 30/01/2013 Total Sale Price: \$45,000
	ADDRESS: <u>138 DAVIE ST</u> Land: 0.0809 ha.
	Comments: Vacant residential section of 809 m2 in central Hokitika.
	Sale Date: 13/02/2013 Total Sale Price: \$78,000
	ADDRESS: <u>99 KANIERE RD</u> Land: 0.1307 ha.
	Comments: Sale of two unimproved sections along Kanieri Road. Lot 2 & Lot 1 being a subdivison of Lot 4 Dp 409841
	Sale Date: 21/08/2013 Total Sale Price: \$88,000
	ADDRESS: <u>6 RICHARDS DR</u> Land: 0.0587 ha.
	Comments: A vacant rear section of 587 m2 located within walking distance of Hokitika's beach.
	Sale Date: 7/09/2012 Total Sale Price: \$53,500



scale 1:500
original size A3

Services Note:
Sewer Main - 150mm dia
Water Ring Main - 905mm "baseline"
Stormwater - subject to engineer design
Power - to be installed in water ring main trench
Telecom - to be installed in water ring main trench

Road formation
7.5 metres wide fronting lots 7, 8 & 9
5.0 metres wide fronting lots 4 & 5



Existing Easements (in Gross)			
Purpose	Shore	Section	Document
Right to drain sewage and water	A	Lot 9	EC 54/031 (Residential District Council)
Right to drain sewage and water	B	Lot 8	EC 54/031 (Residential District Council)
Right to drain sewage and water	C	Lot 7	EC 54/031 (Residential District Council)
Right to drain sewage and water	D	Lot 6	EC 54/031 (Residential District Council)
Right to drain sewage and water	E	Lot 5	EC 54/031 (Residential District Council)
Right to drain sewage and water	F	Lot 4	EC 54/031 (Residential District Council)
Right to drain sewage and water	G	Lot 3	EC 54/031 (Residential District Council)
Right to drain sewage and water	H	Lot 2	EC 54/031 (Residential District Council)

Lot 10 to Vest as Road in the Westland District Council

Proposed Subdivision of Lot 6 DP1988

Applicant: AJ Cameron

Sewell Street - Hokitika

Drawn by Mike Robbins

07/14

DATE: July 2014

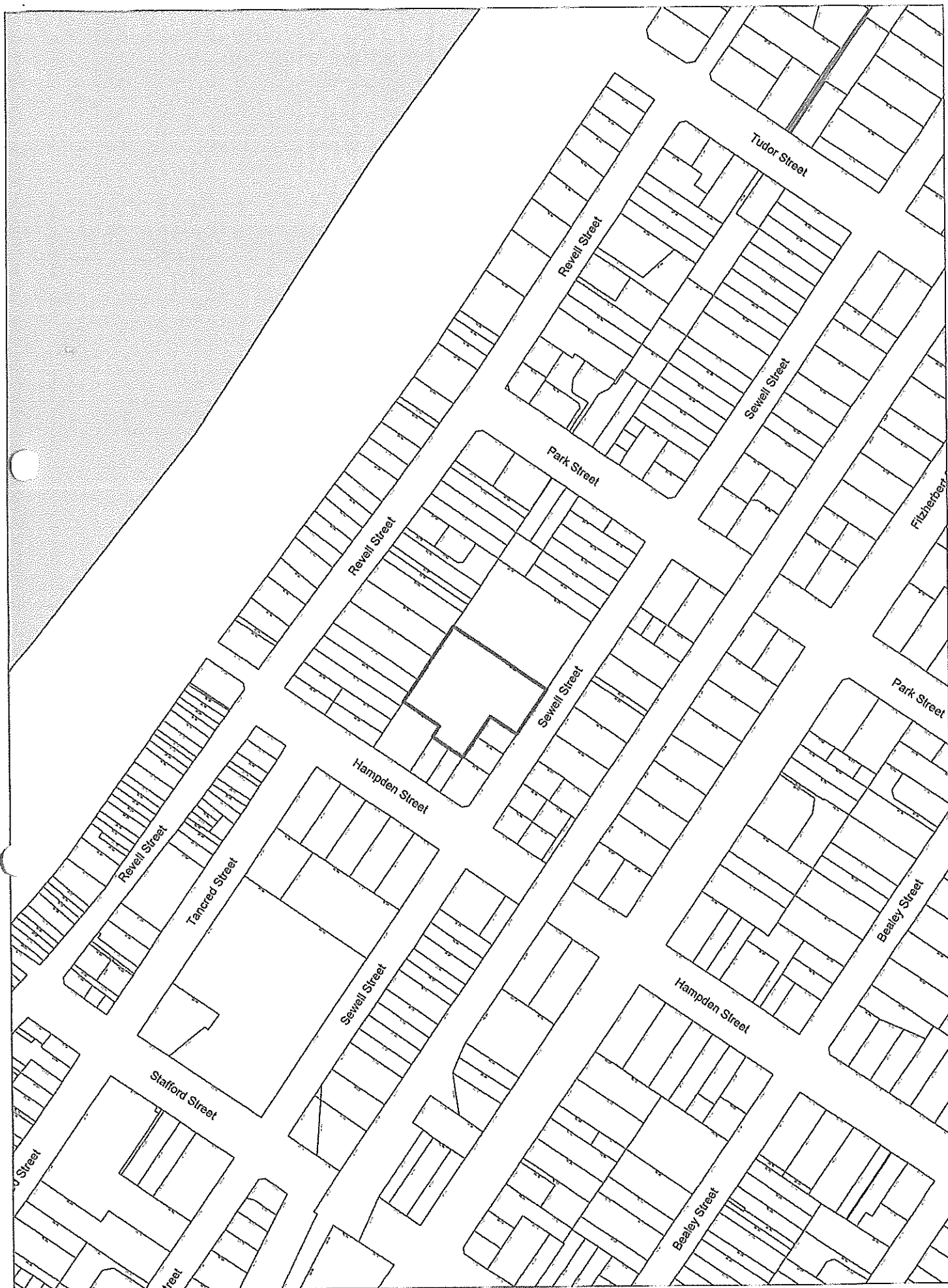
GM26342



QuickMap
Custom Software Ltd



Any person wishing to rely on the information shown on this map must independently verify the information
Scale 1:675 Topographical and Cadastral map derived from LINZ data. Printed: 1/10/2014 15:43.



QuickMap
Custom Software Ltd

Any person wishing to rely on the information shown on this map must independently verify the information
Scale 1:3000 Topographical and Cadastral map derived from LINZ data. Printed: 1/10/2014 15:43.



COMPUTER FREEHOLD REGISTER UNDER LAND TRANSFER ACT 1952



Guaranteed Search Copy issued under Section 172A
of the Land Transfer Act 1952

R.W. Muir
Registrar-General
of Land

Identifier **WS3D/849**
Land Registration District **Westland**
Date Issued 18 August 1978

Estate Fee Simple
Area 3691 square metres more or less
Legal Description Lot 6 Deposited Plan 1988
Proprietors
Alistair John Dugald Cameron

Interests

54179.1 Transfer creating the following easement in gross - 10.8.1978 at 2.03 pm

Type	Servient Tenement	Easement Area	Grantee	Statutory Restriction
Right to drain water and Right to Drain Sewage	Lot 6 Deposited Plan 1988 - herein	B and C DP 1988	The Hokitika Borough Council	

54179.3 Easement Certificate specifying the following easements - 10.8.1978 at 2.03 pm

Type	Servient Tenement	Easement Area	Dominant Tenement	Statutory Restriction
Sewage	Lot 3 Deposited Plan 1988 - CT WS3D/846	E DP 1988	Lot 6 Deposited Plan 1988 - herein	
Sewage	Lot 2 Deposited Plan 1988 - CT WS3D/845	D DP 1988	Lot 6 Deposited Plan 1988 - herein	

The easements specified in Easement Certificate 54179.3 when created will be subject to Section 351 E 1(a)
Municipal Corporations Act 1954

Approved: _____

THE DISTRICT ENGINEER, HONG KONG

Registered Proprietor, _____

JOHN & CO. PROPRIETORS, 1436, 1437, 1439, 1447, 1448, 1449, 1450, 1451, 1452, 1453, 1454, 1455, 1456, 1457, 1458, 1459, 1460, 1461, 1462, 1463, 1464, 1465, 1466, 1467, 1468, 1469, 1470, 1471, 1472, 1473, 1474, 1475, 1476, 1477, 1478, 1479, 1480, 1481, 1482, 1483, 1484, 1485, 1486, 1487, 1488, 1489, 1490, 1491, 1492, 1493, 1494, 1495, 1496, 1497, 1498, 1499, 1500, 1501, 1502, 1503, 1504, 1505, 1506, 1507, 1508, 1509, 1510, 1511, 1512, 1513, 1514, 1515, 1516, 1517, 1518, 1519, 1520, 1521, 1522, 1523, 1524, 1525, 1526, 1527, 1528, 1529, 1530, 1531, 1532, 1533, 1534, 1535, 1536, 1537, 1538, 1539, 1540, 1541, 1542, 1543, 1544, 1545, 1546, 1547, 1548, 1549, 1550, 1551, 1552, 1553, 1554, 1555, 1556, 1557, 1558, 1559, 1560, 1561, 1562, 1563, 1564, 1565, 1566, 1567, 1568, 1569, 1570, 1571, 1572, 1573, 1574, 1575, 1576, 1577, 1578, 1579, 1580, 1581, 1582, 1583, 1584, 1585, 1586, 1587, 1588, 1589, 1590, 1591, 1592, 1593, 1594, 1595, 1596, 1597, 1598, 1599, 1600, 1601, 1602, 1603, 1604, 1605, 1606, 1607, 1608, 1609, 1610, 1611, 1612, 1613, 1614, 1615, 1616, 1617, 1618, 1619, 1620, 1621, 1622, 1623, 1624, 1625, 1626, 1627, 1628, 1629, 1630, 1631, 1632, 1633, 1634, 1635, 1636, 1637, 1638, 1639, 1640, 1641, 1642, 1643, 1644, 1645, 1646, 1647, 1648, 1649, 1650, 1651, 1652, 1653, 1654, 1655, 1656, 1657, 1658, 1659, 1660, 1661, 1662, 1663, 1664, 1665, 1666, 1667, 1668, 1669, 1670, 1671, 1672, 1673, 1674, 1675, 1676, 1677, 1678, 1679, 1680, 1681, 1682, 1683, 1684, 1685, 1686, 1687, 1688, 1689, 1690, 1691, 1692, 1693, 1694, 1695, 1696, 1697, 1698, 1699, 1700, 1701, 1702, 1703, 1704, 1705, 1706, 1707, 1708, 1709, 1710, 1711, 1712, 1713, 1714, 1715, 1716, 1717, 1718, 1719, 1720, 1721, 1722, 1723, 1724, 1725, 1726, 1727, 1728, 1729, 1730, 1731, 1732, 1733, 1734, 1735, 1736, 1737, 1738, 1739, 1740, 1741, 1742, 1743, 1744, 1745, 1746, 1747, 1748, 1749, 1750, 1751, 1752, 1753, 1754, 1755, 1756, 1757, 1758, 1759, 1760, 1761, 1762, 1763, 1764, 1765, 1766, 1767, 1768, 1769, 1770, 1771, 1772, 1773, 1774, 1775, 1776, 1777, 1778, 1779, 1780, 1781, 1782, 1783, 1784, 1785, 1786, 1787, 1788, 1789, 1790, 1791, 1792, 1793, 1794, 1795, 1796, 1797, 1798, 1799, 1800, 1801, 1802, 1803, 1804, 1805, 1806, 1807, 1808, 1809, 1810, 1811, 1812, 1813, 1814, 1815, 1816, 1817, 1818, 1819, 1820, 1821, 1822, 1823, 1824, 1825, 1826, 1827, 1828, 1829, 1830, 1831, 1832, 1833, 1834, 1835, 1836, 1837, 1838, 1839, 1840, 1841, 1842, 1843, 1844, 1845, 1846, 1847, 1848, 1849, 1850, 1851, 1852, 1853, 1854, 1855, 1856, 1857, 1858, 1859, 1860, 1861, 1862, 1863, 1864, 1865, 1866, 1867, 1868, 1869, 1870, 1871, 1872, 1873, 1874, 1875, 1876, 1877, 1878, 1879, 1880, 1881, 1882, 1883, 1884, 1885, 1886, 1887, 1888, 1889, 1890, 1891, 1892, 1893, 1894, 1895, 1896, 1897, 1898, 1899, 1900, 1901, 1902, 1903, 1904, 1905, 1906, 1907, 1908, 1909, 1910, 1911, 1912, 1913, 1914, 1915, 1916, 1917, 1918, 1919, 1920, 1921, 1922, 1923, 1924, 1925, 1926, 1927, 1928, 1929, 1930, 1931, 1932, 1933, 1934, 1935, 1936, 1937, 1938, 1939, 1940, 1941, 1942, 1943, 1944, 1945, 1946, 1947, 1948, 1949, 1950, 1951, 1952, 1953, 1954, 1955, 1956, 1957, 1958, 1959, 1960, 1961, 1962, 1963, 1964, 1965, 1966, 1967, 1968, 1969, 1970, 1971, 1972, 1973, 1974, 1975, 1976, 1977, 1978, 1979, 1980, 1981, 1982, 1983, 1984, 1985, 1986, 1987, 1988, 1989, 1990, 1991, 1992, 1993, 1994, 1995, 1996, 1997, 1998, 1999, 2000, 2001, 2002, 2003, 2004, 2005, 2006, 2007, 2008, 2009, 2010, 2011, 2012, 2013, 2014, 2015, 2016, 2017, 2018, 2019, 2020, 2021, 2022, 2023, 2024, 2025, 2026, 2027, 2028, 2029, 2030, 2031, 2032, 2033, 2034, 2035, 2036, 2037, 2038, 2039, 2040, 2041, 2042, 2043, 2044, 2045, 2046, 2047, 2048, 2049, 2050, 2051, 2052, 2053, 2054, 2055, 2056, 2057, 2058, 2059, 2060, 2061, 2062, 2063, 2064, 2065, 2066, 2067, 2068, 2069, 2070, 2071, 2072, 2073, 2074, 2075, 2076, 2077, 2078, 2079, 2080, 2081, 2082, 2083, 2084, 2085, 2086, 2087, 2088, 2089, 2090, 2091, 2092, 2093, 2094, 2095, 2096, 2097, 2098, 2099, 2100, 2101, 2102, 2103, 2104, 2105, 2106, 2107, 2108, 2109, 2110, 2111, 2112, 211

Report



DATE: 26 November 2015

TO: Mayor and Councillors

FROM: Community Development Advisor

UPDATE ON LOCAL ALCOHOL POLICY (LAP)

1 SUMMARY

- 1.1 The purpose of this report is to provide an update on the development of a Local Alcohol Policy (LAP) and to ask Council to approve an extension of the term of the Alcohol Working Party to the end of the current triennium.
- 1.2 This issue arises from informal discussions with both Grey and Buller District Council staff and with the Chair and Deputy Chair of the District Licencing Committee (DLC) in which the current situation regarding LAPs has been discussed.
- 1.3 Council seeks to meet its obligations under the Local Government Act 2002 and the achievement of the District Vision adopted by Council as part of the Long Term Plan 2015-25. These are stated on Page 2 of this agenda.
- 1.4 This report concludes by recommending that Council defer producing a Local Alcohol Policy for the time being and recommends that the Alcohol Working Party continues to exist until the end of the current triennium.

2 BACKGROUND

- 2.1 The Sale and Supply of Alcohol Act 2012 took effect on 18 December 2013. On 28 November 2013, the Council appointed a newly constituted Alcohol Working Party (consisting of Councillors Butzbach, Martin and Montagu) to continue the work of the previous triennium's Working Party, to work with staff to implement the requirements of the new Act. The Working Party was to operate through to 18 December 2014 and then the timeframe was extended to 18 December 2015 with the following requirements:

- Consult with the liquor and hospitality industry widely and engage with the Police and Health Authorities for the purposes of the considering the best ways for the Council to meet the objectives of the act;
- Consider the Buller and Grey LAP model;
- Consider the need or not for a LAP;
- Consider the work and decisions of the DLC and report to Council if required.

The Working Party has considered the work of the DLC. The DLC is chaired by Bryce Thomson, with Councillor Jim Butzbach as the Deputy Chair, and the other members consisting of Zelda Martin, Timothy Teen, and Richard Gardiner. The DLC has held three formal hearings since December 2013 and has issued hundreds of licences and certificates in situations where no objections were received and therefore a hearing was not required.

- 2.2 The Working Party has considered other Councils' progress with LAPs. The Tasman District Council's and Wellington City Council's LAPs were appealed to ARLA by supermarkets and the Hospitality Association. In light of this, most Councils (including Grey and Buller) placed their LAP development on hold in 2014.
- 2.3 The Working Party made progress in 2014, with Council staff assistance, in terms of initial discussions with key stakeholders about a potential LAP. The Council's Community Development Advisor has had discussions with representatives of the hospitality industry, Council's current licensing inspectors, staff at neighbouring Councils, NZ Police, and Community & Public Health. A summary of stakeholder views to date is provided in **Table 1** below.

Table 1: Summary of initial stakeholder views on potential LAP

Stakeholder	Summary of views
Stumpers Management	No problems inside – problems are on the street
Hospitality NZ	No need to change from current closing time of 4:00am
Community & Public Health	Have concerns about later closing times
Medical Officer of Health	On-licences should be limited to 8:00am-1:00am Off-licences should be limited to 9:00am-9:00pm
West Coast Police	Prefer a 1:00am closing except for special events

- 2.4 Background information has also been assembled to inform the development of a potential LAP. Dr Brunton, Medical Officer of Health, released a report in November 2013 on *The Health Impacts of Alcohol in the Westland District*. Stephanie Rathbun, Hospitality NZ, released a report in September 2014 on *“Local Alcohol Policy in Westland.”*
- 2.5 The Alcohol Working Party met with Council staff on 21 October 2014 (minus Councillor Montagu who was on leave), along with all members of the DLC except Timothy Teen, to discuss progress to date. The information above was discussed, and Council staff brought a report to the November 2014 Council meeting to update Council on progress to date and recommend a way forward. The outcome was that the Council resolved to extend the term of the Council’s Alcohol Working Party until 18 December 2015.

3 CURRENT SITUATION

- 3.1 In September 2015, Buller District Council resolved to withdraw their current draft LAP and to start again, using the Tasman LAP as a base to add local detail, hours and conditions. The Buller Working Group is reporting back to Buller District Council in July 2016.
- 3.2 Grey District Council’s decision is that they not decided not to introduce a LAP but the decision has been deferred several times and is due to be reviewed again soon.
- 3.3 Both the Chair and Deputy Chair of the District Licensing Committee have informally stated that they see no pressing need at the present time to develop a Local Alcohol Policy. There appear to be no major issues currently happening with the current default closing hours in The Sale and Supply of Alcohol Act 2012.

4 OPTIONS

- 4.1 Continue to defer the development of a Local Alcohol Policy until at least April 2016, but do not rule out the possibility of a LAP in the next couple years, and extend the term of the Council’s Alcohol Working Party until the end of the current triennium so it can keep abreast of emerging case law and further information from LGNZ about LAP guidance for Councils.
- 4.2 Formally disband the Council’s Alcohol Working Party and resolve that a Local Alcohol Policy is not required.

5 SIGNIFICANCE AND CONSULTATION

- 5.1 This issue has a moderate level of significance because Council must have regard to the likely impact from the perspective of the persons who will or who may be affected by decisions in a policy. There are many people in the District employed by the hospitality industry who will be affected by a LAP, as well as their customers.
- 5.2 Preliminary consultation has been undertaken with some community stakeholders, and with the Alcohol Working Party and the DLC. Full public consultation (using the special consultative procedure) is required on any draft LAP before a final version is approved by Council.

6 ASSESSMENT OF OPTIONS (INCLUDING FINANCIAL IMPLICATIONS)

- 6.1 **Option One:** There are advantages to waiting longer to develop a Local Alcohol Policy. If there is no clear need for one, or if developing one was challenged, there could be appeals and a costly Court challenge. Legally there is no requirement to develop a Local Alcohol Policy or a timeframe for doing so, so it is an option to continue to defer the development of a LAP. At the same time, there are valid arguments for why a LAP might be useful in the future and why Council may wish to keep the Alcohol Working Party going to monitor the situation over the next year. This is a preferred option.
- 6.2 **Option Two:** Resolving to formally disband the Alcohol Working Party and stating that a LAP is not needed at all in the future, means that Council would be deciding that consultation with the community on alcohol-related matters may not be necessary, and that decisions on these matters (for example, any deviation from the national maximum opening and closing hours) may be made on a case-by-case basis. This approach would potentially miss out on the benefits provided by wide community input. Failing to put forward a consultation-tested Westland policy may lead to continued costly and time-consuming community and interagency debate on many licence applications. This is currently occurring because some agencies such as NZ Police and Community & Public Health do not think that the current national default hours (e.g. 4am closing) are appropriate for everywhere in Westland. The no-LAP-ever option is not a preferred option at this time, though this may be revisited at any point.
- 6.3 Deferring the decision about a LAP at this point in time will put Council in a better position to include the right clauses in any draft LAP policy before it goes to community consultation, because it will know more from forthcoming ARLA decisions on other Councils' LAPs and from further LGNZ guidance

that may be provided. The Council will also be in a better position to decide whether to proceed with a LAP at all. This is the preferred option.

6.4 There are no financial implications for Council.

7 PREFERRED OPTION AND REASONS

7.1 That Council defer creating a Local Alcohol Policy until July 2016 at the earliest, until it is seen that other Councils have been successful in having their policies approved and LGNZ has developed further LAP guidance document for Councils. This would place Council in a better position to make decisions about any draft LAP. The term of the current Alcohol Working Party should be extended until the end of the current triennium to allow the situation to be monitored and discussed over the next year.

8 RECOMMENDATION

- A) **THAT** Council defers creating a Local Alcohol Policy until April 2016 at the earliest.
- B) **THAT** Council approves the extension of the term of the Alcohol Working Party (Councillors Butzbach, Martin and Montagu) to the end of the current triennium.

Derek Blight
Community Development Advisor

Report



DATE: 26 November 2015

TO: Mayor and Councillors

FROM: Group Manager: District Assets

REVIEW AND PROCUREMENT OF ROADING MAINTENANCE TERM CONTRACT

1 SUMMARY

- 1.1 The purpose of this report is to seek Council approval for a direct appointment of Westroads Limited as the contractor for the Roading Maintenance Term Contract, for a term no less than the current Networks Outcomes Contract (NOC) for State Highway 6 (SH6) managed by New Zealand Transport Agency (NZTA)
- 1.2 This issue arises as a consequence of the current contracting environment changes on the West Coast following the results of the NOC for State Highway (SH) from NZTA, the Funding Assistance Rates (FAR) review, and the detailed review undertaken of the Roading Maintenance activity for Westland District.
- 1.3 Council seeks to meet its obligations under the Local Government Act 2002 and the achievement of the District Vision adopted by Council as part of the Long Term Plan 2015-25. These are stated on Page 2 of this agenda.
- 1.4 This report concludes by recommending that Council approves a variation to the current procurement strategy for a direct appointment of Westroads Limited, as contractors for the Roading Term Maintenance contract for a term no less than as the NOC for SH6 subject to approval by NZTA, and appoints an independent organisation to undertake an independent review of the pricing to be submitted by Westroads Limited for the contract.

2 BACKGROUND

- 2.1 Westland District Council (WDC) road networks has a length of approximately 675 km, split between 56 km sealed urban, 315 km seal rural and 302 km unsealed rural.

- 2.2 The network is maintained by external contractors. The normal selection process uses a Price Quality Method (PQM), as specified in NZTA procurement procedures and Westland District Council's current procurement strategy.
- 2.3 The current Roding Term Maintenance contractor is Westroads Limited, a subsidiary of Westland Holdings Limited (Council Controlled Organisation – CCO). Westroads Limited has been the successful contractor since 2003 for these works.
- 2.4 The annual cost of the maintenance contract is approximately \$3.2M. FAR subsidy from NZTA is available and included in this cost.
- 2.5 The current contract is operating in its 7th year. This is the 2nd extension beyond the term date of the contract. The current extension expires on 31 December 2015. Under the procurement procedures guidelines from NZTA, a maximum extension of 2 years can be approved in certain circumstances.
- 2.6 The contract was extended for the following reasons:
 - 2.6.1 FAR review undertaken by NZTA. The results of the FAR review were awaited at the time of first extension of the contract.
 - 2.6.2 The results of NOC were awaited to better understand the market competitiveness on the West Coast at the time of second extension.
 - 2.6.3 The Council directive to undertake a review of the major procurement on the service contracts to ensure sustainability, efficiency and value for money is delivered to the ratepayers. The Roding Term Maintenance contract is the largest operating cost for Westland District.
- 2.7 Beca consultants have been engaged to provide support and expert guidance on this review for the procurement using a direct appointment. A detailed report from Beca is attached in **Appendix 1**.
- 2.8 A workshop with elected members was held on September 2015, supported by Beca Consultants. The presentation covered the options, benefits and drawbacks to various contract forms and procurement methods. It was made clear during the workshop that a direct appointment could be justified, if it is supported by an objective rationale and demonstrate value for money to both the Council and the Transport Agency.

3 CURRENT SITUATION

- 3.1 A detailed report from Beca Consultants is attached in **Appendix 1**.
- 3.2 Council staff had preliminary discussions with NZTA staff.
- 3.3 The NZTA procurement guidelines have provisions for such methods of procurement i.e direct appointment subject to the Local Authority being able to justify the reasons which include value for money, sustainability and contracting competitiveness within the region/district.
- 3.4 The report in **Appendix 1** is detailed. Section 2.4 of the report identifies the reasons for proposing a direct appointment. These include:
 - 3.4.1 Synergies with the NOC (SH maintenance contract).
 - 3.4.2 Retention of local employment in the district.
 - 3.4.3 Retention of local institutional knowledge.
 - 3.4.4 Retention of profits and expenditure in the region.
 - 3.4.5 Maintaining the commercial viability of Westroads Limited as a Council organisation/company.
- 3.5 Section 2.2 of Beca's report identifies the current situation with the SH maintenance contract and current contracting environment as a direct result of the outcome of the NOC.
- 3.6 Section 3 of the Beca report identifies various contract formats which can be applied. Should Council approve a direct appointment of the contractor, then a form of the contract will be agreed in consultation with NZTA and Westroads Limited.
- 3.7 The report recommends a direct appointment for Westroads Limited with the appointment of an outside organisation to review the contract prices. This is necessary to ensure value for money is demonstrated and reflected in the prices to be submitted by Westroads Limited.

4 OPTIONS

- 4.1 **Option 1:** Do Nothing / Status Quo. Council rejects the proposal and Price Quality Method of procurement is applied as usual.

- 4.2 **Option 3:** Council approves a direct appointment for Westroads Limited as the contractors for Roothing Term Maintenance contract.

5 SIGNIFICANCE AND ENGAGEMENT

- 5.1 This matter is considered to be of low significance as per the Council's Significance and Engagement Policy, however it is the highest expenditure activity of Westland District.
- 5.2 The proposal for a direct appointment does not require Council to undertake a special consultative procedure with the community; however approvals are required from NZTA as the agency provides funding for this activity as per the provision of Funding Assistance Rates (FAR).
- 5.3 Initial discussions have taken place with staff from NZTA and the proposal for a direct appointment received a positive response.

6 ASSESSMENT OF OPTIONS (INCLUDING FINANCIAL IMPLICATIONS)

- 6.1 **Option 1:** Do Nothing / Status Quo. Council rejects the proposal and Price Quality Method of procurement is applied as usual.

The status quo option is the current method of procurement. Price Quality Method is applied for such contracts. However, the current contracting environment does not present reasonable level of competition for these works. At the same time – a direct appointment presents better value for money and a sustainable way forward.

The current contract cannot be extended beyond 30 June 2016. NZTA can only provide extensions for a maximum of 2 years beyond the agreed term of the maintenance contract. Council does not have in-house capability to manage the roading networks and the works have to be contracted out.

The other risks involved in proceeding with this option include loss of local employment, loss of local knowledge and a negative impact on the commercial viability of a successfully running Council owned company which contributes in dividend returns for the ratepayers of Westland District.

This option is **NOT RECOMMENDED**.

- 6.2 **Option 2:** Council approves a direct appointment for Westroads Limited as the contractors for Roothing Term Maintenance contract.

This option will require Council to approve the following:

1. A one-off variation to the current procurement strategy for direct appointment. The current direct appointment in the approved strategy is limited to works amounting to \$250,000 per annum. The costs for this contract will be approximately \$3.2M per annum.
2. Extend the current contract to 30 June 2016, to enable the process of a direct appointment be completed.
3. Appoint a third party to independently review the prices to be submitted by Westroads Limited. There is a minor reputational risk associated with this, however enough justification is available to defend this.
4. The benefits for proceeding with this option will ensure the commercial viability of the CCO is preserved, as well as the local employment, and the profits and expenditure are retained within the district.
5. There will be synergies with the state highway contract. A significant portion of the local roads branch off from the state highway.

This is **THE PREFERRED** option.

7 PREFERRED OPTION(S) AND REASONS

7.1 **Option 2** is the preferred option.

7.2 The option presents:

7.2.1 Value for money;

7.2.2 Support to the local economy by ensuring local employment, profits and expenditure are retained with the District;

7.2.3 The risk related to non-competiveness on the West Coast region is averted by a direct appointment, and;

7.2.4 By ensuring the contract term is the same as the NOC contract, there will be synergies and long term sustainability with future options to work in partnership with NZTA on the maintenance works.

8 RECOMMENDATIONS

- A) **THAT** subject to New Zealand Transport Agency approvals, Council approves a one-off variation to the current procurement strategy to allow direct appointment of Westroads Limited for the Roding Term Maintenance Contract for a term no less than the current State Highway Networks Maintenance Contract (NOC).
- B) **THAT** Council approves to extend the current roading maintenance contract to 30 June 2016 to enable the negotiation process commence with Westroads Limited with a pricing to be agreed not above the budgets approved in the Ten Year Plan 2015-25.
- C) **THAT** an independent organisation is engaged to review the contract prices to be submitted by Westroads Limited as part of the negotiation process for a direct appointment to the Roding Term Maintenance contract for Westland District.
- D) **THAT** Council delegates authority to the Chief Executive, subject to New Zealand Transport Authority approvals, to sign the term contract with Westroads Limited.

Vivek Goel

Group Manager: District Assets

Appendix 1: Report – Roding Maintenance Term Contract – Procurement Advice – Beca Limited.

Report

Roading Maintenance Term Contract Procurement Advice

Prepared for Westland District Council (Client)

By Beca Ltd (Beca)

19 November 2015

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Revision History

Revision Nº	Prepared By	Description	Date
A	Bruce Steven	Final Draft	19/11/2015

Document Acceptance

Action	Name	Signed	Date
Prepared by	Bruce Steven		19/11/2015
Reviewed by	Mike Tapper		19/11/2015
Approved by	Graham McIlroy		19/11/2015
on behalf of	Beca Ltd		

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1 Introduction

Beca has been engaged by the Westland District Council (the client) (WDC) to provide advice on a procurement strategy and process for a new roading maintenance contract.

The current roading maintenance contract is held by Westroads Limited, a WDC Council Controlled Organisation (CCO). The original contract started on July 1, 2010 and was for a period of 3 years with the right of extension for two periods of 12 months each. The contract was let under the contract conditions contained in NZS3910:2003. This contract has subsequently been extended and is currently still in force.

2 Background

2.1 WDC Road Maintenance

The WDC road network has a length of approximately 675 km, split between 56 km sealed urban, 315 km seal rural and 302 km unsealed rural. The Westland district is long and thin, it stretches approximately 400 km from the Taramakau River at the northern end to Jackson Bay at the southern end. In addition to the local road network, State Highway 6 runs for approximately 300 km along the length of the district. A significant portion of the local roads branch off from the state highway.

The annual value of the current maintenance contract is approximately \$3.2M per annum and the Transport Agency subsidises this expenditure with a payment from the National Land Transport Programme (NLTP). The level of subsidy for eligible expenditure is set by the financial assistance rate (FAR). The FAR for WDC is currently 58 percent.

In order to continue receiving the NLTP subsidy, the method of procurement and form of contract needs to have the agreement of the NZ Transport Agency (Transport Agency).

The network is in reasonably good condition and the routine maintenance needs appear to be stable, however there is increasing pressure for the approval of HPMV routes for the forestry and diary sectors and this is placing additional demands on the bridge assets and will place more demands on the pavements.

The surfacing reseals are procured annually by an open tender process.

The Transport Agency is currently rolling out a One Networks Road Classification (ONRC) throughout New Zealand. This involves categorising roads based on the functions they perform as part of an integrated national network. The classification will help local government and the Transport Agency to plan, invest in, maintain and operate the road network in a more strategic, consistent and affordable way throughout the country. At this stage in the process, the impact of any changes to expected levels of service, funding eligibility and FARs is unknown.

2.2 State Highway Maintenance

The Transport Agency is currently consolidating and retendering the contracts for maintaining the state highway network throughout New Zealand. Prior to September 1 this year, state highway maintenance on the West Coast region was undertaken by one professional services contract and nine physical works contracts. These contracts were held by eight different providers covering professional services, pavement maintenance, vegetation control, traffic services and pavement marking. Pavement reseals were tendered separately on an annual basis.

On September 1 this year, a single contract to manage and undertake the state highway maintenance work on the West Coast was awarded to Fulton Hogan Ltd with Opus International Consultants, Westreef (a Buller DC CCO) and Westroads as named sub-consultants. This contract has been awarded for a period of 7 years with the option of an additional 2 year extension and is known as a Network Outcome Contract (NOC).

The effect of this change to the procurement of the state highway maintenance has seen the two previous pavement maintenance contractors (Downer NZ and Sicon Ferguson) immediately withdraw from the West Coast region.

For the current state highway maintenance needs, Fulton Hogan has split the West Coast region into 2 areas, with Westreef and Westroads responsible for the routine inspection/response and maintenance activities in the northern and southern areas respectively.

There are regions in New Zealand where the local and state highway roads are managed and maintained through a single contract/organisation (Marlborough, Golden Bay, Gisborne, Western Bay of Plenty). This collaborative approach shows that the Transport Agency is open to working together with the local councils to maintain all the roads under a single contract where geography or expertise or economics make sense to do so.

2.3 WDC Procurement Strategy

The Transport Agency has procurement rules that must be followed in order for road controlling authorities to be eligible for funding assistance. One of these requirements is that a procurement policy must be adopted (Land Transport Management Act 2003, Section 25). The WDC adopted a procurement strategy in 2010 (Westland District Council Procurement Strategy) and in accordance with its own policy, the strategy was reviewed and reconfirmed after three years in 2013. The procurement policy currently requires term maintenance activities to be procured via open tender and the tender evaluation process to be a price quality method (PQM).

The WDC procurement policy requires procurement to demonstrate value for money via a robust planning process, an appropriate selection model, recognition for capacity and competitiveness in the region and successful delivery in terms of time and quality. In addition the procurement must be affordable with quality, preserve the character and identity of the West Coast.

2.4 Proposed WDC Procurement Process

Due to a number of reasons, the WDC would prefer to directly appoint Westroads to a new term maintenance contract. The main reasons for this approach are:

- Synergies with the state highway maintenance contract. As Westroads currently provide the state highway maintenance in the region, there are economic and geographic reasons for the same contractor to undertake the maintenance on all the roads within the district. The combining of activities should result in economic gains to both parties and an increase in responsiveness to emergencies and maintenance.
- Retention of jobs in the region. In recent times there have been a number of significant job losses through the closure of coal and gold mines, cement works and the closure of the Sicon Ferguson and Downer contracting operations.
- Retention of institutional knowledge. Currently Westroads staff have an in-depth knowledge of the network through a long association of maintaining the network. Whilst a different contractor may bring fresh ideas to the network, the challenging topography and climatic conditions mean that the institutional knowledge can be very beneficial to maintaining the network at an optimal and economically sustainable level.

- Retention of profits and expenditure in the region. If the contract is awarded to a company based outside the region, any profits will not be retained in the region. In addition it is possible that certain elements of the job will be managed/completed outside of the region, again reducing the economic spend in the area.
- Maintaining the commercial viability of Westroads. Westroads currently holds other maintenance contracts with the WDC (3-waters and parks and reserves). In addition, Westroads also successfully competes for work in the private and private sectors. If Westroads were to lose the roading maintenance contract, a significant downsizing of the company would be required.

Beca have been engaged to help the WDC with the direct appointment of Westroads to a new term maintenance contract. The first part of this process was to help the council staff gain a mandate from the Council to allow a deviation from the procurement process that is stated in the procurement strategy. Beca staff made a presentation to the Councillors and Chief Executive at a workshop on September 24, 2015. The presentation covered the options, benefits and drawbacks to various contract forms and procurement methods. It was made clear during the workshop that a direct appointment could be justified and that the decision to do so would need to be defensible and demonstrate value for money to both the council and the Transport Agency.

The outcome of this workshop was that the Councillors supported the concept of direct appointment provided that the Transport Agency was in agreement and value for money could be demonstrated. The exact form of the contract and method negotiation were to be determined as part of the next stage.

Any decision to direct appoint a contractor for a new term maintenance contract will need to comply with the requirements of the Land Transport Management Act 2003 and any

3 Contract Options and Procurement

3.1 Contract Options

3.1.1 Traditional Contracts – NZS3910/3917 Term Contract

In New Zealand the majority of local government road maintenance is procured on a NZS3910 or 3917 basis with a combination of lump sum, measure and value and dayworks items. The management of the maintenance contractor is either undertaken by the road controlling authority or through a separately appointed network management consultant. The maintenance contractor is required to develop a monthly forward programme that is agreed to by the asset owner. The typical term would be 3 years with options to renew for two periods of 1 year each.

This method of contract is considered to be the default for local government in New Zealand and is generally accepted without comment. This method was the basis of the majority of the state highway maintenance contracts prior to the introduction of the NOCs

3.1.2 Hybrid Contracts

These contracts put more of the contract management aspects into the contract and usually involve consultants and contractors working in a partnering arrangement to deliver services to an agreed level of service within a fixed budget.

3.1.3 Performance-Specified Contracts

Performance-specified contracts are typically awarded for 10 years to single suppliers who are responsible for providing all services. The Transport Agency has five such contracts operating in

New Zealand, including one for maintaining the Auckland Harbour Bridge. Resurfacing work is often done under performance-specified contracts. The contracting agency sets specified levels of service which are measured by key performance indicators throughout the life of the contract. In addition, the contractor is required to hand the network back to the owner at the end of the contract in a specified condition that is either a specified remaining life or in the same condition as at the start of the contract.

3.1.4 Network Outcomes Contracts

These contracts are a new approach to state highway maintenance and operations to ensure efficiency and effectiveness through better asset management and service delivery. These contracts are awarded to primary suppliers and are performance-based. This is a new contract model and the contracts are currently being phased in over the state highway network.

3.1.5 Alliances

An alliance contract involves a group of organisations (usually the asset owner, a professional services consultant and a physical works/maintenance contractor) that combine in partnership and work together. Alliances are typically used for either high risk or loosely defined capital or maintenance works and can effectively manage risks and project scope in a dynamic fashion. In order to maintain a price/quality tension in the contract, there is usually a financial pain/gain component where all parties stand to gain or lose based on the performance of the alliance as a whole.

3.1.6 Summary

The above contract forms increase in complexity from traditional to alliance, with a corresponding increase in transactional and management costs for all the parties. For a well-defined or lower value/risk contracts, the traditional term contract usually delivers the best value for money.

There is a risk that contracts procured on a lowest cost basis may cost the purchaser more money over the term of the contract, as they may have to spend more time managing the contract to ensure that the contractor is providing the specified level of service at the required quality. In addition, the best outcomes are usually achieved when both parties have the mutual respect and trust of each other.

3.2 Procurement Options

3.2.1 Competitive Tender

In New Zealand the majority of local government road maintenance contracts are procured on a competitive basis with a mix between price and non-price attributes. For contracts that are considered low risk and are well defined, the evaluation process is heavily weighted towards the price, with the contract usually being awarded to the lowest price.

If the contracting agency places more emphasis on the quality or experience of the contractor rather than the price, then the non-price attributes are more heavily weighted and the contractor earns a premium discount on their price based on their non-price attributes score. The contractor with the lowest adjusted price is awarded the contract.

A competitive tender can be either open to all suppliers or the contracting agency may approach a limited number of pre-selected contractors with a request for a proposal/price.

3.2.2 Non Competitive award

Most contracting agencies have a process to directly appoint a contractor as it is recognised that the cost of tendering low value contracts may be a disproportionate percentage of the contract price. For these situations the contracting agency will approach a contractor and they will negotiate a price based on a defined scope. Organisations will typically have an upper limit on the value of contracts for which direct appointment can be used. The Transport Agency currently has an upper limit of \$250,000 for direct appointment for roading works.

Another option is a supplier panel. With this method the contracting agency will usually appoint a number of contractors to a panel based on their track record, experience or personnel. This appointment process is may either be done through a competitive or prequalification process. The panel usually has a fixed term of 2-5 years. When a package of work comes up, the contracting agency will negotiate with one of the panel members. The price may either be negotiated as a lump sum, or using fixed rates on a time and disbursement basis for services or a measure and value basis for physical works.

4 Recommended WDC Procurement Approach

It is recommended that the WDC negotiate the direct appointment of Westroads to a new road maintenance term contract. The following steps/approvals are required:

1. Meet with the Transport Agency in order to present the case for direct appointment and gain their agreement for this approach.
2. Confirm that a direct appointment is not in breach of any legislation or Transport Agency and Council rules and policies.
3. Decide on the contract form – it is recommended that the recently published NZ Standard 3917:2013 be used. This is a contract based on the NZS3910 form but written specifically for term maintenance activities. The use and approval of the monthly forward works programme is recommended.
4. Develop an appropriate level of service that is needs based rather than based on a fixed cycle of activities. An example of this that unsealed road grading is carried out when certain trigger points are reached rather than grading the road on a fixed schedule.
5. It is recommended that the end date of the proposed contract be set to coincide with the end date of the current NOC.
6. The proposed contract should be reviewed to understand how any changes that may be required as a result of the implantation of the ORNC will impact on the execution/operation of the proposed maintenance contract.
7. Develop a schedule for pricing on the basis that the contract was going to be procured via an open tender basis. The schedule should be limited in the scope of the lump sum or cyclic activities and place more emphasis on the measure and value items. This will allow the council staff to maintain control over the timing and thus expenditure of routine activities such as vegetation control.
8. Westroads to submit a completed schedule of prices.
9. Engage BondCM Ltd to complete a review of the submitted pricing schedule in order to show that the process will provide value for money on an economic basis. BondCM are a

construction and cost management company that undertakes a significant amount of work for the Transport Agency in developing or reviewing construction estimates. They are also providing independent cost reviews for the SCIRT programme in Christchurch.

5 Summary

The WDC wishes to directly appoint Westroads, a WDC CCO, to a new roading term maintenance contract. In order to do this, WDC has the support of the Councillors and needs to gain the approval of the Transport Agency in order to retain access to NLTP subsidies for eligible maintenance activities. Beca has been engaged by WDC to advise and help on this approach.

Beca supports this approach as they believe that the decision is defensible due to the isolation of the region, the geographic spread, the economic viability of the region. However, any contract must be able to demonstrate value for money and therefore it is recommended that an outside organisation is engaged to review the contract prices.

Report



DATE: 26 November 2015

TO: Mayor and Councillors

FROM: Group Manager: District Assets

HOKITIKA STORMWATER FLOODING ISSUES AND OPTIONS

1 SUMMARY

- 1.1 The purpose of this report is to provide Council with a summary of options to address the stormwater issues in Hokitika.
- 1.2 This issue arises as a result of the Council resolution at its monthly meeting on 23 July 2015 that a report recommending potential options for detailed engineering and design work to address the flooding issues come back to Council at the meeting on 24 September 2015.
- 1.3 The report was delayed as extensive survey work was required and scope of the study was extended to cover most of the catchments in Hokitika. The assessments are now complete and a report is included in **Appendix 1**.
- 1.3 Council seeks to meet its obligations under the Local Government Act 2002 and the achievement of the District Vision adopted by Council as part of the Long Term Plan 2015-25. These are stated on Page 2 of this agenda.
- 1.4 This report concludes by recommending that Council include the proposed improvement works for Hokitika Stormwater Networks as capital projects in the 2016-17 Annual Plan for consultation with the local community.

2 BACKGROUND

- 2.1 The recent rainfall event in June 2015 resulted in heavy flooding of Hokitika Township in various catchments. As a result, a report on flooding issues at the request of the community was included on the 23 July 2015 Council agenda.
- 2.2 At the meeting Council resolved THAT:

- 2.2.1 *“Council approves an un-budgeted expense of \$20,000 (GST excl.) for a review of the stormwater catchment servicing Rolleston Street, Hokitika.*
- 2.2.2 *A report recommending potential options for detailed engineering and design works to address the flooding issues come back to Council at the meeting on 24 September 2015.*
- 2.2.3 *Council acknowledges that this expenditure will result in a variance to the stormwater budget for the 2015/16 financial year.”*
- 2.3 As a result of the above resolutions and direction from the Council, Montgomery Watson Harzer (MWH) consultants were engaged to undertake the majority of this review.
- 2.4 The report initially focused on the Rolleston Street catchment in particular, however as the investigation progressed and further feedback was received from the local community, the scope of assessment was extended to include most of the catchments in Hokitika and Kaniere Road.

3 CURRENT SITUATION

- 3.1 A detailed report from MWH is attached in Appendix 1.
- 3.2 The MWH report focused on the following catchments that were affected by the June 2015 event:
- Bealey Street
 - Hoffman Street
 - Kaniere Road
 - Livingston Street
 - Richards Drive
 - Rolleston Street
 - Tancred Street
- 3.3 Weld Street is included by proxy where it intersects with the roads identified in 3.2.
- 3.4 The report outlines an assessment and options of each of the areas mentioned in 3.2. A summary of the options for each catchment is included in the tables below with estimated costs:

Table 1: Bealey Street Catchment

Option	Description	Cost Estimate	Comments
1	Seal existing 1500mm dia pipeline. New 675mm gravity main to low point, 50 year LOS. New sump intake. New pump in Pump Station (PS) to meet 50 year LOS.	\$235k	Seals and directs 1500mm pipeline flows into Hokitika River. New large sump. New additional pump and electrical.
2	No change to 1500mm dia pipeline; manage surge volumes. New 900mm pipeline to meet 50 year LOS. Increased sump intakes. New pumps in PS to meet 50 year LOS.	\$329k	Increases the gravity capacity to manage surging volumes. New large sumps at low point. New Bealey St pumps and electrical.

Table 2: Hoffman Street Catchment

Option	Description	Cost Estimate	Comments
1	Increase stormwater pipeline capacity to meet 50 year LOS. New pumps in PS to meet 50 year LOS. New sump intakes.	\$700k	Large diameter pipeline for 550m. Two larger pumps in existing PS
2	Extend existing stormwater pipeline capacity to meet 50 year LOS. New pumps in PS to meet 50 year LOS. New pump station and rising main to low point, 50 year LOS. New sump intakes.	\$576k	Additional pump station and rising main.

Table 3: Kanieri Road Catchment

Option	Description	Cost Estimate	Comments
1	Inspect, clean, repair existing pipelines	\$7k	Improve existing LOS
2	Install flapgates and sump intakes	\$34k	Maximise LOS of existing pipelines
3	Install upgraded pipelines	\$79k	Increase LOS toward the 50 year AR!
4	Install pump stations	\$120k	Improve LOS to 50 year requirement in NZBC

Table 4: Livingstone Street Catchment

Option	Description	Cost Estimate	Comments
1	Seal existing pipeline, add gravity main and pump station to meet 50 year LOS.	\$600k	Large diameter pipeline for 250m, extra pump in existing PS
2	Seal existing pipeline, add pumps at low points and rising main to meet 50 year LOS.	\$620k	New pumps and electrical, new large sump, direct 450mm pipeline into PS
3	New 1050 gravity pipeline and two new pump stations at river end.	\$860k	Remove pipeline throttle at Hamilton St, 100m of 750mm dia pipeline

Table 5: Richards Drive Catchment

Option	Description	Cost Estimate	Comments
1	New urban pipeline system. 50 year LOS	\$197k	200m long 675mm diameter pipeline.

Table 6: Rolleston Street Catchment

Option	Description	Cost Estimate	Comments
1	Increase stormwater pipeline capacity to meet 50 year LOS. Improve pump station performance.	\$300k	Large diameter pipeline for 250m. Extra pump in existing PS
2	New pump in PS to meet 50 year LOS. Seal existing 450mm dia pipeline. New gravity main to low point, 50 year LOS. New sump intakes.	\$228k	New pumps and electrical, new large sump, direct 450mm pipeline into PS
3	New pump in PS to meet 50 year LOS. Seal existing 450mm dia pipeline. New PS and rising main to low point. New sump intakes.	\$280k	Remove pipeline throttle at Hamilton St (100m of 750mm dia pipeline)

Table 7: Tancred Street Catchment

Option	Description	Cost Estimate	Comments
1	Increase pump capacity at Tancred St pump station to 10 year LOS. Pipeline and road surface downstream of Hamilton St to meet 10 year LOS flow conveyance to PS	\$140k	New pumps and electrical, new large sump, direct 450mm pipeline into PS
2	Increase pipe capacity at Hamilton St to allow pipeline and road surface to meet 10 year LOS flow conveyance to PS up to Hampden St	\$83k	Remove pipeline throttle at Hamilton St, 100m of 750mm dia pipeline <i>Requires Option 1 to be completed first</i>
3	Increase stormwater pipeline capacity to meet 10 year LOS, and improve pump station performance	\$830k	Large diameter pipeline for 950m, mechanical and civil improvements to Pump Station

Table 8: Suggested options with maximum costs (To achieve the highest level of service)

Catchment	Table Ref	Best Recommended Options from the Table	Total cost for Catchment (Rounded)	Total Cost for all works combined
<i>Bealey Street</i>	Table 1.0	Option 2	\$ 330,000	
<i>Hoffman Street</i>	Table 2.0	Option 1	\$ 700,000	
<i>Kaniere Road</i>	Table 3.0	Combination of options. Some work is maintenance	\$ 220,000	
<i>Livingstone Street</i>	Table 4.0	Option 3	\$ 860,000	
<i>Richards Drive</i>	Table 5.0	Option 1	\$ 200,000	
<i>Rolleston Street</i>	Table 6.0	Either option	\$ 300,000	
<i>Tancred Street</i>	Table 7.0	Option 3	\$ 830,000	
			TOTAL	\$ 3,440,000

4 OPTIONS

- 4.1 **Option 1:** Status Quo – Do nothing with no increase in current service levels
- 4.2 **Option 2:** Council approves the capital works improvements as highlighted in Table 8 for inclusion in the Annual Plan 2016/17 for consultation with the local community.

5 SIGNIFICANCE AND ENGAGEMENT

- 5.1 In accordance with Council's policy on Significance and Engagement the approval for any capital works are considered to be of high significance. The works will improve the current levels of service considerably and the financial implications are material.
- 5.2 Given the level of financial implications associated with the recommended works, formal consultation is required with the local community. It is proposed that the works be included in the capital works programme in the 2016-17 Annual Plan for consultation with the local community.

6 ASSESSMENT OF OPTIONS (INCLUDING FINANCIAL IMPLICATIONS)

A full assessment of options is detailed in **Appendix 1** with an estimated financial cost outlined in the separate tables in 3.4 above.

- 6.1 **Option 1:** Status Quo – Do nothing with no increase current service levels

This option is maintaining the current levels of service. The report from MWH highlights that the majority of the stormwater networks is just enough to meet or handle any rainfall event to a maximum of 1 in 2 year intervals.

Council may choose to maintain the status quo, however this presents a reputational risk from the local community.

There are no additional financial implications, though emergency works if required will still prevail in case of any rainfall event happening outside a 1 in 2 year probability and the likelihood of that happening is high.

- 6.2 **Option 2:** Council approves the capital works improvements as illustrated in Table 8 for inclusion in the Annual Plan 2016/17 for consultation with the local community.

Council may choose to implement all of the options with the highest level of service identified in table 8.0 or a combination of other works. All works present an improved level of service than status quo. Table 8.0 is an indication of the maximum costs involved and it is recommended that these works be consulted with the local community in the upcoming Annual Plan 2016/17.

Council may also choose to spread the works over 3 years or beyond. The maximum costs are highlighted in Table 8.0, however all of the options in 3.4, if implemented will have on-going maintenance cost and associated increase in operating cost where applicable i.e. power. Exact costs will depend on the option considered.

7 PREFERRED OPTIONS AND REASONS

- 7.1 There is no preferred option as Council is required to make a decision on the level of service they wish to provide residents within the particular areas outlined in 3.2.

8 RECOMMENDATIONS

- A) **THAT** Council receives the MWH report on Hokitika Stormwater issues and options, and include the proposed improvement works as highlighted in the summary tables in Section 3.2 or Table 8 for Hokitika Stormwater Networks as proposed capital projects in the 2016-17 Annual Plan for consultation with the local community.

Vivek Goel

Group Manager: District Assets

Appendix 1: MWH Report – Hokitika Stormwater Flooding Issues & Options Assessment

REPORT
Hokitika Stormwater Flooding
Issues and Options Assessment

Prepared for Westland District Council
November 2015

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QUALITY STATEMENT

PROJECT MANAGER

Simon McAulay

PROJECT TECHNICAL LEAD

Nick Keenan

PREPARED BY

Nick Keenan

CHECKED BY

SM

REVIEWED BY

John Strange

APPROVED FOR ISSUE BY

Simon McAulay

GREYMOUTH

141 Tainui Street, Greymouth 7805
PO Box 414, Greymouth 7840
TEL +64 3 768 7206, FAX +64 3 768 7695

Executive Summary

Westland District Council

Hokitika Stormwater Flooding

Issues and Options Assessment

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APPENDICES

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Appendix D	Tancred St Road Surface Overland Flow Capacity Assessment
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1 Introduction

1.1 Scope of Assessment

Hokitika recently experienced a heavy rainstorm that caused flooding in a number of places within Hokitika and neighbouring areas (18-19 June 2015). Westland District Council engaged MWH to carry out a desktop based stormwater assessment of several locations with known flooding issues and to provide a report (this report) summarising the findings and recommending options to alleviate the flooding issues.

The areas requested to be investigated were:

- Tancred Street;
- Bealey Street;
- Rolleston Street;
- Hoffman Street;
- Livingstone Street;
- Richards Drive and
- Kaniere Road.

It was noted that Weld Street would not be assessed in isolation as this street crosses many of the stormwater catchments (see Figure 1-3) and so would essentially be included in several of the assessment areas identified above.

Due to constraints on available time and budget the following activities were initially excluded from the agreed scope of work:

- a site visit;
- field survey; (however LiDAR ground survey was flown and the processed results were made available)
- manhole lifting;
- CCTV;
- field investigations and
- computer modelling.

However, during the course of the assessment it became apparent that site visits and targeted manhole lifting was required to confirm assumptions at a few key locations.

1.2 Definitions and Explanations

The following are definitions / explanations of key terms used throughout this report:

Average Recurrence Interval (ARI)	- average number of years between exceedances of a given rainfall depth for a given duration
Level of Service (LOS)	- the frequency at which the design standard may be exceeded
LiDAR	- surveying system using remote radar scanning
Overland Flow Path (OLFP)	- the path that surface water will flow along over land
Peak Catchment Flow	- the highest flow rate from a catchment
Time of concentration (Tc)	- the time needed for water to flow from the most remote point in a catchment to the catchment outlet.

1.3 June 2015 Storm Event in Hokitika

Intense rainfall can fall upon Hokitika from westerly storms from the Tasman Sea moving against the rising ground of the Southern Alps.

The 18-19 June 2015 rainfall event produced a rainfall distribution across 2 days as measured at the Hokitika Aerodrome. Figure 1-1 below shows the rainfall accumulated depth over time during the event, with the steepest curve indicating the highest rainfall intensity.

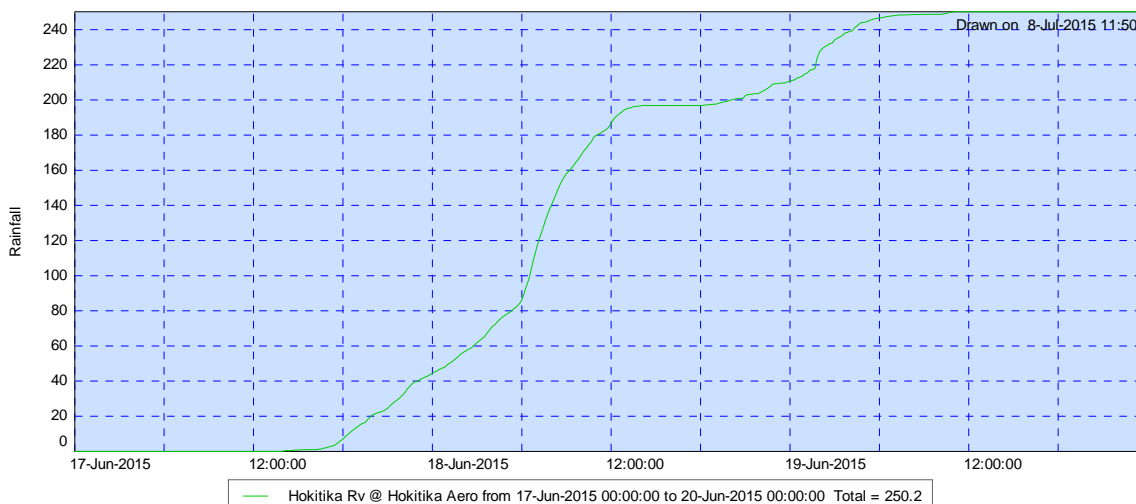


Figure 1-1 : Cumulative rainfall June 2015 storm event Hokitika

Analysis of the rainfall event is shown in Figure 1-2 below, and indicates ARI magnitudes that occurred during the storm. The blue cells indicate the maximum rainfall depth that occurred during the storm, for the different durations (e.g. 10 min, 20 min). The maximum depth is then matched to the ARI likelihood as determined from the Hokitika Aerodrome rainfall record, as indicated by the yellow cells.

Portions of the rainfall distribution were at the 100 year ARI magnitude (6-hour, 1 day and 2 day duration). A 12 hour portion was measured as 50 year ARI magnitude. A 2 hour portion was between 20 year and 50 year ARI magnitude. Other parts of the storm were of 10 year ARI magnitude (30 minutes and 1 hour durations).

Source is K:\HILLTOP\Jun 2015 storm.hts
Rainfall at Hokitika Rv @ Hokitika Aero
From 17-Jun-2015 00:00:00 to 21-Jun-2015 21:30:00

ARI	10 min	20 min	30 min	1 hour	2 hour	3 hour	6 hour	12 hour	1 day	2 day
2 year	5.7	9.9	13.7	22.9	32.4		56.3	78.2	105.6	130.5
10 year	10.3	16.5	21.7	31.3	44.2		75.3	111.7	146	179.4
20 year	12.3	19.4	25.2	35	49.2		83.5	126.1	163.5	200.4
50 year	14.9	23.1	29.6	39.7	55.7		94.1	144.8	186	227.6
100 year	16.8	25.9	33	43.2	60.6		102	158.8	202.9	248
200 year	18.8	28.6	36.3	46.7	65.5		110	172.7	219.7	268.3
This data	6.2	12	17.4	30.6	53.8	72.2	101.8	146.2	196.6	250.2
Time (hours)	0.1666667	0.3333333	0.5	1	2	3	6	12	24	48

Figure 1-2 : Return period assessment table, Hokitika Aerodrome

The longer duration parts of the event filled up the storage volumes within the catchments (pipes, sumps, surface channels and streets) putting long duration pumping loads on the pumping systems.

In summary, the event contained 100 year magnitude rainfalls for 6 hours to 2 days duration. This sort of magnitude is above most drainage capacities in towns and cities in New Zealand.

Typically, drainage is sized to protect floor levels from flooding in a 50 year ARI magnitude rainfall event; this is discussed further in Section 1.5 below. In town drainage reticulation, this magnitude of rainfall would be managed so as to avoid affecting floor levels, with a combination of the following:

- pipelines
- surface channels (overland flowpath)
- street cross sections (overland flowpath)
- pumps
- storage (e.g. retention basins/ponds)

Hokitika township is situated beside a river, near to the sea, with a flood protection wall along the river side. Pumps are stationed at the end of some (but not all) of the stormwater catchment lines, to pump water over the protection wall.

Assessment of the rainfall event indicates the following causal factors were involved in the flooding at Hokitika during the June 2015 rainfall event:

- The rainfall was a 100 year ARI event of 2 days duration, in the middle of which was a 6 hour period of 100 year ARI rainfall intensity. This rainfall magnitude would exceed the capacity of most drainage systems in New Zealand.
- Pumps were required to work constantly for 2 days putting strain on the pumping systems; it is understood that some faults and malfunctions occurred during the event, which were attended to through the event to maintain their operation.
- Not all catchments are serviced by pumps; therefore the ponded water in these is likely to have moved overland between catchments thereby putting extra runoff volumes into lower catchments serviced by the pumps. In reality the pumps were probably servicing larger catchment runoff volumes than they were intended for.
- The rain fell on saturated ground, which reduced natural soakage, leading to more runoff.
- Since the installation of the Hokitika stormwater infrastructure there has been increased hard surfacing and infill housing, which increases rainfall capture and the speed at which that rainfall enters the infrastructure. The effect of this is that the level of service of the stormwater infrastructure reduces. This is common to all towns and cities in New Zealand that are growing.

1.4 Flooding Assessment Methodology

The assessments of rainfall runoff hydrology and hydraulics calculations included in this report are based on the Rational Method and hydraulic calculations in accordance with Clause E1 Surface Water of the New Zealand Building Code (NZBC). This standard is incorporated into the Westland District Council Code of Practice for Engineering Works, Part A, and references NZS4404: Land Development and Subdivision Infrastructure.

The main steps of the hydraulics assessment are:

1. Determine the local catchment areas leading to stormwater outlets and calculate the area.
2. Measure the catchment length and estimate the rainfall response time within the catchment to determine the critical storm duration.
3. Obtain design rainfall intensity from Hokitika Aerodrome climate station record.
4. Decide upon the runoff component contributing to surface water as per NZBC E1/VM1 (different coefficients for green areas, residential areas, commercial areas, roads and carparks)
5. Use the Rational Method to calculate peak rainfall runoff to the stormwater system
6. Use the Rational Method to estimate the volumes of rainfall runoff.
7. Assess the discharge capacity of the underground pipeline system based on pipe diameter, pipeline gradient, manholes, tides, river levels and pump station capacities.
8. If the pipeline discharge capacity is greater than the peak runoff then there should not be flooding (i.e. subject to the full capacity being available, for example, sedimentation in a pipe would lower its capacity).
9. If the pipeline discharge capacity is less than the rainfall runoff reporting to it then there will be surface ponding and storage until the rainfall intensity reduces and the pipeline can pass the runoff volume.
10. The depth of the surface storage ponding depends on the shape of the land surface; a wide area will fill to a lower depth compared to a narrow area which will fill to a deeper depth.

The assessment carried out in this report is a preliminary phase, for the purpose of comparing feasible flood improvement options for the requested stormwater systems.

The assessment is based on desktop information which has inherent inaccuracies, but these are considered acceptable for a preliminary phase options assessment. In our assessment we have taken a conservative approach to uncertainty, for items such as catchment areas, runoff factors, pipe gradients, and pump capacities.

Detailed design of selected options would require additional time and effort to improve the quality of information that the design is based on, to ensure appropriate design solutions are achieved. Examples of this include field inspection of the pumps and pipeline systems, field survey of pipe levels, and confirming connectivity of pipelines.

1.5 Assessed Levels of Service

The NZBC specifies performance requirements for managing surface water, in Clause E1 Surface Water. Clause E1.3.2 states *“Surface water, resulting from an event having a 2% probability of occurring annually, shall not enter buildings.”* This equates to a 50 year ARI.

The NZBC also states in E1.3.1 that *“surface water, resulting from an event having a 10% probability of occurring annually and which is collected or concentrated by buildings or sitework, shall be disposed of in a way that avoids the likelihood of damage or nuisance to other property.”* This equates to a 10 year ARI.

Within this report, if the stormwater system being assessed does not have an overland flowpath (OLFP) available to it, then the flood improvement options have been assessed against the 50 year ARI requirement. This is termed a 50 year LOS.

If the assessed stormwater system does have an OLFP available to it, then the options have been assessed against the 10 year ARI requirement. This is termed a 10 year LOS.

Typically in New Zealand, the stormwater reticulation is pragmatically designed for a 5 year or 10 year LOS in combination with using the road cross section to safely pass larger flows without compromising floor levels in doing so.

1.6 Desktop Data

Information received from WDC and elsewhere includes:

1. Available Council GIS data including pump station locations, pipelines, pipe diameters, manholes, sumps, some cover and invert levels, street names, etc
2. Recovery team spreadsheet “List of known flooded areas” (plotted onto MWH plans). This shows properties reported to have been flooded during the (either ground or building floor);
3. Previous project information held by either Council or MWH including Tancred Street pump station and Rolleston St pump station
4. Council held pump station data
5. Researched data on the manufacturers’ pump capacities (Flygt and KSB pumps)
6. Council Code of Practice
7. Hokitika Aerodrome design rainfall information (with rainfall assessment courtesy WCRC)
8. Catchment definitions determined by Council pre-LiDAR assessment
9. LiDAR data leading to ground levels and contours definition. The LiDAR flights were flown on 11-12 August 2015, and the post-flight processing became available 16 September 2015;
10. Some limited assembly of topographical information from LiDAR including contours;
11. River design level data.

Note: We are aware that the property list in the “List of known flooded areas” does not show all of the properties/buildings affected by flooding during the recent event.

Existing Council flood priorities were provided to MWH early in the assessment are shown in Figure 1-3.



Figure 1-3 : Hokitika Flood Priorities Map (provided by WDC)

2 Hokitika Stormwater Catchments Information

The general trend is that the Hokitika catchments are governed by stormwater pipelines which typically drain laterally compared to Hokitika River - from higher ground near the airport to the river's edge.

In very large rainfall events, it is likely that runoff catchments will blur as overland flowpaths are mobilised by flood waters across the topography, i.e. there is surface water flows between catchments.

The stormwater catchments are shown in Figure 2-1. Note that this information was provided by WDC and is not based on an assessment of the LiDAR data. While we would not expect that the catchment areas would change significantly, for future detailed design work it is recommended that the catchment areas should be reassessed using the LiDAR ground survey data set now available.

Table 2-1 below summarises the areas of those catchments being assessed in this report.

Table 2-1: Stormwater Catchment Areas

Flooding Areas being Assessed	Catchment Area (hectares)
Tancred Street	20.3
Tancred Street west	7.5
Rolleston Street	12.7
Livingstone Street	39.6
Hoffman Street	14
Bealey Street (pump station)	2.1
Bealey Street 1500mm dia	44.7
Richards Drive	10.1
Kaniere	(not defined)

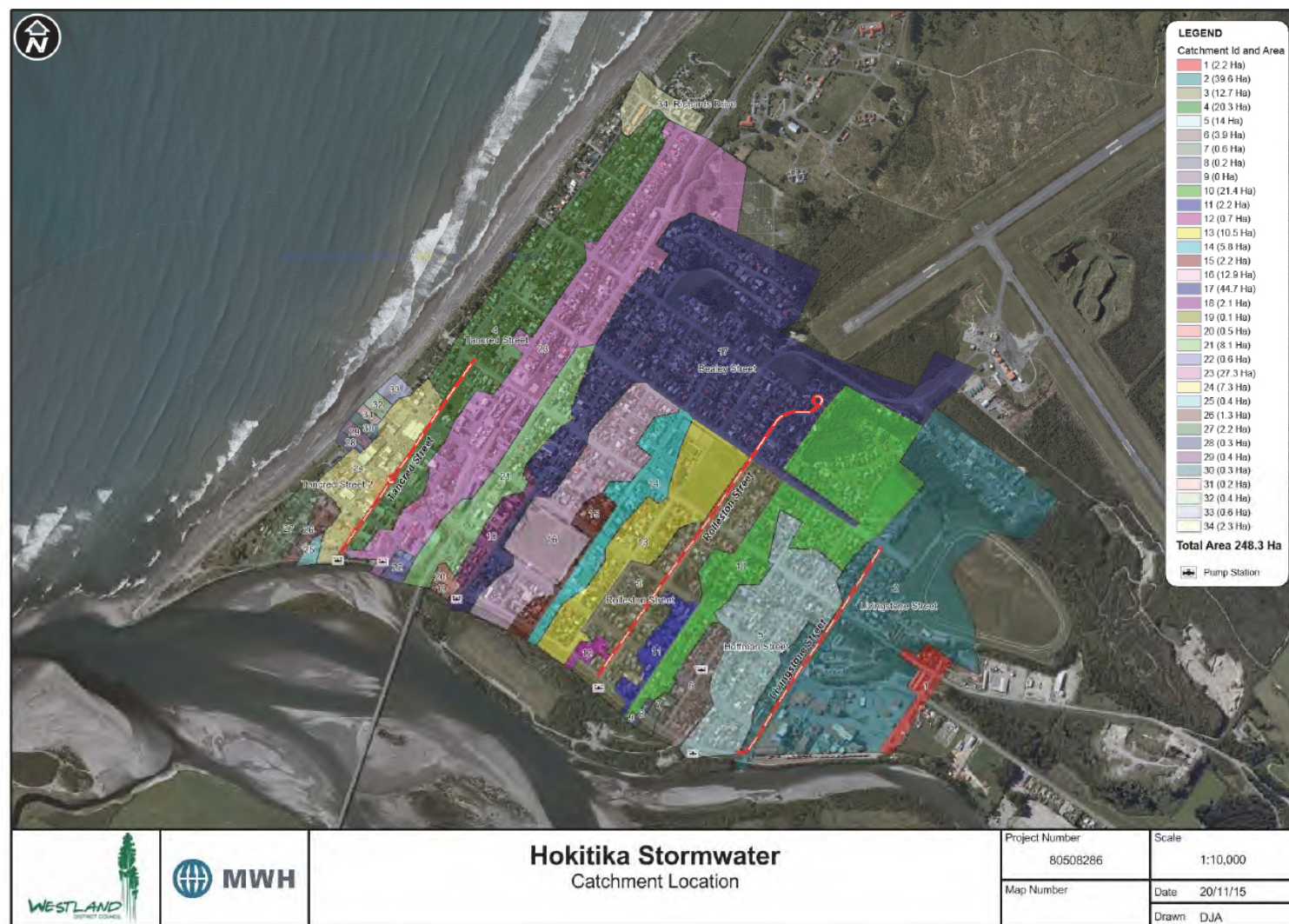


Figure 2-1 : Hokitika Stormwater Catchment Areas

3 Options Assessment - Stormwater Conveyance

3.1 Introduction

This section presents the following assessments for each of the study areas:

- catchment rainfall runoff flows (demand) compared against the capacity of the existing infrastructure,
- stormwater flood improvement options.

These assessments have been made using available information provided by Council (and/or their stormwater maintenance contractor); where necessary, any assumptions made have been based on this provided information.

LiDAR survey data has been used in these assessments to determine areas and ground levels. The LiDAR has been converted into maps of the seven areas of study (Tancred Street, Bealey Street, Rolleston Street, Hoffman Street, Livingstone Street, Richards Drive and Kaniere Road) for presentation purposes. Council can, in the future, use this LiDAR terrain data for surface water modelling and more detailed planning and design.

For the assessment of stormwater improvement options, the following process has been followed:

1. Assess the existing discharge capacity of the stormwater system: sumps, pipes, overland flowpath, pumps;
2. Assess the existing levels of service of these stormwater elements;
3. Where overland flow paths exists (and can be utilised), identify options that achieve a 10 year ARI level of service;
4. Where overland flow paths do not exist, identify options that achieve a 50 year ARI level of service (protection of floor levels in habitable dwellings);
5. Provide cost estimates for each of these options.

3.2 Tancred Street

3.2.1 Existing Situation

Introduction

Tancred Street is in the Hokitika CBD area; the street falls at approximately 1:600 gradient towards the river and runs parallel to the sea shore.

The main stormwater pipeline is a 600mm and 750mm diameter pipeline leading to Tancred Street pump station where it primarily discharges under gravity. If the water level in the river is too high for discharge of stormwater under gravity, the pump station (with two 22kW lift pumps) can be engaged to drain stormwater into the river.

A 450mm diameter pipeline runs along the west side of Tancred St, parallel to the 600mm/750mm dia pipeline. This 450mm dia pipeline collects stormwater from a short catchment area along and to the west of Tancred St; the pipe drains to the Sewell St pump station and not to the Tancred St pump station.

Hydrology and hydraulics assumptions are summarised in Table 3-1 below.

Table 3-1: Tancred Street – Assessment of Hydrology and Hydraulics Values

Item	Assessed Value	Basis of Assessment
Catchment area	20.3 hectares	Council provided Catchment Area plan (current Tancred pump station catchment)
Time of concentration	60 minutes	An estimate of rainfall response time within the catchment (to determine the critical storm duration). As per NZBC E1/VM1: Based on catchment length, gradient, land use and roughness.
Runoff coefficient	0.55	Runoff component contributing to surface water as per NZBC E1/VM1 (mix of residential housing and CBD roof and paving coverage)
Rainfall data	As incorporated	Hokitika Aerodrome climate station record
Pipeline gradient	1:600	LiDAR ground survey data and isolated manhole information
Pipeline Roughness	Mannings $n = 0.013$	Concrete pipe
Road surface gradient	1:600	LiDAR survey
Road cross section	As drawn	From LiDAR at selected points

Hydrology and Hydraulics Results

The Rational method has been used to calculate peak runoff to the stormwater system; the existing runoff demands are shown in Table 3-2 below.

Table 3-2: Tancred Street - Peak Catchment Runoff versus Return Period

Return Period ARI (years)	Peak Catchment Runoff for a Response Time of 60 Minutes
2	0.71 (m ³ /s)
5	0.85 (m ³ /s)
10	0.97 (m ³ /s)
20	1.09 (m ³ /s)
50	1.23 (m ³ /s)
100	1.34 (m ³ /s)
200	1.45 (m ³ /s)

This table shows that, for example, for a storm intensity that can be expected to occur once in every five years (ARI = 5 years) the peak flow resulting from the rain falling in the Tancred Street catchment would be expected to be around 0.85 m³/s occurring after a period of approximately 60 minutes.

Pipeline Hydraulics

The existing drainage capacities and levels of service (LOS) of pipelines, overland flowpaths (road surface), sump intakes, and pump station discharges are summarised in Table 3-3 below.

Table 3-3: Tancred Street - Existing Hydraulic Capacities

Hydraulic Element	Capacity (m ³ /s)	Level of Service (years)*
450mm diameter pipe	0.11	<2
600mm diameter pipe	0.25	<2
750mm diameter pipe	0.45	<2
Tancred St road cross section (200mm depth)	1.00	10
Tancred St road cross section (250mm depth)	1.25	50
Sump intakes (47 sumps at 15 L/s each)	0.70	2
Tancred St Pump Station - 1 pump operating	0.30	<2
Tancred St Pump Station - 2 pumps operating	0.60	<2

The “Level of Service” column compares the actual capacity of the hydraulic element with the peak catchment runoff flows as calculated and presented in Table 3-2 above. For example, the “Tancred St road cross section (200mm depth)” capacity of 1.00 m³/s exceeds the 10 year ARI flow of 0.97 m³/s but is less than the 20 year ARI flow of 1.09 m³/s and so is considered to provide a 10 year Level of Service.

Runoff Demand

24R ARI	Runoff Demand (m³/s)
5	0.71
10	0.85
20	0.97
50	1.23
100	1.34

60 min response time

Legend

- Shorewater Pipe DIAMETER
 - 100
 - 150
 - 200
 - 250
 - 300
 - 350
 - 400
 - 450
 - 500
 - 550
 - 600
 - 650
 - 700
 - 750
 - 800
 - 850
 - 900
 - 950
 - 1000
- Flow Direction
- Flow Velocity
- Flow Depth
- Flow Time
- Flow Volume
- Flow Rate
- Flow Energy
- Flow Power
- Flow Force
- Flow Pressure
- Flow Stress
- Flow Strain
- Flow Deformation
- Flow Instability
- Flow Turbulence
- Flow Viscosity
- Flow Conductivity
- Flow Permeability
- Flow Porosity
- Flow Saturation
- Flow Capillarity
- Flow Cohesion
- Flow Adhesion
- Flow Surface Tension
- Flow Viscous Force
- Flow Elastic Force
- Flow Plastic Force
- Flow Friction Force
- Flow Drag Force
- Flow Lift Force
- Flow Buoyancy Force
- Flow Gravity Force
- Flow Centrifugal Force
- Flow Coriolis Force
- Flow Magnetic Force
- Flow Electric Force
- Flow Nuclear Force
- Flow Weak Force
- Flow Strong Force
- Flow Gravity
- Flow Electromagnetism
- Flow Weak Interaction
- Flow Strong Interaction
- Flow Gravity
- Flow Electromagnetism
- Flow Weak Interaction
- Flow Strong Interaction

- Infrastructure
- Property Boundary
- Drainage Boundary
- Flow Direction
- Flow Velocity
- Flow Depth
- Flow Time
- Flow Volume
- Flow Rate
- Flow Energy
- Flow Power
- Flow Force
- Flow Pressure
- Flow Stress
- Flow Strain
- Flow Deformation
- Flow Instability
- Flow Turbulence
- Flow Viscosity
- Flow Conductivity
- Flow Permeability
- Flow Porosity
- Flow Saturation
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- Flow Coriolis Force
- Flow Magnetic Force
- Flow Electric Force
- Flow Nuclear Force
- Flow Weak Force
- Flow Strong Force
- Flow Gravity
- Flow Electromagnetism
- Flow Weak Interaction
- Flow Strong Interaction
- Flow Gravity
- Flow Electromagnetism
- Flow Weak Interaction
- Flow Strong Interaction
- Runoff Demand
- 0-10
- 10-20
- 20-30
- 30-40
- 40-50
- 50-60
- 60-70
- 70-80
- 80-90
- 90-100
- 100-110
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- 760-770
- 770-780
- 780-790
- 790-800
- 800-810
- 810-820
- 820-830
- 830-840
- 840-850
- 850-860
- 860-870
- 870-880
- 880-890
- 890-900
- 900-910
- 910-920
- 920-930
- 930-940
- 940-950
- 950-960
- 960-970
- 970-980
- 980-990
- 990-1000

Handwritten Annotations:

- Tancred St Pump Stn 1 pump 0.3 m³/s 2 pumps 0.6 m³/s.
- Sewell St Pump Stn
- Tancred St #2 Catchment drains to Sewell St/PS
- Tancred St Catchment drains to Tancred St Pump Stn
- Qcap 0.11 m³/s
- Qcap 0.45 m³/s
- Qcap 0.35 m³/s
- Qcap 0.45 m³/s

Scale: 0 to 200 Meters

3.2.2 Summary of Issues

- The sump intakes, pipeline, and pumping capacity are all below the 2 year LOS. Ponding can be expected frequently on the road and potentially affect road users, pedestrians and building floor levels.
- The existing stormwater system relies on the overland flow capacity of the Tancred Street road cross section to pass the 10 year and 50 year runoff events to the Tancred Street pump station.
- Ponding will be more frequent and deeper if other catchment areas spill towards the Tancred Street pump station vicinity (which is shown in the LiDAR analysis to be one of the lowest points in Hokitika).
- The sump capacity around the Tancred Street pump station vicinity is very low, and part of the catchment appears to divert to the Sewell Street pump station making it reliant on that pump station's capacity to drain.
- It will take a long time to drain surface ponding in the vicinity of the Tancred Street pump station.

3.2.3 Assessment of Improvement Options

The following improvement options, that achieve a 10 year return period level of service, have been identified for the Tancred Street catchment:

- **Option 1 : Increase Pump Station Capacity (and link west Tancred catchment area to it)**
- **Option 2 : Remove throttle in existing stormwater pipe**
- **Option 3 : Increase Pipeline Capacity along Tancred Street to 10 year LOS**

The options are listed in order of increasing complexity and cost, and provide incremental gains in the level of service. Options 2 and 3 are intended to be in addition to Option 1.

3.2.3.1 OPTION 1

- Increase pump station discharge capacity (e.g. larger pumps in the existing wet well)
- Connect the 450mm diameter pipeline on the west side of Tancred Street into the Tancred Street pump station
- Install high capacity sump(s) in the vicinity of the pump station

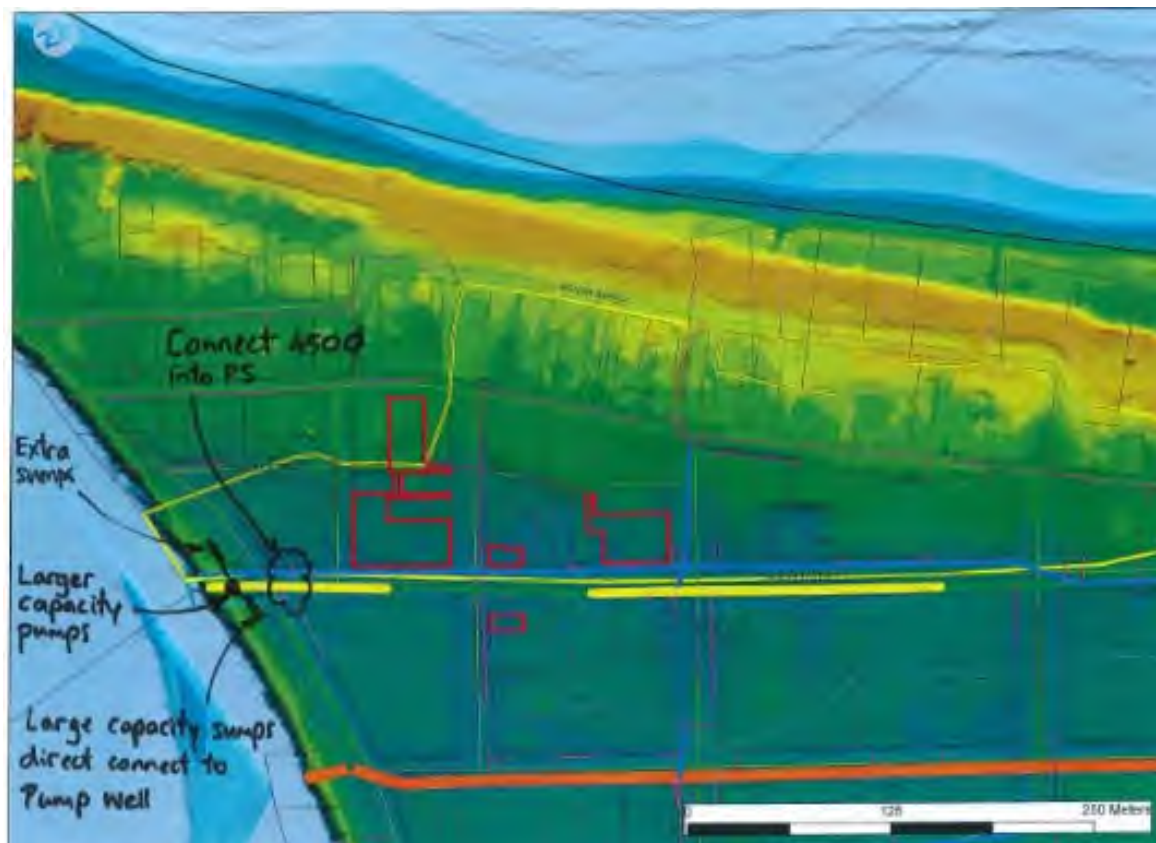


Figure 3-2 : Tancred Street – Option 1 Layout

Replacing the two 22kW lift pumps inside the existing pump station with new 40kW pumps to each pass $0.5\text{m}^3/\text{s}$ will meet the 10 year LOS. This assumes the motors and power demand will be upgraded but discharge pipeline and pump well will be maintained. The larger pumps will allow a duty-standby arrangement to function over long events, thus spreading the stresses on the motors. The pumps may operate with some inefficiency until wet well and discharge pipelines can be upgraded.

Connection of the existing 450mm diameter pipeline into the Tancred Street pump station will drain a number of existing sumps around the pump station vicinity into the pump station for low cost.

Installation of a high capacity sump(s) in the local low point near to the pump station, connected directly to the pump wet well, will provide drainage directly to the pumps.

What this option achieves:

- More direct discharge of ponding from the lowest point in this catchment (which is probably also the lowest point in Hokitika).
- Enables the catchment on the west side of Tancred Street to drain directly to the pump station (instead of to the Sewell St pump station as it does currently).
- Alleviation of the flooding around Camp and Hamilton Streets.

Hydraulics / Level of Service:

- Current pump station discharge (to be confirmed): $0.6\text{m}^3/\text{s}$ (both pumps operating) <2 year LOS.
- Proposed pumps: 10 year event LOS target: $1.0\text{m}^3/\text{s}$.
- Proposed pump station discharge: $0.5\text{m}^3/\text{s}$ per pump. (on a duty/standby/assist regime).
- Pipeline inflow into pump station: $0.56\text{m}^3/\text{s}$ (450mm dia and 750mm dia)
- Pipeline and road surface overland flowpath: provides a 10 year LOS
- Proposed sump(s) to provide additional $>0.5\text{m}^3/\text{s}$ into the pump station from surface ponding.
- Pipeline and sumps provide intake flow to meet 10 year LOS.

Cost estimate:

The estimated cost for this option is summarised in Table 3-4 below.

Table 3-4: Cost Estimate - Option 1 (Tancred Street improvements)

Improvement	Cost estimate
Pump upgrade (2x 40kW pumps, electrical)(eg: Flygt L3400 series)	\$100k
Pipeline diversion of 450mm diameter	\$10k
High capacity sump and lead (x1)	\$30k
TOTAL	\$140k

Note: costings provided are high level intended for option comparative purposes only. They will need to be reviewed at the detailed design stage.

3.2.3.2 OPTION 2

- Remove throttle in existing stormwater pipe (upgrade to 750mm dia across Hamilton St) and add sumps

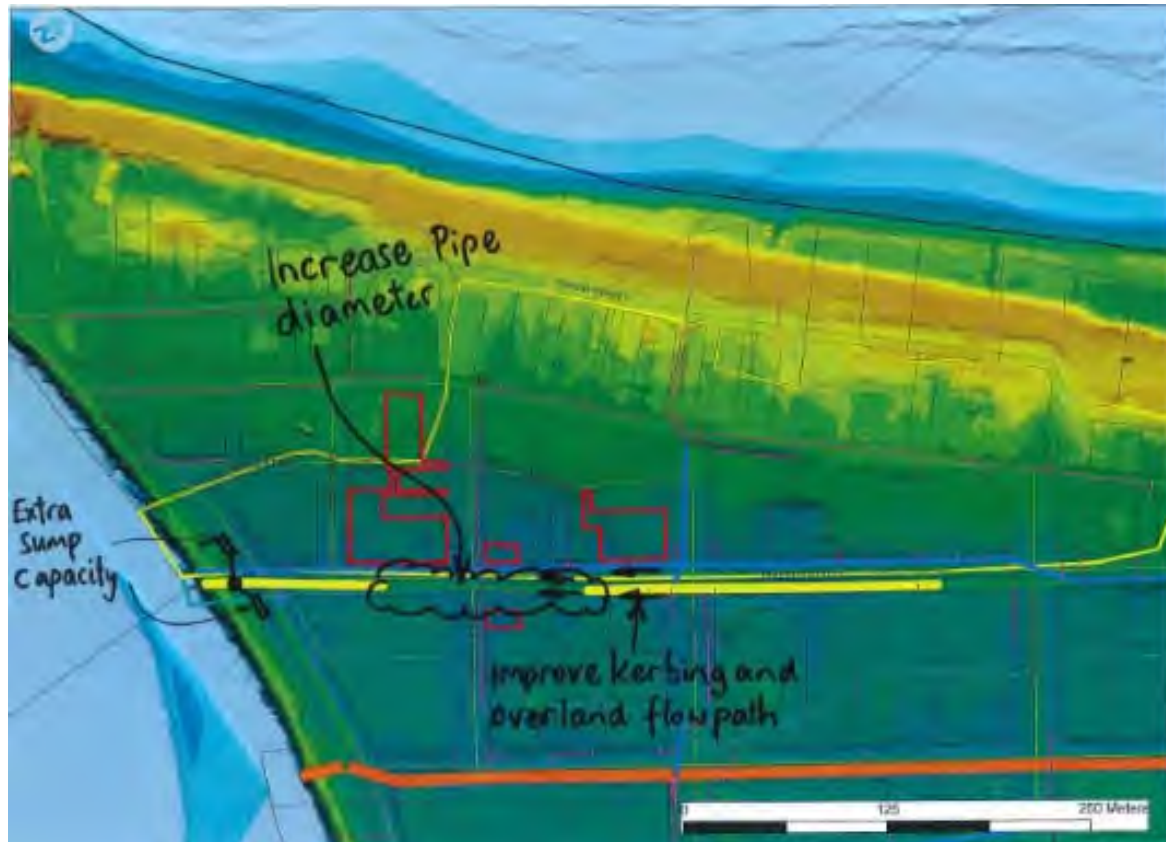


Figure 3-3 : Tancred Street – Option 2 Layout

Option 2 is intended to be implemented as an addition to Option 1, i.e. it is important to upgrade the Tancred Street pump station first as without doing so there is little to be gained by implementing Option 2, which will enable more flow to reach the pump station.

The existing 600mm diameter pipeline at Hamilton Street is a throttle to the stormwater system. Upgrading this 100m length of pipeline from the exiting 600mm diameter to a 750mm diameter to match the existing pipe diameter upstream and downstream of this section will remove the hydraulic throttle. In addition, the exiting surface water sumps over this section should be upgrading to maximise surface drainage into the stormwater pipeline.

What this option achieves:

- Enables the whole catchment upstream of Hamilton Street intersection to drain more consistently and efficiently into the pump station and reduce ponding in the CBD upstream of Hamilton St intersection.
- Alleviates ponding at the Hamilton Street intersection.
- Improves surface water drainage off Tancred Street.

Hydraulics / Level of Service:

- Pipeline and road surface overland flowpath meets the 10 year LOS.
- As for Option 1 but 10 year LOS extends upstream of the Hamilton Street intersection.

Cost estimate:

The estimated cost for this option is summarised in Table 3-5 below.

Table 3-5: Cost Estimate - Option 2 (Tancred St Improvements)

Improvement	Cost estimate
Pipeline upgrade 750mm diameter, 100m length at \$540/m	\$54k
Manholes (4 number at \$5000 ea)	\$20k
Improved sumps (6 number at \$1500 ea)	\$9k
TOTAL	\$83k

Note: costings provided are high level intended for option comparative purposes only. They will need to be reviewed at the detailed design stage.

3.2.3.3 OPTION 3

- Increase Pipeline Capacity along Tancred St to 10 year LOS
- Increase sump capacity
- Increase pump station performance

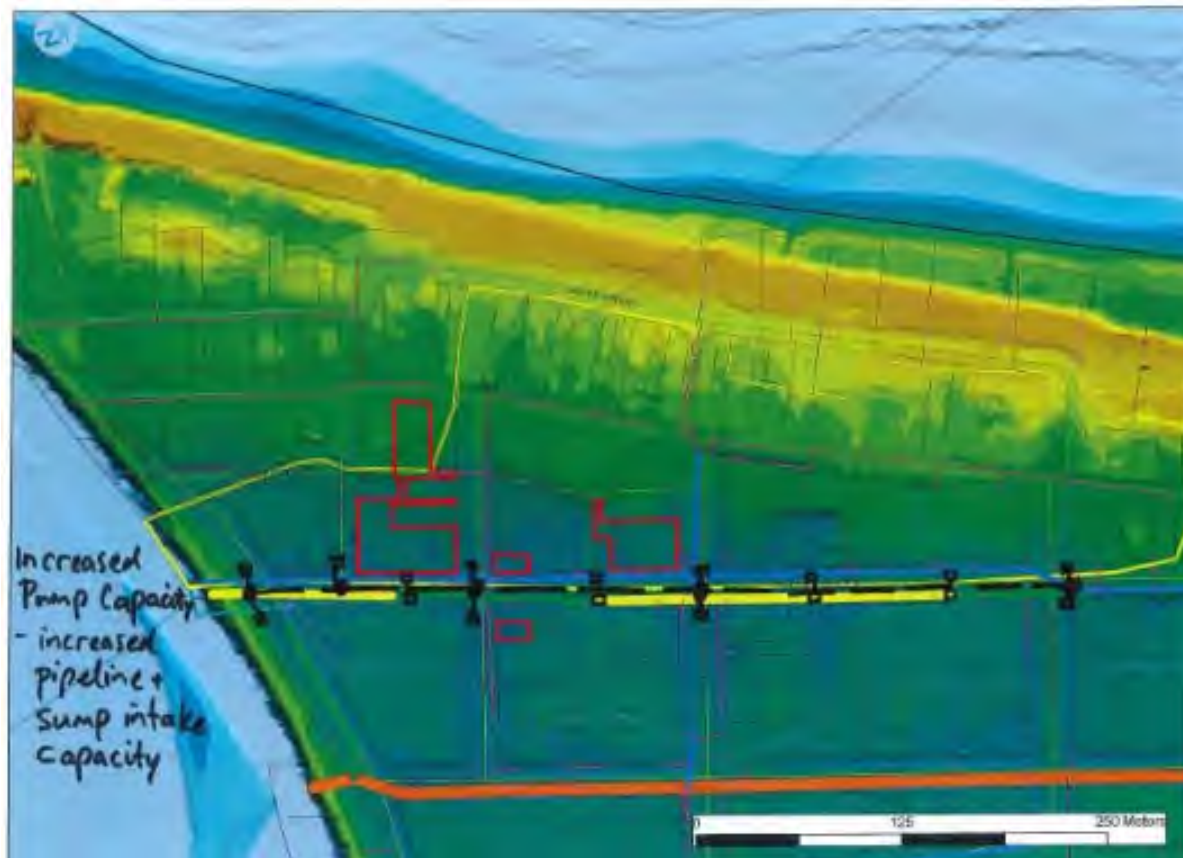


Figure 3-4 : Tancred Street – Option 3 Layout

Option 3 is intended to be in addition to Option 1, i.e. it is important to upgrade the Tancred Street pump station first as without doing so there is little to be gained by implementing Option 3, which will enable more flow to reach the pump station. The existing stormwater pipeline is proposed to be upgraded to a 10 year LOS from the Tancred Street pump station upstream to Hampden Street where the CBD area ends. This would involve installation of a 750mm to 1050mm diameter pipeline along 950m of road with new sumps.

The pump station upgraded in Option 1 may require mechanical and civil works to improve performance and to match the large pipe discharge capacity.

What this option achieves:

- Provides a 10 year LOS underground pipeline to the pump station. This is a typical level of service for pipeline capacity in other towns and cities in New Zealand.
- Less reliance on the road surface overland flowpath, less ponding behind Hamilton Street, Weld Street, Stafford Street. Improves surface water drainage off Tancred Street.
- Enables the whole catchment upstream of Hamilton Street intersection to drain more consistently and efficiently into the pump station.

Hydraulics / Level of Service:

- Pipeline meets the 10 year LOS.
- Pump station meets the 10 year LOS.

Cost estimate:

The estimated cost for this option is summarised in Table 3-6 below.

Table 3-6: Cost Estimate - Option 3 (Tancred Street Improvements)

Improvement	Cost estimate
Pipeline upgrade 750mm/900mm/975mm/1050mm diameter, 950m length at \$540 to \$850/m	\$650k
Manholes (10 number at \$5000 ea)	\$50k
Improved sumps (20 number at \$1500 ea)	\$30k
SUBTOTAL	\$730k
Pump Station Upgrade (to improve performance – assuming pumps and electrical requirements are already provided.	\$100k
TOTAL	\$830k

Note: costings provided are high level intended for option comparative purposes only. They will need to be reviewed at the detailed design stage.

3.2.4 Options Summary (Tancred Street)

The assessed options are presented in the order of best value for money, for Council consideration.

Table 3-7: Tancred Street Improvements – Summary of Options

Option	Description	Cost Estimate	Comments
1	Increase pump capacity at Tancred Street pump station to 10 year LOS. Pipeline and road surface downstream of Hamilton Street to meet 10 year LOS flow conveyance to Pump Station	\$140k	New pumps and electrical, new large sump, direct 450mm pipeline into Pump Station
2	Increase pipe capacity at Hamilton Street to allow pipeline and road surface OLFP to meet 10 year LOS flow conveyance to Pump Station up to Hampden Street	\$83k	Remove pipeline throttle at Hamilton Street, 100m of 750mm dia pipeline
3	Increase stormwater pipeline capacity to meet 10 year LOS, and improve pump station performance	\$830k	Large diameter pipeline for 950m, mechanical and civil improvements to Pump Station

Note: costings provided are high level intended for option comparative purposes only. They will need to be reviewed at the detailed design stage.

Option 1 provides an immediate and high benefit response to observed flooding.

Option 2 would be a logical improvement after Option 1 is in place and ready to receive flows at the pump station.

Option 3 would increase the capacity of the stormwater pipeline, and includes additional pumping redundancy to reduce the risk of a single pump failure not meeting the pumping requirements during a storm event.

3.3 Bealey St

3.3.1 Existing Situation

Introduction

Bealey St pump station services a small catchment immediately across the road from a larger catchment that is drained through a 1500mm diameter pipeline.

Bealey St between Gibson Quay and Weld St has a low point at the intersection of Bealey St and Weld St and tends to have a dished profile that ponds around Weld St. The river terrace slope between Hampden St and Weld St slopes at 2% gradient to the low point at Weld St some 175m behind the river flood bank.

The primary stormwater pipeline in Bealey St is 1500mm diameter and discharges under the river flood bank. A second pipeline in Bealey St is a 450mm diameter pipeline draining to the Bealey St pump station.

Both pipelines are estimated from incomplete field information but are assumed to be 0.25% from assessment of the LiDAR surface profile.

Hydrology and hydraulics assumptions are summarised in Table 3-8 below.

Table 3-8: Bealey St – Assessment of Hydrology and Hydraulics Values

Item	Assessed value	Basis of Assessment
Catchment area (Bealey St PS)	2.1 hectares	Council provided Catchment Area plan.
Catchment area 1500mm dia pipeline	44.7 hectares	Council provided Catchment Area plan.
Time of concentration	30 minutes	An estimate of rainfall response time within the catchment (to determine the critical storm duration). As per NZBC E1/VM1: Based on catchment length, gradient, land use and roughness.
Runoff coefficient	0.55	Runoff component contributing to surface water as per Building Code E1/VM1 (residential housing)
Rainfall data	As incorporated	Hokitika Aerodrome climate station record
Pipeline gradient	1:400 (0.025%)	LiDAR ground survey data and isolated manhole information
Pipeline Roughness	Mannings n = 0.013	Concrete pipe
Road surface gradient	Negative slope (no OLFP)	LiDAR survey
Road cross section	N/A	N/A

Hydrology and Hydraulics Results

The Rational method has been used to calculate peak runoff to the stormwater system; the existing runoff demands are shown in Table 3-9 below.

Table 3-9: Bealey St - Peak Catchment Runoff versus Return period

Return Period ARI (years)	450mm diameter pipeline (into Bealey St Pump Station) Peak Catchment Runoff for Response Time 30 Minutes (m ³ /s)	1500mm diameter pipeline Peak Catchment Runoff for Response Time 30 Minutes (m ³ /s)
2.33	0.09	1.87
5	0.12	2.47
10	0.14	2.96
20	0.16	3.44
50	0.19	4.04
100	0.21	4.51
200	0.23	4.96

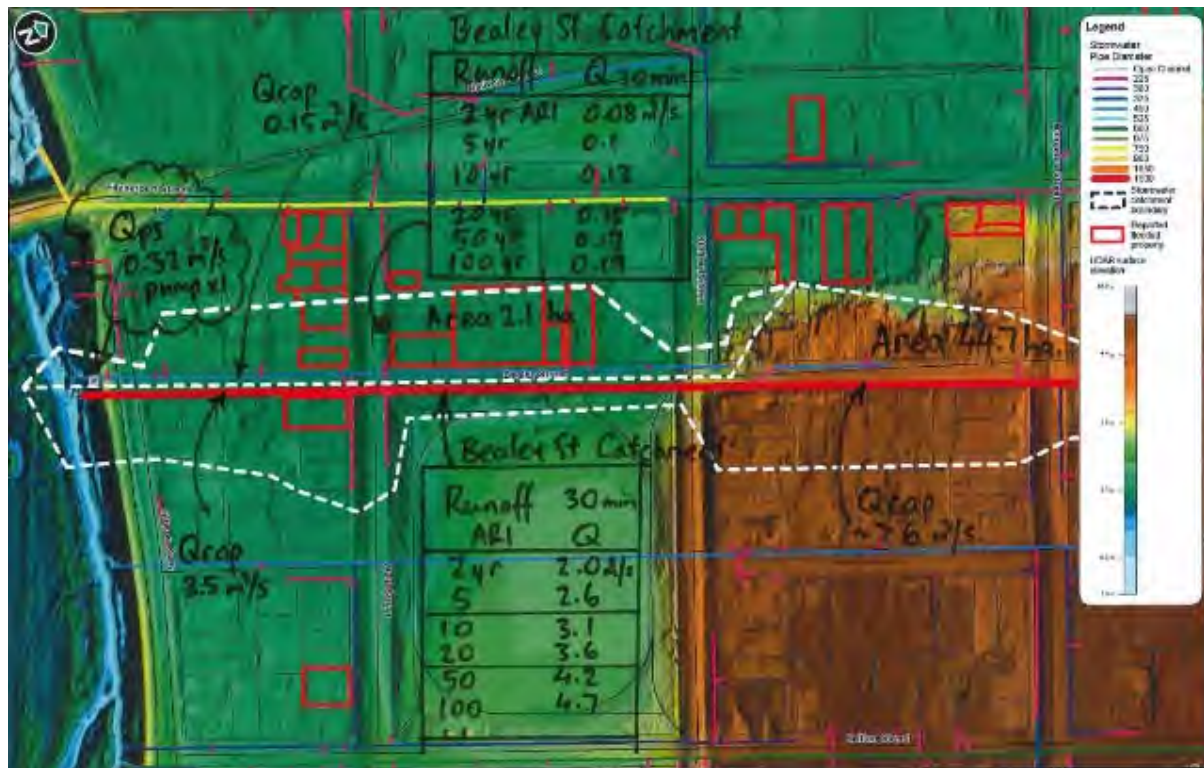
Pipeline Hydraulics

The drainage capacities and levels of service (LOS) of pipelines, road surface overland flowpaths, sump intakes, pump station discharges are summarised in Table 3-10 below.

Table 3-10: Bealey St - Existing Hydraulic Capacities

Hydraulic Element	Capacity (m ³ /s)	Level of Service (years)
450mm diameter pipe	0.15	10
1 Pump (Bealey St)	0.32	>100
1500mm diameter pipe	3.5	20

Figure 3-5 below shows the summary of runoff demand and existing stormwater capacity.



- The pump station has only one pump, and it was reported that during the June storm event there was a high number of pump starts. This supports the existing hydraulic systems assessment showing the pump can discharge significantly more water than it can receive from the gravity system.

3.3.3 Assessment of Improvement Options (Bealey St)

3.3.3.1 OPTION 1

- Isolate and seal existing 1500mm diameter pipeline through low point (flap valves and bolt down manhole lids)
- Install new 675mm diameter pipeline along Bealey St from PS to Weld St.
- Install sumps on the steeper section of Bealey St (into 1500mm dia pipeline)
- Install high capacity sumps in vicinity of low point in Bealey St
- Connect all stormwater drainage from the low river terrace (between Gibson Quay and Stafford St) into the new 675mm diameter pipeline
- Increase pump station capacity to 50 year LOS

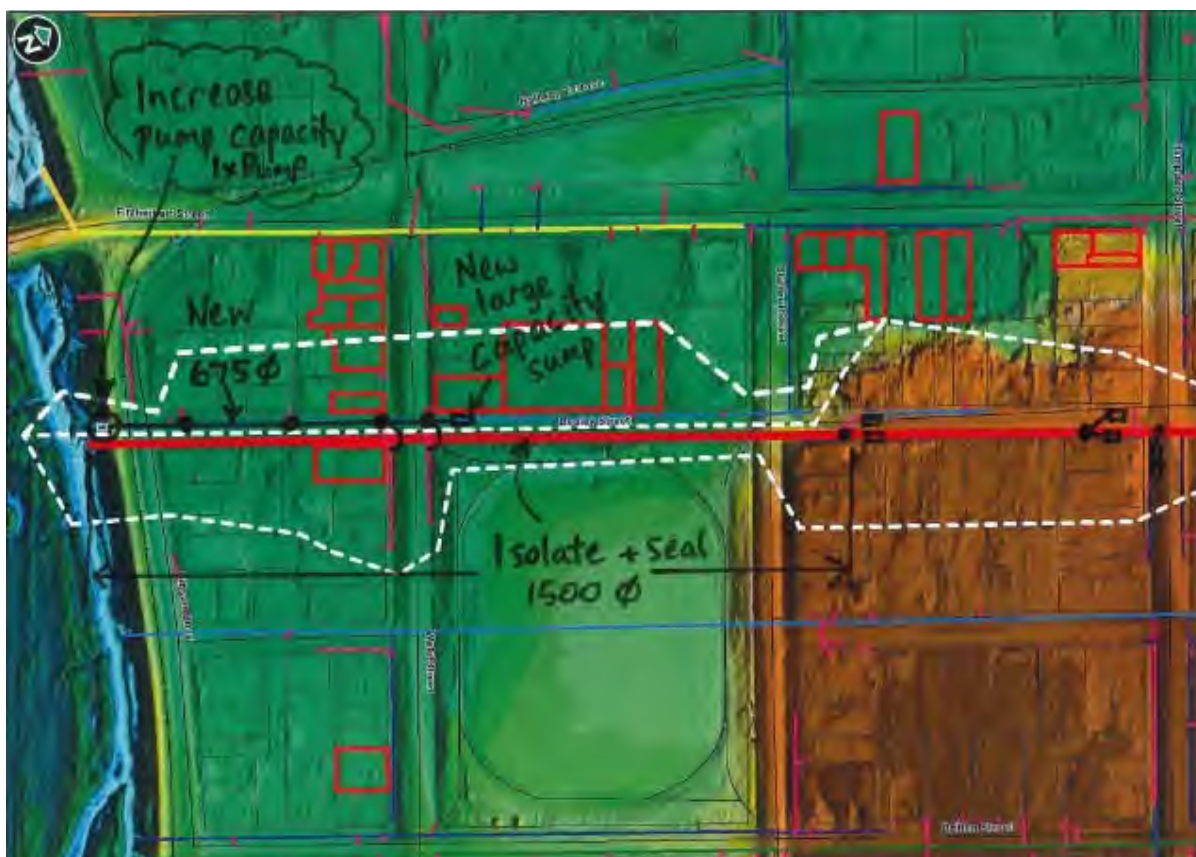


Figure 3-6 : Bealey St – Option 1 Layout

Option 1 maximises the discharge capacity of the 1500mm diameter pipeline by sealing off any potential surcharge out of the existing 1500mm diameter pipeline, and provides a gravity drainage upgrade to service the low point in Bealey St. The sealing of the pipeline can be accomplished by backflow prevention flap valves, diverting connections away to a gravity pipeline and bolt-down manhole lids.

A 50 year LOS is assumed. Calculations show that the 1500mm diameter pipeline can deliver $6\text{m}^3/\text{s}$ under pressure from the elevated end of Bealey St. This leaves approximately $0.4\text{m}^3/\text{s}$ to drain by gravity from the low point in Bealey St to the pump station – this requires a 675mm diameter pipeline, 190m long, with a large capacity sump.

Increase the pump station capacity by installing a single larger 40kW pump.

What this option achieves:

- Enables the upper level portion of Bealey St catchment upstream of Stafford St to drain directly into the 1500mm diameter pipeline under pressure without spilling into the low point of Bealey St.
- Isolates a smaller, low lying catchment to be serviced by pumps.
- Provides protection to Building Code standards for houses around Weld St.

Hydraulics / Level of Service:

- Current 450mm diameter stormwater performance $0.15\text{m}^3/\text{s}$ = 10 year LOS
- Current 1 pump performance potential $0.32\text{m}^3/\text{s}$ >50 year LOS
- Proposed 675mm diameter stormwater performance $0.4\text{m}^3/\text{s}$ = 50 year LOS
- Proposed 1x40kW pump discharge $0.4\text{m}^3/\text{s}$: 50 year LOS (double the lower catchment area to 4.2ha).
- Proposed large capacity sump to provide $>0.4\text{m}^3/\text{s}$ from surface ponding at low point in Bealey St.
- Proposed sealed 1500mm diameter pipeline and sumps provide intake flow to meet 50 year LOS target: $>4.2\text{m}^3/\text{s}$.

Cost estimate:

The estimated cost for this option is summarised in Table 3-11 below.

Table 3-11: Cost Estimate - Option 1 (Bealey St Improvements)

Improvement	Cost estimate
Pump replacement upgrade (1x KSB Amacan P, 40kW pump, electrical)	\$50k
Pipeline upgrade 675mm diameter, 190m length at \$530/m	\$101k
Manholes (4 number at \$5000 ea)	\$20k
Seal 1500mm dia pipeline, 400m length, add valves, divert lateral pipes, seal manhole lids	\$25k
Improved sumps (6 number at \$1500 ea)	\$9k
High capacity sump and lead (x1)	\$30k
TOTAL	\$235k

Note: costings provided are high level intended for option comparative purposes, and should be reviewed at detailed design stage.

3.3.3.2 OPTION 2

- Accept that the existing 1500mm diameter pipeline surcharges into the low point in large events and overland flows reach the low point
- Install measures such as large manhole chamber on the 1500mm diameter pipeline to control hydraulic jump in vicinity of change of grade at base of steeper slope
- Install new 900mm diameter pipeline along Bealey St from PS to Weld St (replacing the existing 450mm diameter section) and connect to existing 450mm pipeline
- Install high capacity sumps in vicinity of low point in Bealey St (connected to new 900mm pipeline)
- Connect stormwater drainage from the low river terrace (between Gibson Quay and Weld St) into the new 900mm diameter pipeline.
- Increase pump station capacity to 50 year LOS



Figure 3-7 : Bealey St – Option 2 Layout

Option 2 accepts the performance of the 1500mm diameter pipeline as it is. Surcharging can occur but it will be captured by a new 900mm diameter pipeline leading to the PS.

A 50 year LOS is assumed. Calculations show that the 1500mm diameter pipeline can deliver $3.5\text{m}^3/\text{s}$ by gravity from the low point of Bealey St. This leaves approximately $0.75\text{m}^3/\text{s}$ to drain by gravity from the low point in Bealey St to the pump station – this requires a 900mm diameter pipeline, 190m long, with a large capacity sump.

Increase the pump station capacity by installing 2 x 40kW pumps on duty/standby/assist.

What this option achieves:

- Allows the large diameter pipeline to function as it is.
- Provides some control of a surge effect at the change of grade from steep to shallow.
- Enables the lower level portion of Bealey St catchment to drain into a new 900mm diameter pipeline between the PS and the low point of Bealey St.
- Provides pumped drainage of the low lying catchment.
- Provides protection to Building Code standards for houses around Weld St.

Hydraulics / Level of Service:

- Current 450mm diameter stormwater performance $0.15\text{m}^3/\text{s}$ = 10 year LOS
- Current 1 pump performance potential $0.32\text{m}^3/\text{s}$ >50 year LOS
- Current 1500mm diameter pipeline meets 20 year LOS target: $3.5\text{m}^3/\text{s}$.
- Proposed 900mm diameter stormwater performance $0.75\text{m}^3/\text{s}$ = 50 year LOS in combination with 1500mm diameter pipeline.
- Proposed 2x40kW pump discharge $0.75\text{m}^3/\text{s}$: 50 year LOS.
- Proposed large capacity sumps to provide $>0.75\text{m}^3/\text{s}$ from surface ponding at low point in Bealey St.

Cost estimate:

The estimated cost for this option is summarised in Table 3-12 below.

Table 3-12: Cost Estimate - Option 2 (Bealey St Improvements)

Improvement	Cost estimate
Pump replacement upgrade (2x KSB Amacan P, 40kW pump, electrical)	\$100k
Pipeline upgrade 900mm diameter, 190m length at \$680/m	\$129k
Chamber and measures to control surge effects	\$20k
Manholes (4 number at \$5000 ea)	\$20k
High capacity sump and lead (x2)	\$60k
TOTAL	\$329k

Note: costings provided are high level intended for option comparative purposes, and should be reviewed at detailed design stage.

3.3.4 Options Summary (Bealey St)

The assessed options are presented below for Council consideration.

Table 3-13: Bealey St Improvements – Summary of Options

Option	Description	Cost Estimate	Comments
1	Seal existing 1500mm dia pipeline. New 675mm gravity main to low point, 50 year LOS. New sump intake. New pump in PS to meet 50 year LOS.	\$235k	Seals and directs 1500mm pipeline flows into Hokitika River. New large sump. New additional pump and electrical.
2	No change to 1500mm dia pipeline; manage surge volumes. New 900mm pipeline to meet 50 year LOS. Increased sump intakes. New pumps in PS to meet 50 year LOS.	\$329k	Increases the gravity capacity to manage surging volumes. New large sumps at low point. New Bealey St pumps and electrical.

Note: costings provided are high level intended for option comparative purposes, and should be reviewed at detailed design stage.

By inspection of the options, Option 1 is more cost effective, and offers the best solution to make efficient use of the existing 1500mm diameter capacity.

3.4 Rolleston St

3.4.1 Existing Situation

Introduction

Rolleston St slopes down a river terrace at 5% gradient to a low point some 250m before the street reaches river flood bank. The main stormwater pipeline is a 100m length of 1050mm diameter at the pump station and a 450mm diameter pipeline draining away from the low point. The pipeline grade is approximately 0.2% leading to Rolleston St pump station.

Hydrology and hydraulics assumptions are summarised in Table 3-14 below.

Table 3-14: Rolleston St – Assessment of Hydrology and Hydraulics Values

Item	Assessed value	Basis of Assessment
Catchment area	12.7 hectares	Council provided Catchment Area plan.
Time of concentration	30 minutes	An estimate of rainfall response time within the catchment (to determine the critical storm duration). As per NZBC E1/VM1: Based on catchment length, gradient, land use and roughness.
Runoff coefficient	0.5	Runoff component contributing to surface water as per Building Code E1/VM1 (residential housing)
Rainfall data	As incorporated	Hokitika Aerodrome climate station record
Pipeline gradient	1:300	LiDAR ground survey data and isolated manhole information
Pipeline Roughness	Mannings n = 0.013	Concrete pipe
Road surface gradient	Negative slope (no OLFP)	LiDAR survey
Road cross section	N/A	N/A

Hydrology and Hydraulics Results

The Rational method has been used to calculate peak runoff to the stormwater system; the existing runoff demands are shown in Table 3-15 below.

Table 3-15: Rolleston St - Peak Catchment Runoff versus Return period

Return Period ARI (years)	Peak Catchment Runoff for Response Time 30 Minutes (m ³ /s)
2.33	0.48
5	0.64
10	0.77
20	0.89
50	1.05
100	1.17

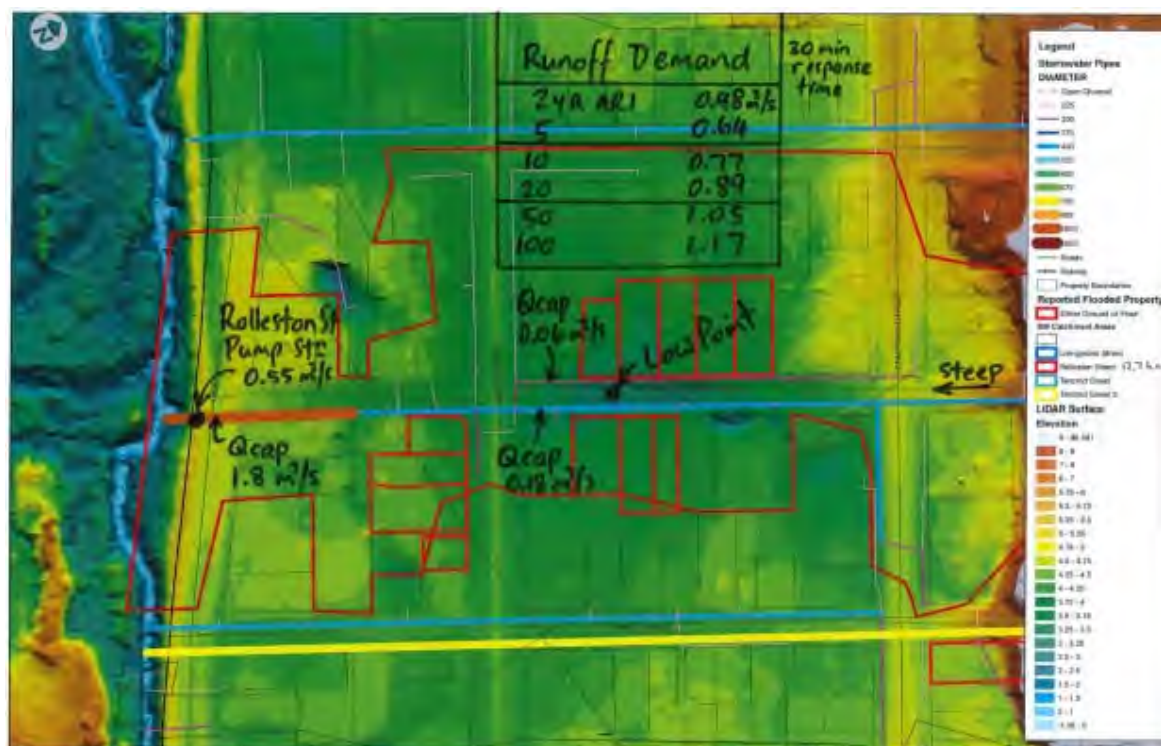
Pipeline Hydraulics

The drainage capacities and levels of service (LOS) of pipelines, road surface overland flowpaths, sump intakes, pump station discharges are summarised in Table 3-16 below.

Table 3-16: Rolleston St - Existing Hydraulic Capacities

Hydraulic Element	Capacity (m ³ /s)	Level of Service (years)
300mm diameter pipe	0.06	<2
450mm diameter pipe	0.18	<2
1050mm diameter pipe	1.8	100+
Sump intakes (36 sumps on GIS throughout catchment at 15 L/s each)	0.54	<5
1 Pump	0.55	<5

Figure 3-8 below shows the summary of runoff demand and existing stormwater capacity.


Figure 3-8 : Rolleston St – Existing Situation Summary

3.4.2 Summary of Issues

Based on our assessments, the existing Rolleston St stormwater system has the following issues:

- The low point of Rolleston St does not have a safe overland flowpath to the river.
- Ponding can develop above floor level for a number of houses (as evidenced by the June flooding event).
- Stormwater capacity needs to meet the 50 year LOS to protect floor levels as per Building Code.
- The Rolleston St pump station does not receive enough flow to work effectively.
- The system is operating at less than 2 year LOS.
- The 450mm diameter pipeline is a throttle to the performance of the pump station and stormwater system.
- The existing 450mm diameter pipeline in Rolleston St flows at a high velocity to Stafford St and then must reduce speed through the flat section of pipeline between Stafford St and Weld St.
- A hydraulic jump occurs inside the pipeline, surging the level of the water and exiting the pipeline through sumps and manhole lids.
- The flow from the steep section of Rolleston St tends to discharge into the low point of Rolleston St before it reaches the pump station.
- Ponding will be more frequent and deeper if other catchment areas spill towards the Rolleston St low point which is shown in LiDAR analysis to be one of the lowest points in the area.

3.4.3 Assessment of Improvement Options (Rolleston St)

3.4.3.1 OPTION 1

- Extend large diameter pipeline to the low point in Rolleston St for 50 year LOS
 - Install large chamber to control hydraulic jump
 - Install extra sumps on steeper Rolleston St
 - Install high capacity sumps in vicinity of low point in Rolleston St
 - Increase pump station capacity to 50 year LOS

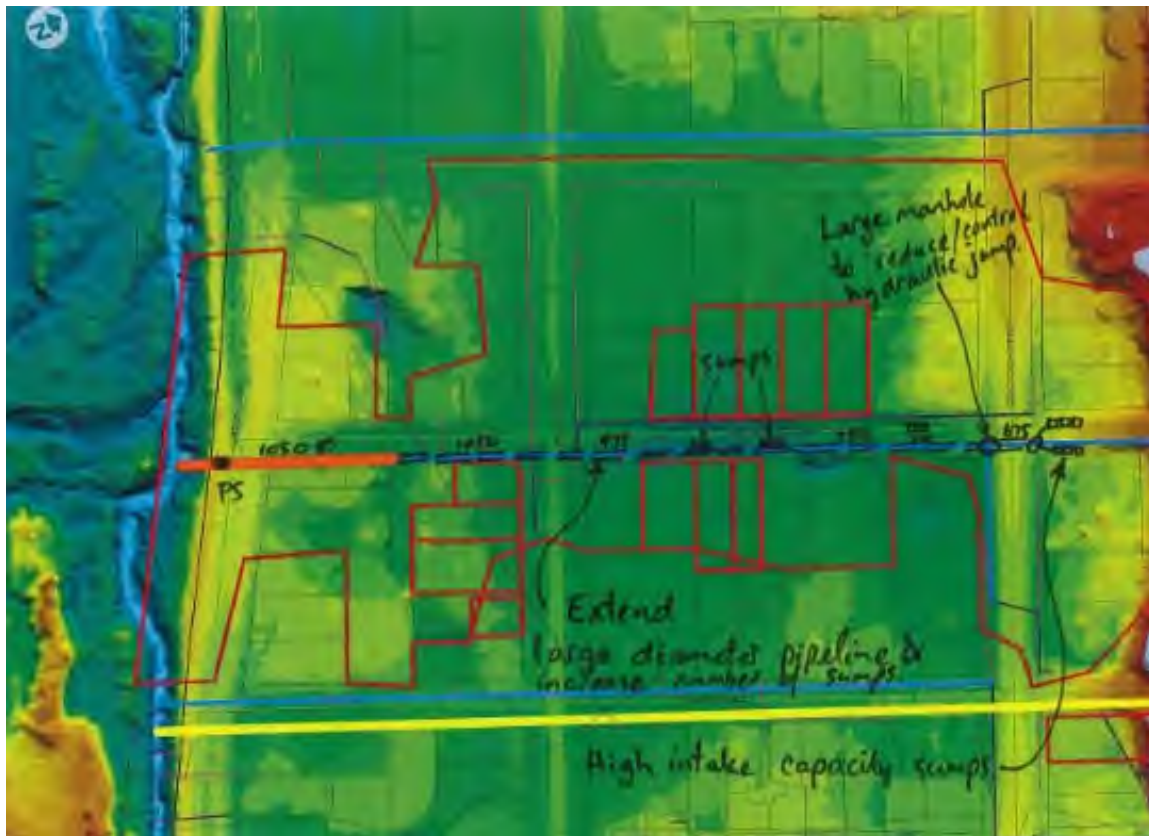


Figure 3-9 : Rolleston St – Option 1 Layout

The pipeline needs to be a 900mm diameter to pass the 50 year LOS. A 750mm diameter pipeline extends through the low point to the base of the steeper section of Rolleston St at Stafford St.

The large chamber (surge chamber) at Stafford St is likely to be a 1500 mm diameter manhole.

Two large capacity sump intakes at the low point in Rolleston St will allow efficient surface drainage into the pipeline.

A second pump (KSB Amacan P, 40kW) has been previously allowed for in the design of the Rolleston St pump station. Therefore only the cost of a second pump plus electrical connection is required. The pumps will operate on a duty/standby/assist regime to spread the load under long duration events. Together, the two pumps provide a 50 year LOS.

What this option achieves:

- Allows the pumps to effectively drain the low point in Rolleston St which is 250m away from the pump station.
- Provides protection to Building Code standards for approximately 10 houses between Weld St and Stafford St.
- Prevents high velocity water exiting the pipeline at the low point.

Hydraulics / Level of Service:

- Current 300mm and 450mm diameter stormwater performance $0.25\text{m}^3/\text{s}$ <2 year LOS
- Current 1 pump performance potential $0.55\text{m}^3/\text{s}$ <5 year LOS
- Proposed 2 pump discharge $1.1\text{m}^3/\text{s}$: 50 year LOS (on a duty/standby/assist regime).
- Proposed large capacity sumps to provide $>0.5\text{m}^3/\text{s}$ each from surface ponding at low point in Rolleston St.
- Pipeline and sumps provide intake flow to meet 50 year LOS target: $1.05\text{m}^3/\text{s}$.

Cost estimate:

The estimated cost for this option is summarised in Table 3-17 below.

Table 3-17: Cost Estimate - Option 1 (Rolleston St Improvements)

Improvement	Cost estimate
Pump upgrade (1 extra KSB Amacan P, 40kW pump, electrical)	\$50k
Pipeline upgrade 750mm diameter, 120m length at \$540/m	\$65k
Pipeline upgrade 900mm diameter, 130m length at \$680/m	\$89k
Manholes (4 number at \$5000 ea)	\$20k
Improved sumps (6 number at \$1500 ea)	\$9k
Large surge manholes (1 number at \$7000 ea)	\$7k
High capacity sump and lead (x2)	\$60k
TOTAL	\$300k

Note: costings provided are high level intended for option comparative purposes, and should be reviewed at detailed design stage.

3.4.3.2 OPTION 2

- Seal existing 450mm diameter pipeline through low point (flap valves and bolt down manhole lids)
- Extend gravity main from end of 1050mm diameter reach to low point. 825mm diameter.
- Install extra sumps on steeper Rolleston St
- Install high capacity sumps in vicinity of low point in Rolleston St
- Increase pump station capacity to 50 year LOS

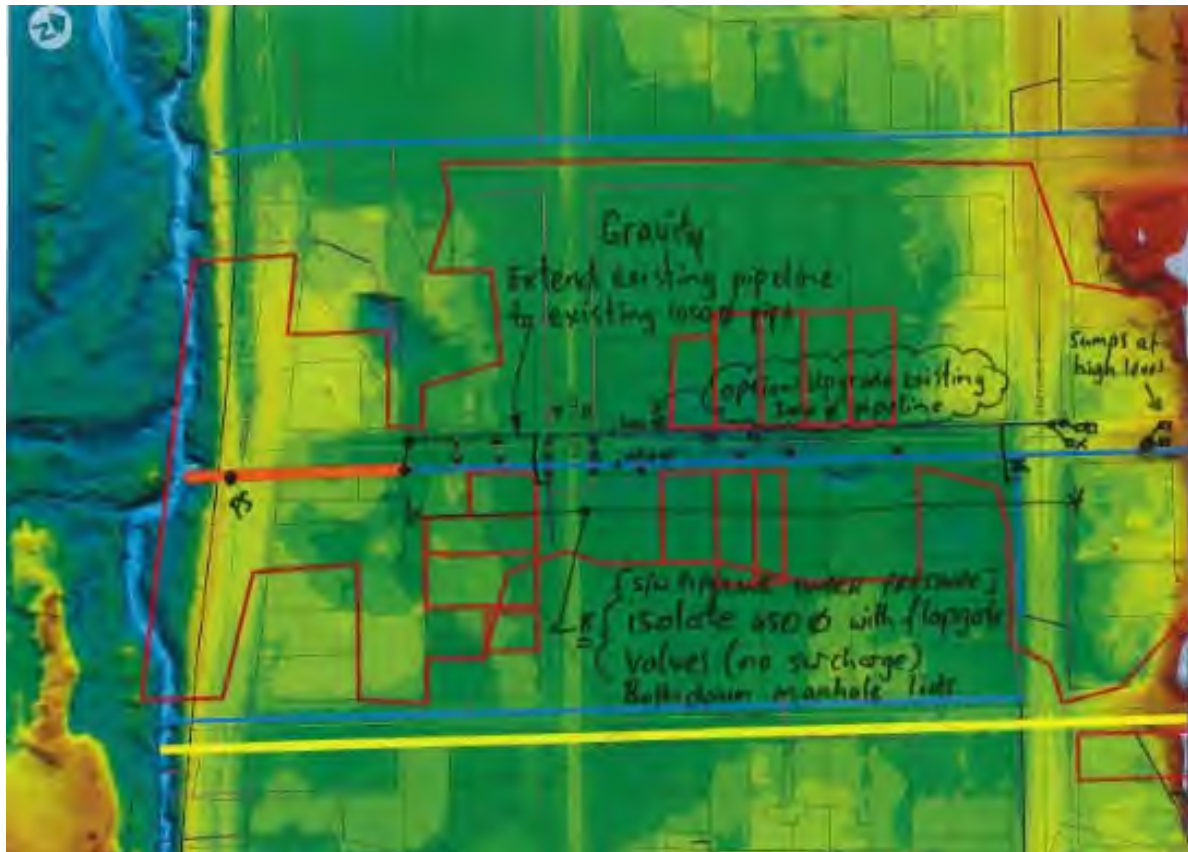


Figure 3-10 : Rolleston St – Option 2 Layout

Option 2 maximises the discharge capacity of the 450mm diameter pipeline by sealing off any potential surcharge out of the existing 450mm diameter pipeline, and provides a gravity drainage upgrade to service the low point in Rolleston St. The sealing of the pipeline can be accomplished by backflow prevention flap valves, diverting connections away to a gravity pipeline and bolt-down manhole lids.

A 50 year LOS is assumed. Calculations show that the 450mm diameter pipeline can deliver $0.35\text{m}^3/\text{s}$ under pressure from the elevated end of Rolleston St. This leaves $0.7\text{m}^3/\text{s}$ to drain by gravity from the low point in Rolleston St – an 825mm diameter pipeline, 130m long, with a large capacity sump.

As for option 1, increase the pump station capacity by installing a second pump.

What this option achieves:

- Enables the portion of catchment upstream of Stafford St to drain directly into the 1050mm diameter pipeline and pump station without spilling into the low point of Rolleston St.
- Isolates the low portion of the catchment from the upper portion.
- Maximises the existing 450mm diameter capacity.
- Provides improved gravity drainage to the low point of Rolleston St.

Hydraulics / Level of Service:

- Pipelines meet the 50 year LOS at the low point of Rolleston St.
- As for Option 1 the pump station meets the 50 year LOS.

Cost estimate:

The estimated cost for this option is summarised in Table 3-18 below.

Table 3-18: Cost Estimate - Option 2 (Rolleston St Improvements)

Improvement	Cost estimate
Pump upgrade (1 extra KSB Amacan P, 40kW pump, electrical)	\$50k
Pipeline upgrade 825mm diameter, 120m length at \$600/m	\$72k
Seal 450mm dia pipeline, 400m length, add valves, divert lateral pipes, seal manhole lids	\$20k
Manholes (4 number at \$5000 ea)	\$20k
Improved sumps steep section of Rolleston St (4 number at \$1500 ea)	\$6k
High capacity sump and lead (x2)	\$60k
TOTAL	\$228k

Note: costings provided are high level intended for option comparative purposes, and should be reviewed at detailed design stage.

3.4.3.3 OPTION 3

- Seal existing 450mm diameter pipeline through low point (flap valves and bolt down manhole lids)
- Install 22kW pump station at low point and 300mm diameter rising main into 1050mm diameter pipeline
- Install extra sumps on steeper Rolleston St
- Install high capacity sumps in vicinity of low point in Rolleston St
- Increase pump station capacity to 50 year LOS

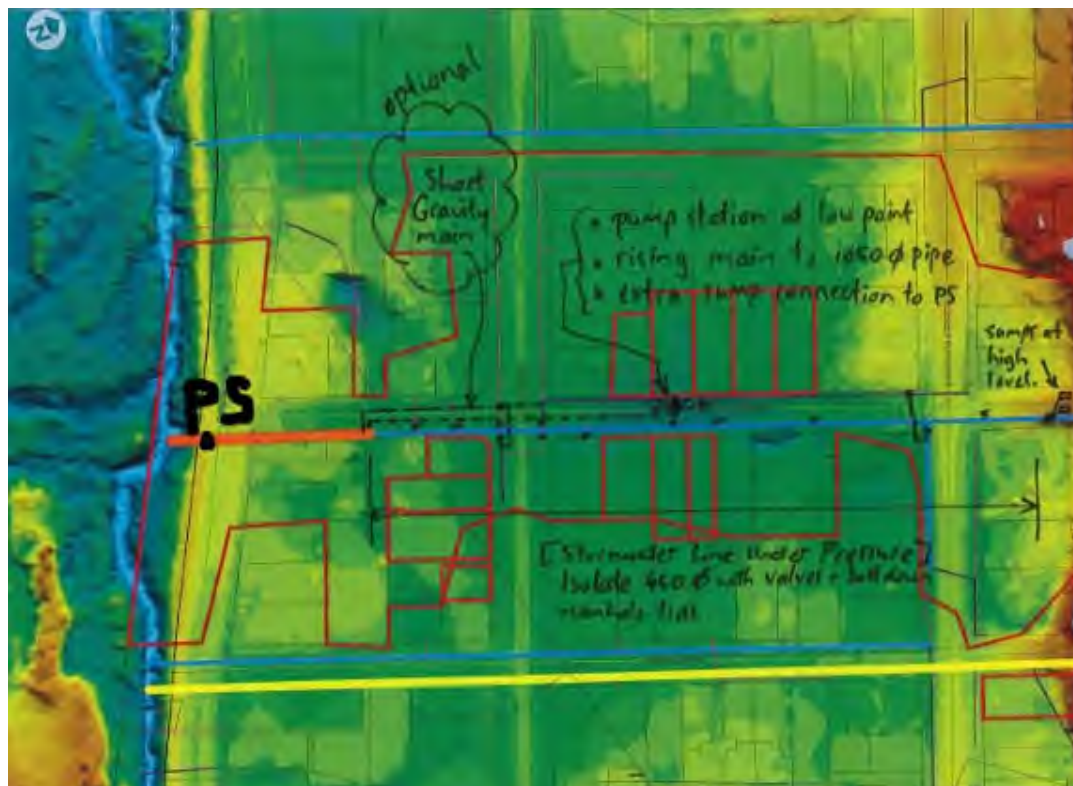


Figure 3-11 : Rolleston St – Option 3 Layout

Option 3 is similar to Option 2 except a pump station is placed at the low point of Rolleston St instead of upgraded gravity main.

Option 3 is to maximise the discharge capacity of the 450mm diameter pipeline by sealing off any potential surcharge out of the existing 450mm diameter pipeline, and provide a pump station to service the low point in Rolleston St. The sealing of the pipeline can be accomplished by backflow prevention flap valves, diverting connections away to a gravity pipeline and bolt-down manhole lids.

A 50 year LOS is assumed. Calculations show that the 450mm diameter pipeline can deliver 0.35m³/s under pressure from the elevated end of Rolleston St. This leaves 0.7m³/s to be pumped from the low point in Rolleston St. Assessment of the storage volume at the low point below floor level assumes 360m³ of volume. This allows a 22kW, submersible pump to manage the flow with a duty point 200L/s and 6m head. The rising main is assumed to be 300mm diameter.

As for Option 1, increase the pump station capacity by installing a second pump.

What this option achieves:

- Enables the portion of catchment upstream of Stafford St to drain directly into the 1050mm diameter pipeline and pump station without spilling into the low point of Rolleston St.
- Isolates the low portion of the catchment from the upper portion.
- Maximises the existing 450mm diameter capacity.
- Provides pumped drainage from the low point of Rolleston St.

Hydraulics / Level of Service:

- Stormwater system meets the 50 year LOS at the low point of Rolleston St.
- As for Option 1 the pump station meets the 50 year LOS.

Cost estimate:

The estimated cost for this option is summarised in Table 3-19 below.

Table 3-19: Cost Estimate - Option 3 (Rolleston St Improvements)

Improvement	Cost estimate
Pump upgrade (1 extra KSB Amacan P, 40kW pump, electrical)	\$50k
New rising main 300mm diameter, 120m length at \$360/m	\$44k
New pump station (1x 22kW submersible pump)	\$100k
Seal 450mm dia pipeline, 400m length, add valves, divert lateral pipes, seal manhole lids	\$20k
Improved sumps steep section of Rolleston St (4 number at \$1500 ea)	\$6k
High capacity sump and lead (x2)	\$60k
TOTAL	\$280k

Note: costings provided are high level intended for option comparative purposes, and should be reviewed at detailed design stage.

3.4.4 Options Summary (Rolleston St)

The assessed options are presented below for Council consideration.

Table 3-20: Rolleston St Improvements – Summary of Options

Option	Description	Cost Estimate	Comments
1	Increase stormwater pipeline capacity to meet 50 year LOS. Improve pump station performance.	\$300k	Large diameter pipeline for 250m. Extra pump in existing PS
2	New pump in PS to meet 50 year LOS. Seal existing 450mm dia pipeline. New gravity main to low point, 50 year LOS. New sump intakes.	\$228k	New pumps and electrical, new large sump, direct 450mm pipeline into PS
3	New pump in PS to meet 50 year LOS. Seal existing 450mm dia pipeline. New PS and rising main to low point. New sump intakes.	\$280k	Remove pipeline throttle at Hamilton St (100m of 750mm dia pipeline)

Note: costings provided are high level intended for option comparative purposes, and should be reviewed at detailed design stage.

By inspection of the risks involved in Options 1, 2 and 3, Option 1 has the lowest risk, Option 2 has a risk of seal failure, and Option 3 has more risks due to seal failure and pump station failure.

3.5 Hoffman St

3.5.1 Existing Situation

Introduction

Hoffman St has two low points which pond during large rainfall events; between Weld St and Stafford St, and between Stafford St and Hampden St. The main flooding identified recently (19 June 2015) occurred between Stafford St and Hampden St. Flows likely overflow from the Livingstone St system adjacent. The ground rises at the Hokitika River flood wall near Gibson Quay.

The existing stormwater system includes the Hoffman St PS, 200m of 900mm diameter pipeline, link pipe of 600mm diameter, 300m of 450mm diameter pipeline. All grades are estimated from available information (incomplete) to be 1 in 450 (0.222%).

The Hoffman St stormwater system has a branch line that runs along Stafford St and rises up the river terrace on Jollie St. Large pipeline flows are expected to surcharge at the base of the river terrace at Jollie St/Stafford St and become overland flows that are dammed behind the raised road formation that is Stafford St.

Hydrology and hydraulics assumptions are summarised in Table 3-21 below.

Table 3-21: Hoffman St – Assessment of Hydrology and Hydraulics Values

Item	Assessed value	Basis of Assessment
Catchment area	14 hectares	Council provided Catchment Area plan.
Time of concentration	30 minutes	An estimate of rainfall response time within the catchment (to determine the critical storm duration). As per NZBC E1/VM1: Based on catchment length, gradient, land use and roughness.
Runoff coefficient	0.5	Runoff component contributing to surface water as per Building Code E1/VM1 (residential housing)
Rainfall data	As incorporated	Hokitika Aerodrome climate station record
Pipeline gradient	1:450	LiDAR ground survey data and isolated manhole information
Pipeline Roughness	Mannings n = 0.013	Concrete pipe
Road surface gradient	Negative slope (no OLFP)	LiDAR survey
Road cross section	N/A	N/A

Hydrology and Hydraulics Results

The Rational method has been used to calculate peak runoff to the stormwater system; the existing runoff demands are shown in Table 3-22 below.

Table 3-22: Hoffman St - Peak Catchment Runoff versus Return period

Return Period ARI (years)	Peak Catchment Runoff for Response Time 30 Minutes (m ³ /s)
2.33	0.53
5	0.70
10	0.84
20	0.98
50	1.15
100	1.28
200	1.41

Pipeline Hydraulics

The drainage capacities and levels of service (LOS) of pipelines, road surface overland flowpaths, sump intakes, pump station discharges are summarised in Table 3-23 below.

Table 3-23: Hoffman St - Existing Hydraulic Capacities

Hydraulic Element	Capacity (m ³ /s)	Level of Service (years)
900mm diameter pipe	0.90	10
600mm diameter pipe	0.32	<2
450mm diameter pipe	0.13	<<2
375mm diameter pipe	0.09	<<2
1 Pump (Grundfos 300KPL19 4T4, 20.8kW)	0.36	<2

Figure 3-5 below shows the summary of runoff demand and existing stormwater capacity.

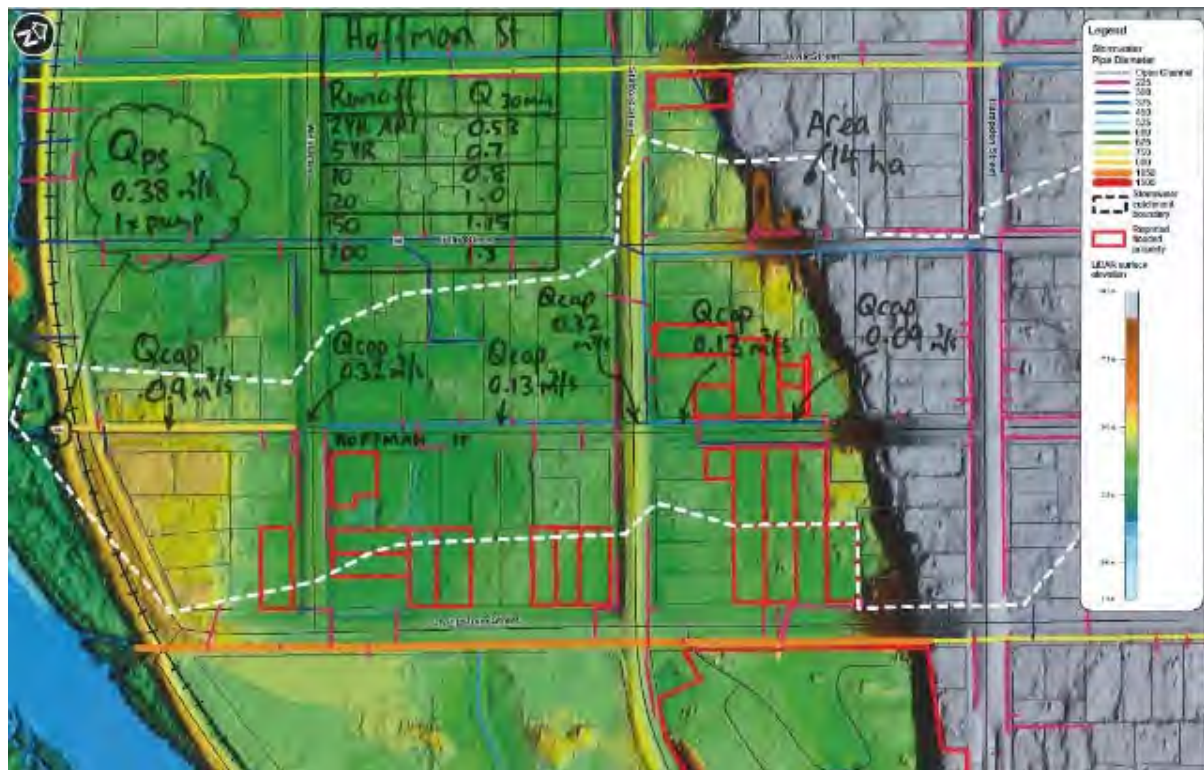


Figure 3-12 : Hoffman St – Existing Situation Summary

3.5.2 Summary of Issues

Based on our assessments, the existing Hoffman St stormwater system has the following issues:

- The low point of Hoffman St does not have a safe overland flowpath to the river.
- Ponding can develop to a critical depth above floor level for a number of houses.
- Stormwater capacity needs to meet the 50 year LOS to protect floor levels as per Building Code.
- The Hoffman St pump station does not receive enough flow to work effectively.
- The system is operating at less than 2 year LOS.
- The 450mm and 600mm diameter pipelines are throttles to the performance of the pump station and stormwater system.
- The existing 450mm diameter pipeline in Jollie St flows at a high velocity to Stafford St and then must reduce speed and turn 90 degrees through the flat section of pipeline along Stafford St. A hydraulic jump likely occurs inside the pipeline, surging the level of the water and exiting the pipeline through sumps and manhole lids.
- The flow from the steep section of Jollie St will tend to surcharge out of the pipeline and into the low point of Hoffman St and be trapped behind Stafford St.
- Ponding is likely to be increased by overland flows from Livingstone St that get dammed by the Stafford St road formation.

3.5.3 Assessment of Improvement Options (Hoffman St)

The following improvement options have been identified for the Hoffman St catchment:

3.5.3.1 OPTION 1

- Install new 1050mm diameter pipeline from the pump station to the low point in Hoffman St for 50 year LOS
 - Install high capacity sumps in vicinity of both low points in Hoffman St
 - Increase pump station capacity to 50 year LOS

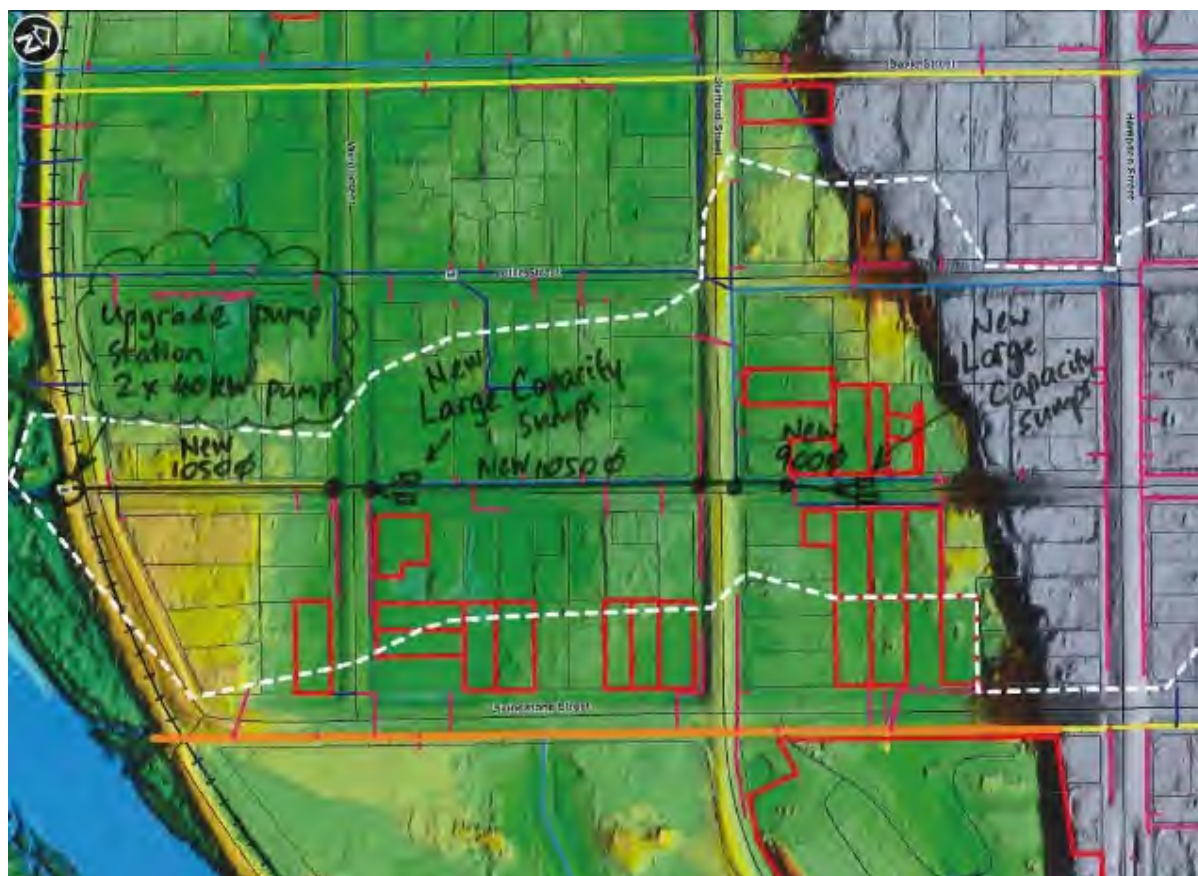


Figure 3-13 : Hoffman St – Option 1 Layout

The pipeline needs to be a 1050mm diameter to pass the 50 year LOS at the existing pipeline gradient and the pipeline needs to be 1m deeper to reach back to Stafford St. A 900mm diameter pipeline extends through to the low point between Stafford St and Hampden St.

The steep section of Jollie St is a small diameter and does not warrant surcharge control measures.

Four large capacity sump intakes at the two low points in Hoffman St will allow efficient surface drainage into the pipeline.

The pump station requires a twin pump set to deliver 1.1m³/s combined discharge. This is likely to be two 40kW pumps in the Hoffman St pump station. The pumps will operate on a duty/standby/assist regime to spread the load under long duration events. Together, the two pumps provide a 50 year LOS.

What this option achieves:

- Provides protection to Building Code standards for approximately 10 houses between Hampden St and Stafford St.
- Allows the pumps to effectively drain the low point in Hoffman St which is 550m away from the pump station.

Hydraulics / Level of Service:

- Current 900mm diameter stormwater performance is 10 year LOS
- Current 600mm, 450mm and 375mm pipelines are <2 year LOS
- Current 1 pump performance potential <2 year LOS
- Proposed 1050mm diameter pipeline meets 50 year LOS target.
- Proposed 2 pump discharge 1.1m³/s: 50 year LOS (on a duty/standby/assist regime).
- Proposed large capacity sumps to provide >0.5m³/s each from surface ponding at low points in Hoffman St.

Cost estimate:

The estimated cost for this option is summarised in Table 3-24 below.

Table 3-24: Cost Estimate - Option 1 (Hoffman St Improvements)

Improvement	Cost estimate
Pump upgrade (2x 40kW pumps, electrical)(eg: Flygt L3400 series)	\$100k
Pipeline upgrade 1050mm diameter, 450m length at \$850/m	\$382k
Pipeline upgrade 900mm diameter, 100m length at \$680/m	\$68k
Manholes (6 number at \$5000 ea)	\$30k
High capacity sump and lead (x4)	\$120k
TOTAL	\$700k

Note: costings provided are high level intended for option comparative purposes, and should be reviewed at detailed design stage.

3.5.3.2 OPTION 2

- Extend existing 900mm diameter pipeline to the low point between Weld St and Stafford St
- Install 30kW pump station at low point (behind Stafford St) with 300mm diameter rising main to the river
- Install high capacity sumps in vicinity of both low points in Hoffman St
- Increase existing pump station capacity to 50 year LOS (2 x 40kW pumps)

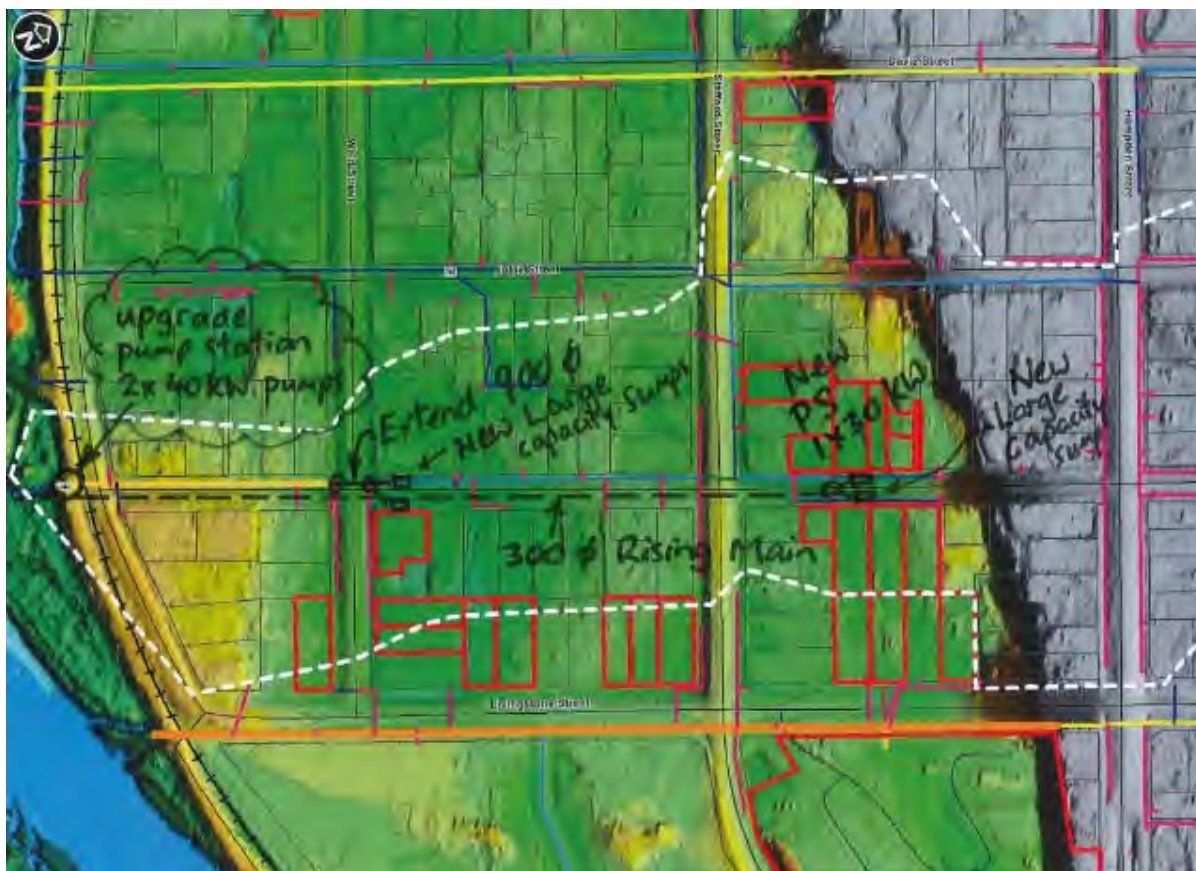


Figure 3-14 : Hoffman St – Option 2 Layout

Option 2 is to install a pump station and rising main at the low point of Hoffman St between Stafford St and Hampden St.

Option 2 is to maximise the gravity drainage from the low point between Weld St and Stafford St by short extension of the existing 900mm diameter pipeline and installation of large capacity sumps.

A 50 year LOS is assumed. Calculations show that the existing 450mm diameter pipeline can deliver $0.13\text{m}^3/\text{s}$ from the low point between Stafford St and Hampden St. When this gets beaten by the runoff, the proposed pump station starts up. Approximately $0.4\text{m}^3/\text{s}$ is to be pumped. Assessment of the storage volume at the low point below floor level assumes 200m^3 of volume. This allows a 30kW, submersible pump to manage the flow with a duty point 400L/s and 6m head. The rising main is assumed to be 300mm diameter.

As for Option 1, increase the pump station capacity by installing twin larger pumps.

What this option achieves:

- Maximises the existing 900mm diameter capacity.
- Provides pumped drainage from the low point of Hoffman St.

Hydraulics / Level of Service:

- Stormwater system meets the 50 year LOS at the low point of Hoffman St.
- As for Option 1 the pump station meets the 50 year LOS.

Cost estimate:

The estimated cost for this option is summarised in Table 3-25 below.

Table 3-25: Cost Estimate - Option 2 (Hoffman St Improvements)

Improvement	Cost estimate
Pump upgrade (2x 40kW pumps, electrical)(eg: Flygt L3400 series)	\$100k
Pipeline upgrade 900mm diameter, 40m length at \$680/m	\$28k
Manholes (2 number at \$5000 ea)	\$10k
High capacity sump and lead (x4)	\$120k
New rising main 300mm diameter, 550m length at \$360/m	\$198k
New pump station (1x 30kW submersible pump)	\$120k
TOTAL	\$576k

Note: costings provided are high level intended for option comparative purposes, and should be reviewed at detailed design stage.

3.5.4 Options Summary (Hoffman St)

The assessed options are presented below for Council consideration.

Table 3-26: Hoffman St Improvements – Summary of Options

Option	Description	Cost Estimate	Comments
1	Increase stormwater pipeline capacity to meet 50 year LOS. New pumps in PS to meet 50 year LOS. New sump intakes.	\$700k	Large diameter pipeline for 550m. Two larger pumps in existing PS
2	Extend existing stormwater pipeline capacity to meet 50 year LOS. New pumps in PS to meet 50 year LOS. New pump station and rising main to low point, 50 year LOS. New sump intakes.	\$576k	Additional pump station and rising main.

Note: costings provided are high level intended for option comparative purposes, and should be reviewed at detailed design stage.

3.6 Livingstone St

3.6.1 Existing Situation

Introduction

Livingstone St slopes down a river terrace at 9% gradient to a low point some 400m before the street reaches river flood bank. The main stormwater pipeline is a 450m length of 1050mm diameter between the river bank and the foot of the river terrace. The low point on the surface of Livingstone St is close to the foot of the terrace slope. The 1050 diameter pipeline grade is approximately 0.2% leading to the river outlet.

Livingstone St does not have a pump station on it.

Livingstone St catchment has the potential opportunity to install stormwater detention volumes in the upper catchment to offset runoff from existing development and from new developments. The effect of the detention volume would be to provide the lower catchment with attenuation time in order to allow pumps to manage runoff demands. No analysis of storage options has been carried out in this report as the options are varied and dependent upon land and development plans.

Hydrology and hydraulics assumptions are summarised in Table 3-27 below.

Table 3-27: Livingstone St – Assessment of Hydrology and Hydraulics Values

Item	Assessed value	Basis of Assessment
Catchment area	39.7 hectares	Council provided Catchment Area plan.
Time of concentration	30 minutes	An estimate of rainfall response time within the catchment (to determine the critical storm duration). As per NZBC E1/VM1: Based on catchment length, gradient, land use and roughness.
Runoff coefficient	0.5	Runoff component contributing to surface water as per Building Code E1/VM1 (residential housing)
Rainfall data	Hokitika Aerodrome	Hokitika Aerodrome climate station record
Pipeline gradient	1:500	LiDAR ground survey data and isolated manhole information
Pipeline Roughness	Mannings n = 0.013	Concrete pipe
Road surface gradient	Negative slope (no OLFP)	LiDAR survey
Road cross section	N/A	N/A

Hydrology and Hydraulics Results

The Rational method has been used to calculate peak runoff to the stormwater system; the existing runoff demands are shown in Table 3-28 below.

Table 3-28: Livingstone St - Peak Catchment Runoff versus Return period

Return Period ARI (years)	Peak Catchment Runoff for Response Time 30 Minutes (m ³ /s)
2.33	1.51
5	2.00
10	2.39
20	2.78
50	3.26
100	3.64
200	4.00

Pipeline Hydraulics

The drainage capacities and levels of service (LOS) of pipelines and sump intakes are summarised in Table 3-29:

Table 3-29: Livingstone St - Existing Hydraulic Capacities

Hydraulic Element	Capacity (m ³ /s)	Level of Service (years)
1050mm diameter pipe	1.3	<2.33
Sump intakes (40 sumps on GIS throughout catchment at 15 L/s each)	0.60	<2

Figure 3-15 below shows a summary of rainfall runoff demand and existing stormwater system capacity.

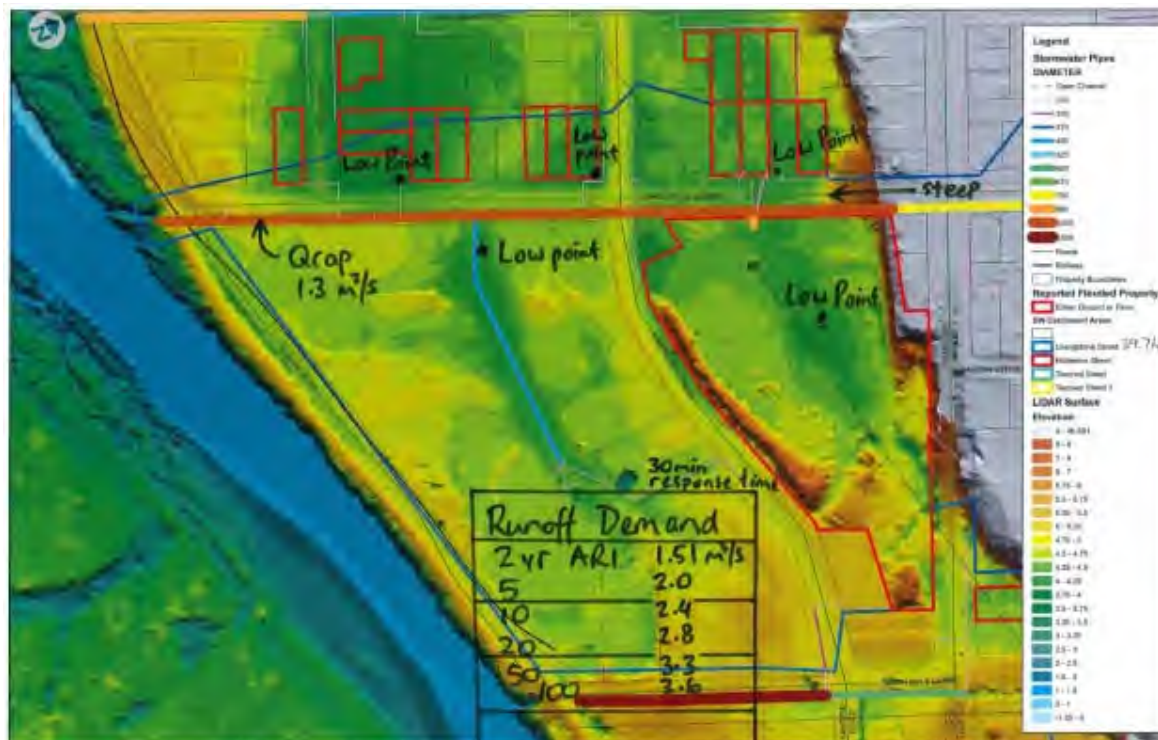


Figure 3-15 : Livingstone St – Existing Situation Summary

3.6.2 Summary of Issues

Summary of the existing Livingstone St stormwater system issues:

- Drainage from the low point of Livingstone St is likely to be affected by river levels.
- The low point of Livingstone St does not have a safe overland flowpath to the river.
- Ponding develops to a critical depth above floor level for a number of houses due to the crowns of roads which are proud of the ground and prohibit OLFPs.
- Stormwater capacity needs to meet the 50 year LOS to protect floor levels as per Building Code.
- The Livingstone St stormwater system does not have a pump station.
- The system is operating at less than 2 year LOS.
- The existing 750mm diameter pipeline in Livingstone St flows at a high velocity to Stafford St and then must reduce speed through the flat section of pipeline between Stafford St and Weld St.
- A hydraulic jump occurs inside the pipeline, surging the water level in the pipeline and exiting through sumps, manhole lids and open channel intakes into the camp ground and the milk plant (both on the eastern side of Livingstone St).
- The flow from the steep section of Livingstone St tends to discharge onto the surface low point of Livingstone St before it is drained back into the pipeline.
- Ponding will be more frequent and deeper if other catchment areas spill towards the Livingstone St low point which is shown in LiDAR analysis to be one of the lowest points in the area.

3.6.3 Assessment of Improvement Options (Livingstone St)

A series of improvement options are presented below.

3.6.3.1 OPTION 1

- Install new 900mm diameter pipeline along Livingstone St.
 - Install new pump station at the river edge on the new 900mm pipeline.
 - Isolate and seal the existing 1050mm diameter pipeline through low point using flap valves and bolt down manhole lids.
 - Install sumps on the rising gradient of Livingstone St to capture maximum flows into the pipeline and meet 50 year LOS for upstream catchment.
 - Install high capacity sumps in vicinity of low point in Livingstone St.
 - Connect lateral drainage into new 900mm diameter pipeline.

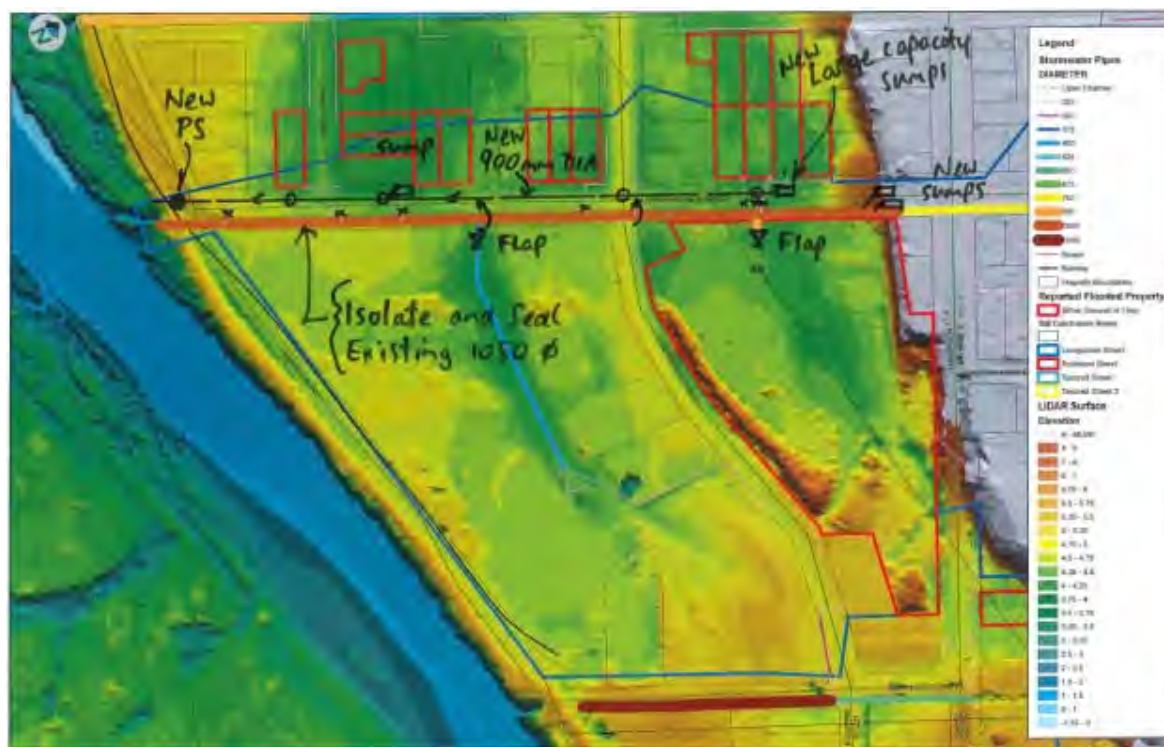


Figure 3-16 : Livingstone St – Option 1 Layout

The existing 1050mm diameter pipeline would pass the flows that come from upper parts of the Livingstone St catchment under pressure to avoid spilling flows into the low lying areas of Livingstone St. An increase in the intake capacity of the pipeline system would be required in the upper catchment to reduce overland flowpaths along the road surface.

The proposed pump station and 900mm pipeline are designed for the lower Livingstone St catchment and assumes some surface ponding in a 50 year LOS. The 900mm diameter pipeline would drain through a high intake sump at the low point and connections to lateral channels.

What this option achieves:

- The upper 80% of the catchment to drain to the river without flooding the lower Livingstone St area.

- Allows a new pump and pipeline to effectively drain the lower 20% of the catchment at the low point in Livingstone St which is 450m away from the pump station.
- Provides protection to Building Code standards for approximately 10 to 12 houses between Weld St and Hampden St.
- Prevents high velocity water exiting the pipeline at the low point in Livingstone St.

Hydraulics / Level of Service:

- Current 1050mm diameter stormwater performance 1.3m³/s (<2 year LOS)
- Proposed sealing of the 1050mm pipeline would provide 2.7m³/s (50 year LOS upper catchment)
- Proposed pump station and 900mm diameter pipeline drain 0.7m³/s (50 year LOS lower catchment)
- Proposed large capacity sump to provide >0.5m³/s from surface ponding at low point in Livingstone St.

Cost Estimate:
Table 3-30: Cost Estimate - Option 1 (Livingstone St Improvements)

Improvement	Cost estimate
Pump station (2 x 40kW pump)	\$200k
New Pipeline 900mm diameter, 450m length at \$680/m	\$306k
High capacity sump and lead (x1)	\$30k
Manholes (4 number at \$5000 ea)	\$20k
Seal 1050mm dia pipeline, 580m length, add valves, divert lateral pipes, seal manhole lids	\$30k
Improved sumps (6 number at \$1500 ea)	\$9k
TOTAL	\$600k

Note: costings provided are high level intended for option comparative purposes, and should be reviewed at detailed design stage.

3.6.3.2 OPTION 2

- Isolate and seal the existing 1050mm diameter pipeline through low point using flap valves and bolt down manhole lids.
- Install sumps on the rising gradient of Livingstone St to capture maximum flows into the pipeline and meet 50 year LOS for upstream catchment.
- Install two new pump stations at the low points on Livingstone St.
- Install new 300mm diameter pump rising main along Livingstone St.
- Install high capacity sumps in vicinity of low point in Livingstone St.
- Connect lateral drainage into new pump stations.

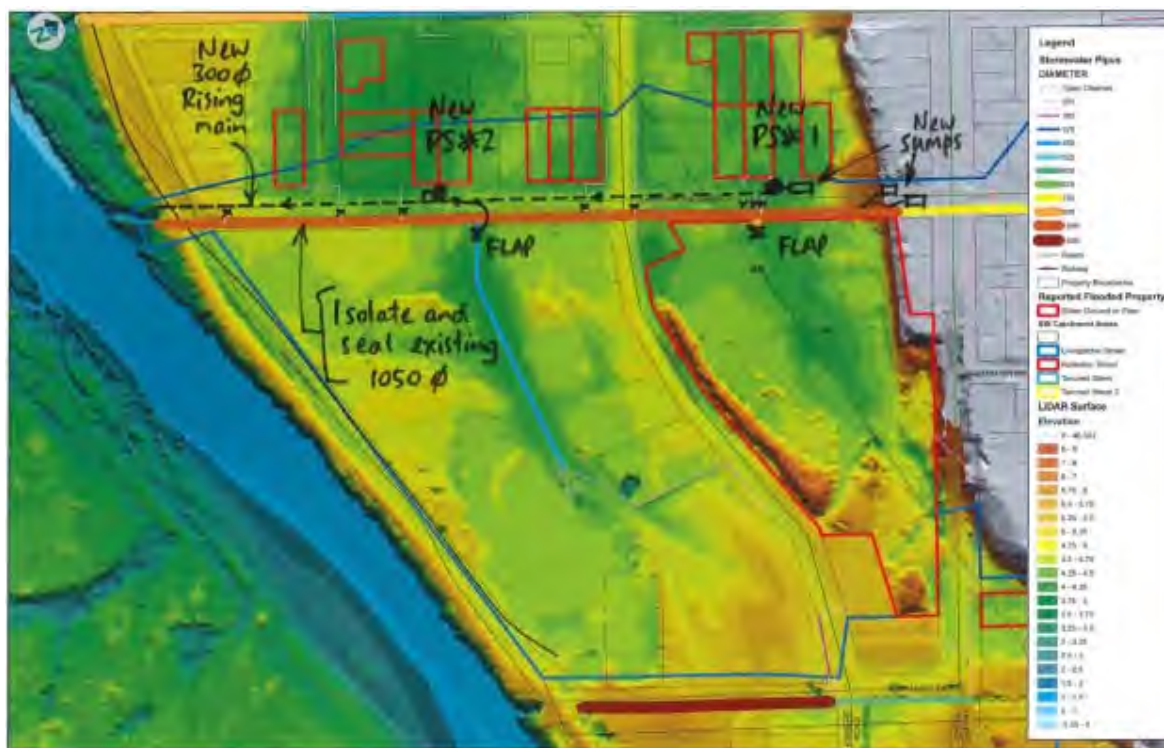


Figure 3-17 : Livingstone St – Option 2 Layout

The existing 1050mm diameter pipeline passes the flows that come from upper parts of the Livingstone St catchment under pressure to avoid spilling flows into the low lying areas of Livingstone St. An increase in the intake capacity of the pipeline system would be required in the upper catchment to reduce overland flowpaths along the road surface.

Two 22kW pump stations are proposed in the low points of Livingstone St to pump out local catchment runoff. The rising main connects both pump stations and discharges to the river. Runoff would drain through high intake sumps at the low points and connections to lateral channels. The system would be sized for the 50 year LOS.

What this option achieves:

- The upper 80% of the catchment to drain to the river without flooding the lower Livingstone St area.
- Allows two new pump stations and rising main to effectively drain the lower 20% of the catchment at the low points in Livingstone St which is 450m away from the river.
- Provides protection to Building Code standards for approximately 10 to 12 houses between Weld St and Hampden St.
- Prevents high velocity water exiting the pipeline at the low point in Livingstone St.

Hydraulics / Level of Service:

- Current 1050mm diameter stormwater performance 1.3m³/s (<2 year LOS)
- Proposed sealing of the 1050mm pipeline would provide 2.7m³/s (50 year LOS upper catchment)
- Proposed pump stations and rising main system drain 0.7m³/s (50 year LOS lower catchment)
- Proposed large capacity sumps to provide >0.5m³/s from surface ponding at low points in Livingstone St.

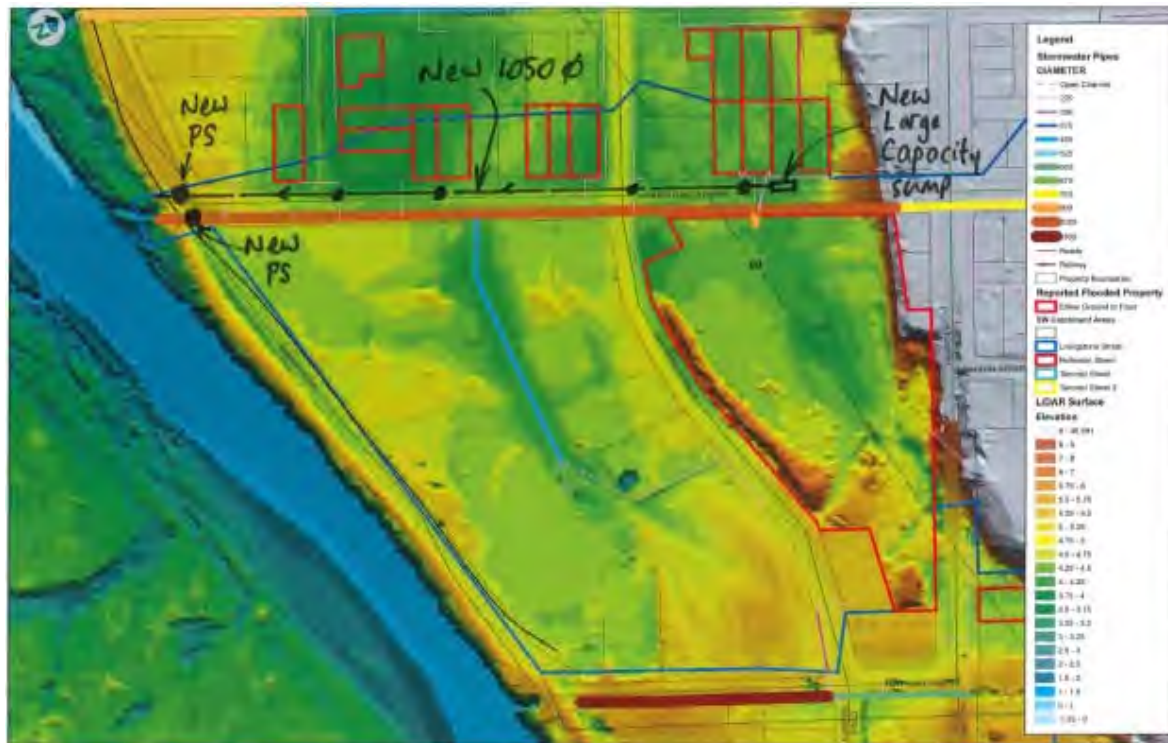
Cost Estimate:
Table 3-31: Cost Estimate - Option 2 (Livingstone St Improvements)

Improvement	Cost estimate
Two pump stations (2 x 22kW pump)	\$400k
Rising Main 300mm diameter, 400m length at \$300/m	\$120k
High capacity sump and lead (x2)	\$60k
Seal 1050mm dia pipeline, 580m length, add valves, divert lateral pipes, seal manhole lids	\$30k
Improved sumps (6 number at \$1500 ea)	\$9k
TOTAL	\$620k

Note: costings provided are high level intended for option comparative purposes, and should be reviewed at detailed design stage.

3.6.3.3 OPTION 3

- New 1050mm diameter gravity main from river to low point.
- New PS on new 1050mm diameter pipeline
- New PS on existing 1050mm diameter pipeline
- Install high capacity sumps in vicinity of low points in Livingstone St



Cost Estimate:
Table 3-32: Cost Estimate - Option 3 (Livingstone St Improvements)

Improvement	Cost estimate
New Pipeline 1050mm diameter, 450m length at \$850/m	\$380k
Pump Station to new 1050mm	\$200k
Pump Station to existing 1050mm	\$200k
Manholes (4 number at \$5000 ea)	\$20k
High capacity sump and lead (x2)	\$60k
TOTAL	\$860k

Note: costings provided are high level intended for option comparative purposes, and should be reviewed at detailed design stage.

3.6.4 Options Summary (Livingstone St)

The proposed preliminary options are presented for Council consideration.

Table 3-33: Livingstone St Improvements – Summary of Options

Option	Description	Cost Estimate	Comments
1	Seal existing pipeline, add gravity main and pump station to meet 50 year LOS.	\$600k	Large diameter pipeline for 250m, extra pump in existing PS
2	Seal existing pipeline, add pumps at low points and rising main to meet 50 year LOS.	\$620k	New pumps and electrical, new large sump, direct 450mm pipeline into PS
3	New 1050 gravity pipeline and two new pump stations at river end.	\$860k	Remove pipeline throttle at Hamilton St, 100m of 750mm dia pipeline

Note: costings provided are high level intended for option comparative purposes, and should be reviewed at detailed design stage.

3.7 Richards Drive

3.7.1 Existing Situation

Introduction

Richards Drive is a site where existing channel drainage issues have been raised by residents for Council consideration.

A catchment visual assessment and walkover determined a likely catchment delineation shown below. Essentially, the catchment drains to two State Highway 6 road culverts and through the channel in Richards Dr to the beach. A catchment plan is estimated in Figure 3-19.

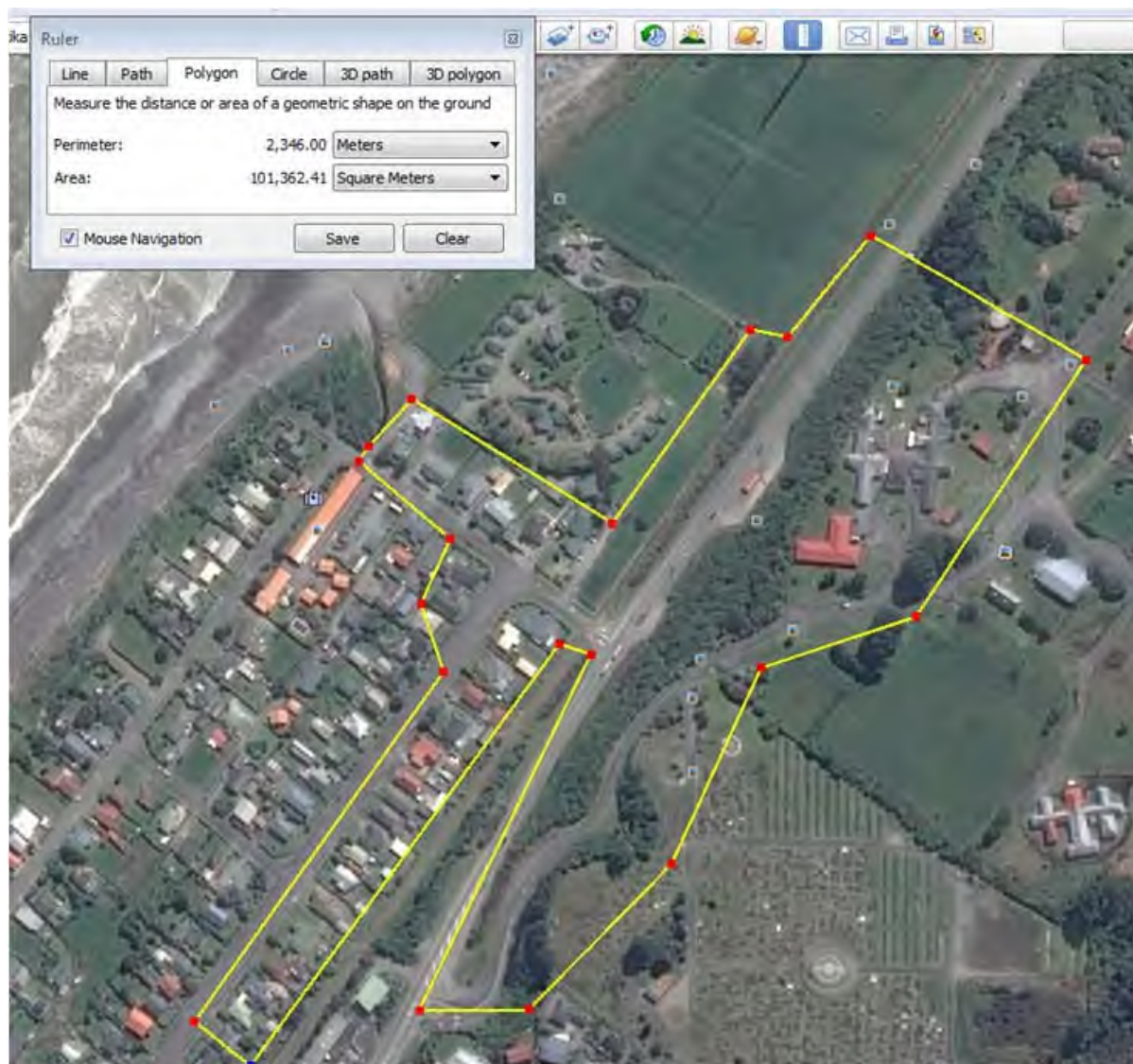


Figure 3-19 : Richards Drive – Estimated Catchment Boundaries

Hydrology and hydraulics assumptions are summarised in Table 3-34 below.

Table 3-34: Richards Drive – Assessment of Hydrology and Hydraulics Values

Item	Assessed value	Basis of Assessment
Catchment area	10.1 hectares	Ground and Google Earth assessment.
Time of concentration	30 minutes	An estimate of rainfall response time within the catchment (to determine the critical storm duration). As per NZBC E1/VM1: Based on catchment length, gradient, land use and roughness.
Runoff coefficient	0.45	Runoff component contributing to surface water as per Building Code E1/VM1 (residential housing)
Rainfall data	As incorporated	Hokitika Aerodrome climate station record
Channel gradient	1:73	LiDAR ground survey data
Channel Roughness	Mannings $n = 0.040$	Earth channels
Road surface gradient	Negative slope (no OLFP)	LiDAR survey
Road cross section	N/A	N/A

Hydrology and Hydraulics Results

The Rational method has been used to calculate peak runoff to the stormwater system; the existing runoff demands are shown in Table 3-35 below.

Table 3-35: Richards Dr - Peak Catchment Runoff versus Return period

Return Period ARI (years)	Peak Catchment Runoff for Response Time 30 Minutes (m^3/s)
2.33	0.35
5	0.46
10	0.55
20	0.64
50	0.75
100	0.83
200	0.92

Channel and Pipeline Hydraulics

The drainage capacities and levels of service (LOS) of pipelines, open channels are summarised in Table 3-36 below.

Table 3-36: Richards Dr - Existing Hydraulic Capacities

Hydraulic Element	Capacity (m ³ /s)	Level of Service (years)
750mm diameter culvert	0.5– 0.8	10 to 100
Open channel	8.8	100+





Figure 3-20 below shows the summary of runoff demand and existing stormwater capacity.

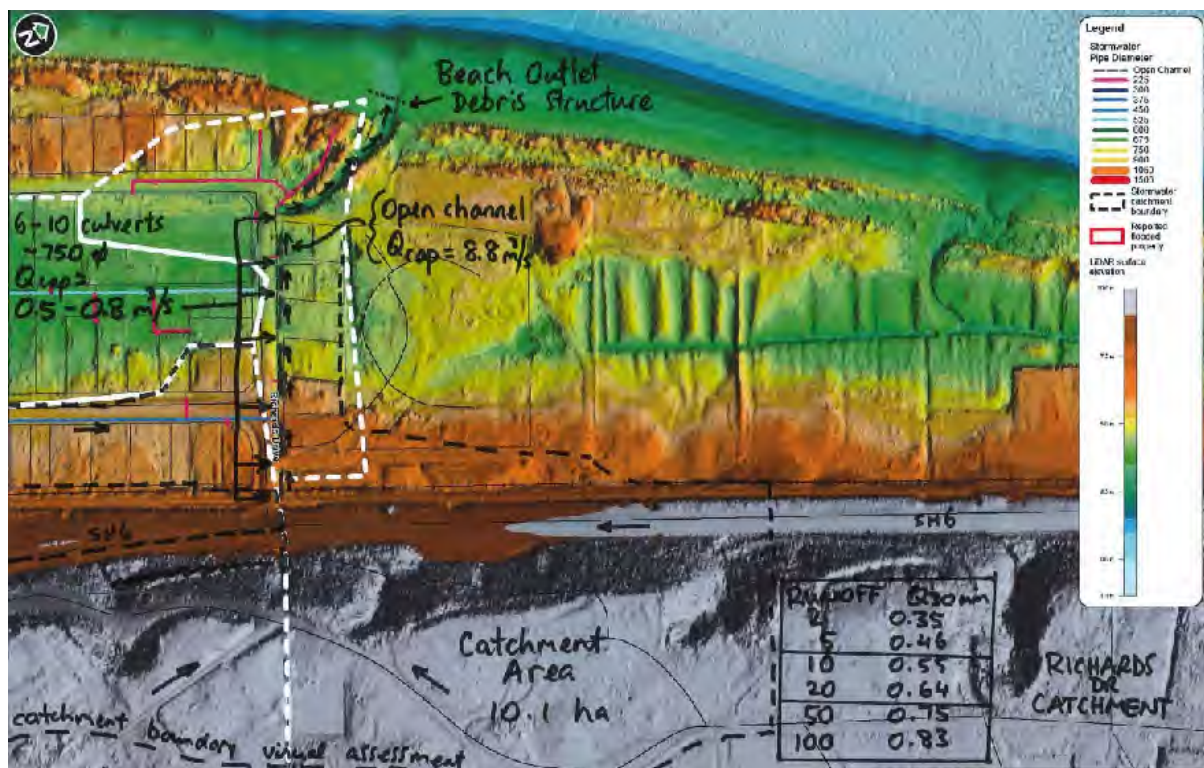


Figure 3-20 : Richards Drive – Existing Situation Summary

3.7.2 Summary of Issues

Council has advised that Richards Drive residents desire that the open drain on the north side of Richards Drive be piped.

The issues appear to include:

- A large steep-sided catchment draining into a confined channel cross section
- Small culverts compared to the open channel
- Services exposed across the channel
- Lower houses (true right bank) than the road centreline (true left bank)
- Vehicle crossings not dished in the middle of the channel to allow overflows
- Maintenance issues, silts, vegetation, debris, rubbish
- Outlet maintenance at the beach.
- Ponding of water onto property(s) reported during the June 2015 storm event.

3.7.3 Assessment of Improvement Option (Richards Drive)

The following improvement option has been identified for the Richards Dr catchment:

3.7.3.1 OPTION 1

- Install a 675mm pipeline and sumps
- Include 2.4m wide overflow channel
- 300mm high bunding along true right bank (property boundary).

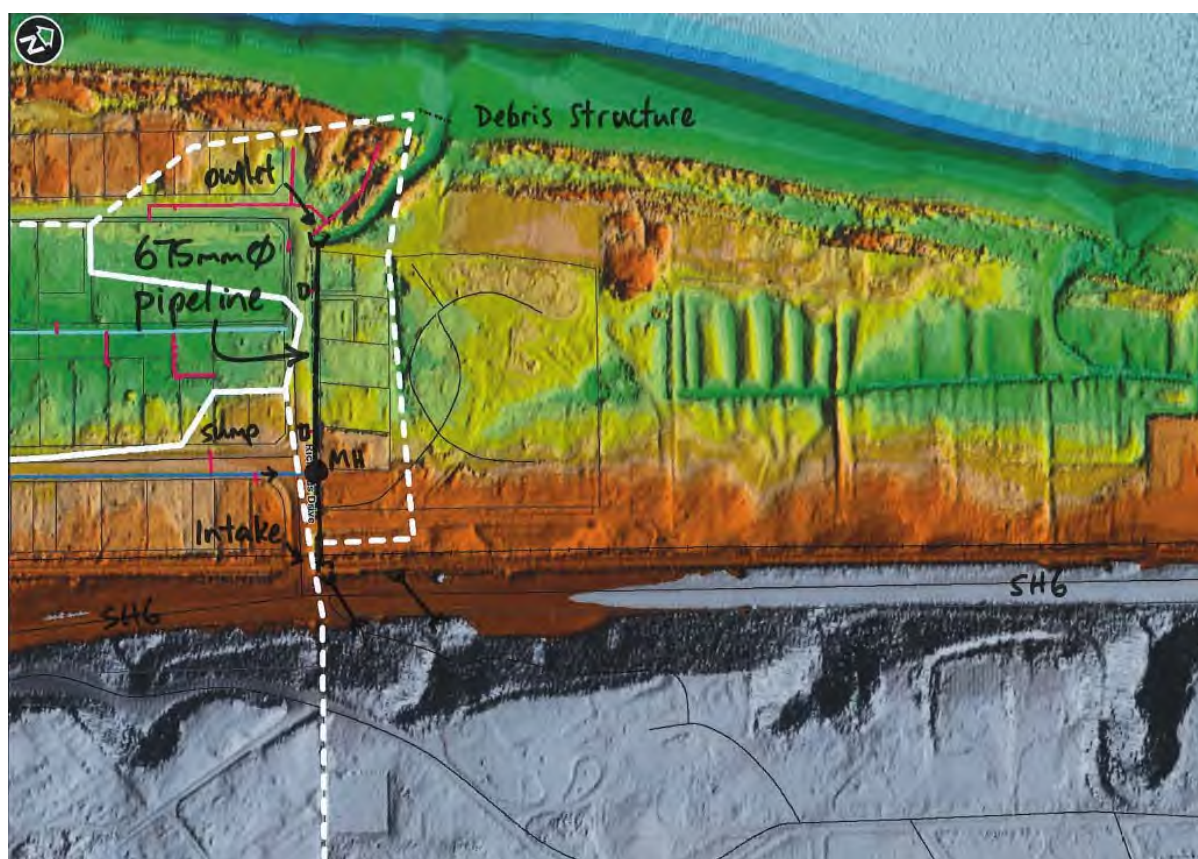


Figure 3-21 : Richards Dr – Option 1 Layout

Install a 675mm diameter pipeline and sumps from SH6 to the end of Richards Dr similar to other urban drainage systems. Infill the channel, remove vehicle crossing culverts, shape the ground above the pipeline with an overland flowpath (OLFP) swale. Vehicle crossings to be formed to match the OLFP.

A 200m length of bunding at 300mm high is proposed along the road boundary with the properties to contain flows in the channel. A number of backflow valves of small diameter are needed to prevent backflows into the properties when the channel and overflows are in operation.

What this option achieves:

- Allows the pipeline to be hydraulically efficient and reduces flood risk to properties.
- Pipeline and multiple sumps reduces the risk of blockages.
- Formed OLFP provides conveyance along the road.
- The bunding increases the overland flowpath capacity by holding water flows above the pipeline centreline.

Hydraulics / Level of Service:

- Current channel and pipe culverts performance is 0.5 - 0.8m³/s (10 to 100 year LOS)
- Proposed pipeline, OLFP swale and pump station >0.75m³/s: >50 year LOS.

Cost estimate:

The estimated cost for this option is summarised in Table 3-37 below.

Table 3-37: Cost Estimate - Option 1 (Richards Dr Improvements)

Improvement	Cost estimate
Pipeline upgrade 675mm diameter, 200m length at \$540/m	\$108k
New sumps (6 number at \$1500 ea)	\$9k
Manholes (4 number at \$5000 ea)	\$20k
Intake at top end of pipeline (precast wingwalls structure)	\$10k
Reshape 6 driveways into OLFP swale shape: 6 at \$5000	\$30k
Create a 300mm bund along the property boundary; 200m at \$100/m	\$20k
TOTAL	\$197k

Note: costings provided are high level intended for option comparative purposes, and should be reviewed at detailed design stage.

3.7.4 Options Summary (Richards Drive)

The assessed options are presented below for Council consideration.

Table 3-38: Richards Dr Improvements – Summary of Options

Option	Description	Cost Estimate	Comments
1	New urban pipeline system. 50 year LOS	\$197k	200m long 675mm diameter pipeline.

Note: costings provided are high level intended for option comparative purposes, and should be reviewed at detailed design stage.

3.8 Kaniere Rd

3.8.1 Existing Situation

Introduction

Kaniere Rd runs parallel to the Hokitika River and forms a low barrier to overland flows draining towards the river. The Kaniere settlement area subject to recent flooding is sited between old re-vegetating mine tailings dumps and the Hokitika River; the road barrier causes ponding behind Kaniere Rd and is made worse by few pipeline drainage provisions.

Kaniere Rd is considered to be different from other catchments in Hokitika due to the mining alterations to the land forms, and difficulty in understanding flowpaths through those land forms. The tailings formations represent an artificial topography which is likely to result in significant groundwater flow paths through the tailings materials - the catchment area reporting to Kaniere Rd is difficult to calculate from LiDAR or aerial photography. This determination of catchment area is not attempted in this issues and options study, therefore design runoff is not considered to be finalised.

The main thrust of this options assessment therefore follows this general pattern:

1. Inspect, clean and repair the existing stormwater infrastructure.
2. Install flapgates to prevent the river levels affecting the flood volume on the upstream side of Kaniere Rd.
3. Investigate upgrades or new pipes or pumps to reduce the effects of ponding on properties and floor levels.

Figure 3-22 below shows a summary of the known existing stormwater system layout.

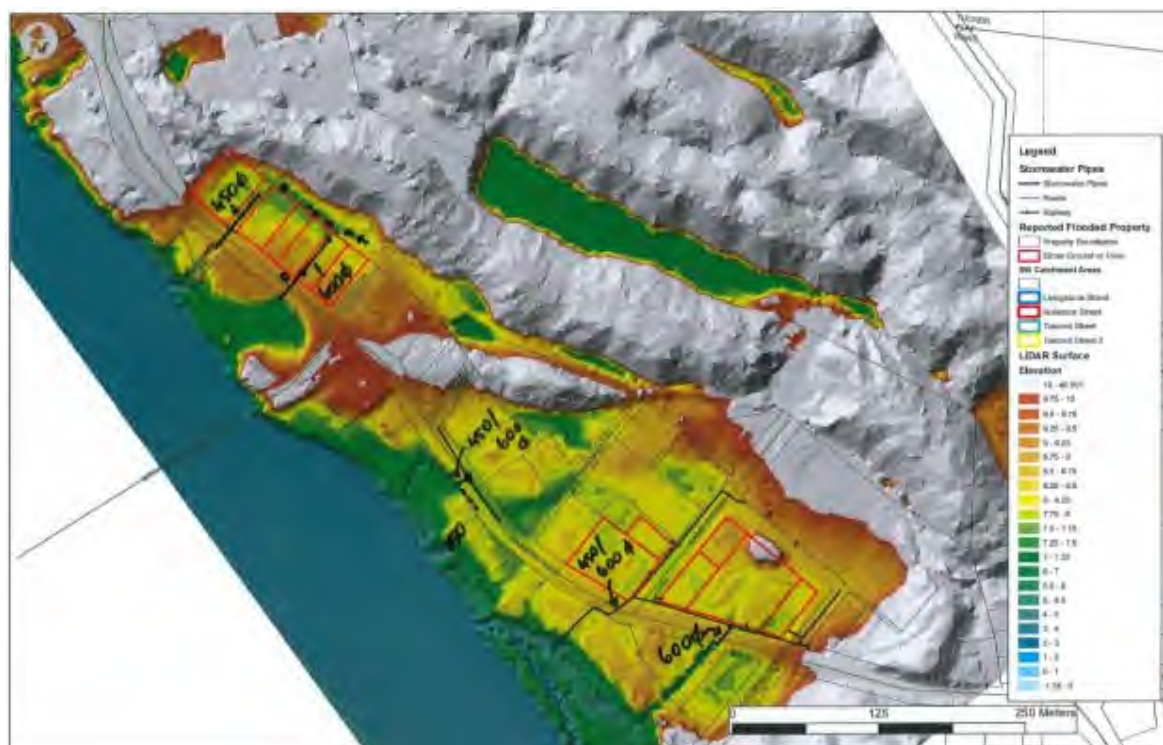


Figure 3-22 : Kaniere Rd – Existing Situation Summary

3.8.2 Summary of Issues

The main issues at Kaniere Rd are:

- Existing pipes and sumps are not well maintained and have been observed to have sediments and leaves blocking the intakes and outlets.
- The outlet channels towards the river are in places overgrown.
- No flapgates observed on the river side of the pipelines. This allows high river levels to back up through the pipeline.
- Council GIS information appears to be incorrect in a number of places, leading to lack of knowledge and lack of maintenance.
- Pipes that are in place appear to be too high to drain some areas.
- Groundwater from the tailings areas can pond in the low points and affect structures and property.

3.8.3 Assessment of Improvement Options (Kaniere Rd)

The Kaniere Rd issues are spread over two areas that are in close proximity to each other – identified for the purpose of this report as North Kaniere (near the hotel), and South Kaniere (near to Camp St). The options are presented in a logical order of proactive improvements.

3.8.3.1 OPTION 1

- Inspect, clean and repair existing pipelines and sumps
- Clear the downstream channels, swales, ditches and outlets to maximise the performance of existing pipelines
- Clear inlets to maximise inflow to the existing pipelines
- Update the Council GIS so that maintenance programmes can keep the performance high

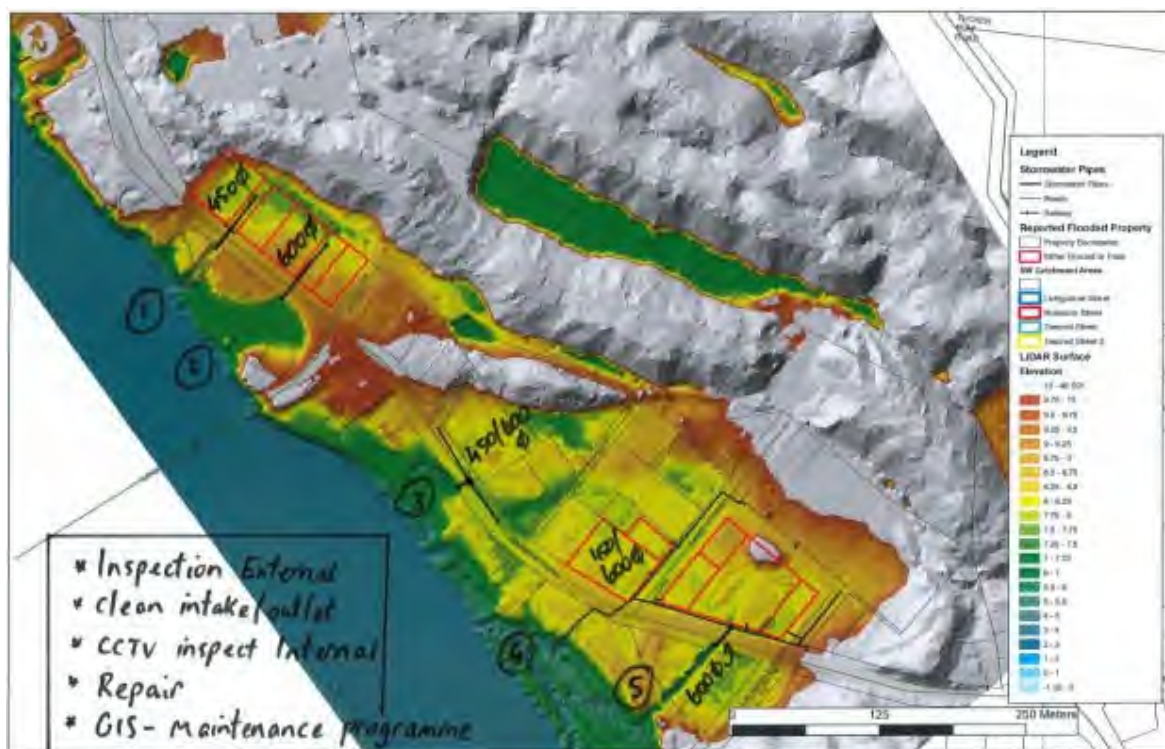


Figure 3-23 : Kaniere Rd – Option 1 Layout

What this option achieves:

- Maximises the existing capacity of the systems.
- Allows a better understanding of the system and its maintenance. This would include gaining an understanding of overland flowpaths from the tailings areas to the Kaniere Rd drainage.

Hydraulics / Level of Service:

- By inspection of the performance of the drainage system during the 18 June 2015 event, the existing drainage system is probably not performing at optimum capacity due to build-up of sediments and vegetation growth (poor maintenance).
- The level of service will show immediate improvement with regular maintenance inspections, repairs of faults and initial cleaning of the pipeline systems, sumps, ditches and outlet channels.

Cost estimate:

The estimated cost for this option is summarised in Table 3-39 below.

Table 3-39: Cost Estimate - Option 1 (Kaniere Rd Improvements)

Improvement	Cost estimate
North Kaniere:	
450mm dia stormwater pipe: inspect, clean, repair. Clear intake and outlet channels.	\$2k
600mm/900mm dia stormwater pipe: inspect, clean, repair. Clear intake channel.	\$1k
South Kaniere:	
3x 600mm dia stormwater pipes: inspect, clean, repair. Clear intake and outlet channels.	\$2k
Update Council GIS to include systems into the maintenance programme	\$2k
TOTAL	\$7k

Note: costings provided are high level intended for option comparative purposes, and should be reviewed at detailed design stage.

3.8.3.2 OPTION 2

- Install flapgates and headwalls on the ends of pipelines
- Install sump intake improvements to increase drainage into the pipelines

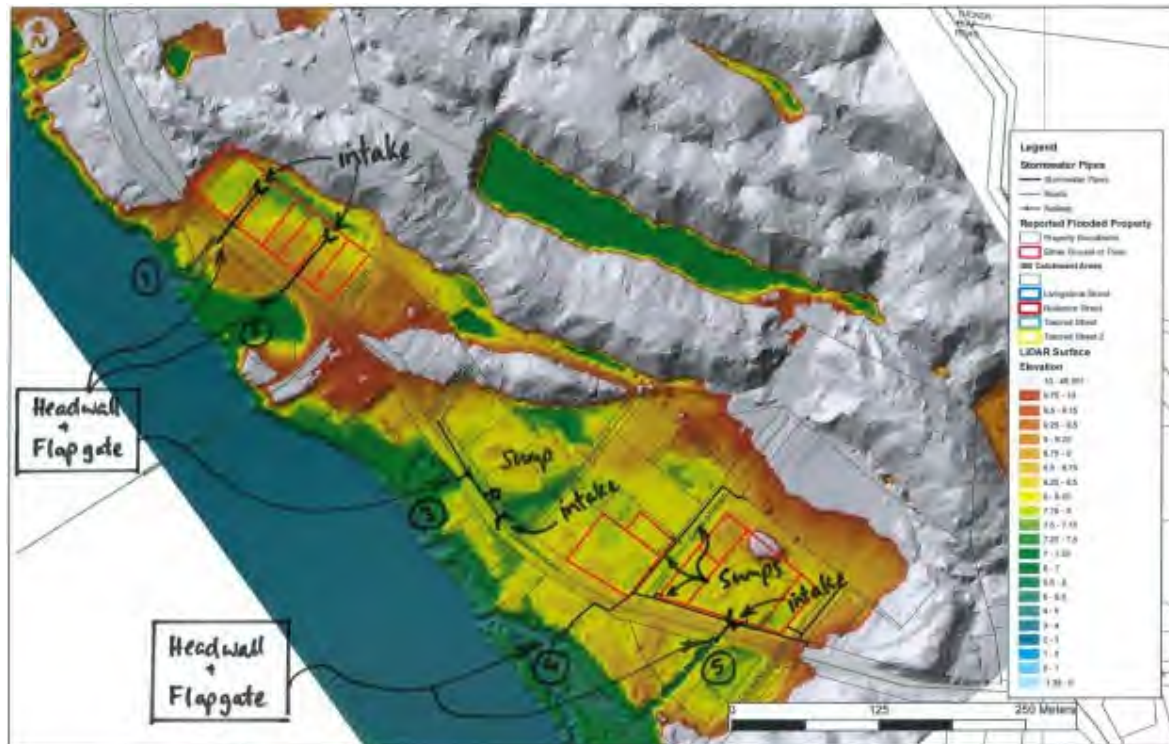


Figure 3-24 : Kaniere Rd – Option 2 Layout

What this option achieves:

- Minimises the influence of high river levels on the systems.
- Improves drainage in times of fast rainfall before the river rises, and allows fast drainage away from ponding areas when the river levels drop.

Hydraulics / Level of Service:

- The level of service will improve with the installation of flapgates and improved intakes. The existing system will achieve maximum capacity and performance for the size and levels of the pipes.

Cost estimate:

The estimated cost for this option is summarised in Table 3-40 below.

Table 3-40: Cost Estimate - Option 2 (Kaniere Rd Improvements)

Improvement	Cost estimate
North Kaniere:	
450mm dia stormwater pipe: new flapgate, headwall, pipe intake.	\$6k
600mm/900mm dia stormwater pipe: new flapgate, headwall, pipe intake.	\$8k
South Kaniere:	
3x 600mm dia stormwater pipes: new flapgates, headwalls and intakes/sumps.	\$20k
TOTAL	\$34k

Note: costings provided are high level intended for option comparative purposes, and should be reviewed at detailed design stage.

3.8.3.3 OPTION 3

- Install new lower-level pipeline to rear of hotel properties (North Kaniere)
- Install larger culvert under Kaniere Rd to improve discharge (South Kaniere)
- Install flapgates and intakes to new pipes to improve drainage capacity

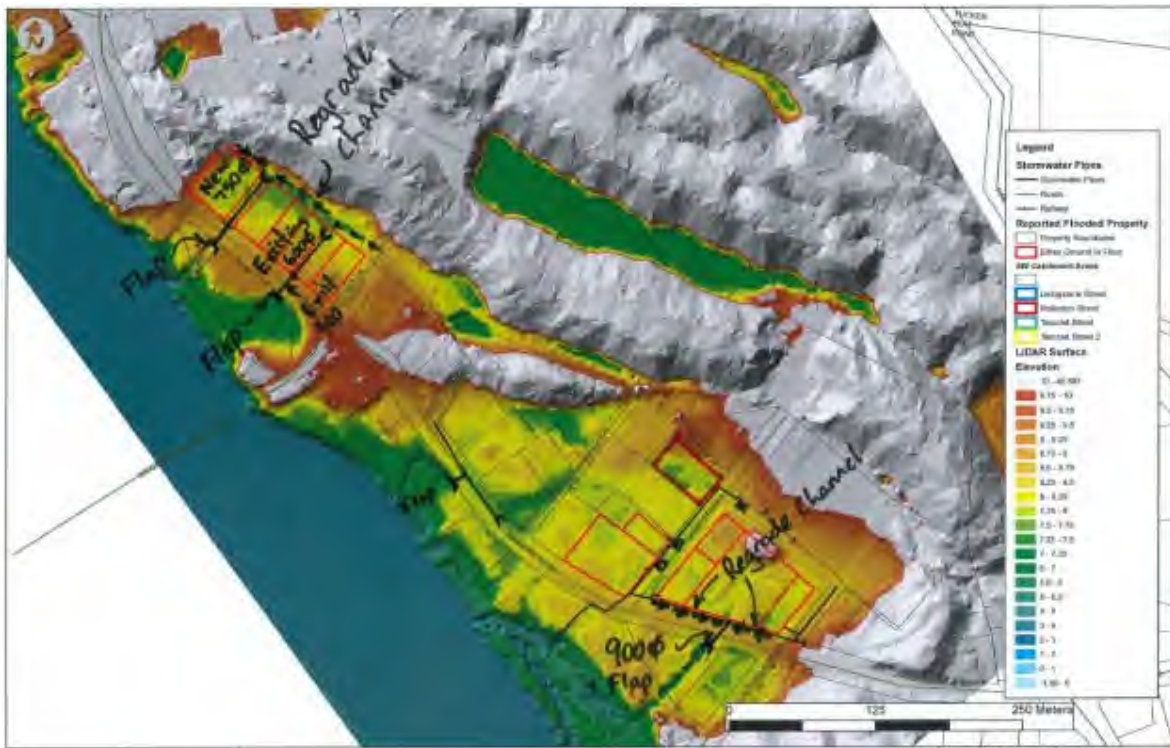


Figure 3-25 : Kaniere Rd – Option 3 Layout

What this option achieves:

- Improves the levels of service of the drainage system
- Reduces the influence of high river levels on the systems.
- Improves drainage in times of fast rainfall before the river rises and allows fast drainage away from ponding areas when the river levels drop.

Hydraulics / Level of Service:

- Improved LOS for floor levels but still dependent upon river levels relative to floor level.

Cost estimate:

The estimated cost for this option is summarised in Table 3-41 below.

Table 3-41: Cost Estimate - Option 3 (Kaniere Rd Improvements)

Improvement	Cost estimate
North Kaniere:	
New pipeline: 750mm dia, 80m length at \$540/m	\$44k
New flapgate, headwall, pipe intake.	\$5k
Re-grade channels to collect runoff into pipelines.	\$3k
South Kaniere:	
New pipeline: 900mm dia, 25m length at \$680/m	\$17k
New flapgate, headwall, pipe intake.	\$6k
Re-grade channel to collect runoff into new pipeline.	\$4k
TOTAL	\$79k

Note: costings provided are high level intended for option comparative purposes, and should be reviewed at detailed design stage.

3.8.3.4 OPTION 4

- Assuming pipes and flapgates are installed as per Option 3
- Install pump stations to control pond levels (North Kaniere & South Kaniere)

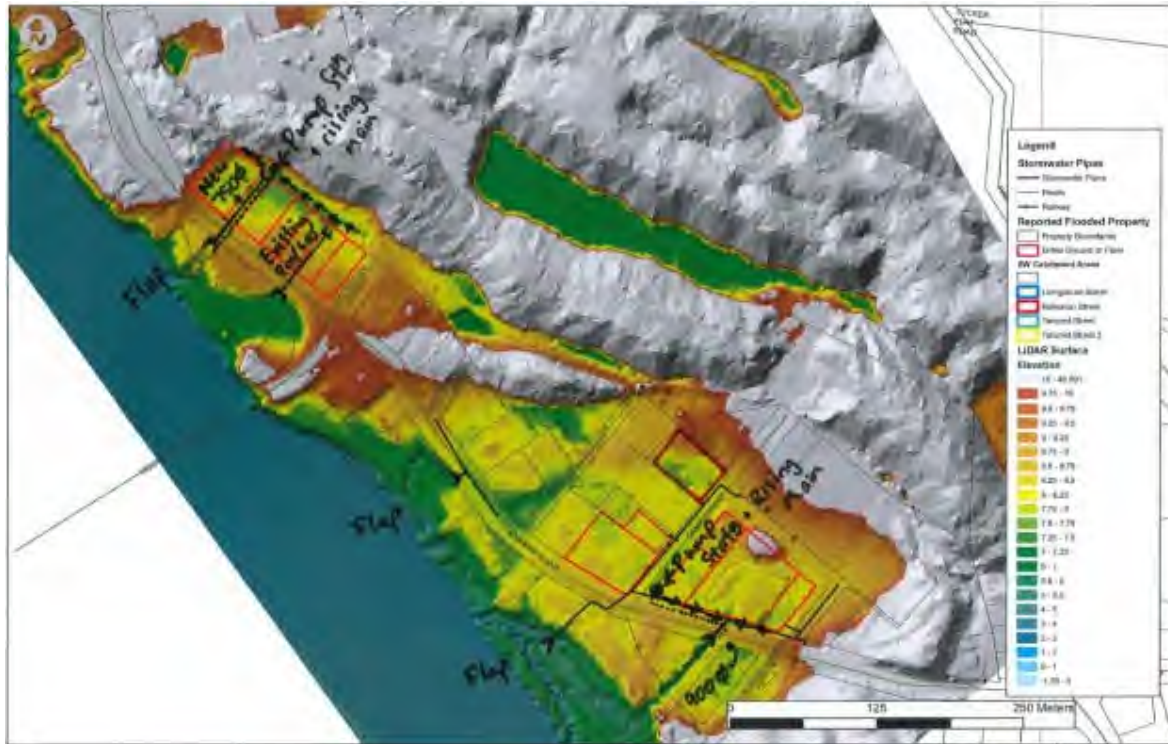


Figure 3-26 : Kaniere Rd – Option 4 Layout

What this option achieves:

- Achieves flood protection to NZ Building Code requirements.
- Eliminates the influence of high river levels on the systems up to the level of service.
- Controls drainage levels behind Kaniere Rd, in times of fast rainfall before the river rises and allows fast drainage away from ponding areas when the river levels drop.

Hydraulics / Level of Service:

- 50 year LOS for floor levels

Cost estimate:

The estimated cost for this option is summarised in Table 3-42 below.

Table 3-42: Cost Estimate - Option 4 (Kaniere Rd Improvements)

Improvement	Cost estimate
North Kaniere:	
Install Pump station	\$60k
South Kaniere:	
Install Pump station	\$60k
TOTAL	\$120k

Note: costings provided are high level intended for option comparative purposes, and should be reviewed at detailed design stage.

3.8.4 Options Summary (Kaniere Rd)

The proposed preliminary options are presented below for Council consideration.

Table 3-43: Kaniere Rd Improvements – Summary of Options

Option	Description	Cost Estimate	Comments
1	Inspect, clean, repair existing pipelines	\$7k	Improve existing LOS
2	Install flapgates and sump intakes	\$34k	Maximise LOS of existing pipelines
3	Install upgraded pipelines	\$79k	Increase LOS toward the 50 year AR!
4	Install pump stations	\$120k	Improve LOS to 50 year requirement in NZBC

Note: costings provided are high level intended for option comparative purposes, and should be reviewed at detailed design stage.

Option 1 could be carried out immediately.

Option 1 should be logically followed by option 2 as budgets allow.

Options 3 and 4 could be staged over many years.

4 Conclusion & Recommendations

4.1 Conclusions

- The areas requested to be assessed as part of this desktop based stormwater assessment were:
 - Tancred Street;
 - Bealey Street;
 - Rolleston Street;
 - Hoffman Street;
 - Livingstone Street;
 - Richards Drive and
 - Kaniere Road.
- The storm event that occurred in June 2015 was a 100 year ARI event of 2 days duration, in the middle of which was a 6 hour period of 100 year ARI rainfall intensity. This rainfall magnitude would exceed the capacity of most drainage systems in New Zealand.
- The capacity of the stormwater system, including pump stations, was exceeded by this storm event.
- Much of the existing stormwater system appears to have a capacity in the range of a 2 to 10 year ARI level of service.
- Flood protection options have been identified that provide improvements to the existing stormwater system, for a range of levels of service, expenditure and risk. The options for each catchment have typically been listed in order of increasing complexity and cost, providing increasing gains in the level of service for flood protection.
- Not all catchments in Hokitika were assessed in this report, however it could be expected that similar issues and options will exist for other catchments in Hokitika.
- The assessment carried out in this report is a preliminary phase, for the purpose of comparing feasible flood improvement options for the requested stormwater systems.

4.2 Recommendations

- When considering the options presented, we recommend Council consult with their operations and maintenance staff to ensure their experience and observations are included in any options that are progressed further.

4.3 Limitations

The assessments are based on desktop information which has inherent inaccuracies, but these are considered acceptable for a preliminary phase options assessment. In our assessments we have taken a conservative approach to uncertainty, for items such as catchment areas, runoff factors, pipe gradients, and pump capacities.

Detailed design of selected options would require additional time and effort to improve the quality of information that the design is based on, to ensure appropriate design solutions are achieved. Examples of this include field inspection of the pumps and pipeline systems, field survey of pipe levels, and confirming connectivity of pipelines.

Appendix A Newspaper Report

Some information of the 18-19 June 2015 event was reported in the media and has been included here. It shows that the flooding occurred after dark and stayed until daylight. Hokitika was inundated by large volumes of runoff reporting to the low points and awaiting the pump capacity to catch up with the rainfall demand

Flooding evacuations in Hokitika, Otago Daily Times

Fri, 19 Jun 2015

News: National | The Regions: West Coast

Heavy rain has kept Hokitika residents awake through the night with serious flooding causing many people, including 20 retirement home residents, to be evacuated.

The rain became torrential about 12am in the West Coast township - meaning a busy night for South Island emergency services.

Fire service spokesman Andrew Norris said the rain caused severe surface flooding with some water getting into residents' homes.

Multiple houses were evacuated alongside 20 residents with mobility issues from a retirement village, he said. Four of the residents were taken to the local hospital and the rest spent the night at the ambulance station.

"They had a high tide at midnight last night so just after that was when it got pretty hectic.

"The fire service assisted a lot of other property owners but a lot of them there was nothing we could do there was just so much surface water."

He said it was still raining but it had slightly eased and the fire service were expecting a big clean-up again this morning.

MetService issued a heavy rain warning for the region, lasting until Friday morning. The most rain was expected in the Westland area where 300mm was expected.

The "significant winter storm" would affect much of the South Island and parts of the North Island through to Saturday, MetService said.

Gale-force winds are expected to sweep Wellington and the Wairarapa - with gusts up to 130km/h.

The wind, which has potential to bring down trees and powerlines, should ease by Saturday morning.

Civil defence is urging people to avoid travelling, with many roads flooded with water.

Several sections of State Highway 6 and 7 have surface flooding and motorists should drive with caution, the New Zealand Transport Association said. Snow on roads further south have also been closed because of snow as winter hits the South Island.

The closed roads include State Highway 94 from Te Anau to Milford, State Highway 85, State Highway 8, State Highway 79 from Geraldine to Fairlie and the Mount Cook Highway.

MetService tweeted that there had been "huge" rainfall numbers in the region with more than 400mm falling in the last 24 hours at the Hokitika Gorge and 200mm in the town.

Twitter user Amy Glass said the flooding was severe for residents. "My parents in Hokitika are reporting worst flooding since the early 80s. Water nearly in the house," she said.

NZME.

The following flooding pictures are courtesy of Stuff.co.nz.



Figure 4-1 : Tancred St flooding

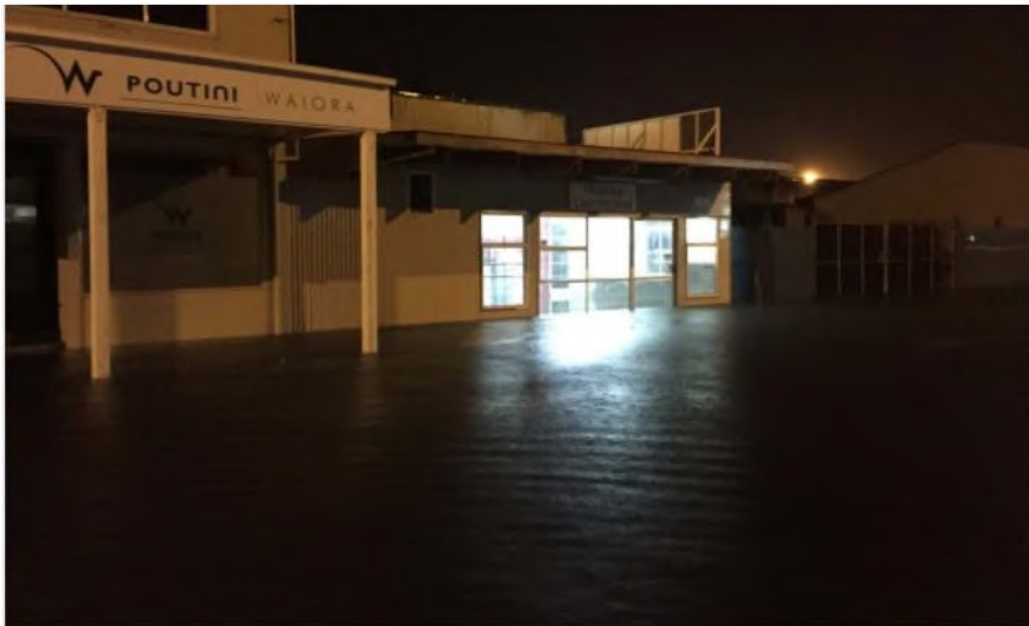


Figure 4-2 : Sewell St flooding

Appendix B Rainfall Event

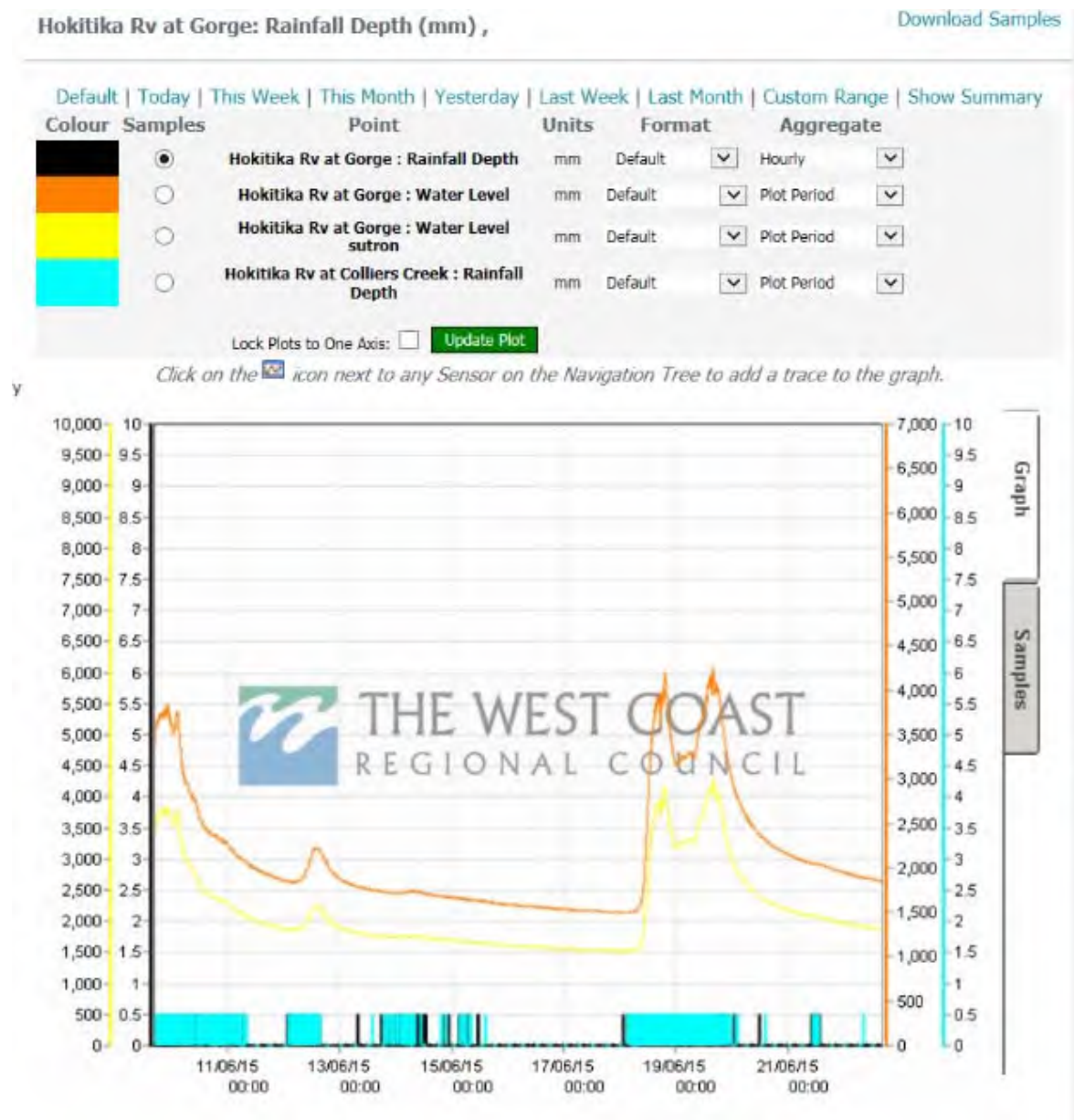


Figure 4-3 : Rainfall Data

Rainfall Event – 19 June 2015

Information received from Council and others is compiled below to describe the event of 19 June 2015.

B.1.1 Rainfall Data

Rainfall data provided by WCRC for the event of 19 June 2015 was checked and verified by MWH. The rainfall pattern and analysis is summarised below. **Figure 4-4**, provided by WCRC, shows the rainfall accumulated depth over time with the steepest curve indicating the highest rainfall intensity.

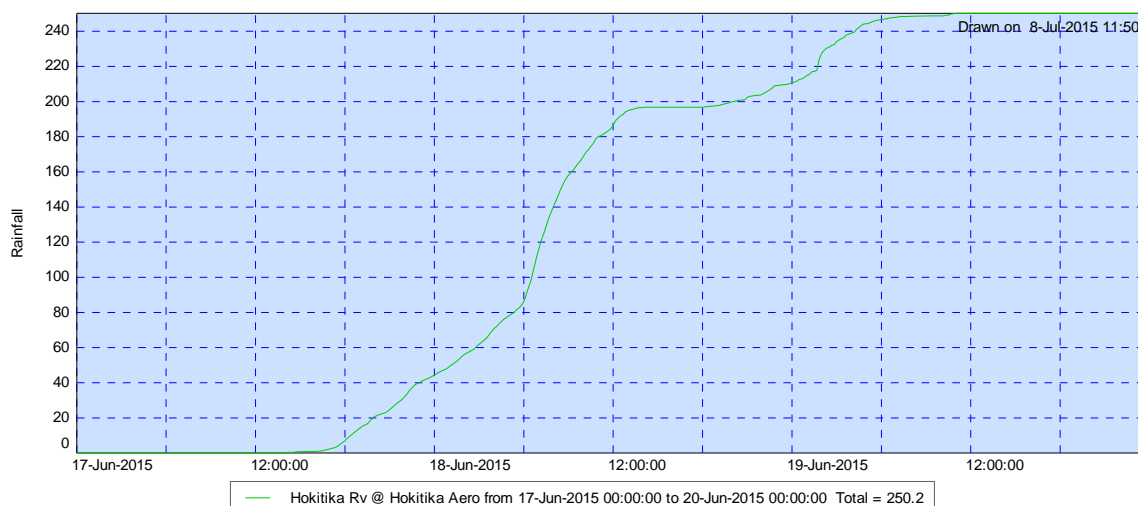


Figure 4-4 : Rainfall cumulative depth versus time 17-19 June 2015, Hokitika Aerodrome

The analysis of the rainfall event is shown in **Figure 4-5** and indicates return period magnitudes that occurred during the storm. The blue cells indicate what maximum rainfall depth occurred over the time period during the storm for different durations. The maximum depth is then matched to the return period likelihood as determined from the Hokitika Aerodrome rainfall record.

Considering **Figure 4-5** for example:

1. the peak 1 hour depth relates to a 10 year return period.
2. the peak 2 hour depth relates to a 20-50 year return period.
3. the peak 6 hour depth relates to a 100 year return period.
4. the peak 12 hour depth relates to a 50 year return period.
5. the peak 24 hour depth relates to a 50-100 year return period.
6. the peak 48 hour depth relates to a 100 year return period.

The table below shows the actual 18-19 June 2015 storm maximums in blue shading and the relevant estimated return period in yellow shading.

Source is K:\HILLTOP\Jun 2015 storm.hts
Rainfall at Hokitika Rv @ Hokitika Aero
From 17-Jun-2015 00:00:00 to 21-Jun-2015 21:30:00

ARI	10 min	20 min	30 min	1 hour	2 hour	3 hour	6 hour	12 hour	1 day	2 day	3 day
2 year	5.7	9.9	13.7	22.9	32.4		56.3	78.2	105.6	130.5	145.1
10 year	10.3	16.5	21.7	31.3	44.2		75.3	111.7	146	179.4	199.4
20 year	12.3	19.4	25.2	35	49.2		83.5	126.1	163.5	200.4	222.8
50 year	14.9	23.1	29.6	39.7	55.7		94.1	144.8	186	227.6	253
100 year	16.8	25.9	33	43.2	60.6		102	158.8	202.9	248	275.7
200 year	18.8	28.6	36.3	46.7	65.5		110	172.7	219.7	268.3	298.3
This data	6.2	12	17.4	30.6	53.8	72.2	101.8	146.2	196.6	250.2	250.8
Time (hours)	0.1666667	0.3333333	0.5	1	2	3	6	12	24	48	72

Figure 4-5 : Return period assessment table, Hokitika Aerodrome

B.1.2 Tide

The high tides occurred at midday and midnight over the rainfall event (refer to **Figure 4-7**). The most intensive rainfall occurred between 6am and midday on 18 June 2015 (refer to **Figure 4-4**) probably causing the most excess ponding in Hokitika due to the stormwater pump capacities being beaten. Then the rainfall reduced substantially after midday allowing pumps to catch up with demand and likely draining ponding areas. The tides were not excessively high or monthly maximums.

B.1.3 Catchment Runoff Coefficient

Rainfall records from Hokitika Aerodrome for the 3 months leading up to June 2015 show that total monthly rainfall depth was well above historical monthly averages. This indicates that the Hokitika catchment was more saturated than normal and would have meant that runoff flowed to the pump stations quickly. This is equivalent to increasing the Rational Method runoff coefficient for determining peak runoff, in the Building Code and WDC Engineering Code of Practice.

Rainfall (mm) at Hokitika AERO												
From 2-Dec-1963 08:59:50 to 25-Jun-2015 09:00:00												
Monthly totals	1964 to 2015											
Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2014	263.7	130.5	102.7	254.8	304.1	396.1	184.1	135.3	194.6	226.5	328	243.5
2015	126.9	169.6	343.8	414.4	311.7	451	?	?	?	?	?	?
Min.	63.8	30.9	40.1	80	84.9	78.2	27.9	63.2	94.6	107.8	42.6	89.8
Mean	243.2	178	214.3	237.1	241.8	245	216.3	230.2	259.1	277	241	269.8
Max.	588.1	357.9	430.3	540.8	501.3	469	430.8	514.3	642	515.2	487.8	455.8

Figure 4-6 : Monthly rainfall total depths, Hokitika Aerodrome (since 1964)

It is likely that pump station usage during March to June 2015 was higher than average but the critical aspect of rainfall is the intensity of the rainfall runoff generated and whether this exceeds the pumping capacities. No information on pump duty hours or maintenance concerns leading up to June 2015 are known.

Tide heights are given in metres from the mean level of the sea.

Graph

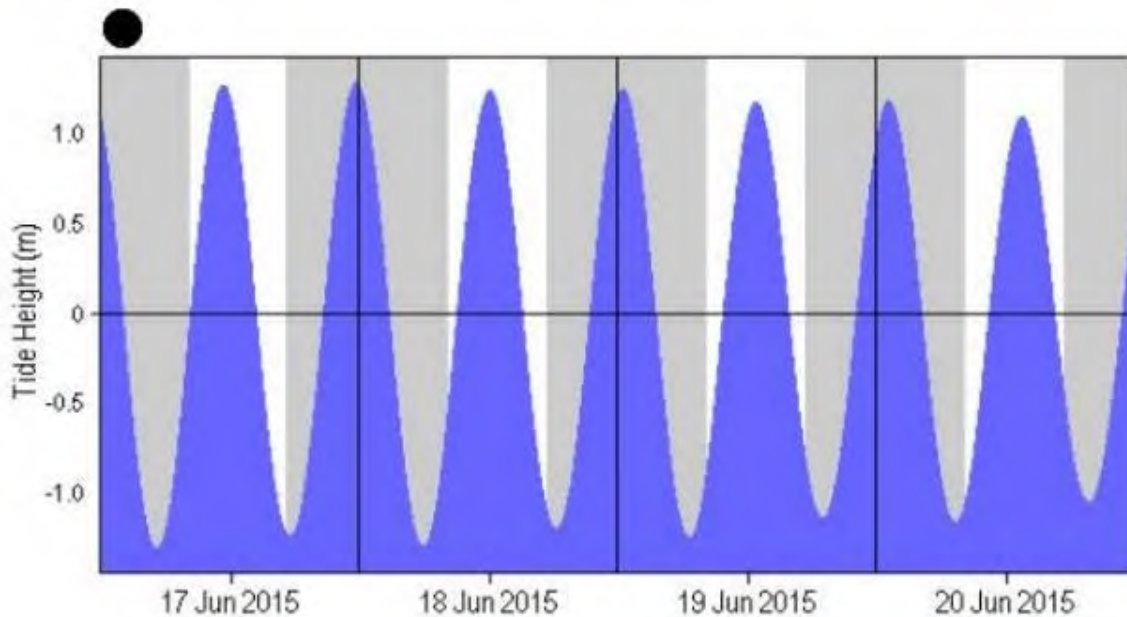


Figure 4-7 : NIWA Tide forecaster output for 17-20 June 2015 at Hokitika River bar.

B.1.4 River Level

The Hokitika River was not in a seriously flooded state, and was not a significant factor during the event.

B.1.5 Pump Station Notes

The Council pump maintenance contractor inspected the stormwater pump stations during the 18-19 June 2015 event and provided us with the following comments:

- *{pump contractor} patrolled up and down the floodwall checking the pump stations during the event, until 3.30 in the morning, to ensure they all operated as they should.*
- *A couple of the older pump stations went out on thermal overload during the event – cabinets too small and don't allow cooling. {Pump contractor} opened the doors to keep them going – whilst preventing rain entry. One cabinet upgrade (for proper cooling) had been completed just a couple of days prior to the event. This operated fine.*
- ***Bealey St** tripped out a number of times due to short circuits in the power supply (distribution was flooded).*
- ***Bealey St** had multiple start/stops (approx. 200 during the event), so likely there is some form of blockage in the line. WestRoads are in the process of investigating with cctv.*
- ***Sewell St** (one of the original 1970's p/stns) does not lift the water to discharge; the pump pushes down the pipe against a flap gate that would be submerged due to river level. He could hear cavitation, suggesting the impellor was spinning but not pushing ('heating the water').*
- *All pumps are on VSD control, **except Sewell St**.*
- *{Pump contractor's} observation was that all pumps and pump stations (**other than Sewell St**) were operating as he would expect them to.*
- *{Pump contractor} also noted that he lives near the flood wall, so often goes down during high rain/river events to check that the pumps are doing the right thing – so he has a good handle on how they work and the fact they do work correctly.*
- *{Pump contractor} thoughts are that the catchment has changed a lot over the last 20 years or so, with more open drains filled in and water directed into pipes. So more water getting into the pipe system a lot more quickly.*
- *His mother remembers in the 50's, prior to the flood wall being built, that river flood water would spill into the Livingstone St area, and flow down Weld St into town. Floods now are to do with catchment water.*

This commentary indicated that two pump stations (**Bealey Street and Sewell Street**) may not have been operating at optimum during the event.

Figure 4-8 below shows photographs of stormwater outfalls in the Hokitika River; gravity pipeline with flapgate on the left, Tancred St pump station twin discharge pipes on the right.



Figure 4-8 : Photographs - Stormwater Outfalls in Hokitika River

B.1.6 Notes on the Stormwater System

Notes supplied by Phil Pooley (WestRoads) on two separate conversations with MWH.

B.1.6.1 Tancred St

Tancred St is an area of interest as the lower Tancred St area near to the river reported widespread flooding during the storm event of 18-19 June 2015. Part of the issues faced in looking at this area was to clarify the pipeline network connectivity through discussions with WDC maintenance personnel. Important clarifications are listed here (refer to **Figure 4-9**):

- SWH43 used to have a pump lifting flow to SWH45 – it's not there now. Water flows by gravity from SWH43, to SWH45 to SWH46 to the Sewell p/stn.
- Phil noted SWH43 needs to head up a bit to flow forward to SWH45.
- There is no gravity discharge from SWH43 to the Hokitika River.
- SWH44 flows to the Tancred St pump station.
- #29 is the s/water pipe discharge to the river. #30 is the pumped higher level pumped discharge (2 x flapgated pipes – see photo below).
- S/water pipe outlet to river was submerged when inspection made.
- SWH36 is connected to the MH across the street SWH35.



Figure 4-9 : Stormwater manhole layout, Tancred St and Sewell St



Figure 4-10 : Tancred St pump station discharge outlets to Hokitika River

This information indicates that the lower Tancred St area is connected to drainage pipelines that outlet into the river at Sewell St, and in times of pumping, the Sewell St pump station services the Tancred St/Weld St block. It is likely that in the 18-19 June 2015 event, if the Sewell St pump station was having some interruptions then lower Tancred St was not able to drain. Another observation of the event is that the rainfall was heavy at times and long lasting, and the rainfall volume simply overloaded the pump capacity, with Tancred St being in one of the lower levels in Hokitika.

Comments from shop owner, Tancred St (on seaward side, between Weld and Hamilton):

- He arrived at 10pm, and was there till 2am.
- He watched the water rise and not seem to move away, so he went down to the Tancred pump station and could hear that the pumps were not running. This was confirmed when he looked out at the river; no water was coming out of the high lift pipes.
- He observed the water at its highest to be 100mm approx. over the centreline in front of his shop. Photo 3072 is looking from his shop across the street.
- He noted they were at the mercy of mechanical equipment, which was never perfect, but they had not been able to get clear answers from Council as to what had occurred that night. He had heard the pumps were overheating etc, but noted a feeling of helplessness knowing he observed the pumps not running, but they were being told everything was normal.
- He has been in that shop for 30 years and not had anything like this before.
- He noted 2 shops on his short section of street (café, jade shop) have still not opened!
- He noted the main thing going forward for him was assurance that this would not happen again.

B.1.6.2 Sewell St

The Sewell St pump station is not one of the agreed areas of interest in Hokitika but is the station that drains parts of lower Tancred St. Sewell St pump station is the oldest pump station in service and is a fixed speed operation.

- This pump station (1st photo below) has 2 chambers, with the stormwater pipe running through both on the way to the river outlet. There must be a flapgate on the pipe where this passes through the chamber wall. There is a flapgate on the river outlet. Outlet was submerged when I was there.
- When the level rises enough to start the pump, water is lifted over the chamber wall and discharged to the other side via 2 flapgated pipes (3rd photo below). It can then flow out through the main s/water pipe into the river.
- #28 (refer to Figure 4-9) is the s/water pipe discharge to the river. There is no other high level discharge.
- Phil noted Sewell St catchment goes all the way back to Seaview. It picks up open drains beside the railway line. He referred to it as a major artery. Refer to Figure 2-1, Catchment 23.
- Suggested instances of sounds occurring like cavitation during the storm event need to be treated with caution. It could be that the pump switch off level was set low and caused some air entrainment into the pump. The pump does not have a variable speed drive and entraining air may be as a result of operating near the lower level of the control range.
- To summarise, an unusual noise was reported during the flood event while the pumps were on duty and a further check of the operation of the pump station is recommended.

The photos in Figure 4-11 below show the Sewell St pump station; twin pump discharge outlets into a heading-up chamber over the gravity pipeline – forcing pumped discharge into the Hokitika River through the existing gravity stormwater main and relying on flapgates to prevent backflow



Figure 4-11 : Sewell St Pump Station – Photographs

A concluding comment at this point in the stormwater assessment is that the Sewell St pump station may be operating inefficiently if the unusual noises heard during duty mean anything substantial. Possibly a blockage in the gravity drainage may have reduced the capacity feeding the pump chamber.

The rainfall volume was most likely large enough to overwhelm the pump capacity and this caused flooding in Sewell St, Weld St, lower Tancred St and nearby low points.

Some investigation of the pump station operation and duty records during the event is recommended, including discussions with the on-site contractors during the storm event. It is understood that the Sewell St pump station has been allocated funding to undergo an upgrade within the next few years.

B.1.6.3 Bealey St

The Bealey St pump station is not one of the agreed areas of interest in Hokitika but was reported to be potentially malfunctioning during the storm event and the catchment area it serves included the Allen Bryant rest home in Bealey St which required emergency evacuation. The duty electricians during the event will have accurately identified electrical faults (tripping) due to water in the distribution and short circuiting. This may have caused periods of no pumping.

The multiple starts were described as numbering 200 over the course of the event. This would be 3 starts per hour spread over 72 hours or 4 starts per hour over 48 hours. During a large rainfall event the pumps would be ideally be operating continuously especially with a variable speed drive (VSD) that is moderating the pump capacity to match the inflow. A VSD pump system is used in situations where there is small storage volume such as within a pipe network, and the pump should not cycle too much.

This high start number may indicate an issue with the variable speed drive or perhaps low flows were reaching the pump station due to a blockage. This is worth further investigation as there was flooding experienced in the Bealey St catchment.

B.1.6.4 Livingstone St

Livingstone St is an area of interest regarding flooding. Comments from WDC are noted:

- *There is no MH at the Stafford St crossing of the pipes. There is a square chamber, the pipes connect there, but no lid at the surface.*
- *Phil noted this line extends to the foot of the hill behind the primary school, and is another major artery. (Refer to Figure 2-1, Catchment 2)*

The Livingstone St catchment area is 39 hectares and one the largest in Hokitika (refer to Figure 2-1 for catchments). Features of this stormwater drainage system are that low points in the terrain are dammed by the Livingstone St road formation and drainage relies upon the pipeline drainage capacity only. The system is gravity drainage only and the pipeline capacity will, by experience, be dependent upon river levels and typically only be sized for a 5 year capacity at best.

A check of the stormwater asset database indicates the catchment has only 1 sump per hectare on average, meaning that any surface water will take time to enter the pipeline network, leading to ponding.

B.1.6.5 Rolleston St

In 2012, MWH investigated the flooding issues at Rolleston St and specified a pump station to partly solve the flooding problem. At the time, it was noticed that the stormwater pipelines draining to the pump station at the river margin were a limiting constraint in the system. The gravity drainage capacity was not large enough to deliver stormwater to the pumps that met the pump capacity. Partly the issue is flat pipeline gradient but also the low point in the catchment is some 100m to 200m back along Rolleston St away from the river bank. When the stormwater pipeline is beaten in terms of capacity, excess water ponds around the low point with no secondary flowpath to the pump station or away from the low point.

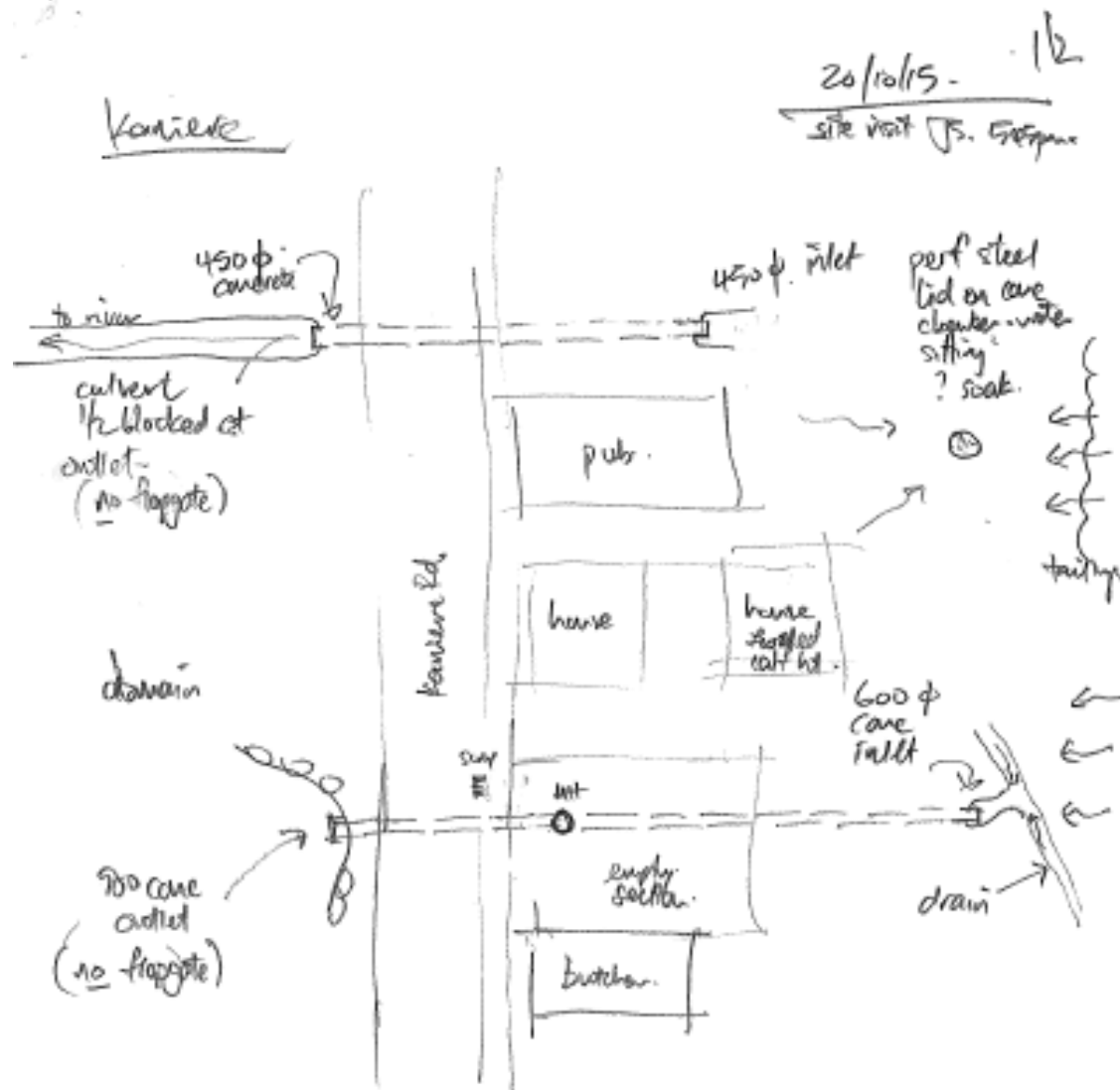
The 18 June 2015 event caused ponding at the low point and was captured in a photo posted on the stuff.co.nz website (Figure 4-12 below).

Rolleston St has a moderately sized catchment but contains a local low point for neighbouring catchments and could receive overflows from neighbouring catchments in the event of high rainfall intensity and low gravity drainage capacity.

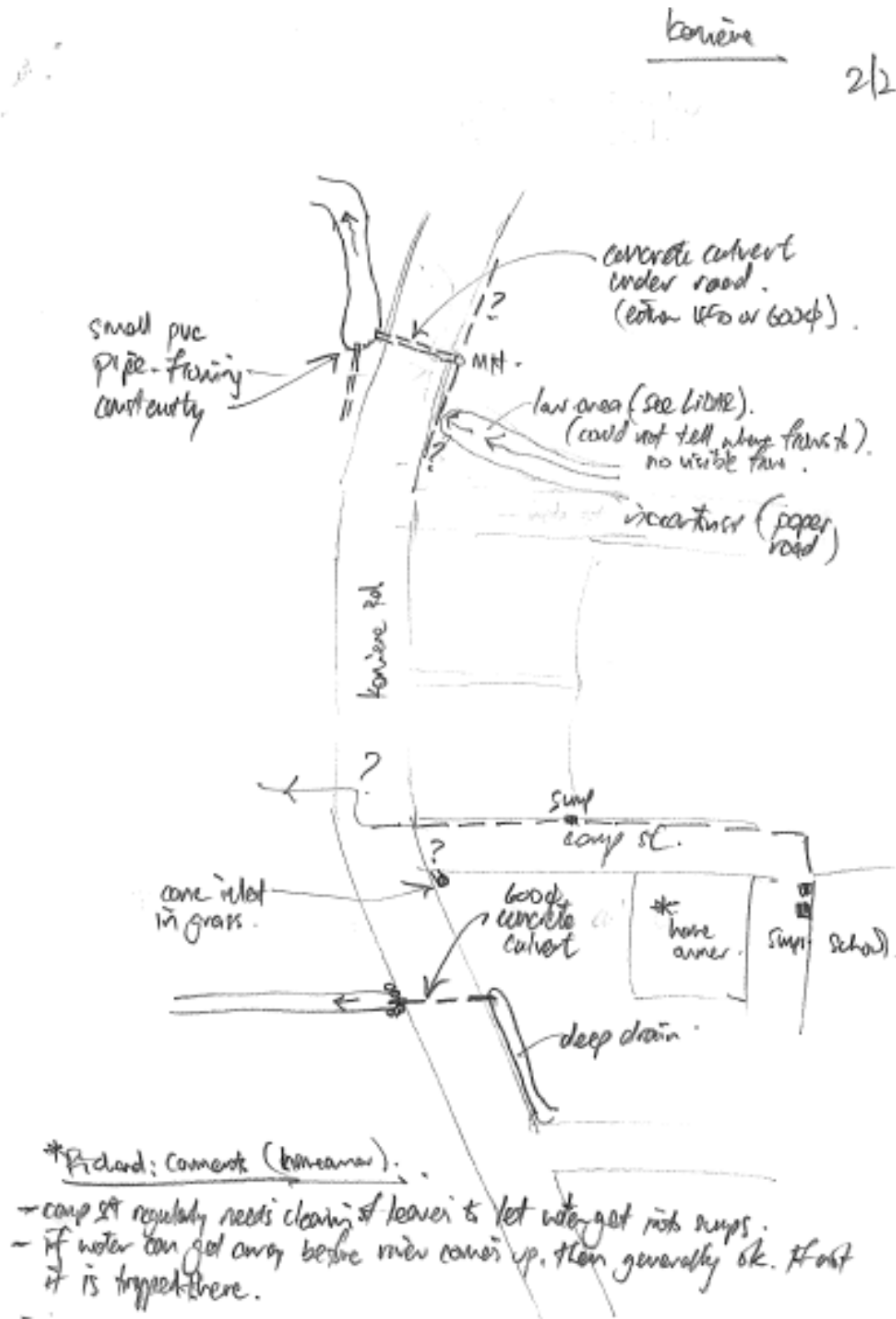


Figure 4-12 : Rolleston St flooding - June 2015 event

B.1.6.6 Kaniere Rd



- comments from occupier south side of pub (at back).
- 450 φ - water does not flow through it until it soak
 - 1800 mm pier allows river to flow up during river flood.
 - perforated steel lid chamber - easily overwhelmed by water



Appendix C Sump Capacity Assessment

Catchment Id	Name	Area_Ha	Sump_Count	Sump Capacity at 15l/s per sump (l/s)	Sump intensity (sumps per hectare)	Comment	C	1/360	I 50 (60min)	Peak Runoff (L/s)	Flooding (Y/N)
1		2.19	4	60	1.8		0.5	0.002778	39.7	121	Yes Likely
2	Livingstone Street	39.68	40	600	1.0	No PS	0.5	0.002778	39.7	2188	Yes Likely
3	Rolleston Street	12.73	36	540	2.8	PS	0.5	0.002778	39.7	702	Yes Likely
4	Tancred Street	20.32	47	705	2.3	PS	0.5	0.002778	39.7	1120	Yes Likely
5		14.05	41	615	2.9		0.5	0.002778	39.7	775	Yes Likely
6		3.89	12	180	3.1		0.5	0.002778	39.7	214	Yes Likely
7		0.61	0	0	0.0		0.5	0.002778	39.7	33	Yes Likely
8		0.21	1	15	4.9		0.5	0.002778	39.7	11	no
9		0.04	0	0	0.0		0.5	0.002778	39.7	2	Yes Likely
10		21.39	37	555	1.7		0.5	0.002778	39.7	1180	Yes Likely
11		2.24	5	75	2.2		0.5	0.002778	39.7	124	Yes Likely
12		0.65	1	15	1.5		0.5	0.002778	39.7	36	Yes Likely
13		10.52	19	285	1.8		0.5	0.002778	39.7	580	Yes Likely
14		5.83	17	255	2.9		0.5	0.002778	39.7	321	Yes Likely
15		2.18	6	90	2.8		0.5	0.002778	39.7	120	Yes Likely
16		12.96	19	285	1.5		0.5	0.002778	39.7	715	Yes Likely
17		44.78	111	1665	2.5		0.5	0.002778	39.7	2469	Yes Likely
18		2.07	11	165	5.3		0.5	0.002778	39.7	114	no
19		0.07	0	0	0.0		0.5	0.002778	39.7	4	Yes Likely
20		0.51	1	15	2.0		0.5	0.002778	39.7	28	Yes Likely
21		8.07	24	360	3.0		0.5	0.002778	39.7	445	Yes Likely
22		0.57	1	15	1.7		0.5	0.002778	39.7	32	Yes Likely
23		27.37	81	1215	3.0		0.5	0.002778	39.7	1509	Yes Likely
24	Tancred Street 2 (Weld St flooding area)	7.31	36	540	4.9	PS to Sewell St	0.5	0.002778	39.7	403	no
25		0.40	0	0	0.0		0.5	0.002778	39.7	22	Yes Likely
26		1.28	2	30	1.6		0.5	0.002778	39.7	71	Yes Likely
27		2.25	9	135	4.0		0.5	0.002778	39.7	124	no
28		0.28	2	30	7.2		0.5	0.002778	39.7	15	no
29		0.35	1	15	2.8		0.5	0.002778	39.7	19	Yes Likely
30		0.33	4	60	12.1		0.5	0.002778	39.7	18	no
31		0.22	1	15	4.5		0.5	0.002778	39.7	12	no
32		0.38	4	60	10.4		0.5	0.002778	39.7	21	no
33		0.56	1	15	1.8		0.5	0.002778	39.7	31	Yes Likely
34		2.30	6	90	2.6		0.5	0.002778	39.7	127	Yes Likely

Appendix D Tancred St Road Surface Overland Flow Capacity Assessment

A simple open channel hydraulics calculation was prepared in Bentley FlowMaster software using irregular cross sections. The cross section at Tancred St was taken from WDC LiDAR interrogation on the river side of Hamilton St intersection.

Model outputs indicate that under a hydraulic gradient of 1/600, the Tancred St cross section can pass 1000 litres/second at a depth of 0.20-0.25m which is the crown of the road.

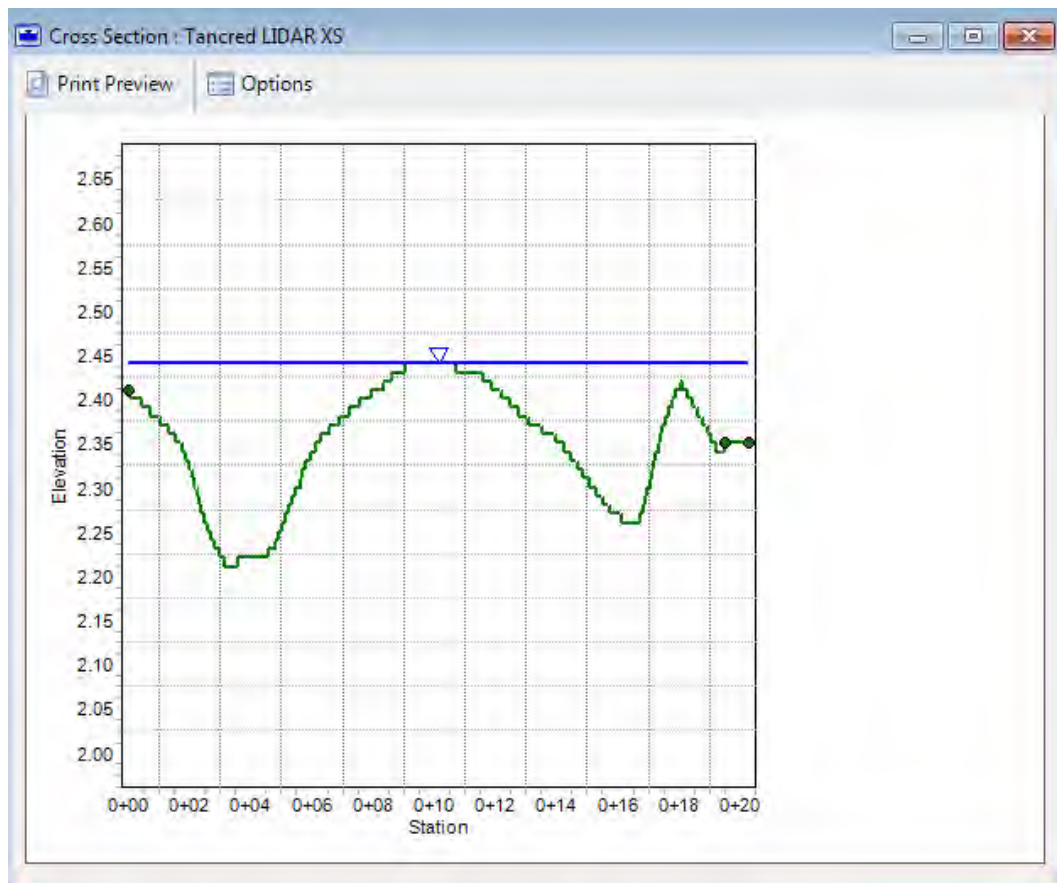


Figure 4-13 : FlowMaster Output: irregular cross section with water level depth 0.25m.

Worksheet: Tancred LIDAR XS

Uniform Flow | Gradually Varied Flow | Messages

Solve For: **Discharge** Friction Method: **Manning Formula**

Roughness Coefficient:	0.016	Flow Area:	1.86 m ²
Channel Slope:	0.00160 m/m	Wetted Perimeter:	20.33 m
Elevation:	2.44 m	Hydraulic Radius:	0.09 m
Elevation Range:	2.21 to 2.44 m	Top Width:	20.18 m
Discharge:	0.94 m ³ /s	Normal Depth:	0.23 m
		Critical Depth:	0.18 m
		Critical Slope:	0.00595 m/m
		Velocity:	0.51 m/s
		Velocity Head:	0.01 m
		Specific Energy:	0.24 m
		Froude Number:	0.53
		Flow Type:	Subcritical

Edit Section Options

Calculation Successful.

Figure 4-14 : FlowMaster Output: Input window

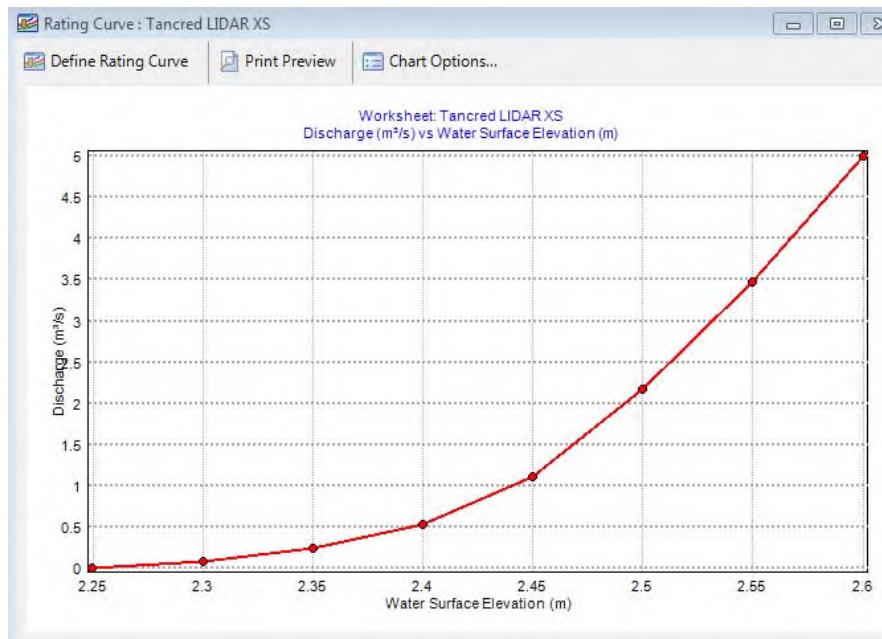
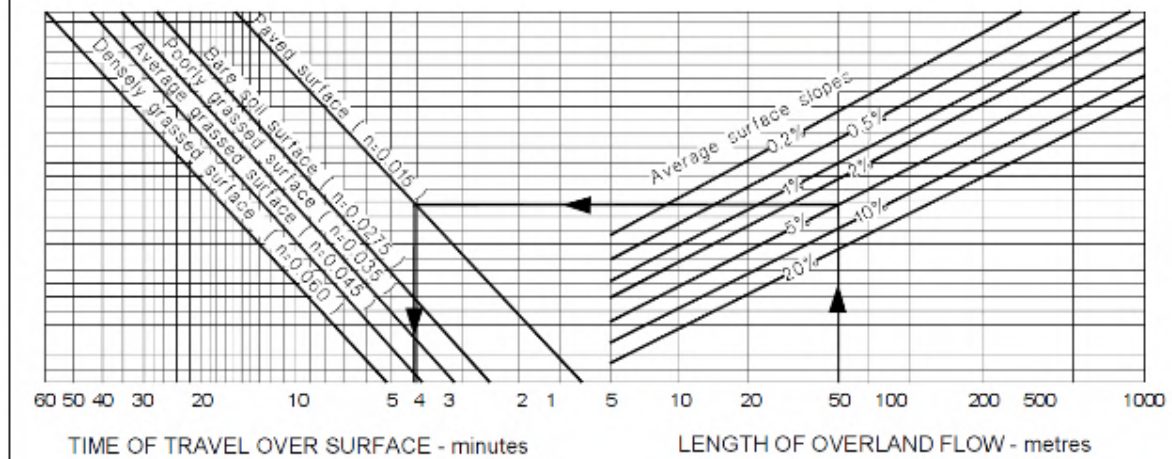


Figure 4-15 : FlowMaster Output: Rating Curve Discharge vs Elevation

Appendix E Technical Information

Figure 1: Times for Overland Flow
Paragraph 2.3.2 b) i)



Report



DATE: 26 November 2015

TO: Mayor and Councillors

FROM: Group Manager: District Assets

STATEMENT OF PROPOSAL FOR CONSULTATION – ADOPTION OF WESTLAND DISTRICT COUNCIL WATER SUPPLY BYLAW – 2015

1 SUMMARY

- 1.1 The purpose of this report is to seek Council approval for the Statement of Proposal for adoption of Westland District Council Water Supply Bylaw 2015 for consultation with the community.
- 1.2 This issue arises as a result of directive given by elected members to adopt a Water Bylaw to ensure effective delivery and management of Westland District Council Water Supply schemes.
- 1.3 Council seeks to meet its obligations under the Local Government Act 2002 and the achievement of the District Vision adopted by Council as part of the Long Term Plan 2015-25. These are stated on Page 2 of this agenda.
- 1.1 This report concludes by recommending that Council approves the Draft Water Bylaw 2015 in Appendix 2 and adopts the Statement of Proposal in **Appendix 1** for consultation as per the requirements of Section 82 and Section 83(1) (a) of the Local Government Act 2002.

2 BACKGROUND

- 2.1 Westland District Council does not have a current Water Bylaw.
- 2.2 In the absence of any Water Bylaw Council is unable to address any anomalies or issues arising in day to day operations of these Water Supplies. These include, but not limited to infringements related to Water Offences, standardising any water connections, requirements related to minimum fire flows required for any connection, and protection of water supplies e.g. backflow prevention.

- 2.3 Requests and representation from local communities have been made to Council to address non-accounted water connections.
- 2.5 Section 146(b)(ii) of the Local Government Act 2002 provides for a territorial authority to make bylaws for its district for the purposes of managing, regulating against, or protecting from, damage, misuse, or loss, or for preventing the use of, the land, structures, or infrastructure associated with water supply.

3 CURRENT SITUATION

- 3.1 Council manages nine (9) water supplies that are all 'on-demand' supplies with no restrictions to their delivery.
- 3.2 There are currently no adopted procedures to manage and protect the water supply networks and to define the point of supply to customers.
- 3.3 To ensure that best public health risk management process is followed the adoption of a formal process is required and a Water Bylaw satisfies this requirement.
- 3.4 A Statement of Proposal including a copy of Draft Water Bylaw 2015 for Westland District is attached in **Appendix 1 and Appendix 2** respectively.

4 OPTIONS

- 4.1 **Option 1:** Adopt a new Water Supply Bylaw

Council adopts the Statement of Proposal for consultation under special consultative procedure in accordance with Section 82 and Section 83 of the Local Government Act.

- 4.2 **Option 2:** Status Quo / Not have a Water Supply Bylaw

Council rejects the Statement of Proposal for consultation and does not adopt a Water Bylaw.

5 SIGNIFICANCE AND ENGAGEMENT

- 5.1 In accordance with Council policy on significance this matter is considered to be of high significance for the following reasons:

5.1.1 Involves Council Strategic assets – i.e. Water Supplies.

- 5.2 The adoption of a bylaw under the Local Government Act requires a special consultative procedure. A statement of proposal is included in **Appendix 1**.

6 ASSESSMENT OF OPTIONS (INCLUDING FINANCIAL IMPLICATIONS)

6.1 Option 1: Adopt a new Water Supply Bylaw

Council adopts the Statement of Proposal for consultation under special consultative procedure in accordance with Section 82 and Section 83 of the Local Government Act.

This is **THE PREFERRED** option. The advantages are:

- a. Adopting a Water Supply Bylaw enables the Council to protect the quality of the urban water supply. Activities which have potential to impact on the water supply are most effectively addressed through bylaw provisions, including:
 - i. access to the supply via fire hydrants
 - ii. below ground excavations near the water supply network
 - iii. activities in the water supply catchments, including washing or bathing, or depositing refuse or waste material, or spillages which could compromise the water supply
- b. The draft bylaw includes provisions related to the supply and metering of water, and the ability to charge for the availability and supply of water to premises. It establishes terms and conditions for connection to the water supply system, including the customer's agreement to pay for the supply of water in accordance with the Council's schedule of rates and charges. These provisions, and the water usage restrictions (if any) in the bylaw, enable the Council to manage demand for water, and to restrict supply during water shortages or in emergencies.
- c. The draft bylaw also includes provisions related to connections to the water supply system. It sets out that the Council is not responsible for supplying water at any particular rate of flow or pressure and is not responsible for any loss, damage or inconvenience that may arise as a

result of any interruption in the supply of water. This avoids liability issues.

There are minor financial implications, however the benefits of adopting a Water Bylaw will outweigh these costs.

6.2 **Option 2:** Council rejects the Statement of Proposal for consultation.

This option will retain Status quo. However if Council opts to choose this option disadvantages are:

- a. Council officers will continue to have limited empowerment to protect and manage Westland District Council water supplies

7 **PREFERRED OPTION(S) AND REASONS**

7.1 Option 4.1 is the preferred option.

7.2 The Draft Bylaw is appropriate as the content is based on demonstrated knowledge of current issues, and empowers council officers to manage the water supplies.

7.3 The adoption of a Water Bylaw represents and encourages good practice.

8 **RECOMMENDATION(S)**

8.1 **THAT** Council adopts the Statement of Proposal in **Appendix 1** for consultation as per the requirements of Section 82 of the Local Government Act 2002, and

8.2 **THAT** Council approves the proposed Westland District Council Water Bylaw 2015 in Appendix 2 as draft for public consultation.

Vivek Goel

Group Manager: District Assets

Appendix 1: Statement of Proposal to adopt Westland District Council Water Supply Bylaw 2015

Appendix 2: Westland District Council - Draft Water Supply Bylaw 2015



Proposal to Adopt a Westland District Council Water Supply Bylaw

November 2015

**This document constitutes the Statement of Proposal for the purposes of
Section 83(1)(a) of the Local Government Act 2002.**

1. Introduction

- a. Westland District Council does not have a current Water Bylaw
- b. The proposed Water Supply Bylaw 2015 has been prepared under the Local Government Act 2002, sections 145 (b) and 146 (b) (ii) for the purpose of managing Council's water supply network and regulating against damage, misuse, or loss
- c. Adopting a water supply bylaw will enable the Council to continue to control customer activities which have the potential to impact on the water supply network.
- d. The draft bylaw is attached to this Statement of Proposal.

2. Proposal

- a. Council proposes to adopt a new Westland District Council Water Supply Bylaw 2015.
- b. In accordance with section 86(2) of the Local Government Act 2002, when adopting a bylaw the Council is required to include the following in the Statement of Proposal:
 - i. A draft of the bylaw proposed to be made;
 - ii. A statement that the existing bylaw is to be revoked;
 - iii. The reasons for the proposal; and
 - iv. A report of any relevant determinations by Council under section 155 of the Local Government Act 2002.

3. Reasons for the proposal to adopt a Water Supply Bylaw

- a. Adopting a Water Supply Bylaw enables the Council to protect the quality of the urban water supply. Activities which have potential to impact on the water supply are most effectively addressed through bylaw provisions, including:
 - i. - access to the supply via fire hydrants
 - ii. - below ground excavations near the water supply network
 - iii. - activities in the water supply catchments, including washing or bathing, or depositing refuse or waste material, or spillages which could compromise the water supply.
- b. The draft bylaw also includes provisions related to the supply and metering of water, and the ability to charge for the availability and supply of water to premises. It establishes terms and conditions for connection to the water supply system, including the customer's agreement to pay for the supply of water in accordance with the Council's schedule of rates and charges. These provisions, and the water usage restrictions (if any) in the bylaw, enable the Council to manage demand for water, and to restrict supply during water shortages or in emergencies.
- c. The draft bylaw also includes provisions related to connections to the water supply system. It sets out that the Council is not responsible for supplying

water at any particular rate of flow or pressure and is not responsible for any loss, damage or inconvenience that may arise as a result of any interruption in the supply of water. This avoids liability issues.

- d. It is an offence against this bylaw to interfere with the water supply network either directly or indirectly, or to waste water. This helps the Council to protect the quality and quantity of the urban water supply.
- e. Where breaches of the bylaw occur, Council can restrict or disconnect (with minor exception) the water supply, and can also prosecute any person offending against the bylaw.

4. Issues and Options

- a. In developing a draft Water Supply Bylaw, the Council considered how best to address the issues identified in section 3 of this Statement of Proposal.

- i. Option A – Adopt a new Water Supply Bylaw

Council's preferred option is to adopt a new Water Supply Bylaw. The draft bylaw is attached to this Statement of Proposal.

- ii. Option B – Status Quo / Not have a Water Supply Bylaw

Another option is to not have a water supply bylaw. This option is the least acceptable because it removes the Council's ability to regulate activities that could impact on the quality and quantity of the urban water supply.

5. Ability to make bylaws related to Water Supply

- a. Section 146(b)(ii) of the Local Government Act 2002 provides for a territorial authority to make bylaws for its district for the purposes of managing, regulating against, or protecting from, damage, misuse, or loss, or for preventing the use of, the land, structures, or infrastructure associated with water supply.

6. Section 155 of the Local Government Act 2002

- a. Section 155 (1) of the Local Government Act 2002 requires a local authority to determine whether a bylaw is the most appropriate way of addressing a perceived problem.
- b. It is not a legal requirement to have a water supply bylaw. However, as outlined in section 3 of this Statement of Proposal, there are a number of potential risks to the water supply system which are most appropriately addressed through a bylaw.
- c. The bylaw regulates activities which pose a risk to the quality of the water supply. Managing water demand helps the Council to meet the conditions of the resource consents to take water from the approved sources/intakes/rivers.
- d. Section 155 (2) states that if a local authority has determined that a bylaw is the most appropriate way of addressing the perceived problem, it must, before making the bylaw, determine whether the proposed bylaw –
 - i. Is the most appropriate form of bylaw, and

- ii. Gives rise to any implications under the New Zealand Bill of Rights.
- e. The draft Water Supply Bylaw 2015 is the most appropriate form of bylaw because it meets the following tests:
 - i. It is authorised by statutory authority under section 146(b)(ii) of the Local Government Act 2002
 - ii. It is not repugnant to the general laws of New Zealand
 - iii. The bylaw is certain and provides clear direction
 - iv. The bylaw is reasonable
 - v. The bylaw is not overly restrictive, onerous on any person, or impractical.

7. Does the Proposed Bylaw give rise to any implication under the New Zealand Bill of Rights Act 1990

- a. Part 2 of the New Zealand Bill Of Rights Act (the “Act”) sets out 20 rights that are affirmed and protected, subject to “such reasonable limits prescribed by law as can be demonstrably justified in a free and democratic society” (section 5 of the Act).
- b. The proposed bylaw is not inconsistent with the New Zealand Bill of Rights Act 1990 as it only seeks to impose justifiable and reasonable limitations on persons in the interests of environmental quality and public health and safety.
- c. It is intended that the proposed Bylaw will be monitored and enforced by Council Officers.

8. Related Documents

- a. A copy of the Westland District Council Draft Water Supply Bylaw is attached to this proposal.

9. Proposed Consultation

Council will be undertaking consultation in a two-tier manner.

- 1. In order to alert persons of the District to the proposed Bylaw and to this Statement of Proposal, public notices will be inserted in local newspapers, information will be included on the Council website, electronic newsletter and advertising will occur on two local radio stations.

Two public information sessions will be advertised and held:

4.30pm Thursday 7 January 2016

4.30pm Tuesday 12 January 2016

- 2. Council will, in addition, write to customers that are likely to be affected financially by the introduction of the proposed bylaw.

Making a submission

Those that wish to discuss the proposed bylaw are invited to contact the Councils Customer Service Centre and/or to attend a public information session. The officer for enquiries is David Inwood, Operations Manager, phone 03 756 9010

Formal submissions on the proposed bylaw must be in writing and will be taken from 7th December 2015 until 29th January 2016. Submitters must advise if they wish to be heard by the Council in support of their submission. If a hearing is necessary it will be held in February 2016.

Please submit your feedback to Council by:

- ☐ Delivery to the Customer Service Centre, 36 Weld Street, Hokitika.
- ☐ Post to the Operations Manager, Westland District Council, Private Bag 704, Hokitika 7842.
- ☐ Email to bylaw@westlanddc.govt.nz

WESTLAND DISTRICT COUNCIL WATER SUPPLY BYLAW 2015

Working Draft rev 1.1

Based on NZS 9201:Part 7:2007
Model General Bylaws
Part 7 – Water supply

Prepared for Westland District Council
October 2015

1 Title

A Bylaw of the Westland District Council by way of Special Order pursuant to the provisions of the Local Government Act 2002 and all other Acts, powers and authorities enabling it in that behalf to make a Bylaw to be known as the Westland District Council Water Supply Bylaw 2015.

2 Commencement

This Bylaw shall come into force on the XX day of March 2016

3 Repeal

As from the day this Bylaw comes into force, any previous water supply bylaw or parts of any water supply bylaw and their amendments in force in the Westland District (including the former local authorities that now comprise the Westland District Council) shall be repealed.

4 Application of Bylaw

This Bylaw shall apply to properties within serviced areas administered by the Westland District Council.

5 Scope

This Bylaw is made under the authority of the Local Government Act 2002 for the supply of water to its customers by the Westland District Council. The supply and sale of water by the Westland District Council is subject to:

(a) Statutory Acts and Regulations

- (i) Building Act 2004
- (ii) Fire Service Act 1975
- (iii) Health Act 1956
- (iv) Local Government Act 2002
- (v) Local Government (Rating) Act 2002
- (vi) Resource Management Act 1991
- (vii) Water Supplies Protection Regulations 1961 (possibly subject to repeal)
- (viii) Civil Defence and Emergency Management Act 2002; and

(b) Relevant Codes and Standards

- (i) Drinking Water Standards for New Zealand 2005 (Revised 2008)
- (ii) BS EN 14154-3:2005 Water meters. Test methods and equipment.
- (iii) SNZ PAS 4509 :2003 New Zealand Fire Service firefighting water supplies code of practice
- (iv) NZWWA Backflow Code of Practice 2006
- (v) NZWWA Water Meter Code of Practice 2003
- (vi) Westland District Council Bylaws and Codes of Practice.

6 Interpretation

When interpreting this Bylaw use the definitions set out in section 7 unless the context requires otherwise. If you see a reference to a repealed enactment read that as a reference to its replacement.

For the purpose of this Bylaw, the word 'shall' refers to practices that are mandatory for compliance with this Bylaw, while the word 'should' refers to practices that are advised or recommended.

7 Definitions

For the purpose of this Bylaw, unless inconsistent with the context, the following definitions apply:

Approved	Approved in writing by the Council, either by resolution of the Council or by any authorised officer of the Council
Backflow	The unplanned reversal of flow of water or mixtures of water and contaminants into the water supply system
Council	The Westland District Council or any officer authorised to exercise the authority of the Council
Customer	A person who uses, or has obtained the right to use or direct the manner of use of, water supplied by the Council
Detector check valve	A check (non-return) valve which has a positive closing pressure and a metered bypass to measure flows typically associated with leakage or unauthorised use on a dedicated fire supply
Extraordinary supply	A category of on demand supply including all purposes for which water is supplied other than ordinary supply and which may be subject to specific conditions and limitations
Fees and charges	The list of items, terms, and prices for services associated with the supply of water as adopted by the Council in accordance with the LGA 2002 and the Local Government (Rating) Act 2002
Level of service	The measurable performance standards on which the Council undertakes to supply water to its customers
On demand supply	A supply which is available on demand directly the point of supply subject to the agreed level of service
Ordinary supply	A category of on demand supply used solely for domestic purposes
Person	A natural person, corporation sole or a body of persons whether corporate or otherwise
Point of supply	The point on the water pipe leading from the water main to the premises, which marks the boundary of responsibility between the customer and the Council, irrespective of property boundaries
Potable	As defined in section 69G of the Health Act 1956 [<i>subject to enactment of the Health (Drinking Water) Amendment Bill 2006</i>]

Premises	<p>Premises include the following:</p> <ul style="list-style-type: none"> (a) A property or allotment which is held under a separate certificate of title or for which a separate certificate of title may be issued and in respect to which a building consent has been or may be issued; or (b) A building or part of a building that has been defined as an individual unit by a cross-lease, unit title or company lease and for which a certificate of title is available; or (c) Land held in public ownership (e.g. reserve) for a particular purpose.
Public Notice	As defined in the Local Government Act 2002
Ranger	A person responsible for the management of a Council controlled catchment area or water reserve
Restricted flow supply	A type of water supply connection where a small flow is supplied through a flow control device, and storage is provided by the customer to cater for the customer's demand fluctuations
Restrictor	A flow control device fitted to the service pipe to limit the flow rate of water to a customer's premises
Roading authority	A territorial authority or the New Zealand Transport Agency
Rural water supply area	An area formally designated by Council as an area serviced by a reticulated water supply system that is intended to supply water for specified purposes via restricted flow supplies and/or on demand supplies but not necessarily with a firefighting capability
Service pipe	The section of water pipe between a water main and the point of supply.
Service value (Toby)	The valve at the customer end of the service pipe
Storage tank	Any tank having a free water surface
Supply pipe	The section of pipe between the point of supply and the customer's premises through which water is conveyed to the premises
Urban water supply area	An area formally designated by a Council as an area serviced by a reticulated water supply system with a firefighting capability, that is intended to supply water to customers via on demand supplies
Water supply system	<p>All those components of the network between the point of abstraction from the natural environment and the point of supply. This includes but is not limited to: wells, infiltration galleries, intake structures, open raw water storage ponds/lakes, falling mains, treatment plants, treated water reservoirs, trunk mains, service mains, rider mains, pump stations and pumps, valves, hydrants, scour lines, service pipes, boundary assemblies, meters, backflow prevention devices and tobies</p>
Water unit	The basis of measurement for a restricted flow supply prescribed by Council

8 Protection of Water Supply

8.1 Water supply system

8.1.1 Access to system

No person other than the Council and its authorised agents shall have access to any part of the water supply system, except to connect to the point of supply, subject to 9.1, and to operate the service valve.

8.1.2 No person to connect to, or interfere with a water supply system

Except as set out in 8.1.1, 8.1.3 and 8.1.4, no person shall make any connection to, or otherwise interfere with, any part of the water supply system.

8.1.3 Fire hydrants

Only the attending Fire Service/s shall gain access to, and draw water from fire hydrants for the purpose of fighting fires, training, and testing.

NOTE - Use of the fire hydrants by untrained personnel can result in damage to the water supply system

8.1.4 Other uses

The right to gain access to, and draw water from the water supply for uses other than firefighting (for example, flow testing or pipe flushing) shall be restricted to:

- (a) The Council or its agents;
- (b) Permit holders, being those persons who after having submitted an application to the Council are subsequently approved to draw water from fire hydrants or tanker filling points. Such permits shall be valid only so long as the permit holder complies with the conditions endorsed on the permit. Without prejudice to other remedies available, the Council may remove and hold any equipment used by an offender to gain access to, or draw water from a fire hydrant, and assess and recover the value of water drawn without authorisation and any other associated costs.

8.1.5 Working around buried services

The Council shall keep accurate permanent records ('as-builts') of the location of its buried services. This information shall be available for inspection at no cost to users. Charges may be levied to cover the costs of providing copies of this information.

Any person proposing to carry out excavation work shall view the as-built information to establish whether or not Council services are located in the vicinity. At least five working days notice in writing shall be given to the Council of an intention to excavate in the vicinity of its services. Where appropriate the Council shall mark out to within ± 0.5 m on the ground the location of its services, and nominate in writing any restrictions on the work it considers necessary to protect its services. The Council may charge for this service.

When excavating and working around buried services due care shall be taken to ensure the services are not damaged, and that bedding and backfill are reinstated in accordance with the appropriate Council specification.

Any damage which occurs to a Council service shall be reported to the Council immediately. The person causing the damage shall reimburse the Council with all costs associated with repairing the damaged service, and any other costs the Council incurs as a result of the incident.

NOTE – Excavation within roadways is also subject to the permit process of the appropriate roading authority.

8.2 Protection of water source

8.2.1 Spillages and adverse events

In the event of any adverse event which may compromise potable water or the water supply system, the person responsible for the event shall advise the Council and West Coast Regional Council immediately. This requirement shall be in addition to those other notification procedures which are required for other authorities.

Where the customer of a premise allows or permits any items that may potentially contaminate or leach into the water supply, or accumulate on any premises contained within the catchment, the Council may request the owner, occupier, or both to remove the items.

If the items are not removed within the period specified, Council or its authorised agents may remove the items and recover the costs of doing so from the owner or occupier, or both.

9 Conditions of Supply

9.1 Application for supply

9.1.1 Initial application

Every application for a supply of water shall be made in writing on the standard Council form accompanied by the prescribed charges. The applicant shall provide all the details required by the Council.

On receipt of an application the Council shall, after consideration of the matters in 9.4 and 9.5, either:

- (a) Approve the application and inform the applicant of the type of supply, the level of service, the size of the connection and any particular conditions applicable; or
- (b) Refuse the application and notify the applicant of the decision giving the reasons for refusal.

For the agreed level of service to the applicant, the Council should determine the sizes of all pipes, fittings and any other equipment, up to the point of supply. The Council shall supply and install the service pipe up to the point of supply at the applicant's cost or may allow the supply and installation of the service pipe to be carried out by approved contractors.

The applicant shall have the authority to act on behalf of the owner of the premises for which the supply is sought, and shall produce written evidence of this if required.

An approved application for supply which has not been actioned within six months of the date of application will lapse unless a time extension has been approved. Any refund of fees and charges shall be at the discretion of the Council.

9.1.2 Change in use

Where a customer seeks a change in the level of service or end use of water supplied to premises, and/or the supply changes from an ordinary to an extraordinary type (see 9.4) or vice versa, a new application for supply shall be submitted by the customer.

9.1.3 Prescribed charges

Charges applicable at the time of connection may include:

- (a) Payment to the Council for the cost of the physical works required to provide the connection;
- (b) A development contribution charge determined in accordance with the Local Government Act 2002;

- (c) A financial contribution charge determined in accordance with the Resource Management Act 1991.

9.2 Point of supply

9.2.1 Responsibility for maintenance

The Council shall own and maintain the service pipe and fittings up the point of supply. The customer shall own and maintain the supply pipe beyond the point of supply.

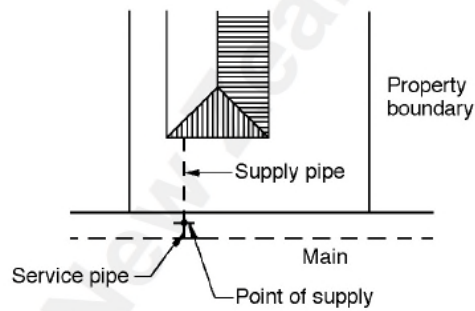
9.2.2 Single ownership

For individual customers the point of supply shall be located as shown in Figure 1, or as close as possible where fences, walls, or other permanent structures make it difficult to locate it at the required position. Other positions shall require specific approval.

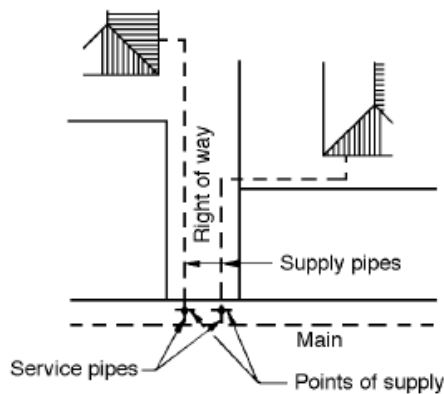
For each individual customer there shall be only one point of supply, unless otherwise approved.

The typical layout at a point of supply is shown in Figure 2 for metered and unmetered supplies.

The Council gives no guarantee of the serviceability of the valve located on the service pipe. Where there is no customer stopcock, or where maintenance is required between the service valve and the customer stopcock, the customer may use the service valve to isolate the supply. However the Council reserves the right to charge for maintenance of this valve if damaged by such customer use.



**Point of supply outside property boundary
With Street Frontage**



**Point of supply outside property boundary
Rear lots on right of way**

Figure 1 – Point of supply location – Individual customers

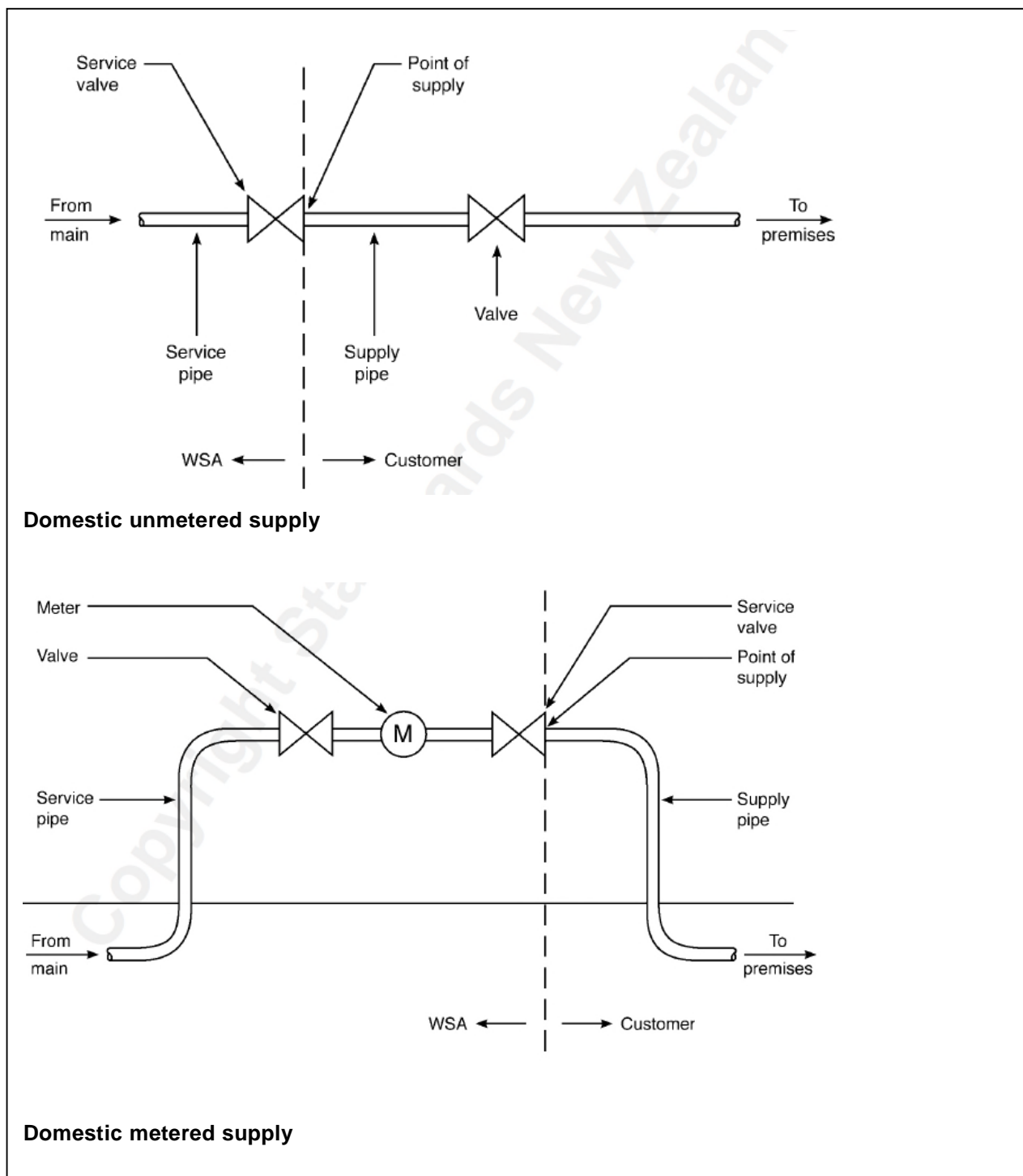


Figure 2 – Typical layout at point of supply

9.2.3 Multiple ownership

The point of supply for the different forms of multiple ownership of premises and/or land shall be:

- (a) For Company Share/Block Scheme (Body Corporate) - as for single ownership;
- (b) For Leasehold/Tenancy in Common Scheme (Cross Lease), Strata Title, Unit Title (Body Corporate) and any other form of multiple ownership - each customer shall have an individual supply with the point of supply determined by agreement with the Council. In specific cases other arrangements may be acceptable, subject to individual approval.

For a multiple ownership supply which was in existence prior to the coming into effect of this Bylaw, the point of supply shall be the arrangement existing at that time, or as determined by agreement with the Council for any individual case.

9.3 Access to, and about point of supply

9.3.1 Rights of access

Where the point of supply is on private property the customer shall allow the Council access to, and about the point of supply between 7.30 am and 6 pm on any day for:

- (a) Meter reading without notice; or
- (b) Checking, testing and maintenance work with notice being given whenever possible.

Outside these hours (such as for night time leak detection) the Council shall give notice to the customer.

Where access is not made available for any of the above times and a return visit is required by the Council, a rate may be charged as for 'meter reading by appointment'.

Under emergency conditions the customer shall allow the Council free access to, and about the point of supply at any hour.

9.3.2 Maintenance of access

The customer shall maintain the area in and around the point of supply keeping it free of soil, growth, or other matter or obstruction which prevents, or is likely to prevent convenient access.

9.4 Types of supply

9.4.1 General

Supplies shall be classified as either 'on demand' or 'restricted flow' and the use of water from the supply shall be either 'ordinary' or 'extraordinary'.

9.4.2 On demand supply

Every premises shall be entitled to an ordinary supply of water subject to the following conditions :

- (a) The premises lying within an [urban/rural] water supply area if such an area has been constituted by the Westland District Council ;
- (b) The exclusion of its use for garden watering under any restrictions made by the Council under 9.7.3;
- (c) Payment of the appropriate charges in respect of that property;
- (d) Any other charges or costs associated with subdivisional development; and
- (e) Any other relevant conditions in section 9 of this Bylaw.

The Council shall be under no obligation to provide an extraordinary supply of water (see also the provisions of 9.7 and 9.9.2).

9.4.3 Restricted flow supply

Restricted flow supply shall be available to premises within a designated area only, or under special conditions set by the Council.

The water supply shall be restricted so as to deliver the agreed number of water units at a steady flow rate.

The Council shall charge for the restricted flow supply by either:

- (a) The volume passing through a meter; or
- (b) The agreed number of water units.

9.4.4 Ordinary use

Ordinary use is for domestic purposes (which may include use in a fire sprinkler system to NZS 4517) and shall include:

- (a) Washing down a car, boat, or similar;
- (b) Garden watering by hand;
- (c) Garden watering by a portable sprinkler (subject to the provisions of 9.7.3);
- (d) Irrigation systems for gardens and lawns, both fixed and portable, subject to the provisions 9.7.3

NOTE - For use from a fire protection system to NZS 4517 to be classified as an ordinary use, the customer should comply with the conditions set under 9.9 .1.

9.4.5 Extraordinary use

Extraordinary use includes:

- (a) Domestic - spa or swimming pool in excess of 10 m3 capacity, fixed garden irrigation systems;
- (b) Commercial and business;
- (c) Industrial;
- (d) Agricultural ;
- (e) Horticultural;
- (f) Viticultural;
- (g) Lifestyle blocks (peri-urban or small rural residential);
- (h) Fire protection systems other than sprinkler systems installed to comply with NZS 4517;
- (i) Out of district (supply to, or within another local authority);
- (j) Temporary supply;
- (k) Stock Water

9.5 Metering

An ordinary use of water shall not normally be metered (subject to the Council reserving the right to fit a meter and charge where it considers water use is excessive, or for a meter to be fitted at the customer's request), and the cost of such use shall be as prescribed in the Local Government (Rating) act 2002, sections 9, 15 to 19, and sections 101 to 103.

An extraordinary use shall normally be metered and charged for in accordance with 9.15. Where the extraordinary use is for fire protection only, this supply shall not normally be metered.

9.6 Level of service

The Council shall provide water in accordance with the level of service contained in the Long Term Plan. For those periods where the level of service allows non-compliance with the specified value(s), the Council should make every reasonable attempt to achieve the specified value(s).

9.7 Continuity of supply

9.7.1 Supply

Due to practical and physical limitations the Council cannot guarantee an uninterrupted or constant supply of water in all circumstances, or the continuous maintenance of any particular pressure, but shall do its best to meet the continuity of supply levels of 9.6, subject to the exemptions contained in 9.7.3 and 9.7.4.

Where works of a permanent or temporary nature are planned which will affect an existing supply, the Council shall consult with, or inform or give notice to all known customers likely to be substantially affected.

9.7.2 Uninterrupted service

If a customer has a particular requirement for an uninterrupted level of service (flow, pressure, or quality), it shall be the responsibility of that customer to provide any storage, back-up facilities, or equipment necessary to provide that level of service.

9.7.3 Demand management

The customer shall comply with any restrictions which may be approved by the Council to manage high seasonal or other demands. Such restrictions shall be advised by public notice.

Even when such restrictions apply the Council shall take all practicable steps to ensure that an adequate supply for domestic purposes is provided to each point of supply.

9.7.4 Emergency restrictions

During an emergency the Council may restrict or prohibit the use of water for any specified purpose, for any specified period, and for any or all of its customers. Such restrictions shall be advised by public notice. The Council may enact penalties over and above those contained in these conditions to enforce these restrictions. The decision to make and lift restrictions, and to enact additional penalties, shall be made by the Council, or where immediate action is required, by the manager of the Council, subject to subsequent Council ratification.

9.7.5 Maintenance and repair

Wherever practical the Council shall make every reasonable attempt to notify the customer of a scheduled maintenance shutdown of the supply before the work commences. Where immediate action is required and notification is not practical, the Council may shut down the supply without notice.

9.8 Liability

The Council shall endeavour to meet the level of service requirements of 9.6, but shall not be liable for any loss, damage or inconvenience which the customer (or any person using the supply) may sustain as a result of deficiencies in, or interruptions to, the water supply.

The Council may, under certain circumstances and at its sole discretion, make payments for damage caused to equipment, appliances, processes, and materials as a direct result of a variation in the water supply, provided that any such equipment or appliances have been designed to cater for reasonable variations in the flow, pressure, and quality of the water supply.

9.9 Fire protection connection

9.9.1 Connection application

Any proposed connection for fire protection shall be the subject of a specific application (on the standard Council form) made to the Council for approval. Any such connection shall be subject to the conditions specified by the Council.

9.9.2 Design

It shall be the customer's responsibility to ascertain in discussion with the Council and monitor whether the supply available is adequate for the intended purpose.

9.9.3 Fire protection connection metering

Where the supply of water to any premises is metered the Council may allow the supply of water for the purposes of firefighting to be made in a manner which bypasses the meter, provided that:

- (a) The drawing of water is possible only in connection with the sounding of an automatic fire alarm or the automatic notification of the fire brigade ; or
- (b) A Council approved detector check valve has been fitted on the meter bypass.

Any unmetered connection provided to supply water to a fire protection system shall not be used for any purpose other than firefighting and testing the fire protection system unless the fire protection system is installed in accordance with NZS 4517.

Where a fire connection has been installed or located so that it is likely or possible that water may be drawn from it by any person for purposes other than firefighting, the Council may require the supply to be metered.

9.9.4 Fire hose reels

Where the supply of water to any premises is metered, fire hose reels shall be connected only to the metered supply, not to the fire protection system. The water supply to fire hose reels shall comply with the requirements of NZS 4503.

9.9.5 Charges

Water used for the purpose of extinguishing fires shall be supplied free of charge. Where the fire protection connection is metered and water has been used for firefighting purposes, the Council shall estimate the quantity of water so used, and credit to the customer's account an amount based on such an estimate.

9.9.6 Ongoing testing and monitoring

Customers intending to test fire protection systems in a manner that requires a draw-off of water, shall obtain the approval of the Council beforehand. Water used for routine flushing and flow testing does not constitute waste but the quantity of water used may be assessed and charged for by the Council.

9.10 Backflow prevention

9.10.1 Customer responsibility

It is the customer's responsibility (under the Health Act 1956, and the Building Act 2004) to take all necessary measures on the customer's side of the point of supply to prevent water which has been drawn from the Council's water supply from returning to that supply. These include:

- (a) Backflow prevention either by providing an adequate air gap, or by the use of an appropriate backflow prevention device;

- (b) The prohibition of any cross-connection between the Council water supply and:
- (i) Any other water supply (potable or non-potable)
 - (ii) Any other water source
 - (iii) Any storage tank
 - (iv) Any other pipe, fixture or equipment containing chemicals, liquids, gases or other non-potable substances.

Backflow prevention devices on extraordinary supplies are required to be tested by an approved backflow technician annually. A copy of the testing certificate is to be provided to council.

For devices installed by Council, the Council will have the required testing carried out and recover all costs from the water customer.

NOTE - Fire protection systems that include appropriate backflow prevention measures would generally not require additional backflow prevention, except in cases where the system is supplied by a non-potable source or a storage tank or fire pump that operates at a pressure in excess of the Council's normal minimum operating pressure.

9.10.2 Unmanaged risk

Notwithstanding 9.10.1 the Council may fit a backflow prevention device on the Council side of the point of supply where the customer cannot demonstrate that the risk of backflow is adequately managed.

9.11 Council equipment and inspection

9.11.1 Care of water supply system

The customer shall take due care not to damage any part of the water supply system, including but not limited to pipework, valves, meters, restrictors, chambers, and backflow prevention devices.

9.11.2 Inspection

Subject to the provisions of the Local Government Act 2002, the customer shall allow the Council with or without equipment, access to any area of the premises for the purposes of determining compliance with these conditions.

9.12 Meters and flow restrictors

9.12.1 Installation

Meters for on demand supplies, and restrictors for restricted flow supplies, shall be supplied, installed and maintained by the Council, and shall remain the property of the Council.

Where on demand supplies are not universally metered, the Council where it considers water use is unusually high, reserves the right to fit a meter at the customer's cost, and charge accordingly.

9.12.2 Location

Meters and restrictors shall be located in a position where they are readily accessible for reading and maintenance, and if practicable immediately on the Council side of the point of supply, (see figure 2).

9.12.3 Accuracy

Meters shall be tested as and when required by the Council or as prescribed in OIML R49. The maximum permissible error for the upper flow rate zone ($Q_2 < Q < Q_4$) is $\pm 2\%$, for temperatures from 0.3°C to 30°C and the maximum permissible error for the lower flow rate

zone ($Q_1 < Q < Q_2$) is $\pm 5\%$. This accuracy shall be applied to all water meters with $Q_3 < 100$ m³/h and may be applied to water meters with values of $Q_3 > 100$ m³/h.

The flow restrictors shall be accurate to within $\pm 10\%$ of their rated capacity.

NOTE - Where Q is the flow rate:

- Q1 is the minimum flow rate;
- Q2 is the transitional flow rate;
- Q3 is the permanent flow rate; and
- Q4 is the overload flow rate as defined in OIML R49-1.

Any customer who disputes the accuracy of a meter or restrictor may apply to the Council for it to be tested provided that it is not within three months of the last test. If the test shows non-compliance with the accuracy above, the customer shall not be charged for the test. If the test shows compliance, the customer shall pay a fee in accordance with the Council current fees and charges.

Meters shall be tested as prescribed in OIML R 49-2 and the test report shall be made available as prescribed in OIML R 49-3.

The variation in the error curve shall not exceed 3% for flow rates in the lower zone and 1.5% for flow rates in the upper zone. For the purpose of determining these requirements the mean values of the errors (of indication) at each flow rate, shall apply.

The curves shall not exceed a maximum error of $\pm 6\%$ for flow rates in the lower zones and $\pm 2.5\%$ for flow rates in the upper zones.

Restrictors shall be tested by measuring the quantity that flows through the restrictor in a period of not less than 1 hour at the expected minimum operating pressure. A copy of independent certification of the test result shall be made available to the customer on request.

9.12.4 Adjustment

If any meter, after being tested, is found to register a greater or lesser consumption than the quantity of water actually passed through such a meter, the Council shall make an adjustment in accordance with the results shown by such tests, backdated for a period at the discretion of the Council but not exceeding 12 months, and the customer shall pay a greater or lesser amount according to the adjustment.

Where a meter is under-reading by more than 20% or has stopped, the Council reserves the right to charge for the amount of water assessed as having been used over the past billing period, taking into account any seasonal variations in demand.

Where a meter is over-reading, the Council shall make appropriate adjustments to the customer's invoice(s), based on a period of similar use and backdated to when it is agreed the over-reading is likely to have occurred.

9.12.5 Estimating consumption

Should any meter be out of repair or cease to register, or be removed, the Council shall estimate the consumption for the period since the previous reading of such meter, (based on the average of the previous four billing periods charged to the customer) and the customer shall pay according to such an estimate. Provided that when by reason of a large variation of consumption due to seasonal or other causes, the average of the previous four billing periods would be an unreasonable estimate of the consumption, the Council may take into consideration other evidence for the purpose of arriving at a reasonable estimate, and the customer shall pay according to such an estimate.

[EITHER:]

If metering shows a significant increase in consumption for a premises, and the increase is established as being caused by a previously unknown leak, the Council may estimate consumption as above, providing that the customer repairs the leak with due diligence.

[OR:]

The customer shall be liable for the cost of water which passes through the meter regardless of whether this is used or is the result of leakage.

Where the seal or dial of a meter is broken, the Council may declare the reading void and estimate consumption as described above.

9.12.6 Incorrect accounts

Where a situation occurs, other than as provided for in 9.12.5, where the recorded consumption does not accurately represent the actual consumption on a property, the account shall be adjusted using the best information available to the Council. Such situations include, but are not limited to, misreading of the meter, errors in data processing, meters assigned to the wrong account, and unauthorised supplies.

Where an adjustment is required, in favour of the Council or the customer, this shall not be backdated more than 12 months from the date the error was detected.

9.13 Plumbing system

Quick-closing valves, pumps, or any other equipment which may cause pressure surges or fluctuations to be transmitted within the water supply system, or compromise the ability of the Council to maintain its stated levels of service shall not be used on any piping beyond the point of supply. In special circumstances such equipment may be approved by the Council.

In accordance with the Building Regulations 1992 the plumbing system shall be compatible with the water supply. Specific features of the Council supply which need to be taken into account can be obtained upon enquiry.

9.14 Prevention of waste

The customer shall not intentionally allow water to run to waste from any pipe, tap, or other fitting, nor allow the condition of the plumbing within the property to deteriorate to the point where leakage or wastage occurs.

The Council provides water for consumptive use not as an energy source. The customer shall not use water or water pressure directly from the supply for driving lifts, machinery, eductors, generators, or any other similar device, unless specifically approved.

The customer shall not use water for a single pass cooling system or to dilute trade waste prior to disposal, unless specifically approved.

9.15 Payment

The customer shall be liable to pay for the supply of water and related services in accordance with the Council fees and charges prevailing at the time.

The Council may recover all unpaid water charges as prescribed in the Local Government (Rating) Act 2002, sections 57 to 82.

9.16 Transfer of rights and responsibilities

The customer shall not transfer to any other party the rights and responsibilities set out in this Bylaw.

A supply pipe shall serve only one customer, and shall not extend by hose or any other pipe beyond that customer's property.

In particular and not in limitation of the above any water which the customer draws from the Council supply shall not be provided to any other party without approval of the Council.

9.17 Change of ownership

In the event of a premises changing ownership the Council shall record the new owner as being the customer at that premises. Where a premises is metered the outgoing customer shall give the Council five working days notice to arrange a final meter reading.

9.18 Disconnection at the customer's request

The customer shall give 20 working days notice in writing to the Council of the requirement for disconnection of the supply. Disconnection shall be at the customer's cost.

10 Breaches and infringement offences

10.1 Breaches of conditions of supply

The following are deemed breaches of the conditions to supply water:

- (a) An incorrect application for supply which fundamentally affects the conditions of supply (section 9);
- (b) Failure by the customer to meet and comply with the conditions of supply;
- (c) Failure to meet any obligation placed on the customer under all current Acts and Regulations specified in section 5(a);
- (d) Frustration of the Council's ability to adequately and effectively carry out its obligations;
- (e) An act or omission including but not limited to any of the following:
 - (i) Failure to pay the appropriate charges by the due date
 - (ii) Failure to repair a leak, or in any way wilfully allowing water to run to waste, or to be misused
 - (iii) The fitting of quick-closing valves, pumps, or any other equipment which may cause pressure surges or fluctuations to be transmitted within the water supply system, or compromise the ability of the Council to maintain its stated levels of service (subject to 9.13)
 - (iv) Failure to prevent backflow (see 9.10)
 - (v) Failure to comply with water use restrictions or prohibitions introduced by the Council for any specified purpose
 - (vi) Using water or water pressure directly from the supply for driving lifts, machinery, eductors, generators, or any other similar device, unless specifically approved by the Council
 - (vii) Using water for a single pass cooling or heating system, or to dilute trade waste prior to disposal, unless specifically approved
 - (viii) Extending by hose or any other pipe a private water supply beyond that customer's property
 - (ix) Providing water drawn from the Council supply to any other party without approval of the Council.

10.1.1 In event of a breach

In the event of a breach, the Council shall serve notice on the customer advising the nature of the breach and the steps to be taken to remedy it. If, after one week, the customer persists in the breach, the Council reserves the right to reduce the flow rate of water to the customer without notice. In such an event the full service of the supply shall be re-established only after payment of the appropriate fee and remedy of the breach to the satisfaction of the Council. In addition, if the breach is such that the Council is required to disconnect the supply for health or safety considerations, such disconnection should be carried out forthwith.

10.1.2 In event of serious breach

A serious breach is any breach that may impact on the supply of water to other consumers on the supply, or create a risk to public health and safety, or to the environment. In the event of a serious breach, the Council shall take any immediate action necessary to remedy the breach. Without prejudice to its other rights and remedies, the Council shall be entitled to recover any costs incurred in remedying the breach.

10.2 Interference with equipment

Any tampering or interfering with Council equipment, either directly or indirectly, shall constitute a breach. Without prejudice to its other rights and remedies, the Council shall be entitled to estimate (in accordance with 9.12.5) and charge for the additional water consumption not recorded or allowed to pass where a meter or restrictor has been tampered with, and recover any costs incurred.

10.3 Unlawful connections to water supply

In the event of any connection made to the supply that has not been approved by the Council in accordance with 9.1, the Council may:

- a) Immediately remove the unlawful connection and take any action required to remedy damage caused by the unlawful connection. Without prejudice to its other rights and remedies, the Council shall be entitled to estimate (in accordance with 9.14.5) and charge for the additional water consumption not recorded where an unlawful connection has been made and recover any costs incurred in remedying the breach; or
- b) Serve notice on the consumer requesting an application be made in accordance with 9.1. If the time specified for making the application lapses without the application being made, the Council may take action as outlined in 10.4 (a) above; or
- c) Take any other action provided for under this Bylaw.

10.4 Notifying the Police

In cases where the Council suspects the supply has been directly tampered with and/or water theft has occurred, the Police will be notified. Without prejudice to its other rights and remedies, the Council may also elect to prosecute the consumer.

10.5 Recording breaches against premises

Where a customer breaches the conditions of supply relating to clauses 9.5.5 (k) and 9.5.5 (n) and does not subsequently rectify the breach, and where this may impact on successive owners of the premises, this information may be recorded on the premises' property file held at the Council's offices and made available for public inspection.

10.6 Offences

Every person who fails to comply with this Bylaw commits an offence and is liable on conviction to a fine not exceeding \$20,000 or as set out in section 242 of the Local Government Act 2002. A decision to prosecute does not prevent the Council from seeking an injunction under section 162 of the Local Government Act 2002 or otherwise restraining the person from committing a breach of this Bylaw.

Every person commits an offence who:

- a) fails to comply with any provision of this Bylaw
- b) breaches the conditions of supply granted pursuant to this Bylaw
- c) fails to comply with a notice served under this Bylaw
- d) takes water from a fire hydrant without the required authority
- e) misuses the Council's equipment (fire hydrant upstands, meters, restrictors)

- f) undertakes theft of water from the water supply network
- g) tampers with the water supply
- h) connects to the water supply network without the written approval from the Council, or
- i) contravenes any other provision of this Bylaw

11 SCHEDULE OF WATER SUPPLIES

Areas within the Westland District and types of water supply

Water supply area	Typical supply for area
HOKITIKA	On-demand
FRANZ JOSEF	
HARIHARI	
KUMARA	On-demand
FOX GLACIER	On-demand
ROSS	On-demand
WHATAROA	On-demand
ARAHURA	On-demand
HAAST	On-demand

This Bylaw was made by Westland District Council at a meeting on XX March 2016

The Common Seal of the Westland District Council is attached in the presence of:

Mayor

Chief Executive

Report



DATE: 26 November 2015

TO: Mayor and Councillors

FROM: Chief Executive

MOU – A COMMITMENT TO REGIONAL EFFICIENCY

1 SUMMARY

- 1.1 The purpose of this report is to seek the Council's endorsement of the Memorandum of Understanding – A Commitment to Regional Efficiency.
- 1.2 This issue arises from the MoU being signed by the Mayors and Chairs of the West Coast and further formal endorsement being deemed necessary from all Councils.
- 1.3 Council seeks to meet its obligations under the Local Government Act 2002 and the achievement of the District Vision adopted by Council as part of the Long Term Plan 2015-25. These are stated on Page 2 of this agenda.
- 1.4 This report concludes by recommending that Council formally endorses the MoU – A Commitment to Regional Efficiency (attached as **Appendix 1**).

2 BACKGROUND

- 2.1 The West Coast Mayors and Chairs Forum is an informal mechanism by which the political leaders of the West Coast region come together quarterly to discuss issues of regional significance.
- 2.2 After the 2013 local body election this group has led or provided endorsement for some important collaborative projects across the region. Some of these are listed on pages 1, 2 and 6 of **Appendix 1**.

3 CURRENT SITUATION

- 3.1 The Mayors and Chairs have decided that the time is right to formalise the collaborative approach they have been taking and laying an open, transparent platform for the future. This is particularly important since the speech made by the Minister of Local Government, Hon Paula Bennett at the Local Government NZ conference in July 2015, where she stated that the government has no appetite to force amalgamation on local authorities. However, it is looking for significant change to the way some services are delivered across regions.
- 3.2 The MoU has several parts to it and not only reflects on past collaborative achievements, but also signals where future collaboration could be focussed.
- 3.3 West Coast Regional Council, Buller District Council and Grey District Council have all formally endorsed the MoU.

4 OPTIONS

- 4.1 **Option 1:** Council can choose to endorse the MoU – A Commitment to Regional Efficiency - or it can choose not to endorse it.
- 4.2 **Option 2:** Council does not have the option of amending the MoU itself, as any changes would need to be agreed by the Mayors and Chairs Forum. If the Council has any concerns with the MoU as attached, it could choose not to endorse it and recommend changes to the Mayors and Chairs Forum.

5 SIGNIFICANCE AND ENGAGEMENT

- 5.1 This decision is considered to have a low degree of significance. The MoU records actions that the West Coast councils have already taken as well as signalling future collaborative projects. While there is a statement at the bottom of page 4 about co-funding any investigations, this would be agreed on a case-by-case basis with formal endorsement from Council if there is to be any substantial variance to budget.
- 5.2 Formal engagement is not required on this decision.

6 ASSESSMENT OF OPTIONS (INCLUDING FINANCIAL IMPLICATIONS)

- 6.1 Not endorsing the MoU would detach the Westland District Council from a collaborative regional approach on a range of potential shared services and unified policy directions. It is difficult to find any advantages to this option

aside from Westland continuing to be the master of its own destiny and having the flexibility to do what it likes. This is addressed by item 3 on page 3 of **Appendix 1** which recognises that not all collaborative approaches will involve all Councils. We always have the option of opting out.

6.2 Endorsing the MoU has multiple advantages, including:

- Greater unity and ‘clout’ for advocacy to central government on a range of issues;
- Continuing the constructive conversations that have already begun across all West Coast councils and with other key stakeholders who can help with regional collaborative projects;
- Continued good will and collaboration within the Mayors and Chairs Forum.
- Openness and transparency to West Coast communities about the direction Councils across the region are taking.

6.3 There are no obvious disadvantages to endorsing the MoU aside from decreased flexibility for Westland District Council, compared with “going it alone.”

7 PREFERRED OPTION AND REASONS

7.1 The preferred option is that Council endorse the MoU – A Commitment to Regional Efficiency. As stated above, the MoU is an intention to work together on an agreed range of projects that benefit the region as a whole. The MoU builds on the substantial good work already achieved at Mayor and Chair level, and provides a platform for future collaborative efforts.

8 RECOMMENDATION

A) **THAT** Council endorse the MoU – A Commitment to Regional Efficiency attached as **Appendix 1**.

Tanya Winter
Chief Executive

Appendix 1: MoU – A Commitment to Regional Efficiency

The 4 West Coast Councils – A Commitment to Regional Efficiency

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

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

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

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

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

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

A Sample of Recent Collaborative Projects

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

1. We have restructured our civil defence staff so they are now joined up and delivering on regional priorities through a new regional organisation: Civil Defence West Coast.
2. We are restructuring our economic development functions so that this is delivered regionally, with a new manager position currently being recruited to lead regional development.
3. Joint procurement of insurances in 2015 resulted in substantial savings across the four councils.
4. Our Regional Transport Plan was completed early in 2015, strategically focusing regional effort on improving the Taramakau Bridge & improving SH 73 east of Arthurs Pass.
5. The Councils have prepared a joint application for the ultra-fast broadband/cellular blackspot fund and are developing a regional financial contribution, expected to result in regional growth.

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

Core Drivers for Regional Collaboration

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

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

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

- a. Provide good quality local infrastructure and local public services, and
- b. Perform our regulatory functions in a way that is most cost effective for households and businesses.

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

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

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

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

1. Courageous Leadership

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

2. Show me the Money

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

3. Horses for Courses

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

4. Understanding our current environment

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

5. Gaining an independent view

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

6. Our people are important

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

Where do we start?

Those services to be investigated may include:

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

Our Commitment

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

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

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

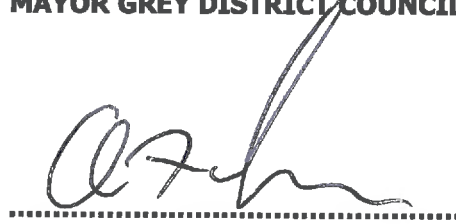
To provide good quality local infrastructure and local public services, and to perform our regulatory functions in a way that is most cost effective for households and businesses.

MAYOR BULLER DISTRICT COUNCIL



Date 14/10/2015

MAYOR GREY DISTRICT COUNCIL



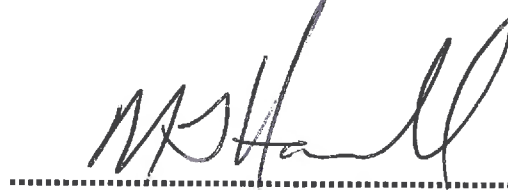
Date 14/10/2015

CHAIRMAN WEST COAST REGIONAL COUNCIL



Date 14/10/2015

MAYOR WESTLAND DISTRICT COUNCIL



Date 14/10/15

Appendix 1: West Coast Collaborative approaches in place already

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

- Regional Economic Summit in 2013 led to Regional Economic Development plan and subsequent MOU being signed , and a new regional manager being recruited.
- Civil Defence West Coast MOU and Secondment Agreements, Regional Planning, regional manager employed in 2014.
- Lifelines group (regional co-ordinator employed in 2015 by the regional council).
- Natural Hazards planning and investigations work being approached regionally.
- Joined-up Building Permit service has just been adopted by the 3 District Councils (Selwyn Council's Alpha One initiative).
- Regional Transport Committee operates well, with the Regional Transport advisory (officers) group in support.
- The Road Safety contract is jointly funded by the four councils and NZTA.
- Rural Fire is jointly funded by the three District Councils, the Fire Service and others.
- Environmental Health Services provided by a single shared resource who operates regionally.
- Regional Council, DWC and DHB Elections are run by a returning officer at Grey District Council.
- Joint hearings are often held for larger resource consent applications, in all three districts.
- IT / IS strategic planning is conducted region-wide.
- The 4 Councils ran a shared RFP for financial software in 2011, for shared web mapping in 2012, for common website development in 2014, and for telephony services and Ultra Fast Broadband connections for all council headquarters and facilities in 2015.
- Shared Insurance Procurement, and now looking at other joint procurement (eg electricity).
- Joint approach for purchasing aerial imagery across the region.
- Joint approach to government on the two national cycleways.
- Joint development of the Digital Enablement Plan for the region - enabling Ultra Fast Broadband and cell black spots throughout the region to be addressed (with local funding from DWC).
- Joint advocacy approach on several recent issues (eg. Electricity Authority submission).
- Joined up Library services.
- Triennial Agreement, under the Local Government Act; Mayors and Chairs forum.
- Tourism West Coast is co-funded by the 3 District Councils and DWC.
- Waste Management Working Group (in abeyance) and Regional Waste Strategy.
- Several Collaborative groups are led by the CEOs forum which meets regularly and drives the 11 action points under the Economic Development Plan for the region, among other things.
- Planning and Operations managers group of eight second tier managers (two from each council) drives various shared initiatives at an operational level.
- Joint floodwall and seawall committees are joint council initiatives on a sub-regional level.
- Joint council working parties on natural hazard response and other issues at community level (eg Franz Josef group, Westport group, Reefton air quality group).
- The Regional Council is a member of IRIS & LAWA and has several other shared arrangements with NZ's other regional and unitary councils, collaborating around regional council functions.

Appendix 2: West Coast Regional Economic Development Plan 2014 – 2030

Background

The West Coast region contains less than one percent of New Zealand's population. It is the longest region in NZ and nearly 85% of the region is under Conservation Department management. The economy has traditionally been driven by mining, dairying and tourism. Diversifying the economy is a big challenge for the future.

This collaborative exercise between the four West Coast Councils and Development West Coast will invite all willing Industry Groups to participate. Businesses help to drive our economy with new jobs as well as attracting outside investment. This strategic drive for diversification, growth and development picks up from the 2008 Regional Economic Development Strategy, and builds on the Regional Economic Summit held in December 2013.

Our Vision for 2030

In 2030 the West Coast is a busy, vibrant community, with a diverse economy underpinned by the three cornerstone sectors of Dairy, Mining and Tourism - all of which have strengthened and expanded over the 15 year period. The region is politically unified and well organised, with a single vision and direction. The West Coast has a clear voice in Wellington.

There is a sustainable and independent future for our residents; who have embraced steady growth in employment, welcoming the changes that come with new businesses being encouraged to develop locally. West Coasters continue to treasure our unique natural and built heritage but simultaneously seek to stay near the forefront of modern living, communications, transport and technology trends. We welcome economic growth, diversity and innovation.

The West Coast region is perceived to be a vibrant, cosmopolitan and diverse region with a unique and stunning natural environment, show-case events, recreational opportunities, a sporting culture, with growing arts and cultural elements. This helps to generate social and economic benefit for the region, promote visibility, and develop regional pride, belonging, vibrancy and confidence.

Aspirational Targets for 2030

1. Job numbers region-wide grow 25% from 15,560 to 19,450 FTE's by 2030 (BERL data)
2. Regional population figures increase 15% from 32,148 to 36,970 by 2030 (census data)
3. Regional GDP increases by 35% from \$1.47 billion to \$1.98 billion by 2030 (BERL data)
4. Exports as a percentage of GDP exceeds 40% by 2030 – currently around 36% (BERL data)

How the Councils and Development West Coast intend to implement the Vision & Targets

For this to succeed, each organisation that signs up to it needs to make a commitment. That commitment has five elements:

1. Alignment as a region. We are committed to an open, collaborative approach where each organisation supports the others. We are not competing - we are collaborating, for the betterment of our region. We are guided by what is best for our regional community as a whole. This unity provides clarity, purpose and a mandate to achieve desired outcomes while also providing Government decision makers a clear picture of our region's goals.
2. Integration of the Vision and Targets into all our policy documents region-wide: Over the coming years all our policy documents, upon review, will be amended to be consistent with, provide for and implement the vision and targets above. This includes Annual Plans, LTPs, The RPS, District Plans, Regional Plans, Transport Strategies and Programmes, other Strategic Plans and Management Strategies (eg CMS), TWC, DWC, WMP and other industry strategies.
3. A 3-year action plan is attached, that sets out specific actions the five organisations will collectively seek to achieve in the three year term. In 2016 we will develop a new action plan for the next three year period (2017-2020), and so on throughout the fifteen year period. These action plan items become the focus for delivery by the Mayors and Chairs forum which meets bi-monthly supported by the CEOs forum which drives and resources the achievement of the action plan items. Focus will be maintained by concentrating on a small handful of key items that can be achieved quickly, with clarity of purpose.
4. The region will collectively advocate to our central government partners to assist us with achieving the long term targets and the short term action plan items. Government decision makers can be confident that the targets and actions are the correct ones, are supported region-wide and that they have the unified mandate of all elected members throughout our region.
5. The region's Councils and DWC will individually and collectively commit to population and economic growth strategies; and will ensure they provide sufficient funding in their financial planning processes for achievement of the agreed action plan targets.

Economic Development Action Plan for the West Coast region

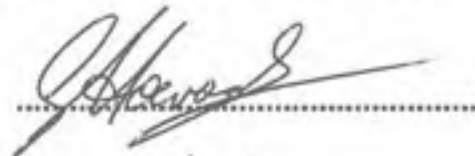
This 3-year action plan sets out specific actions the five organisations will collectively seek to achieve by July 2017. Once these are achieved the group will develop a new action plan for the next three year period, and so on throughout the fifteen year Aspirational Target period. These action plan items become the focus for delivery by the Mayors and Chairs forum. Focus will be maintained by concentrating on a small handful of key items that can be achieved quickly, with clarity of purpose.

ACTION	TIMELINE	BY WHOM
Work together to ensure that within three years our RMA Plans are consistent across district boundaries, as far as is practical. Develop a 'red carpet not red tape' philosophy across the 4 councils, where key projects are case managed through their regulatory processes to avoid any unnecessary delay.	2014- 2017	The CEOs of the four West Coast Councils.
Encourage cross party support for the continued development of our region's export minerals potential. Encourage political parties to consider the 'royalties for regions' concept so that some of the money earned from mining is used for community improvements in the region.	2014 and ongoing.	The Mayors and Chairs of the West Coast & Local MPs.
Work with Government Ministers to support regional growth, by actively encouraging people to locate in our region (eg. immigrants) instead of to NZ's major cities.	2014 and ongoing	The Mayors and Chairs (including DWC) & Local MPs.
Enhance tourism marketing effort, including promoting the new cycle trails, resulting in a 10% increase in tourist bed night numbers by 2017.	2014 and ongoing.	TWC, Councils, Mayors and Chairs & DWC, Tourist operators.
Work with Minerals West Coast and the major players in the mining industry to develop a minerals development strategy for the region that focuses on steady growth in jobs, avoids fly in fly out, minimises boom and bust cycles, and promotes long term community sustainability and well being.	2014-2015	Mayors and Chairs. Minerals West Coast. Councils. MBIE. Minister of Energy and Resources.
Work with Westland Milk Products Ltd to ensure continued employment growth in the region occurs, the industry is supported by Councils, and further value-add manufacturing jobs continue to be located here.	2014 and ongoing.	The Mayors and Chairs of the West Coast & WMP.
Complete a new Regional Land Transport Plan, focusing on improving the Taramakau Bridge & improving SH 73 east of Arthurs Pass to make the road safer.	2014	The Mayors and Chairs, Councils, RLTC, NZTA.
Work together to develop better ways to promote the region and encourage businesses to locate here.	2014 and ongoing	The Mayors and Chairs of the West Coast Region.

The Mayors and Chairs also wish to support in principle those large scale projects likely to create a step change; significantly increasing employment or economic activity. While the Councils may not be in a position to finance these projects, if the region will benefit then Councils will stand together in support.

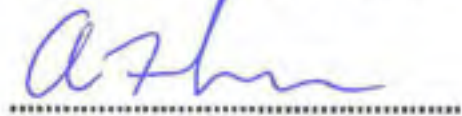
The Councils and DWC, via Mayors and Chairs forum, will also seek to continue our efforts to foster and maintain the high levels of workplace knowledge, capability and expertise in our region: to keep our workforce up to date with changes in technology and leading best practices. Each employer has responsibility to ensure their staff have appropriate professional development programmes.

MAYOR BULLER DISTRICT COUNCIL



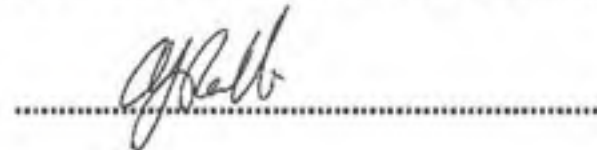
Date 9/6/14

MAYOR GREY DISTRICT COUNCIL




Date 10-7-14

CHAIRMAN WEST COAST REGIONAL COUNCIL



Date 9/6/14

MAYOR WESTLAND DISTRICT COUNCIL



Date 9/6/14

CHAIRMAN DEVELOPMENT WEST COAST



Date 9/6/14

UPDATED ACTION PLAN (as revised mid 2015)

ACTION	PARTNERS	TIMEFRAME
1. Work together to ensure that within three years our RMA Plans are consistent across district boundaries, as far as is practical.	Planning Managers of the four Councils	By July 2017
2. Develop a 'red carpet not red tape' philosophy across the 4 councils, where key projects are case managed through their regulatory processes to avoid unnecessary delay.	DWC SOLGM	By July 2017
3. Encourage cross party support for the continued development of our region's export minerals potential.	LGNZ Local MPs	ongoing
4. Encourage political parties to consider the 'royalties for regions' concept so that some of the money earned from mining is used in the region.	Local MPs	ongoing
5. Work with Government Ministers to support regional growth, by actively encouraging people to locate in our region (eg. immigrants) instead of to NZ's major cities.	LGNZ, Local MPs, Political Parties	Ongoing
6. Complete a new Regional Land Transport Plan, focusing on improving the Taramakau Bridge & improving SH 73 east of Arthurs Pass to make the road safer.	The four Councils plus NZTA	Completed
7. Enhance tourism marketing effort, including promoting the new cycle trails, resulting in a 10% increase in tourist bed night numbers by 2017.	DWC, TWC, DoC, Tourist Operators, NZ Cycle Trails Inc.	2017
8. Work with Minerals West Coast and the mining industry to develop a minerals strategy for the region promoting long term community sustainability and well being.	Minerals West Coast; Warren Gilbertson	2015/16
9. Work with Westland Milk Products Ltd to ensure continued employment growth in the region occurs, the industry is supported by Councils, and further value-add manufacturing jobs continue to be located here.	WMP	Ongoing
10. Work together to develop better ways to promote the region and encourage businesses to locate here.	All four councils plus DWC.	Ongoing. Regional EDA being formed 2015/16
11. Work together to achieve ultra fast broadband throughout the region, as practical.	All four councils plus DWC plus Government	Regional Digital Enablement Plan lodged.

Appendix 3: West Coast Triennial Agreement 2014 – 2016

2014 – 2016 West Coast Triennial Agreement

Our Purpose

This triennial agreement has been prepared in accordance with and to satisfy the requirements of s14,15 &16 of the Local Government Act 2002.

The parties to this agreement commit to working for the good governance of their towns, district or region by acting collaboratively and ensuring that issues in common are determined in a manner that is inclusive and avoids unnecessary duplication.

This agreement will ensure appropriate levels of consultation and co-ordination are maintained between the local authorities of this region, and between individual local authorities as might be notified.

The Agreement

The parties:

- Buller District Council
- Grey District Council
- Westland District Council
- West Coast Regional Council

agree to work in good faith together for the good governance of their localities and the region. As signatories to this agreement each local authority will ensure:

- Early notification to affected local authorities, through the distribution of draft documentation, of major policy discussions which may have implications beyond the boundaries of the decision making authority. This specifically includes the further development of consultation policies and policies on significance;
- The application of a 'no surprises' policy whereby early notice will be given over disagreements between local authorities concerning policy or programmes before key public announcements are made;
- The parties agree to refrain from expressing criticism of each other publicly, through the media or any other form. While it is accepted that disagreements will occur from time to time, it is preferable to deal with the issues by open discussion between the parties rather than via the media;
- Opportunities for involvement by affected local authorities in the development of policies or plans that have inter-jurisdictional or cross boundary implications, including the identification of outcomes and priorities;
- That where practicable processes for engaging with communities and agencies in order to identify community outcomes, and prioritise those outcomes, are undertaken jointly or in a collaborative manner which avoids unnecessary duplication; and

- Opportunities for other local authorities, whether party to this agreement or not, to work jointly on the development of strategies and plans for the achievement of identified outcomes and priorities.

Scope and Issues

The parties agree that, in addition to the general obligations under this agreement to consult, the local authorities will meet together to develop common approaches on the following issues identified as priorities for the region:

- Economic development;
- Emergency management and disaster recovery, including lifelines;
- Natural hazards;
- Shared services;
- Regional Transport planning and road safety;
- Waste management;
- Rural fire (this is an issue for the territorial authorities only).

A Commitment to Working Together Collaboratively

The parties agree to, through the regular Mayors' and Chair forum, work together collaboratively and cooperatively as a means to improve effectiveness and efficiency and to, in particular:

- Identify, deliver and fund facilities or services that benefit more than one district;
- Develop and implement joint governance arrangements and associated terms of reference;
- Maintain this commitment, and in the event of one of the parties taking a decision that is inconsistent with this commitment, such party shall advise the other parties of the inconsistent decision and the reasons for it.

This section reflects the new section 15 of the Local Government Act and all parties will, through the Mayors' and Chair forum, annually review their compliance with this provision.

Significant New Activities Proposed by the West Coast Regional Council

The parties agree that should the West Coast Regional Council or its Council Controlled Organisations wish to undertake a significant new activity or undertake an activity currently undertaken or proposed to be undertaken by one or more of the other parties, the West Coast Regional Council will consult with the other parties as required by s16 of the Local Government Act 2002.

Form

Consultation in relation to this agreement will take the following forms:

- A forum, of Mayors and the regional council Chairman, and their Chief Executive Officers will occur at least once every ~~six~~ three months to review the performance of the agreement and discuss any other topical issues where a collaborative approach may add value;
- Meetings between staff as necessary to achieve communication and co-ordination on issues identified in the agreement.

Servicing

The parties agree that responsibility for servicing this agreement shall be shared, with responsibility passing from local authority to local authority following the triennial election. Servicing involves:

- Providing those secretarial services required; and
- Acting as a media and communications contact (including the provision of information to the public on request) in relation to matters covered in the agreement.

The West Coast Regional Council will be the local authority responsible for servicing this agreement from 2013 – 2016.

Regional Policy Statement (RPS) Review

The regional council became aware of clause 3A of the Resource Management Act (RMA) in November 2014. Clause 3A RMA specifically requires content in this Triennial Agreement - specifically an agreement on a consultation process with the district councils regarding any RPS review or change process. Although this triennial agreement was not reviewed to include this section prior to RPS consultation commencing, it now describes the consultation that occurred, retrospectively. This section was included in December 2014, prior to the RPS being formally notified for public submissions.

When the West Coast Regional Council commenced a review of its Regional Policy Statement it was made clear at the Mayors and Chairs forum that the regional council was committed to ensuring the views and interests of the three district councils in the region were thoroughly considered, particularly given the RMA now requires district plans to 'give effect to' policies within an RPS.

The Regional Policy Statement review commenced with a discussion document circulated in November 2013, and the district councils were all invited to comment on it. In December 2013 the Council held an economic summit and invited all elected members of the district councils to attend. At this summit the regional council Chairman again invited feedback on the RPS discussion document.

Following the discussion document feedback, the regional council then prepared a draft RPS for consultation, under clause 3 of the first schedule of the RMA. The regional council Chairman spoke about the draft RPS with all three district councils, at their ordinary meetings, in early 2014. Councillors were all asked to: "Please ensure that we are not proposing anything in the RPS that conflicts with direction of the District Council". Feedback has since been received by all three district councils and is currently being worked into the next version of the RPS, to be notified formally for public submissions in early 2015.

The Mayors of the three district councils all agree that the consultation process described above was fit for purpose and they also acknowledge they may make submissions and further submissions on the RPS when it is formally notified in 2015.

Agreement to Review

The parties agree to review the terms of this agreement within 4 (four) weeks of a request by one of the parties made in writing to the local authority delegated responsibility to service this Agreement.

Resolving Disagreement

In the event of a disagreement over the terms of this agreement the parties agree to refer the issue of disagreement to arbitration for non-binding resolution. If no agreement on an arbitrator is forthcoming a mediator will be appointed by the president of the Westland District Law Society.

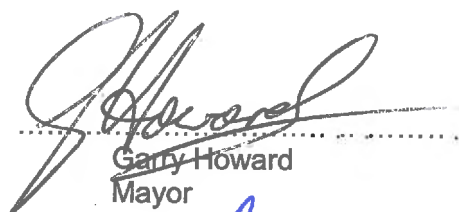
Authority

This agreement is signed on this 8th day of December 2014, by the following on behalf of their respective authorities.

Council

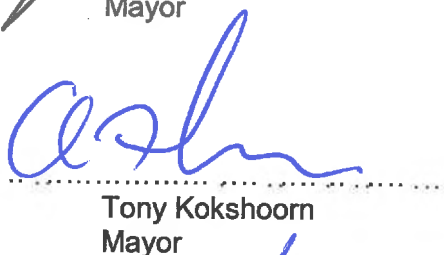
Signature

Buller District Council



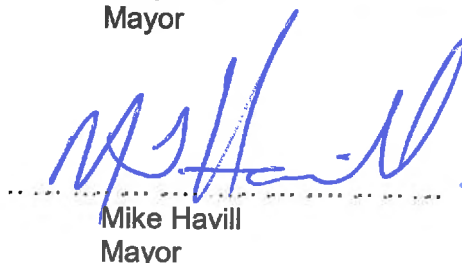
Garry Howard
Mayor

Grey District Council



Tony Kokshoorn
Mayor

Westland District Council



Mike Havill
Mayor

West Coast Regional Council



Andrew Robb
Chairman