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**AGENDA AND SUPPORTING PAPERS
FOR COUNCIL'S MAY MEETINGS**

**TO BE HELD IN THE OFFICES OF THE WEST COAST REGIONAL COUNCIL
388 MAIN SOUTH ROAD, GREYMOOUTH**

TUESDAY, 9 JUNE 2015

The programme for the day is:

10.30 a.m:

Resource Management Committee Meeting

On completion of RMC Meeting:

Council Meeting

RESOURCE MANAGEMENT COMMITTEE

THE WEST COAST REGIONAL COUNCIL

Notice is hereby given that a meeting of the **RESOURCE MANAGEMENT COMMITTEE** will be held in the Offices of the West Coast Regional Council, 388 Main South Road, Paroa, Greymouth on **Tuesday, 9 June 2015**

P. EWEN
CHAIRPERSON

M. MEEHAN
Planning and Environmental Manager
J. ADAMS
Consents and Compliance Manager

<u>AGENDA NUMBERS</u>	<u>PAGE NUMBERS</u>	<u>BUSINESS</u>
1.		APOLOGIES
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3.		PRESENTATION
4.		CHAIRMAN'S REPORT
5.		REPORTS
		5.1 Planning and Environmental Group
	4	5.1.1 Planning & Environmental Manager's Report
	5	5.1.2 Reefton Air Quality Summary
	6	5.1.3 Hydrology and Flood Warning Update
	7	5.1.4 Proposed Regional Policy Statement
		5.2 Consents and Compliance Group
	8 – 10	5.2.1 Consents Monthly Report
	11 – 12	5.2.2 Compliance & Enforcement Monthly Report
		6.0 GENERAL BUSINESS

2.1

THE WEST COAST REGIONAL COUNCIL

MINUTES OF THE MEETING OF THE RESOURCE MANAGEMENT COMMITTEE HELD ON 12 MAY 2015, AT THE OFFICES OF THE WEST COAST REGIONAL COUNCIL, 388 MAIN SOUTH ROAD, GREYMOOUTH, COMMENCING AT 10.30 A.M.

PRESENT:

P. Ewen (Chairman), A. Robb, A. Birchfield, P. McDonnell, T. Archer, N. Clementson,
J. Douglas, F. Tumahai

IN ATTENDANCE:

C. Ingle (Chief Executive Officer), M. Meehan (Planning & Environmental Manager), R. Mallinson
(Corporate Services Manager), J. Adams (Consents & Compliance Manager),
T. Jellyman (Minutes Clerk)

1. APOLOGIES

Moved (Archer / Robb) *That the apology from Cr Challenger be accepted.*

Carried

2. PUBLIC FORUM

There was no public forum.

3. MINUTES

Moved (Robb / Birchfield) *that the minutes of the previous Resource Management Committee meeting dated 14 April 2015, be confirmed as correct.*

Carried

Matters Arising

Cr Birchfield asked if there has been an update from MfE regarding the NES for air quality in the Reefton Airshed. C. Ingle advised that it was discussed at the regional CEO’s meeting in Wellington last week, where officials from MfE advised that a full set of advice had been provided to the Minister and they were awaiting directions from him. M. Meehan feels it would be sensible for Council to hold back and to wait and see what MfE comes up with regarding the requirement to meet the NES by 2016. M. Meehan advised that other councils are not making changes to their air plans and are doing similar work to what this council has done with the Warm West Coast scheme. M. Meehan advised that MfE acknowledge that there will be half, if not more of the airsheds that will not meet the 2016 deadline. Cr Ewen agreed with M. Meehan’s comments and stated that there needs to be some movement with the three exceedances limit set in the NES as this is unrealistic.

4. CHAIRMAN’S REPORT

Cr Ewen reported that he and The Chairman attended the sod turning for the Arthurs Pass Mingha Bluff improvements.

Cr Ewen stated that he received a few phone calls about the Kingston Flyer debate. He advised the callers that this is not a matter for the regional council.

Moved (Ewen / Robb)

Carried

5. REPORTS

5.1 PLANNING AND ENVIRONMENTAL GROUP

5.1.1 PLANNING AND ENVIRONMENT MANAGERS REPORT

M. Meehan spoke to this report and advised that to date two hui have been held with Iwi on the Coastal Plan review. He advised that good discussions have been had and there are plans for one more hui on 3 June. M. Meehan stated that pre-consultation has been held with DoC and the three district councils, and after the 3 June hui all parties will then get together to discuss what has come out of the pre-consultation feedback. M. Meehan stated that following this a councillor workshop will be held to discuss potential changes to the draft Plan.

For the Land and Water Plan, M. Meehan advised that all Schedule 2 wetland landowners have now been contacted by phone; and follow ups in the field have been done with some of these landowners. He stated that staff are currently working through final boundary changes and a workshop will be arranged with RMC members following the June meeting. M. Meehan stated that he is aiming to have a final draft of the Land and Water Plan to the July meeting for notification.

M. Meehan reported that a farmer near Inangahua has discovered Yellow Bristle Grass near the roadside. M. Meehan advised that the farmer had recognised this pest plant from a visit he had made to a friend in Taranaki where Yellow Bristle Grass is a problem. He stated that information has been sent out to farmers via Westland Milk Products newsletter alerting farmers of the potential problems with this pest plant. M. Meehan stated that NZTA have been very proactive in helping to get this matter sorted and under control. Cr Archer asked M. Meehan if there are specific pesticides that can be used. M. Meehan advised that there is a herbicide that works well but this is expensive and it is important that this grass is brought under control quickly.

Cr Ewen asked if resource consents have been issued for the work on the contaminated sites work at Waiuta and Alexander mine sites. It was agreed that J. Adams would follow up on this.

Cr Birchfield stated that the Queen's Counsel who is investigating the wetlands case is seeking further information and he will be in touch with M. Meehan within the next week.

Moved (Robb / Archer)

Carried

5.2.1 CONSENTS MONTHLY REPORT

J. Adams spoke to this report. He advised that eight resource consents were issued; three changes to consent conditions were received during the reporting period. J. Adams advised that the resource consent for the dredge has now been progressed and will be granted. J. Adams stated there were actually 44 written public enquiries responded to during the reporting, not 24 as in his report.

Moved (Archer / McDonnell) *that the May 2015 report of the Consents Group be received.*

Carried

5.2.1 COMPLIANCE & ENFORCEMENT MONTHLY REPORT

J. Adams spoke to this report and advised that 68 site visits were made during the reporting period. He reported that 43 dairy farm effluent systems were inspected with four found to be non-compliant. Sampling has been completed and all are now compliant. J. Adams reported that six complaints were received during the reporting period and two infringement notices, a warning and an abatement notice were issued as a result of these complaints. J. Adams reported that seven work programmes were received during the reporting period and all seven have now been approved. J. Adams advised that one mining bond was received and one bond has been recommended for release.

J. Adams answered various questions from councillors.

Moved (Archer / Robb)

1. *That the May 2015 report of the Compliance Group be received.*
2. *That the bond held by Granville Mining Ltd RC09167, is released.*

Carried

6.0 GENERAL BUSINESS

There was no general business.

The meeting closed at 10.48 a.m.

.....
Chairman

.....
Date

THE WEST COAST REGIONAL COUNCIL

Prepared for: Resource Management Committee Meeting –9 June 2014
Prepared by: Michael Meehan - Planning and Environment Manager
Date: 29 May 2015
Subject: **PLANNING AND ENVIRONMENT MANAGERS REPORT**

Proposed Land and Water Plan Change

Staff are working through two recent enquiries regarding Schedule 2 wetlands. Once these recent enquiries are worked through, staff will hold a workshop with the Resource Management Committee.

Coastal Plan Review

Pre-consultation feedback has been received from iwi, the three District Councils, and the Department of Conservation. A second hui was held with Ngāi Tahu and Poutini Ngāi Tahu Rūnanga on 28 April, and a third hui will be held on 3 June to discuss final matters raised in their feedback. Following this pre consultation staff will hold a workshop with the Resource Management Committee with a view to undertaking further collaborative work with the parties above.

Biosecurity

Council has undertaken follow up work to the recent location of Bristle Grass in the Inangahua / Buller Gorge area. Biosecurity staff with the assistance of Environment Canterbury staff undertook a spray operation targeting approximately 86 sites, mainly around road marker pegs. The New Zealand Transport Agency supplied the chemicals to do this work and have educated their mowing crews as to the need to prevent the spread of this pest plant. Further educational work is underway through Westland Milk Products to ensure awareness is raised amongst the farming community.

RECOMMENDATION

That the report is received

Michael Meehan
Planning and Environment Manager

5.1.2

THE WEST COAST REGIONAL COUNCIL

Prepared for: Resource Management Committee Meeting 9 June 2015
 Prepared by: Emma Chaney, Senior Resource Science Technician
 Date: 27 May 2015
 Subject: **REEFTON AIR QUALITY SUMMARY**

There has been one exceedance of the Resource Management (National Environmental Standards for Air Quality) Regulations 2004 for PM₁₀ in Reefton this year. This occurred on 27 of May (see Figure 1) and measured 51 micrograms/m³ PM₁₀.

An exceedance occurs when there has been an average of more than 50 micrograms/m³ of PM₁₀ recorded over a 24 hour period.

Due to the impending sale of the property on which the air quality site is located, Council has investigated options for relocation. Council has received permission to establish a new air quality site at the Reefton Area School. The relocation of the site will follow this winter's data collection.

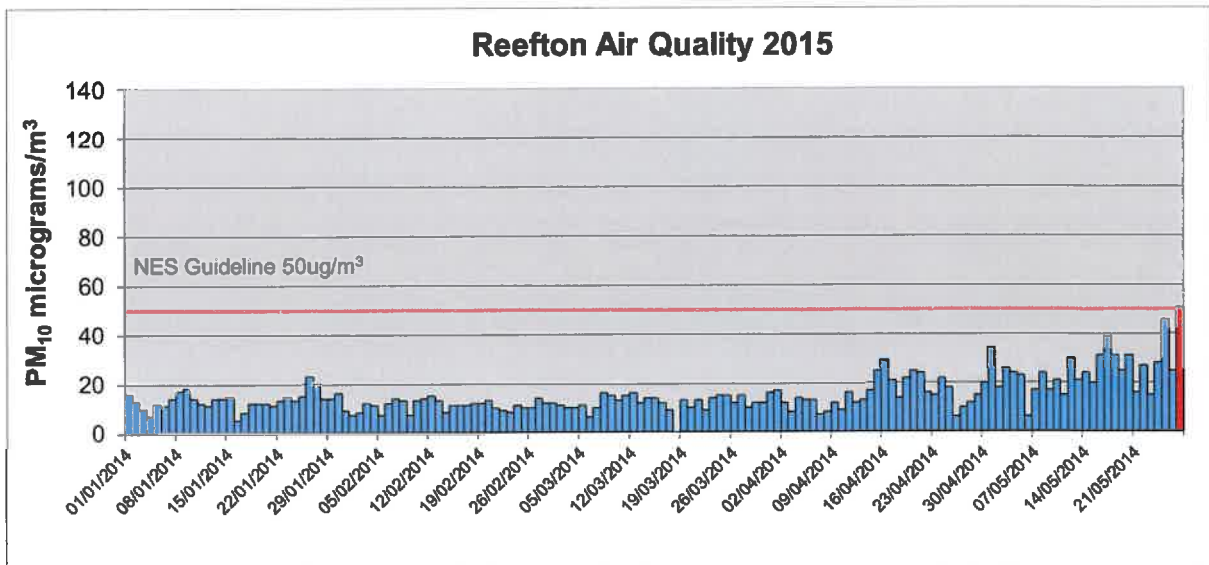


Figure 1. Reefton daily PM₁₀ for 2015 showing exceedances of the NES in red.

RECOMMENDATION

That the report is received

Michael Meehan
Planning and Environment Manager

THE WEST COAST REGIONAL COUNCIL

Prepared for: Resource Management Committee Meeting 9 June 2015
 Prepared by: Stefan Beaumont - Hydrologist
 Date: 25 May 2015
 Subject: **HYDROLOGY & FLOOD WARNING UPDATE**

Ministry for the Environment Community Environment Fund Project

Council received \$190,000 from the Ministry for the Environment's Community Environment Fund towards the development of tools to enhance collaboration, in making decisions regarding water allocation. The tools will be useful not only in the West Coast region but throughout New Zealand. NIWA will produce these tools and as part of the 18 month project are required to achieve milestones along the way.

The latest quarterly report submitted on 31 March 2015, noted the completion of several milestones in the first quarter, and the difference of two key milestones (Environmental Flow Strategic Assessment Platform (EFSAP) report and Empirical Longitudinal Flow Model (ELFMOD)). The EFSAP report milestone was differed until June 2015, to allow for further engagement to ensure that the tool is useful for a range of stakeholders. The ELFMOD tool milestone (NIWA funded) has been differed until August/September 2015 to allow for additional field data. The front end of this project was slowed by lack of data in the catchment. With the increased data collection, this project will be able to complete future milestones on time and deliver a very useful water management tool set for the region.

On 21 May a stakeholder engagement meeting was held at WCRC, where NIWA presented the tools being developed and asked for feedback into how we can apply these tools to ensure that they are targeted for the community's needs. This work will allow NIWA to complete its report into EFSAP. This tool has now been installed on WCRC computers and staff have been trained in how to use it.

Flood Warning

A very wet late April and early May produced alarms across the region in two separate storm events. In both events rainfall totals ranged from 100mm on the coast to 450-500mm in the mountains over 24-36 hours.

Site	Time of peak	Peak level	Warning Issued	Alarm threshold
Karamea River @ Gorge	07/05/2015 00:05	4246mm	06/05/2015 22:40	4000mm
Grey River @ Dobson	07/05/2015 13:40	4359mm	07/05/2015 05:00	4200mm*
Hokitika River @ Gorge	26/04/2015 22:00	4954mm	26/04/2015 14:15	3750mm
Hokitika River @ Gorge	06/05/2015 16:15	4980mm	06/05/2015 04:00	3750mm
Waiho River @ SH6	27/04/2015 00:15	8676mm	26/04/2015 12:30	8000mm
Waiho River @ SH6	06/05/2015 14:00	9140mm	06/05/2015 01:30	8000mm

*Alarm triggered at 3400mm on 07 May 2015 at 12:05am, but given the time of night of first alarm, the very slow rate of rise, the mid catchment flow recorders having peaked and the very low rates of rain forecast; the alarm was set to 4200mm and the warning issued once this level was reached (following the flood action plan).

RECOMMENDATION

That the report is received

Michael Meehan
Planning and Environment Manager

THE WEST COAST REGIONAL COUNCIL

Prepared for: Resource Management Committee – 9 June 2015
Prepared by: Nichola Costley – Regional Planner
Date: 28 May 2015
Subject: **Proposed Regional Policy Statement**

Purpose

This report provides an update following consultation on the Proposed Regional Policy Statement (RPS).

Consultation on the Proposed RPS

Council notified the Proposed RPS on 16 March 2015. The submission period closed on 22 May 2015. A total of 67 submissions were received by the close of the submission period.

Five late submissions have also been received. These are from:

- Ilana Yannai;
- Mossman Oil and Gas Ltd;
- Community Public Health;
- Buller District Council; and
- Westland District Council.

Summary of Submissions

Staff will now prepare a Summary of Submissions. Once this has been completed Council can notify the Summary of submissions and invite further submissions. The timeframe to make a further submission is ten working days from the date the summary is notified.

Staff will also initiate meetings with groups of submitters to discuss their submissions, address concerns and clarify points raised.

RECOMMENDATION

That Council:

1. *Receive this report; and*
2. *Accept the late submissions that have been received.*

Michael Meehan
Planning and Environmental Manager

THE WEST COAST REGIONAL COUNCIL

Prepared for: Resource Management Committee
 Prepared by: Jackie Adams - Consents & Compliance Manager
 Date: 27 May 2015
 Subject: **CONSENTS MONTHLY REPORT**

Non-Notified Resource Consents Granted 29 April – 25 May 2015

CONSENT NO. & HOLDER	PURPOSE OF CONSENT
RC12046 Lake Brunner Dairy (2005) Ltd	To discharge (irrigate liquid) dairy effluent to land near DS342 at Inchbonnie. To discharge (solid) dairy effluent to land near DS342 at Inchbonnie.
RC12222 Graeme Hobbs	To undertake earthworks associated with alluvial gold mining within MP 41866 at Nelson Creek. To disturb the bed of Nelson Creek and its tributaries within MP 41866 associated with water diversion. To divert Nelson Creek and its tributaries associated with alluvial gold mining within MP 41866 at Nelson Creek. To take and use water for alluvial gold mining activities within MP 41866 at Nelson Creek. To discharge sediment-laden water to land associated with gold mining within MP 41866 in circumstances where it may enter water, namely Nelson Creek and its tributaries. To discharge sediment-laden water to water associated with gold mining within MP 41866, namely Nelson Creek and its tributaries.
RC13170 Westland Contractors Ltd	To disturb the dry bed of the Mikonui River for the purpose of extracting gravel.
RC-2014-0226 Southwest Energy Ltd	To disturb the dry bed of the Totara River for the purpose of extracting gravel.
RC-2015-0025 New Zealand Transport Agency	To disturb the bed of Harold Creek to undertake river protection works (stream training, spurs and armouring). To disturb the bed of Harold Creek to undertake dry bed gravel extraction. To disturb the riparian margins of Harold Creek while undertaking river protection works (stream training, spurs and armouring). To permanently divert water in Harold Creek from river protection structures and as a result of stream training works. To temporarily discharge sediment to water in Harold Creek as a result of undertaking river protection works (stream training, spurs and rock armouring).
RC-2015-0043 Granville Mining Ltd	To undertake earthworks associated with alluvial gold mining activities within the Granville Forest. To undertake disturbance of Teviot Creek associated with water diversion within the Granville Forest and MP 55608. To divert Teviot Creek and its tributaries associated with alluvial gold mining within the Granville Forest and MP 55608. To take and use surface water from Teviot Creek or its tributaries for the purposes of alluvial gold mining activities within the Granville Forest and MP 55608.

	To take and use ground water for the purposes of alluvial gold mining activities within the Granville Forest and MP 55608.
	To discharge sediment-laden water to land in circumstances where it may enter water, namely Teviot Creek within the Granville Forest and MP 55608.
	To discharge sediment-laden water to water, namely Teviot Creek and its tributaries within the Granville Forest and MP 55608.
RC-2015-0044 Premier Group NZ Ltd	To disturb the dry bed of the Waitaha River for the purpose of selected stone removal.
RC-2015-0045 Westroads Greymouth Ltd	To disturb the wet bed of the Grey River for the purpose of extracting gravel.
	To discharge sediment-laden water to water associated with gravel extraction activities within the wet bed of the Grey River.
RC-2015-0050 Elect Mining Ltd	To disturb the bed of the Waiho River within MP 55071 associated with exploratory alluvial gold activities.
	To take and use water for exploratory alluvial gold mining activities within MP 55071.
	To discharge sediment-laden water to water, namely the Waiho River, associated with exploratory alluvial gold mining within MP 55071.
RC-2015-0054 PJ & JH O'Connor	To undertake earthworks associated with humping and hollowing of land, Waimangaroa.
RC-2015-0056 Z Energy Ltd	To take groundwater as a result of dewatering a pit, Greymouth.
	To discharge water containing contaminants to the reticulated stormwater system, Greymouth.
RC-2015-0058 Department of Conservation	To discharge sewage waste water to land at Station Crk Blk Pt Victoria SF51, Lake Daniell, Maruia.
RC-2015-0062 Robert Jack Coers	To disturb the dry bed of the Paringa River for the purpose of gravel extraction.
RC-2015-0063 Fahey Contracting Ltd	To disturb the dry bed of the Nelson Creek below State Highway 7 for the purpose of gravel extraction.
RC-2015-0065 GF & HR Dwyer	To discharge sewage waste water to land at Lot 1 DP 388864, Little Paddock Road, Blue Spur.
RC-2015-0068 OS & JP Goodman	To discharge grey waste water to land at Lot 2 DP 411278, 133 Clifton Road, Omoto.

Changes to and Reviews of Consent Conditions granted 29 April – 25 May 2015

CONSENT NO, HOLDER & LOCATION	PURPOSE OF CHANGE
RC10104-V1 Doug Hood Mining Ltd	To amend the location and method of compliance monitoring, Westport.
RC11221-V3 BRM Developments Ltd	To increase the maximum permissible area of unrehabilitated land at any one time and increase the bond quantum, Ianthe Forest.
RC12088-V1 Transpower New Zealand Ltd	To add an additional transmission line for works and maintenance, Otira.
RC94111-V1 Trustpower Ltd	To decrease the residual flow through the dam to the tributary of Kapitea Creek, Kumara.

Notified or Limited Notified Resource Consents granted 29 April – 25 May 2015

**CONSENT NO, HOLDER &
LOCATION**

RC-2014-0156
Birchfield Minerals Ltd

PURPOSE OF CHANGE

To undertake earthworks and vegetation disturbance associated with alluvial gold mining, rehabilitation and other associated activities within Mining Permit 41933.

To disturb the bed of the Grey River associated with four dredge crossings of the Grey River.

To disturb the bed of the Grey River and its tributaries within Mining Permit 41933 for alluvial gold mining and associated activities.

To temporarily disturb the bed of the Grey River and its tributaries for the purpose of creating an inlet channel to divert water to the dredge pond.

To temporarily divert the Grey River to allow the dredge to cross the bed of the Grey River.

To divert the Grey River and its tributaries within Mining Permit 41933 associated with alluvial gold mining and associated activities.

To take and use groundwater via seepage into the dredge pond.

To take and use surface water within Mining Permit 41933 for the purposes of alluvial gold mining and associated activities.

To discharge sediment-laden water onto land in circumstances where it may enter into water, namely the Grey River and its tributaries associated with alluvial gold mining and associated activities within Mining Permit 41933.

To discharge sediment-laden water into water associated with alluvial gold mining and associated activities within Mining Permit 41933.

Public Enquiries

33 written public enquiries were responded to during the reporting period. 29 were answered on the same day and 4 the following day. 2 LGOIMA requests were responded to, all within the required timeframe.

RECOMMENDATION

That the June 2015 report of the Consents Group be received.

Jackie Adams

Consents & Compliance Manager

THE WEST COAST REGIONAL COUNCIL

Prepared for: Resource Management Committee
 Prepared by: Jackie Adams – Consents & Compliance Manager
 Date: 27 May 2015
 Subject: **COMPLIANCE & ENFORCEMENT MONTHLY REPORT**

Site Visits

A total of 62 site visits were undertaken during the reporting period, which consisted of:

Activity	Number of Visits
Resource consent monitoring	5
Mining compliance & bond release	13
Complaint Related	3
Dairy Farm Inspections	41

Out of the 62 total site visits for the reporting period none were double categorised. 46 visits were compliant, 13 visits were non-compliant and 3 are still under investigation.

Gold Mining:

- Nine alluvial gold mining consent visits were carried out during the month. No enforcement action.

Coal Mining:

- Three coal mining consent visits were carried out during the month. No enforcement action.

Dairy inspections:

- 41 farm effluent systems have been inspected over the past month. 7 of these are non-compliant. Milking season winding up with only 11 more systems to inspect.

Complaints/Incidents between 30 April 2015 and 26 May 2015

The following 6 complaints/incidents were received during the reporting period:

Activity	Description	Location	Action/Outcome	INC/Comp
Animal Processing	Paunch pond overflow	Kokiri	Site investigated – overflow contained and remedial actions had begun. Enforcement action undertaken.	Self-reported incident
Scrap metal yard	Discharge to Air compliant – burning plastics	Greymouth	Site investigated – unsubstantiated complaint.	Complaint
Dead cow on beach	Complaint received about dead cow on the beach	Paroa	Site investigated: Animal disposed of. No further action undertaken.	Complaint
Milk processing	Complaint about discharge to air	Hokitika	Site investigated: unsubstantiated. WMP will continue to monitor. No enforcement action undertaken.	Compliant
Waste dumping	Complaint about waste from the Buller waste water treatment plant being dumped in Karamea landfill	Westport/ Karamea	Screening waste only being transferred – this is compliant with Consent for landfill. No enforcement action undertaken.	Complaint
Stormwater discharge	Complaint about stormwater discharge	Hokitika	Remedial actions undertaken by landowner. No enforcement action undertaken.	Complaint

Formal Enforcement Action

One infringement notice was issued during the reporting period:

Activity	Location
Wastewater treatment discharge	Haast

Two abatement notices were issued during the reporting period:

Activity	Location
Animal Processing	Kokiri
Wastewater treatment discharge	Haast

MINING**Work Programmes**

The Council received the following six work programmes during the last reporting period and two programmes have since been approved in the 20 day timeframe. The remaining work programmes are awaiting further information/site visits for approval, are not yet operational, or have only been recently received.

Date	Mining Authorisation	Holder	Location
01-May-15	RC12152	Michael John Dunnachie	Marsden
06-May-15	RC08146	Arthur Gillman	Kaniere
07-May-15	RC10009	S Barrett, T Barrett and L Mathieson	Dunganville
11-May-15	RC11121	Darrin Hampton	Blackball
11-May-15	RC12126	Meadowflower Holdings Ltd	Mawheraiti
18-May-15	RC-2015-0043	Granville Mining Ltd	Granville

The Council **received** the following bonds during the reporting period:

Mining Authorisation	Holder	Location	Amount
RC-2014-0117	Granville Mining Ltd	Slab Hutt	\$12,000
RC-2015-0043	Granville Mining Ltd	Granville	\$6,000

RECOMMENDATION

1. That the June 2015 report of the Compliance Group be received.

Jackie Adams
Consents & Compliance Manager

COUNCIL MEETING

THE WEST COAST REGIONAL COUNCIL

Notice is hereby given that an **ORDINARY MEETING** of the West Coast Regional Council will be held in the Offices of the West Coast Regional Council, 388 Main South Road, Greymouth on **Tuesday, 9 June, 2015** commencing on completion of the Resource Management Committee Meeting

A.J. ROBB
CHAIRPERSON

C. INGLE
CHIEF EXECUTIVE OFFICER

<u>AGENDA NUMBERS</u>	<u>PAGE NUMBERS</u>	<u>BUSINESS</u>
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3.		MINUTES
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	5	4.1 Report on Engineering Operations
	6 – 8	4.2 Corporate Services Manager's Report
	9 - 15	4.2.2 Risk Management Report
5.	16	CHAIRMAN'S REPORT
6.	17	CHIEF EXECUTIVE'S REPORT
7.		GENERAL BUSINESS

**MINUTES OF THE MEETING OF THE COUNCIL HELD ON 12 MAY 2015,
AT THE OFFICES OF THE WEST COAST REGIONAL COUNCIL, 388 MAIN SOUTH ROAD,
GREYMOUTH, COMMENCING AT 12.52 P.M.**

PRESENT:

A. Robb (Chairman), P. Ewen, P. McDonnell, T. Archer, A. Birchfield, N. Clementson

IN ATTENDANCE:

C. Ingle (Chief Executive Officer), R. Mallinson (Corporate Services Manager), M. Meehan (Planning & Environmental Manager), J. Adams (Consents and Compliance Manager), T. Jellyman (Minutes Clerk)

1. APOLOGIES:

Moved (Ewen / Archer) that the apology from Cr Challenger be accepted.

Carried

2. PUBLIC FORUM

There was no public forum.

3. CONFIRMATION OF MINUTES

Moved (Clementson / Archer) that the minutes of the Council Meeting dated 14 April 2015, be confirmed as correct.

Carried

Matters arising

Cr Ewen asked if there has been any progress with the money Grey District Council is to pay into the Red Jacks Rating District's account. M. Meehan advised that Grey District Council need to take this matter to their council meeting for approval.

3.1.2 CONFIRMATION OF MINUTES OF SPECIAL MEETING

Moved (Birchfield / Clementson) that the minutes of the Special Council Meeting dated 23 April 2015, be confirmed as correct, with the amended date to the footer at the bottom of the minutes.

Carried

Matters arising

C. Ingle advised that the LTP submission period has now opened; five submissions have been received to date.

REPORTS:

4.1 ENGINEERING OPERATIONS REPORT

M. Meehan spoke to this report and advised that a small amount of emergency work has been done in the Taramakau and Mokihinui rating districts. He reported that there is now a lot more rock in the Whataroa quarry following recent development work.

Moved (Ewen / Archer) that this report be received.

Carried

R. Mallinson spoke to this report and advised that this report covers the nine month results to the end of March. He advised the surplus is \$274,000 and is an improvement on the eight month report. R. Mallinson advised that just under \$90,000 spent on developing the Whataroa Quarry has been capitalised.

R. Mallinson advised that he will be looking very closely at how project funding is accounted for. He stated that when income from organisations such as MfE and DoC is received, the project can sometimes run over more than one financial year. An example is last year when \$196,000 was received from MfE, this entire amount was included as revenue in the 2013 / 14 year but only \$63,000 was actually spent in that year. R. Mallinson stated that this can result in a mismatch for that financial year.

R. Mallinson advised that the final Audit New Zealand Report has now been received and is attached to his report. He stated that Audit has recommended that Council dispenses with some of the pages in the Long Term Plan; these pages are the Cost of Services Financial Statements which is no longer required under the Local Government Act.

Moved (Archer / Birchfield)

1. *That this report be received.*
2. *That Council agrees to establish a Reserve Fund amounting to \$132,000 @1 July 2014, which will be used to fund expenditure on the Lake Brunner Project work during 2014 / 15 and 2015 / 16.*
3. *That Council receives the report from Audit New Zealand regarding the Long Term Plan Consultative Document.*
4. *That Councillors note the intention to dispense with the Group Activities Financial Statements as recommended by Audit New Zealand.*

Carried

5.0 CHAIRMANS REPORT

The Chairman reported that the Mayors and Chairs Forum was held yesterday. He advised the Hon Damien O'Connor was in attendance.

The Chairman reported that the Land and Water Forum (LAWF). He stated that LAWF has been re-formed. The Chairman advised that regional councils are represented on LAWF by two very good representatives who are both from the South Island.

The Chairman advised that he attended the meeting for the Visiting Drivers Governance Group, in Christchurch. He reported that there were presentations from various organisations on what work programmes might be carried out. Cr Archer asked if there is any likelihood of legislative changes. The Chairman responded that possible drivers licence testing is possible but at this stage there does not appear to be any will from the government to make any legislative changes. He stated the main thrust is safety improvements such as rumble lines, more direction arrows, better positioned rest areas, improved signage and better information on suitable stops for photo opportunities and views.

The Chairman advised that the May Day Forum held in Blackball recently was very well received. He stated that he and the Buller Mayor both spoke at this forum and spoke of getting the region back into the growing state rather than risking going into a declining state.

Moved (Robb / Ewen) *that this report be received.*

Carried

6.0 CHIEF EXECUTIVE'S REPORT

C. Ingle spoke to his report and took it as read. He advised that he spoke at a Development West Coast Business breakfast recently. The Chairman also attended this meeting. C. Ingle reported that he spoke about the Regional Policy Statement and the direction that Council is going in with RMA matters. C. Ingle stated that there were quite a few people in attendance and there was a lot of interest from the attendees on what Council is doing.

C. Ingle advised that there are quite a few new things happening with the Regional Sector Group. He stated that the amount of effort going in from regional councils and MfE with the regard to the NPS for Freshwater is massive. C. Ingle advised that this Council is not directly involved as we have a good

handle on any freshwater management problems in this area and things are going in the right direction for the West Coast.

C. Ingle advised that a press release for work being done in Lake Brunner may be considered and this could then go onto the LAWA website. He stated this is a good way for Councils to share progress from their regions.

C. Ingle reported that LGNZ's new Environmental Policy and Advisory Group is about to commence work on a thinkpiece, to see if the RMA is fit for purpose for the next few decades. C. Ingle stated that the thinkpiece LGNZ did on hazards has been well received by the Ministry of Civil Defence and they are now using this.

Cr Archer expressed his concern about the letter to the Editor in the Westport News regarding Development West Coast and their funding strategy. Cr Archer asked if there has been any feedback on whether or not this negative reporting is likely to have any adverse effect on the relationship that this council has built with Development West Coast. The Chairman advised that there was discussion on this at yesterday's Mayors and Chairs Forum and one of the big factors is about the money that Development West Coast has. The Chairman stated that this money is not a big game changer, Development West Coast is looking long term but he feels that relationship if good. The Chairman stated that there is a perception that \$100M is a lot of money, but in terms of the West Coast economy it is not a lot money in a long term approach. He stated a new industry is what is required.

Cr Archer asked if there is a strategic plan regarding a coast wide roll out for Broadband. C. Ingle advised that there was a meeting yesterday following the Mayors and Chairs Forum. He advised that there is a group led by Buller Mayor Garry Howard, and involving council staff from all four councils, DWC and the Polytechnic who are coordinating an application for funding. C. Ingle advised that the West Coast is ranked number 1 or 2 nationally for receiving funding for not only Ultrafast Broadband throughout the whole region but also for mobile phone blackspots throughout the region. He stated this has been well supported by all four councils.

C. Ingle advised that in the past funding for this type of thing has been population based but now this is not the case. He stated that it is important for the West Coast to get this funding for tourism, civil defence reasons. C. Ingle advised that Council's Civil Defence Manager is one of the people on this team that will make sure the message gets through so that we don't end up with an alpine fault earthquake scenario where people are trapped in places between Franz Josef and Wanaka, with no ability to contact them. The Chairman agreed with C. Ingle and stated that we get a lot of visitors to the region, we are a small region and this type of infrastructure needs to come from central government. The Chairman stated that the Buller Mayor has done a lot of work on this and Buller will benefit from this as well. C. Ingle stated that this is a region wide issue and the whole region will stand to benefit from better Broadband and cell phone coverage. The Chairman stated that DWC is also behind this initiative. C. Ingle advised that Council's IT Manager is also involved with this project.

C. Ingle advised that an MOU on economic development was signed off yesterday by the Mayors, Chair, and DWC. He stated that the relationships between the parties are very sound and any disagreements are openly discussed at these meetings and consideration is always given to what is best for the regions ratepayers.

Moved (Clementson / Archer) *That this report is received.*

Carried

GENERAL BUSINESS

Cr Archer advised that he attended a civil defence meeting last week in Westport. He noted that work is being done on an evacuation plan for Westport should there be a major flood event. Cr Archer stated that a successful evacuation plan is dependent on early notification and advance warning for a flood event. Cr Archer asked what is council's process for early warnings and to assist with the earliest possible notification. M. Meehan responded that there is already a flood warning system in place for Buller that will give advanced warning. He stated that people always will need as much advanced warning as possible to fully evacuate the town. M. Meehan stated there are other things that Civil Defence can do along with a good flood warning system and staging areas. He stated that this is being worked through with emergency services. M. Meehan stated that council is looking at ways of improving flood forecasting in the Buller catchment which may lead to improvements elsewhere such as a product called Eco Connect which NIWA uses. This will potentially give more lead in time for these types of events. He is also looking at what other councils do as they use different models; he is also considering additional monitoring sites in areas where there is not a lot of rainfall data. M. Meehan stated that it has been acknowledged that the flooding warning team has given very accurate information of when flood waters are going to peak using the information they have at the moment. C. Ingle stated that there are parts of Westport that would not be under water even in a 100 year flood event, and these could be used as staging areas. Cr Archer stated that it is well known where the low lying areas are and where the higher areas are within Westport. C. Ingle advised that deaths result

from a combination of depth and velocity of water. M. Meehan advised that a further meeting is scheduled for this coming Monday.

The meeting closed at 11.42 a.m.

.....
Chairman

.....
Date

THE WEST COAST REGIONAL COUNCIL

Prepared for: Council Meeting – 9 June 2015
 Prepared by: Wayne Moen – Senior River Engineer & Paulette Birchfield – Engineering Officer
 Date: 28 May 2015
 Subject: **ENGINEERING OPERATIONS REPORT**

Wanganui Rating District – Emergency Maintenance Works

Emergency work replacing approximately 1,000 tonnes of slumped rockwork at 3 sites was awarded to Westland Contractors at a cost of \$12,900 (excluding GST).

Granity, Ngakawau, Hector Erosion

During the recent king tides, Council received enquiries regarding coastal erosion from concerned residents in the Granity area.

Council undertook a site visit to assess the area and compare the information collected with the thorough investigation that was completed in 2006. In 2006 Council commissioned NIWA to look at the erosion issue and make recommendations. This work coincided with a public meeting held to discuss the issue with affected residents.

Council will hold a public meeting with Buller District Council and affected residents to discuss the current situation and potential options for consideration.

Glacier Gateway Motel, Franz Josef

Council negotiated the purchase of the Glacier Gateway Motel, Franz Josef. The purchase followed the Cabinet Paper from 2003 which identified the significant risk to the motels from Landslide Dam formation in the Callery River catchment. Since the Cabinet Paper's release the situation has become worse, with severe aggradation in the riverbed, along with the removal of the warning system in the Callery River catchment following the December 2010 flood event.

The purchase comprises:

- \$335,000 from the New Zealand Transport Agency
- \$300,000 from Central Government (held by Westland District Council)
- \$100,000 from the Franz Josef Rating District

The purchase requires the current owners to cease taking guests from 30 June 2015 and vacate the premises on 29 July 2015. The Council are currently investigating demolition options with Westland District Council.

The area will be set aside for river management purposes through a memorandum of understanding.

Quarries

Quarry	Rock Available	Emergency Stockpile
Blackball	2,300	-
Camelback	5,437	2,000
Inchbonnie	8,000	-
Kiwi	5,510	-
Whataroa	1,808	2,500
Okuru	500	-

RECOMMENDATION

That the report is received

Michael Meehan
Planning and Environment Manager

THE WEST COAST REGIONAL COUNCIL

Prepared for: Council Meeting – 9 June 2015
 Prepared by: Robert Mallinson – Corporate Services Manager
 Date: 29 May 2015
 Subject: **Corporate Services Manager's Report**

1. Financial Report

FOR THE TEN MONTHS ENDED 30 APRIL 2015				
	ACTUAL	YEAR TO DATE BUDGET	ACTUAL % ANNUAL BUDGET	ANNUAL BUDGET
REVENUES				
General Rates and Penalties	1,806,338	1,800,000	84%	2,160,000
Investment Income	1,070,480	912,841	98%	1,095,409
Resource Management	852,262	1,042,633	69%	1,238,000
Regional Land Transport	69,190	73,833	78%	88,600
Emergency Management	230,856	180,000	107%	216,000
River, Drainage, Coastal Protection	1,145,870	1,280,613	75%	1,536,736
Regional % Share Controls	550,347	541,667	85%	650,000
Warm West Coast	40,827	0	0%	
VCS Business Unit	3,812,355	2,788,218	114%	3,345,861
Other	9,717			
	9,588,242	8,619,805		10,330,606
EXPENDITURE				
Governance	327,658	359,949	76%	431,939
Resource Management	2,711,705	2,425,816	93%	2,910,979
Regional land Transport	153,494	140,458	91%	168,549
Hydrology & Floodw arning Services	456,317	392,448	97%	470,938
Emergency Management	267,943	262,998	85%	315,597
River, Drainage, Coastal Protection	1,371,944	1,271,186	90%	1,525,423
Regional % Share Controls	634,010	572,143	92%	686,571
VCS Business Unit	3,337,424	2,329,884	119%	2,795,861
Other Investments	127,557	0		104,172
Warm West Coast	25,778	0		
	9,413,830	7,754,881		9,410,029
SURPLUS / (DEFICIT)	174,412	864,924		920,577

BREAKDOWN OF SURPLUS (-DEFICIT)	Variance Actual V Budgeted YTD	ACTUAL	BUDGET Year to date	ANNUAL BUDGET
Rating Districts	-23,180	194,064	217,244	260,693
Quarries	-119,706	-121,472	-1,766	-2,119
Regional % Share of AHB Programmes	-53,187	-83,663	-30,476	-36,571
Investment Income	157,639	1,070,480	912,841	1,095,409
VCS Business Unit	16,598	474,931	458,333	550,000
General Rates Funded Activities	-565,885	-1,257,137	-691,253	-842,663
Warm West Coast	15,049	15,049	0	0
Other	-117,840	-117,840	0	-104,172
TOTAL	-690,512	174,412	864,924	920,577

Net Contributors to General Rates Funded Surplus (-Deficit)	Actual	Budet ytd	Annual Plan
Net Variance Actual V YTD			
Rates	6,338	1,806,338	2,160,000
Representation	32,291	-327,658	-431,939
Resource Management	-476,261	-1,859,443	-1,672,979
Transport Activities	-17,680	-84,304	-79,949
River, Drainage, Coastal Protection	-92,615	-298,666	-247,261
Hydrology & Floodw arning	-63,869	-456,317	-470,938
Emergency Management	45,911	-37,087	-99,597
	-565,885	-1,257,137	-842,663

STATEMENT OF FINANCIAL POSITION @ 30 APRIL 2015

	@ 30/04/2015
<u>CURRENT ASSETS</u>	
Cash	263,448
Deposit - Westpac	7,330
Accounts Receivable - General	665,569
Accounts Receivable - Rates	328,435
Prepayments	114,435
Sundry Receivables	730,555
GST Refund due	0
Stock - VCS	142,551
Stock - Rock	727,596
Stock - Office Supplies	22,116
Accrued Rates Revenue	0
	<hr/>
	3,002,035
<u>NON CURRENT ASSETS</u>	
Investments	11,214,046
Strategic Investments	900,666
Term Deposit - PRCC bond	50,000
MBIE & DOC Bonds	14,636
Investments-Catastrophe Fund	892,261
Warm West Coast Loans	718,196
Commercial Property Investment	1,352,561
Fixed Assets	4,910,422
Infrastructural Assets	54,061,958
	<hr/>
	74,114,745
TOTAL ASSETS	<hr/> 77,116,779 <hr/>
<u>CURRENT LIABILITIES</u>	
Bank Short Term Loan	600,000
Accounts Payable	549,166
GST	207,520
Deposits and Bonds	778,269
Sundry Payables	266,180
Accrued Annual Leave, Payroll	327,311
Other Revenue in Advance	76,000
Rates Revenue in Advance	687,621
	<hr/>
	3,492,067
<u>NON CURRENT LIABILITIES</u>	
Future Quarry restoration	70,000
Interest Rate Hedge Position	98,130
Lower Waiho	239,660
Greymouth Floodwall	1,815,868
Inchbonnie	3,968
Hokitika Seawall	1,400,000
Punakaiki Loan	31,444
Strategic Investments	1,268,202
Warm West Coast	740,000
Office Equipment Leases	26,738
	<hr/>
	5,694,010
TOTAL LIABILITIES	<hr/> 9,186,077 <hr/>
<u>EQUITY</u>	
Ratepayers Equity	18,707,687
Surplus transferred	174,412
Rating Districts Equity	2,012,179
Tb Special Rate Balance	226,336
Revaluation	35,299,357
Quarry Account	-11,751
Catastrophe Fund	779,482
Investment Growth Reserve	10,743,000
TOTAL EQUITY	<hr/> 67,930,702 <hr/>
LIABILITIES & EQUITY	<hr/> 77,116,779 <hr/>

2. Investment Income

Westpac Portfolios

April 2015	Catastrophe Fund	Major Portfolio	TOTAL
Opening balance 1 April 2015	\$ 892,833	\$ 11,200,324	\$ 12,093,157
Income April 2015	-\$ 572	\$ 13,721	\$ 13,149
Deposit			
Withdrawal			\$ -
Closing balance 30 April 2015	\$ 892,261	\$ 11,214,045	\$ 12,106,306
Total income year to date to 30 April 2015	\$ 62,780	\$ 889,532	\$ 952,312

3. Comments

The surplus for the 10 months to 30 April 2015 was \$174,000 and is in line with the trend of previous results reported.

4. Funding of Purchase of Glacier Gateway Motel Land & Buildings

A 5% deposit has already been paid to the vendor's solicitors and settlement of the purchase will occur on 30 June 2015.

The Westland District Council and NZTA shares of the funding have already been invoiced and we will receive \$635,000 from those sources on 20 June 2015.

We will need to withdraw \$100,000 from our Westpac Investment Portfolio to fund the WCRC Franz Josef Rating District share of the purchase price.

RECOMMENDATION

1. *That this report be received.*
2. *That Council agree to the withdrawal of \$100,000 from the Westpac portfolio to fund the Franz Josef Rating District share of the Glacier Gateway Motel land & building purchase.*

Robert Mallinson
Corporate Services Manager

THE WEST COAST REGIONAL COUNCIL

Prepared for: Council Meeting – 9 June 2015
 Prepared by: Robert Mallinson – Corporate Services Manager
 Date: 28 May 2015
 Subject: **Risk Management**

Background

In 2008 Council approved a Risk Management Policy that included a combination of risk management tools, namely:

- The annual Audit New Zealand audit.
- Councillor direct annual contact with our Audit Director.
- Reporting of annual insurance renewals.
- Continued membership of Riskpool (professional and public indemnity insurance).
- Prompt notification to insurers and advice to Councillors of any potential or actual liability claims against Council.
- Reporting of significant credit risks.
- Anti-Fraud policies.
- Credit card use policies.
- IT Disaster Recovery Plan.
- Regular reporting of Investment Portfolio.
- Support of SOLGM legal compliance project.
- Four, eight and twelve month performance reports.
- CEO reporting to Council.
- Management team reporting of real or potential risks to Chief executive.

In November 2014 Councillors considered a report on Risk Management and Audit Sub-Committees. Councillors resolved to;

1. *Note the intention of the management team to develop a Risk Management Register for WCRC.*
2. *Council to engage in additional discussion with the Audit Director to ascertain what levels of risk Council faces and to ensure there is no duplication of activities.*

The 2014 Interim Audit Management Report from Audit New Zealand made the following comments; *We have identified that the Council does not have a formal process to manage business risks or maintain a risk register. The Council and management cover off risks as they arise and this is reported in the monthly papers presented to Council. There is a risk that not all risks are identified, or risks identified are not managed appropriately or efficiently.*

We recommend that a formal process to manage business risks, for example, Council could establish a formal risk register to monitor and manage business risks.

What is Risk Management?

Council uses risk management to:

- Safeguard people, assets, finances and property.
- Create a culture where all employees accept responsibility for managing risks.
- Demonstrate transparent and reasonable risk management processes which align with and demonstrate effective governance.

The Chief Executive and management team are responsible for:

- Promoting an appropriate risk management culture within Council.
- Identifying, managing and monitoring risks, which includes health and safety risks.
- Ensuring legislative obligations are met.
- Reporting to Council with regard to identified and potential risks.

Proposed Risk Management Register

Council's executive team have developed the attached draft Risk Management Register for Council's consideration and adoption.

RECOMMENDATIONS

1. *That this report be received.*
2. *That Council note and approve the initial Risk Register.*
3. *That Councillors note the intention of the Chief Executive and Management Team to*
 - a. *Report new risks to as they are identified.*
 - b. *Report on developments as necessary with regard to existing risks.*
4. *That Councillors note the intention of the Chief Executive and Management team to report any updates to the Risk Register annually.*

Robert Mallinson
Corporate Services Manager

	Risk description	Mitigation possible Y/N	Mitigation action
1	All health and safety associated risks causing death or severe harm to staff, contractors and public while carrying out operations. Quarries and VCS operations are key.	Y	Robust hazard identification process. Staff training and standard operating procedures. Programmed work site audits. Health & Safety Plan is maintained regularly.
2	Professional advice offered is deemed to be negligent.	Y	Management team ensures that any advice provided is only prepared (or reviewed) by properly qualified staff or consultants. Robust professional staff training provided and professional association memberships required to be maintained. Professional liability insurance provided.
3	Failure or non-performance of flood or erosion protection assets arising from design deficiency or lack of maintenance. Professional negligence could be a factor	Y	Robust asset management processes including Asset Management Plans and programmed asset monitoring, maintenance and renewal. Adequate funding provision (30 year forecasts) for asset maintenance and renewal. Professional liability insurance.
4	Reputation affected through negative communication in media or by staff	Y	Media and communications policy in place. Communications staff / advisor available if required. Managers properly trained in media management.
5	Large over-design flood event causing danger to the public and extensive damage to Council's infrastructure and private property, with substantial cost/funding implications.	N	Flood response plans are regularly reviewed. Robust financial risk management policy (scheme reserves, infrastructure reserve, regional catastrophe fund, borrowing capacity). Programmed reviews of levels of service.
6	Level of rates non-payment deteriorates.	Y	Effective follow up of overdue rates debtors to collect these amounts, utilising internal processes and external debt recovery agent where appropriate.
7	Deterioration of the global financial position increasing fiscal pressure on council through nonpayment of rates and fees and charges and lower returns on investments. Reduced revenue could impact on council's ability to deliver current agreed levels of service to the community.	Y	Sound budget processes in practice including use of BERL inflationary indices. Robust aged receivable collection process in place for sundry debtors. Annual reviews of budget and level of service with the community triennially via Long Term Plan processes. From year to year, council can adapt budgets to fit community affordability by using Annual Plans. Monthly financial reporting to Council and management team.

	Risk description	Mitigation possible Y/N	Mitigation action
8	Loss of council funds due to fraud	Y	Insurance is in place Council anti-fraud policy in place. Internal accounting controls External audit.
9	Unbudgeted expenditure on corporate assets required to keep them functional places extreme pressure on Council's financial resources	Y	Council adoption of asset management plan for corporate buildings with a 30 year view of the needs of the organisation and associated financial implications.
10	Council building and facilities fail to meet the needs of activities, resulting in an inability to deliver agreed levels of service to the community	Y	Development and implementation of sound asset management plans derived from an understanding of levels of service. Regular monitoring of levels of service KPIs and open communication with key internal stakeholders
11	Commercial risks / Investments	Y	Investment policy adopted by Council. Statement of Investment Policies and Objectives (SIP0) agreed with Fund Manager.
12	The environment could impact on current and future insurance premiums, increase of costs, insurance premiums increase, reputation of business due to non-performance	Y	Council participated in a process with 24 other Councils to seek best value insurance cover. Continued participation will help to keep insurance costs as low as possible. Council has a designated and funded regional catastrophe fund in lieu of LAPP membership. Council continues to be a member of Riskpool to minimise its Public Liability /Professional Indemnity risks.
13	Long Term Plan is not delivered to meet legal requirements, political and community expectations	Y	Project structure and management in place. Project milestones identified.

	Risk description	Mitigation possible Y/N	Mitigation action
14	<p>Technology, systems etc. inadequate to support business needs caused by any one or more of the following:</p> <ul style="list-style-type: none"> • Failure to keep up with changes in technology and to utilise where relevant • New ideas and thinking to respond to a changing environment are too slow • High stakeholder expectations. • Out of date software/systems, poor training in new/existing systems, delays in software development with regards to timeframe requirements, new software not meeting organisational requirements. • Information technology infrastructure and software does not meet the short/long term needs of the business. • Loss of the provision of continuity of IT Services. • System failure/hacking 	Y	<ul style="list-style-type: none"> • Update our IT Strategic Plan. • Continue to develop IRIS and Civica Authority financials software as key business and RMA systems. • Update IT Business Disaster Recovery & Business Continuity Plans. • Monitor emerging technologies by attending various IT fora. • Continue to maintain and develop overarching Information Management Systems Initiatives to integrate and update information services and practices that inform sound decision making. • Foster opportunities to integrate organisational best practice. • Implement and update virus software, firewalls, IT security systems/passwords etc. • Continue to work corroboratively to update with new software and networks so that we always use best practice modern approaches.
15	Breach of bank covenants and associated impact on financial reputation.	Y	Council governance procedures and management controls.
16	Credit Risks with regard to both WCRC borrowing and Investing.	Y	Council Investment and Borrowing Policies are in place to mitigate this.
17	Harm to staff, contractors, and public or damage to Council property from ground or aerial pest control operations (eg. aerial 1080, herbicide spraying).	Y	<p>Environmental Standard Operating Procedures are kept up to date and regularly monitored by management.</p> <p>Health and Safety practices in this area are kept current and closely monitored.</p>
18	Council does not meet all its legislative requirements and jeopardises government funding, risks being fined and/or sued, replacement of Councillors with commissioners, loss of public confidence in council and Local Government.	Y	<p>Key staff are expected to have an awareness of key legislation affecting Council.</p> <p>Adequate training organised with regard to legislative changes.</p> <p>Councillors aware of legal requirements to uphold the law.</p> <p>Councillor training is available, and uptake is good.</p>

Risk description	Mitigation possible Y/N	Mitigation action
19 Governance (at an elected level) non-compliance with legislation or failure to complete internal council policies. Policy development did not comply with legislative requirements or follow good practice. Council failing to monitor the efficiency and effectiveness of policies/rules/methods.	Y	Training of elected members. Keeping up to date with legislative developments via information received from government agencies and professional bodies. Ongoing policy, procedure and guideline preparation and review. Maintain standing orders.
20 Financial governance or lack of financial planning and management caused by poor systems and lack of internal control, or data inaccuracies. Lack of training or qualified staff, insufficient resourcing. Devolution of responsibility from central government and/or increased community expectations.	Y	Increase level of corporate financial literacy; continually develop financial reporting, capability and systems. Compliance with International Financial Reporting Standards and now the new International Public Sector Accounting Standards. Increase audit & risk management at governance and management level. Submissions to Central and Regional Government.
21 Ineffective Planning Processes caused by: (a) Inadequate strategic planning (b) Inadequate information and advice (c) Inadequate systems and resources (d) Inadequate community input (e) Poor external relationships	Y	Continued professional development for Councillors. Continue development of the LTP decision making and prioritisation process. Media and communication management. Continue with efforts to identify correct messaging to key relationships. Plan and invest in appropriate information services, to inform decision making initiatives.
22 Loss of knowledge (IT, documents and staff) caused by: <ul style="list-style-type: none"> • Insufficient systems in place to manage data/information. • Inadequate filing, categorisation, storage of documents (electronic and physical). • Lack of culture and use of systems. • Inadequate organisational knowledge capture. 	Y	Continue to update and improve electronic document management software and practices. Map business processes using Promapp where this will add value. Review Information Management Strategy. Develop a digital strategy. Develop Key Role Continuity Plan.
23 Lack of consultation with stakeholders	Y	Employ consultation policies and procedures and good professional advice. Effective communication strategy and appropriate resources to support it.

	Risk description	Mitigation possible Y/N	Mitigation action
24	Ineffective relations with local Iwi and failure to meet requirements of legislation involving Iwi e.g. RMA, LGA and Treaty settlements.	Y	Develop MoU's as appropriate. Establish good relations - talking up front will serve us better.
25	Failure to provide adequate flood warning or civil defence service.	Y	Effective and reliable telemetry system. Flood monitoring equipment is in place at key sites around the region and is regularly monitored and maintained. Flood procedure manual regularly maintained.
26	Emergency Management is overwhelmed by scale of disaster, inability to mobilise resources via staff (numbers), facilities (adequacy), infrastructure (availability/adequacy).	Y	West Coast Regional Civil Defence Emergency Group Plan together with specific disaster plans are in place and regularly reviewed. Flood Action Plans and Community Response Plans largely in place. MOU's with neighbouring regions to enable support in a major event. Executive/Council support and input. New CDEM structure allows for the 4 West Coast Councils to support each other.
27	Potential loss of key skills and knowledge and difficulty to recruit replacements.	Y	Succession Planning. Recruitment Policies/practices are in top 10%. Recruitment consultancy used where needed for key positions. Benchmarked salary levels, market-driven remuneration. Develop Key Role continuity Plan.

THE WEST COAST REGIONAL COUNCIL

Prepared for: Council Meeting 9 June 2015
Prepared by: Andrew Robb – Chairman
Date: 29 May 2015
Subject: **CHAIRMAN'S REPORT**

Meetings Attended

- I chaired the Long Term Plan Hearing on 8 June 2015.

It has been a quiet month following the notification of the draft Long Term Plan. It is pleasing to see the number of submissions we have received and the engagement of the public on this.

RECOMMENDATION

That this report be received.

Andrew Robb
Chairman

6.0

THE WEST COAST REGIONAL COUNCIL

Prepared for: Council Meeting 9 June 2015
Prepared by: Chris Ingle – Chief Executive
Date: 29 May 2015
Subject: **CHIEF EXECUTIVE'S REPORT**

Meetings Attended

- I attended the Regional Council Chief Executive's meeting in Wellington on 5 May and the Chief Executive's Environmental Forum the following day.
- The Mayors and Chairs forum was held on Monday 11 May at Paroa.
- A meeting on the ultrafast broadband funding application was held at Paroa on 11 May.
- I chaired the SOLGM Planning and Accountability Working Party meeting in Wellington on 15 May. I will be chairing day one of the SOLGM Community Plan Conference in Christchurch in August as part of my role in this working party.
- I attended the West Coast Civil Defence Group workshop on 21 May where a self-assessment was completed for the Monitoring and Evaluation process.
- I attended a civil defence roadshow presentation on 22 May on improvements to the Civil Defence Emergency Management software for responding to emergency events (EMIS).
- I will be attending the South Island regional council CEO's meeting in Christchurch on 5 and 6 June.

Long Term Plan 2015 - 2025

Following the Council's Special Meeting on 23 April the Long Term Plan was adopted. Submissions opened on 23 April and closed at 1pm on Monday 25 May. A total of 63 submissions were received with 18 of these submitters wishing to speak to their submissions at the hearing on Monday 8 June.

Annual Leave

I took a day's bereavement leave on 18 May and a day's annual leave on 26 May.

RECOMMENDATION

That this report be received.

Chris Ingle
Chief Executive

THE WEST COAST REGIONAL COUNCIL

To: Chairperson
West Coast Regional Council

I move that the public be excluded from the following parts of the proceedings of this meeting, namely, -

Agenda Item No. 8.

- | | | |
|---------|-----|--|
| 18 – 21 | 8.1 | Confirmation of Confidential Minutes 12 May 2015 |
| | 8.2 | Overdue Debtors Report (to be tabled) |
| | 8.3 | Response to Presentation (if any) |
| | 8.4 | In Committee Items to be Released to Media |

Item No.	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.
8.			
8.1	Confirmation of Confidential Minutes 12 May 2015		Section 48(1)(a) and in particular Section 9 of 2nd Schedule Local Government Official Information and Meetings Act 1987.
8.2	Overdue Debtors Report		
8.3	Response to Presentation (if any)		
8.4	In Committee Items to be Released to Media		

I also move that:

- Chris Ingle
- Robert Mallinson
- Michael Meehan
- Jackie Adams

be permitted to remain at this meeting after the public has been excluded, because of their knowledge on the subject. This knowledge, which will be of assistance in relation to the matter to be discussed.

The Minutes Clerk also be permitted to remain at the meeting.