



WESTLAND
DISTRICT COUNCIL

AGENDA

Operations Committee

Council Chambers

Wednesday
22 June 2011
3.00 pm



OPERATIONS COMMITTEE

NOTICE IS HEREBY GIVEN THAT A MEETING OF THE OPERATIONS COMMITTEE WILL BE HELD IN THE COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA, ON WEDNESDAY 22 JUNE 2011 COMMENCING AT 3.00 PM

1. PRESENT AND APOLOGIES

2. CONFIRMATION OF MINUTES – 27 APRIL 2011

(Pages 1-3)

3. REPORTS

3.1 Group Manager – Assets and Operations

(Pages 4-14)

Recommendation

That the monthly report from the Group Manager – Assets and Operations be received.

4. GENERAL BUSINESS

4.1. Safer Community Council – Regarding Judder Bars at the top end of Revell Street

Recommendation:

(Page 15)

That the Operations Committee investigates what can be done to solve the problem.

4.2 Hans Bay Road – Speed Limit issue

Memo from Group Manager – Assets and Operations will be tabled at the meeting.

4.3 West Coast Regional Tourism Signage Strategy – For discussion

Copy of West Coast Regional Tourism Signage Strategy is attached for comments.
(Pages 16-30)

4.4 Progress report on CAPEX projects for year 2010-11

Group Manager – Assets and Operations will give a verbal update.

5. INWARD CORRESPONDENCE

- 5.1 Tom Belton, c/o Department of Conservation, Hokitika: Regarding proposal for memorial planting at Tudor Street, Beach Access. (Page 31)

Note: That this item is also included on the Council Agenda.

- 5.2 Neville Monk, Chairman, Kokatahi Hall Board: Regarding a recycling point in Kokatahi possibly Kowhitirangi. (Pages 32-33)

NEXT MEETING: WEDNESDAY 24 AUGUST 2011 AT 3.00 PM



OPERATIONS COMMITTEE

MINUTES OF A MEETING OF THE OPERATIONS COMMITTEE, HELD IN THE COUNCIL CHAMBERS, WESTLAND DISTRICT COUNCIL, 36 WELD STREET, HOKITIKA ON WEDNESDAY 27 APRIL 2011 COMMENCING AT 3.05 PM

1. PRESENT

Councillor K.R. Scott (Chairperson)

Councillors A.N. Bradley, K.J. Eggeling, J.G. Birchfield, M.D. Montagu.

APOLOGIES

Nil.

ALSO IN ATTENDANCE

Vivek Goel (Group Manager – Assets & Operations), P.G. Anderson (Engineer) and K.E. Manera, (Word Processor/Receptionist).

2. CONFIRMATION OF MINUTES – 15 FEBRUARY 2011

Moved Councillor Eggeling, seconded Councillor Montagu and **Resolved** that the Minutes of the Operations Committee Meeting held on the 15 February 2011 be confirmed as a true and correct record of the meeting.

3. REPORTS

3.1 Group Manager – Assets and Operations

Moved Councillor Eggeling, seconded Councillor Birchfield and **Resolved** that the monthly report from the Group Manager – Assets and Operations be received.

3.2 Proposal for Hannah's Clearing Water Scheme

Moved Councillor Eggeling, seconded Councillor Montagu and **Resolved** that the proposal for divesting Hannah's Clearing Water Scheme be approved and agreed to be forwarded to affected residents and **that it be a recommendation to Council** to waive the water rate charge until the Hannahs Water scheme is closed.

4. GENERAL BUSINESS

4.1 Butlers Landfill Management Contract and Mastagard refuse contract.

A verbal update from the Group Manager – Assets & Operations was provided and a group discussion was held.

4.2 Proposed Butlers Levy

A verbal update from the Group Manager – Assets & Operations was provided and a group discussion was held.

4.3 Changes to Delegations Manual

Moved Councillor Montagu, seconded Councillor Bradley and **Resolved that it be a recommendation to Council** the proposed changes to the Delegation Manual be approved.

Supplementary Agenda

Moved Councillor Eggeling, seconded Councillor Montagu and **Resolved** that the Supplementary Agenda be received and considered.

5. INWARD CORRESPONDENCE

5.1. Roland Urmson, Hokitika: Parking in Tancred Street, Hokitika.

The Committee noted that this matter would be considered at the April Council meeting the following day.

5.2 Brian Ward, Heritage Hokitika: Bridge Replacements.

Moved Councillor Bradley, seconded Councillor Birchfield that a recommendation be made to Council that a letter of support be sent to Heritage Hokitika without any financial commitments.

6. **MATTERS TO BE CONSIDERED IN THE 'PUBLIC EXCLUDED SECTION'**

Moved Councillor Eggeling, seconded Councillor Bradley and **Resolved** that in accordance with Section 48, Local Government Official Information and Meetings Act 1987, the public be excluded from the following parts of the proceedings of this meeting.

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:

6.1 **Tender**

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 of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

Item No.	General subject of the matter to be considered	Reason for passing this resolution in relation to the matter	Ground(s) under Section 48(1)(a) for the passing of this resolution
1.	Tender	The withholding of information is necessary in order to: Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial or industrial negotiations)	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist.

Moved Councillor Eggeling, seconded Councillor Bradley and **Resolved** that the business conducted in the "Public Excluded Section" be confirmed and the public be readmitted.

MEETING CLOSED AT 4.40 PM
NEXT MEETING: TO BE CONFIRMED

Confirmed:

Councillor Kyle Scott
Chairperson

Date

OPERATIONS SECTION

Period May End 2011

Risk Issues

1. Waste Contract.
2. Waiho River – Franz Josef – Civil defence issues
3. RSA Building – Fire Escape

Health and Safety Issues

1. No H & S incidents in the month of May 2011.

Staff Matters

None to report.

Financial Details

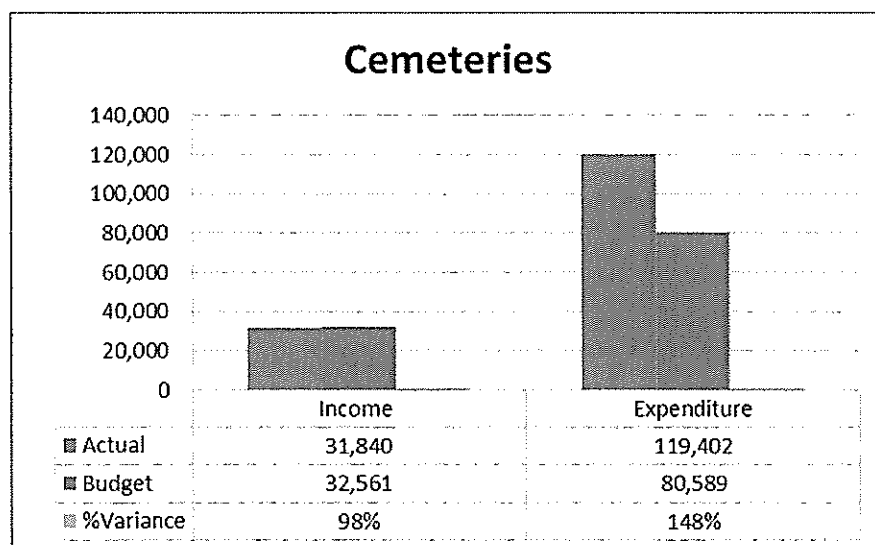
Year to date budget movements are included on the graphs against each activity. Any significant changes have been commented. The financial figures are year to date.

Note: The figures on the graphs do not include the Capital Expenditure. Progress on Capital projects has been provided on individual activities.

Activity Highlights

Cemeteries

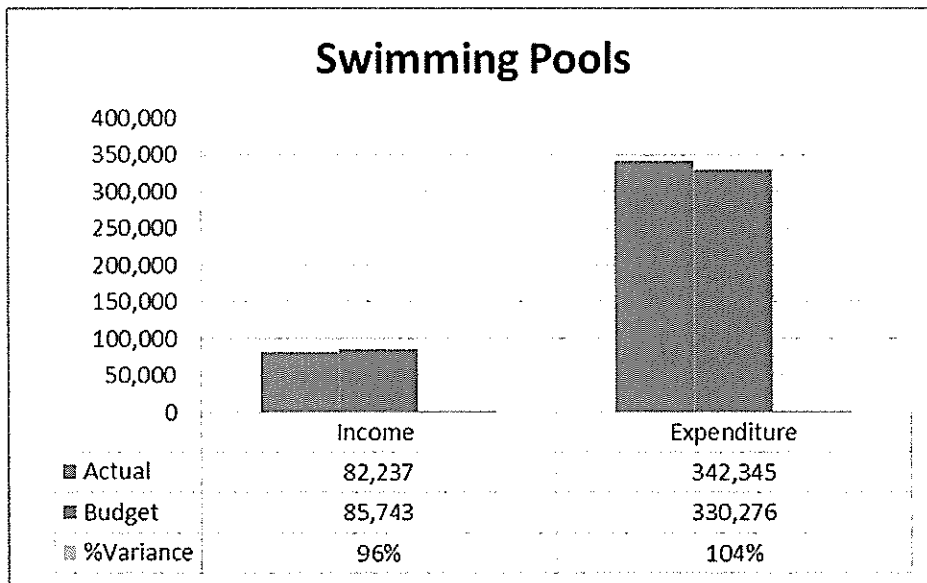
Information Kiosk at Hokitika Cemetery is complete. Some minor work painting the structure and fixing interpretation panels is still to be completed by Heritage Hokitika.



Note: The expenditure is higher due to overheads allocation.

Swimming Pools

Financial performance on Swimming Pools is as per the graph below:

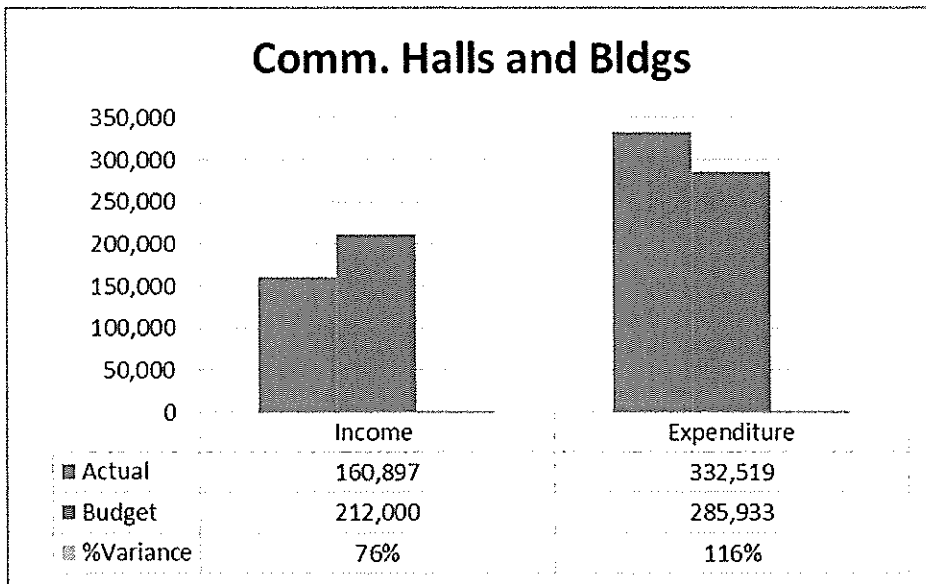


Note: The expenditure is higher due to overheads allocations.

- The pool closed for the season on Sunday 5th June.
- Until 2005 the swimming pool closed for the season in late March or early April. For the last 6 seasons we have stayed open through May and have received sufficient support from the Hokitika swimming public for this to be viable for future seasons. Numbers did reduce once the weather chilled off in early May, but remained reasonably consistent thereafter.

Community Halls and Buildings

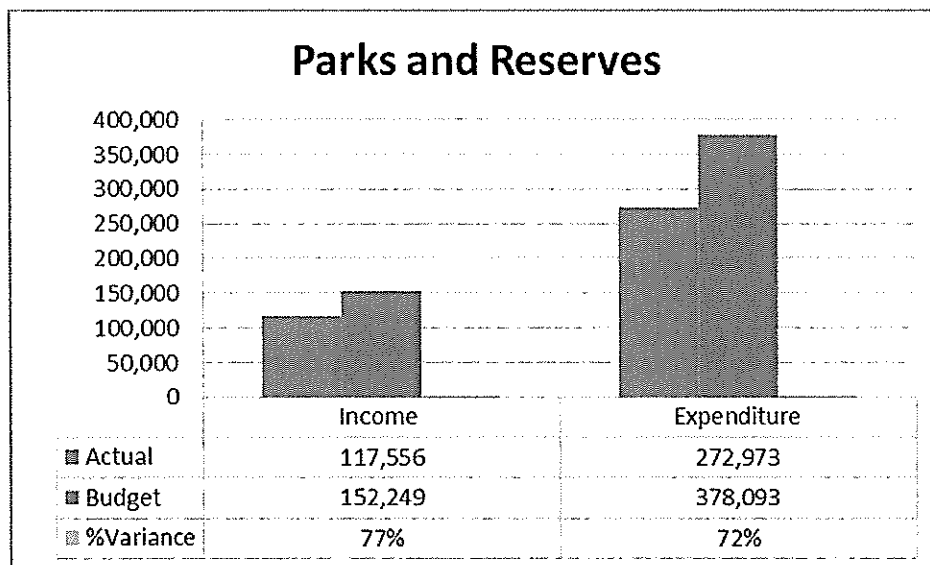
No matters to report.



Notes: Most of the expenditure is higher due to increased overheads. Museum building expenditure is included and has increased expenditure because of unanticipated maintenance. Ross Memorial Hall expenditure is also included which will be capitalised..

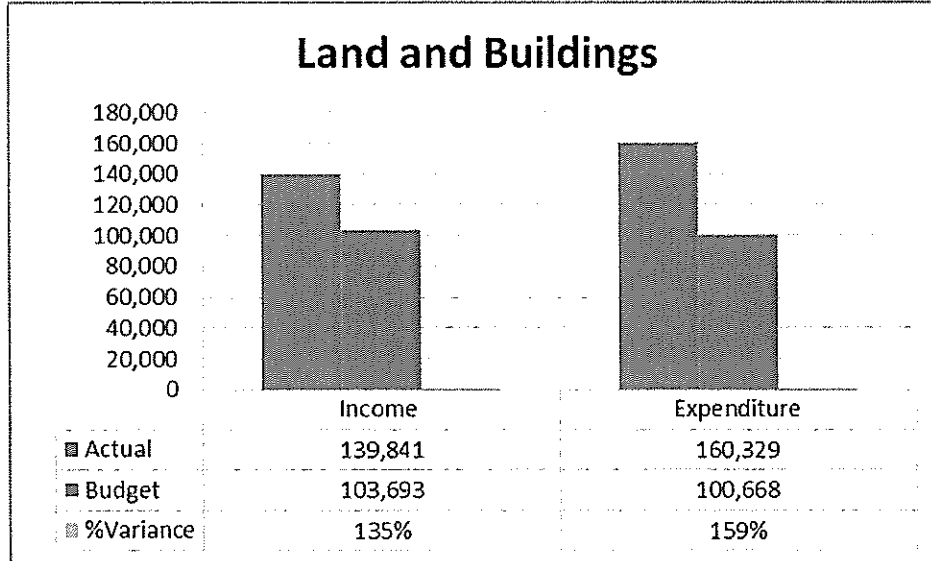
Parks and Reserves

Cass Square is being well utilised by both Rugby and Soccer this winter. Good feedback has been received to date although the No 1 field is wetter than would normally be expected. Recent wet weather is the primary reason for this and once a fine period of any significance occurs, Council staff and Contractors will investigate further.



Land and Buildings

As part of routine code compliance inspections staff attention was brought to the condition of the outer fire escape stairway of the RSA Building. Further investigation concludes that it needs to be replaced. Staff is currently preparing an estimate for this work but regardless of cost the work must proceed as soon as practical. As this stairway is a secondary form of escape from the upstairs portion of the building the building itself can still be utilised.

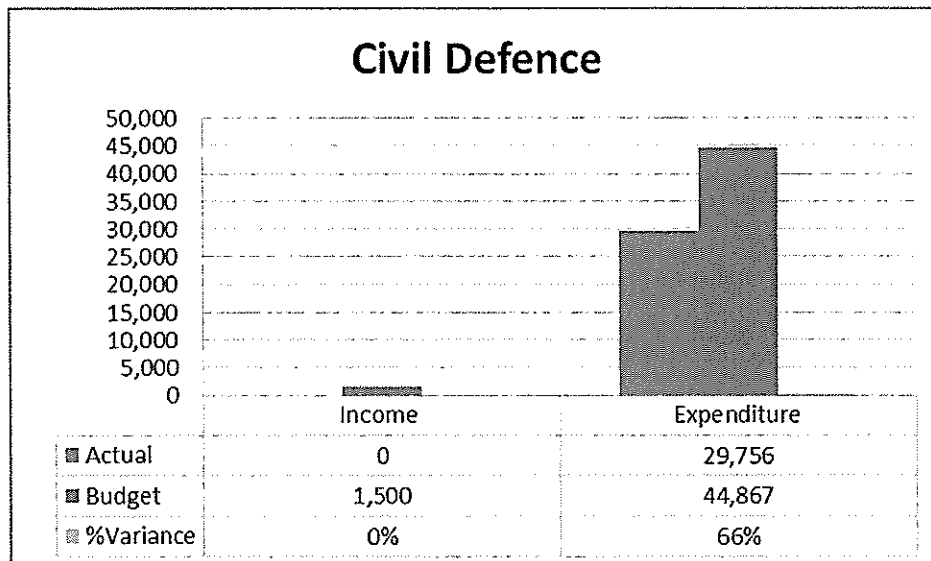


Notes: Costs higher than anticipated due to increased insurance & overheads costs. These costs will be recovered once the Property Company is fully established.

Civil Defence

Council staff continue to be concerned about the Waiho River in Franz Josef during significant rainfall events.

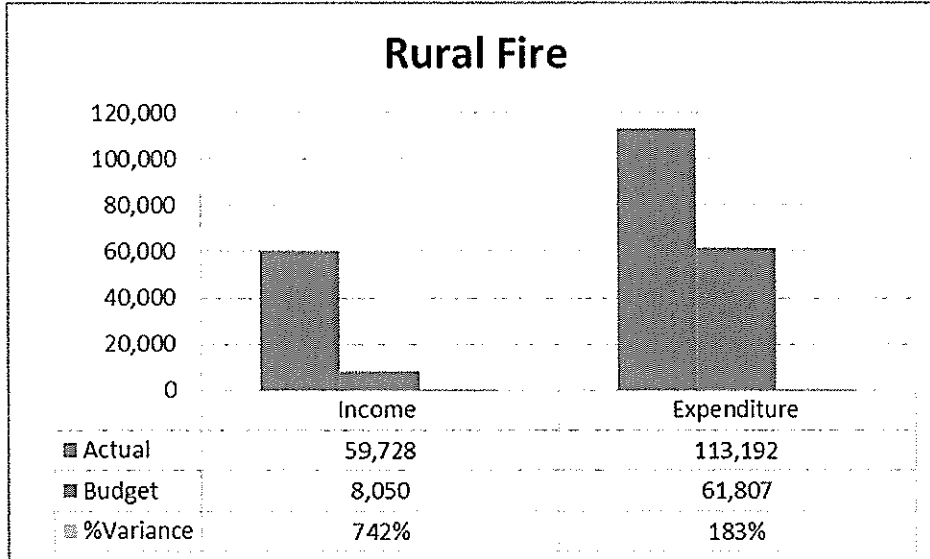
Staff attended the West Coast Engineering Lifelines Group Meeting in Greymouth recently. At this meeting two presentations were made with regard to the Christchurch earthquakes and what lessons we could learn from them on the West Coast.



Rural Fire

No rural fires reported for the period.

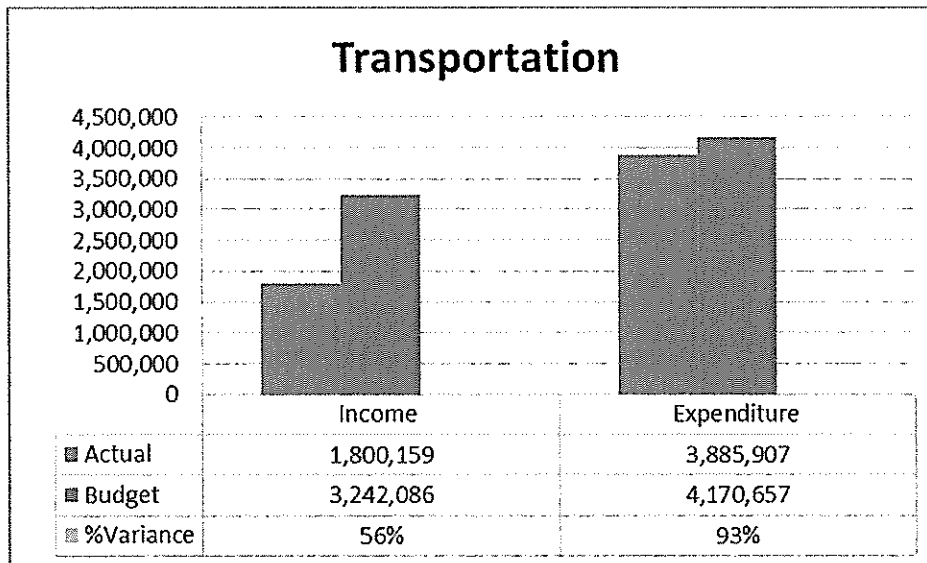
Kokatahi's new Fire Station situated at the Kokatahi Hall was officially opened on Saturday 28th May 2011.



Notes: Kokatahi fire station expenditure is included in the above figures.

Transportation

No significant matters to report. Routine maintenance for the winter months is underway and signage is now in place for the sections of road that historically present ice hazards in the upcoming anticipated frosts.



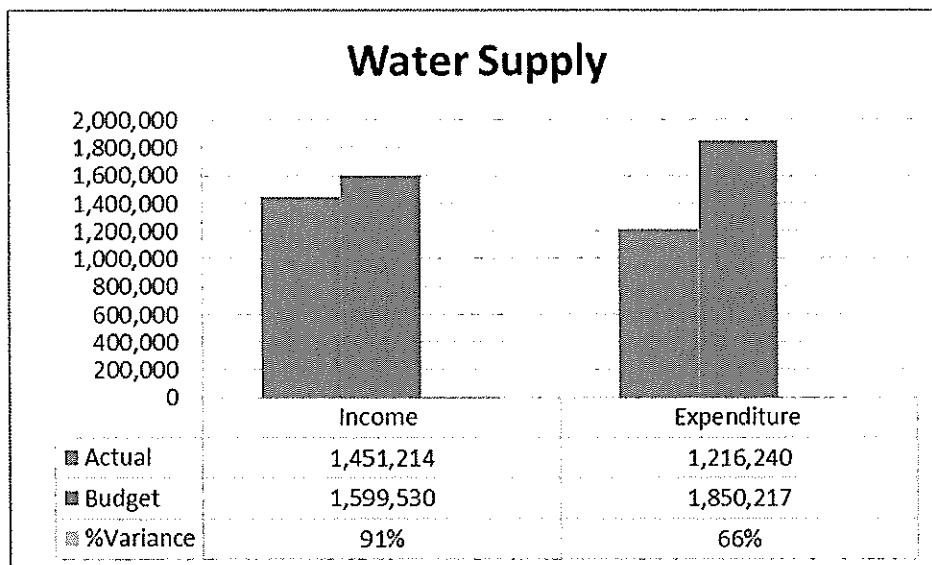
Note: Income from NZTA is claimed on actual expenditure and is always a month behind.

Water Supply

Work is 95% complete on the construction of the 1500m³ reservoir at the Blue Spur water plant in Hokitika. The tank construction itself, carried out by Tasman Tanks Ltd, is complete and pipework to connect the new reservoir to the existing system should be completed and the reservoir full by the end of the month

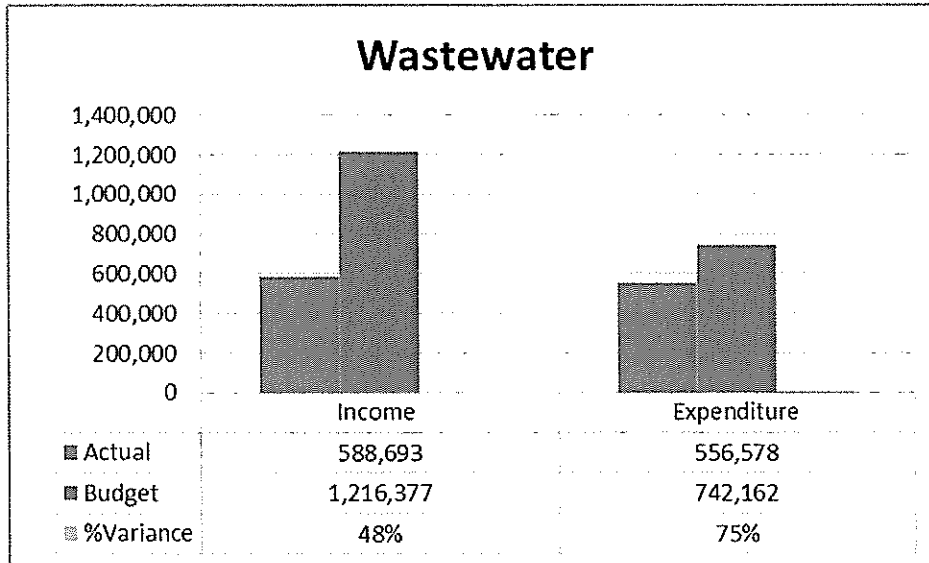
The major work for the new water bore development in Franz Josef has been completed by Tru-Line Drainage with the completion of the electrical work to occur in early June. Once completed and tested, the source of water supply will be switched over from the existing creek catchment to the bore. The creek catchment will remain in place to utilise if demand exceeds supply from the bore or in case of emergency.

Council Staff including the Group Manager: Assets and Operations are to hold another public meeting in Hannahs Clearing on Monday 13th June 2011 to inform residents of progress on divesting the non-potable water supply. The referendum for this is due 27th July 2011.



Wastewater

Hokitika de-sludging work has been awarded to Conhur Limited. There has been minor variation to the scope of the works. Due to very minimal availability of refuse at Butlers landfill, the sludge will now be deposited next to the ponds. The plans are to utilise this sludge as a top cover material for capping Hokitika landfill site. The Operations team continues to work with Conhur Limited to work out the details for the sludge deposition area.

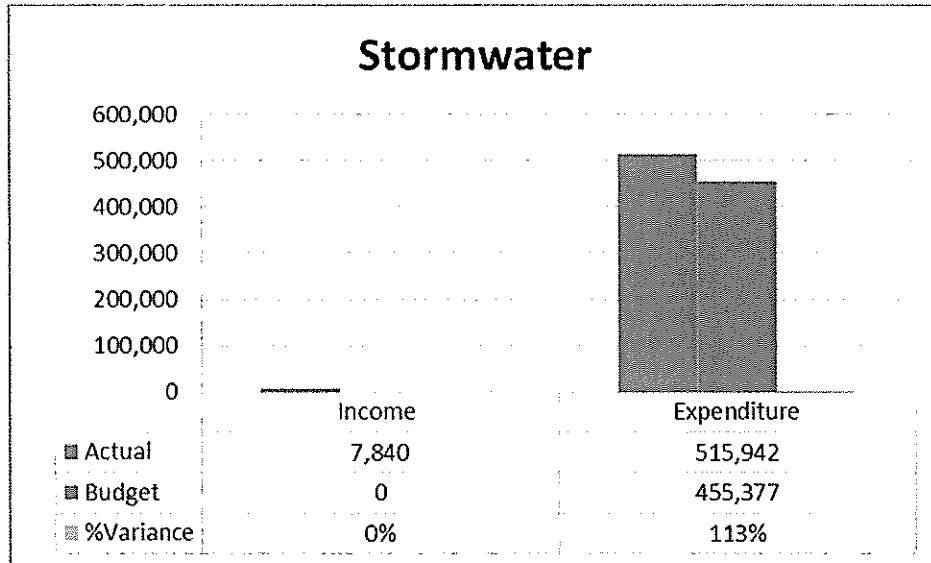


Note: Franz Josef 500k sewerage contribution is budgeted in income, but will not be coming in. The actual variance on income is 92%.

Stormwater

Tenders for Rolleston Street Pump station work have been received and this work was awarded to Evan Jones Construction Ltd. Work is expected to commence in early June.

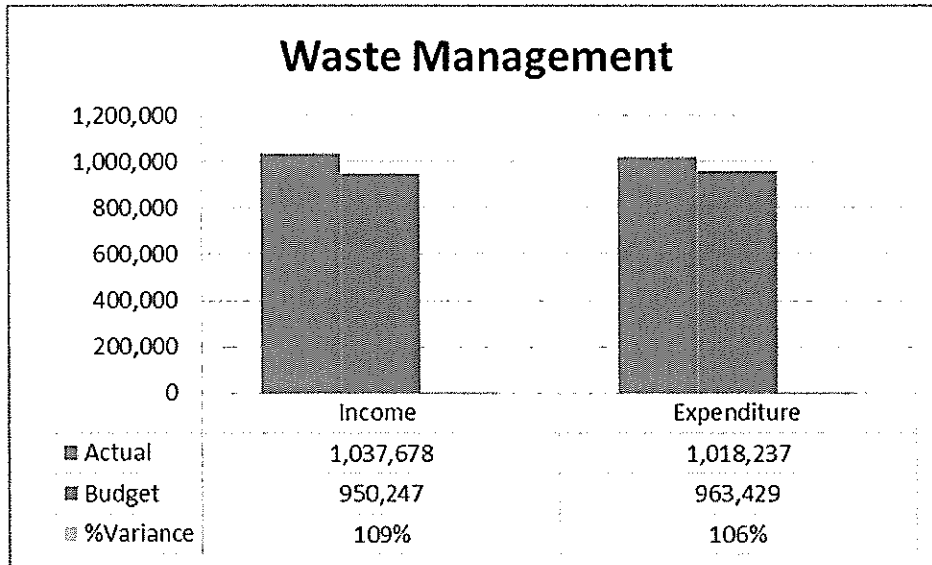
On the 16th May Westroads commenced work installing a new stormwater main in Franz Josef through the middle of the block of Cowan to Condon Street between SH6 and Cron Street. This reticulation is to allow the surrounding properties to discharge their stormwater in an appropriate manner other than into the sewer reticulation or elsewhere. Properties will be given approximately three months to rectify their plumbing issues before another series of dye testing will be undertaken to identify continued sewer infiltration.



Waste Management

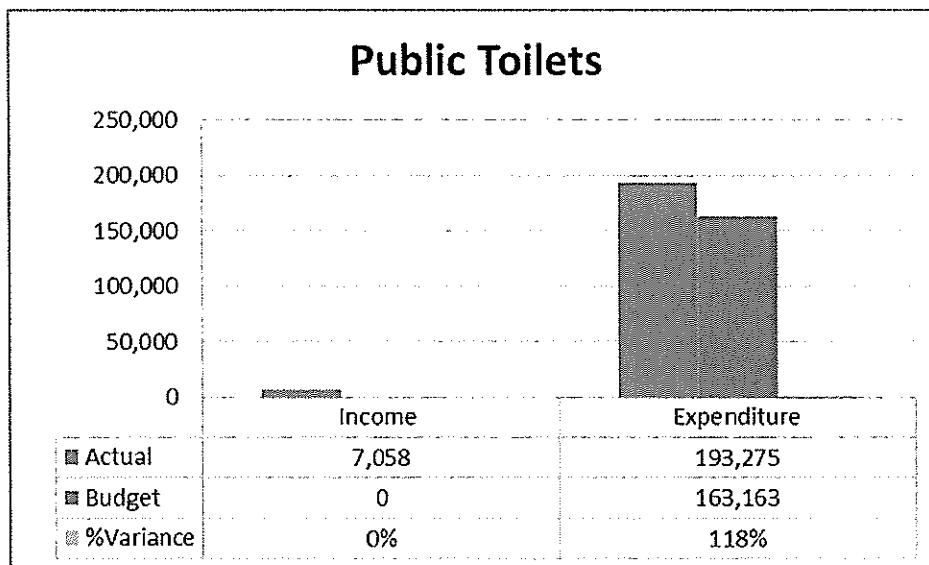
Construction has commenced by JDT Builders on the Hokitika Transfer Station Building at the Hokitika Refuse Site. Tilt slabs for the foundation and trough are currently being placed and backfilled. Construction of the shed itself is expected to be undertaken in late June.

Leachate irrigation pipes and pumps have been placed at the Butlers Landfill site and will be operational once electricians have completed the necessary work.



Public Toilets

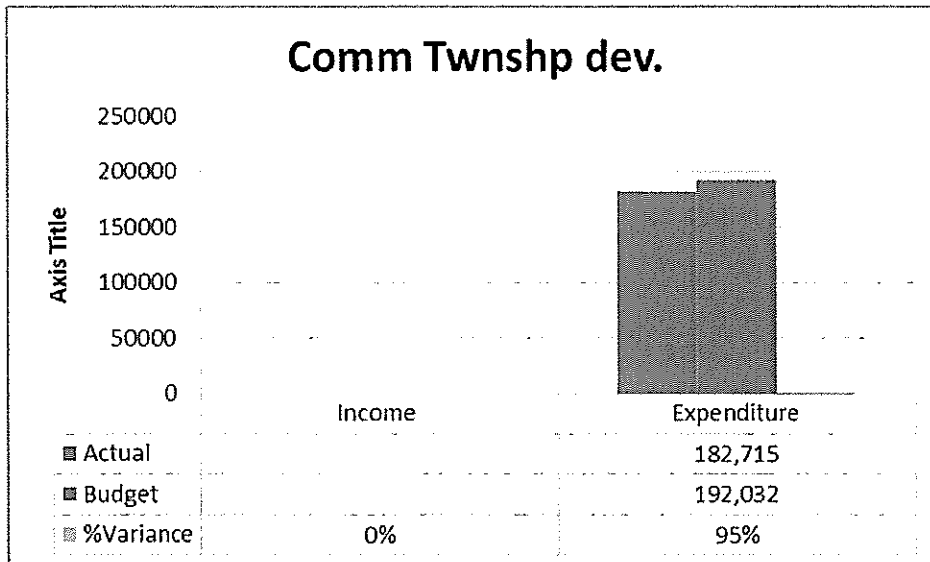
No issues to report.



Note: Maintenance higher than anticipated and overheads allocation.

Community Township Development

Meetings with Franz Inc. have been held to identify the town improvement works. Estimates have been prepared for these improvement works and subject to some minor consultation some of the works will be undertaking this winter during the “quiet period”.



Public Libraries

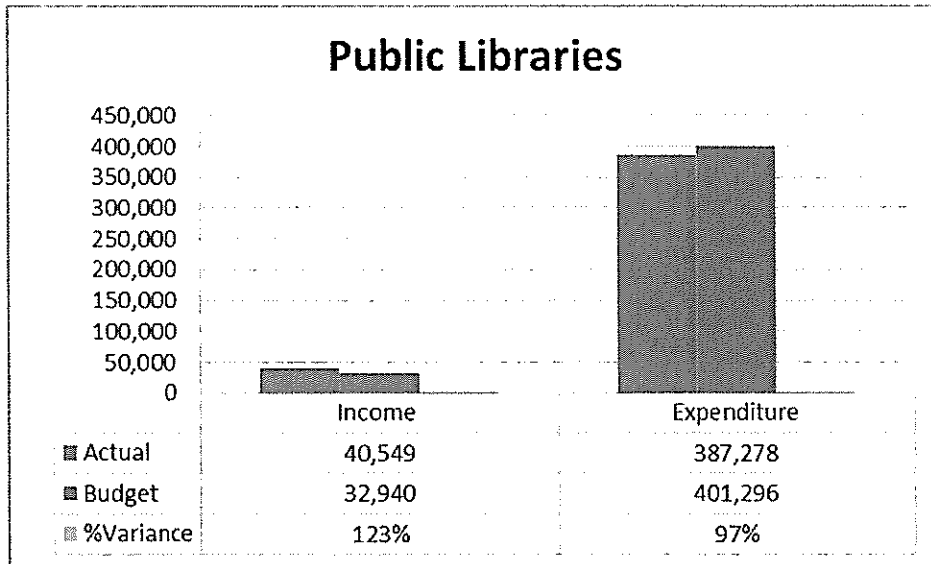
Sunday opening hours continue to gain in popularity as people become aware the Library is now open 7 days, with an average of 29 people visiting per opening hour, on the Sundays in May. In comparison, on the Saturdays in May, an average of 32 people visited per opening hour.

May 9th-18th was New Zealand Post Children’s Book Awards festival time. The display at Westland District Library included:

- A treasure hunt which was completed by 227 children over the period;
- A pirate-themed art competition which attracted 77 entries, all of which were displayed in the Library
- Two story times (one for pre-schoolers and the other for school age children) where 50+ children were entertained with tales read to them by the piratical “Red Moki from Hoki” aka Don Neale; and
- A sword fighting session, where 40+ children first made swords from rolled up newspapers, and then had a lesson in the fine art of fencing with our resident fencing instructor, Mary Abbott.

11 school classes visited the library during the festival and were read some of the picture book finalist titles, as well as being told about the awards. Mary did a great job organising and putting together such a successful programme.

Following the purchase of over 100 new items for our health section, funded by a generous grant from the Westland Medical Trust, Shona Winter has developed a new page on the Library's website, which allows viewers to see at a glance what titles we have on particular subjects. Also included on the page are links to some useful Health websites, making it a valuable resource.



Members: 3477(41%)

Memo

DATE: 10 June 2011
TO: Operations Committee
FROM: **Safer Community Council**

JUDDER BARS TOP END OF REVELL ST

Concern was expressed at the Safer Community Council meeting this morning about the height of the judder bars at the top end of Revell St.

Constable Jon Armstrong of the Hokitika Police said that they are not slowing vehicles down and they need to be higher, although not as high as the Beach St judder bars.

Recommendation:

That the Operations Committee investigates what can be done to solve the problem.

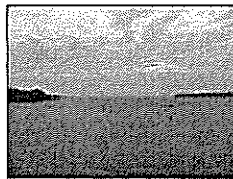
Derek Blight
Community Services Officer

West Coast Regional Tourism Signage Strategy

(Draft February 2011)

Prepared for Development West Coast

Prepared by Rob MacIntyre



Destination Planning Ltd

Table of Contents

INTRODUCTION.....	3
Context and Background:.....	3
Progress since 2009 Signage Review	3
Next Steps.....	4
Vision:	4
Key Objectives:	4
Guiding Principles:.....	5
Organisations.....	5
ACTION PLAN.....	6
PROPOSED PROCESS FOR SIGNAGE CHANGES.....	10
The Initial signage overhaul across the region.....	10
Destination initiated signage changes.....	10
NZTA Initiated signage changes	11
ATTRACTION CRITERIA	12
Icon Attractions	12
Key Attractions	13
Key Attractions (Natural and Heritage/Settlements).....	13
Key Commercial Attractions.....	13
Secondary Commercial Attractions.....	14
Stakeholders / Acronyms	15

Introduction

This West Coast Regional Tourism Signage Strategy (RTSS) aims to provide a strategy and action plan to deliver high quality tourism signage and wayfinding for the West Coast of the South Island. It has been developed following a detailed 2008-09 review of existing tourism signage developments and plans on the West Coast, throughout New Zealand and overseas.

Context and Background:

This RTSS has been delivered alongside several other projects under a Tourism Major Regional Initiative supported by New Zealand Trade and Enterprise funding. Development West Coast has administered the project under the guidance of the Project Management Team (PMT) which also includes Tourism West Coast, DOC and Ngai Tahu.

During the earlier review in 2009, the New Zealand Transport Agency (NZTA) was in the process of bedding down the merger of the Transit New Zealand and Land Transport NZ, including updating several sections of its Manual of Traffic Signs and Markings (MOTSAM) policy. Accordingly, the draft West Coast review contained a number of recommendations which represent slight variations to MOTSAM. As of October 2010, NZTA was still in the process of amending its policy with some content adapted from Australia, as part of an overall transition from MOTSAM to the new Traffic Control Devices Manual (TCDM). This has delayed the finalisation of the West Coast Strategy. The two MOTSAM/TCDM sections for reference, should stakeholders wish to check sign policy detail are:

- Section 8 – Motorist Service Signs (covering blue and white service and facility signs such as accommodation and public toilets)
- Section 9 – Tourism Signs (covering touring routes and brown and white tourist attraction signs)

The naming of these manual sections may change as the TCDM transition is completed.

Progress since 2009 Signage Review

Since the initial review, DWC has carried out a basic test audit of signs between Jackson, Hokitika and Greymouth developing a report with photographs of current sign issues and recommended amendments based on draft policy. This is a helpful reference for stakeholders to visualise likely changes resulting from applying this policy throughout the West Coast.

DWC and Tourism West Coast have also carried out some work on defining and naming a formal West Coast Touring Route. The initial tourism signage review raised options of having:

- two touring routes for the north and south of the West Coast, connecting at Kumara, or
- one main West Coast Touring Route from Haast Pass to the Buller Highway.

At this stage the latter single touring route is preferred. Both options would also have branch tourist drives (eg. Karamea and Port Jackson).

Next Steps

This draft RTSS should be reviewed by RTAG, TWC and individual councils, then by NZTA and adopted with any amendments.

Vision:

The West Coast has a world-class highway signage system which enhances visitor satisfaction by helping to make navigation simple and safe, thereby encouraging visitors to experience a greater range of attractions and facilities, stay longer in the region, recommend it to their friends and make return visits.

Scope:

This strategy and guideline applies to all State Highways on the West Coast administered by the New Zealand Transport Agency (NZTA) and District Councils.

Key Objectives:

1. Visitors can easily navigate to key attractions and safely explore more of the West Coast.
2. Tourists are encouraged to slow down and plan appropriate time for itineraries, thereby reducing fatigue and stress.
3. Signage clutter is minimised to protect the sense of an unspoiled environment.
4. The sense of arrival to Destination West Coast is reinforced.
5. Signage supports the minimisation of visitors' environmental impacts through education and direction to facilities.
6. Tourism signs provide accurate and realistic information where reasonable expectations are fulfilled at the destination site.
7. Tourism signage policy is regionally consistent, simple for the tourism industry to understand and easy for the administering bodies to apply.
8. Tourism signage is recognised as an integrated component of the overall West Coast branding, marketing and destination management strategy including route maps, information panels, repeat use of the regional i-SITE network, pod based commentary and GPS mapping.
9. There is integrated management of the highway as a tourism experience, with optimally spaced facilities, consistency in structure design and protection of iconic views.
10. This strategy is incorporated at all levels of government within the West Coast through provisions in relevant local and regional statutory plans.

Guiding Principles:

1. Safety takes primacy over every other signage issue.
2. Tourism signage should deliver plain, unbiased information that enables visitors to make informed decisions.
3. The provision of directional information for visitors is more important than advertising visitor businesses.
4. The West Coast Tourism Signage strategy will not be in conflict with MOTSAM/TCDM Signage Policy.

Organisations

An existing Regional Transport Advisory Group (RTAG) includes engineers from the regional and district councils. It is proposed that a tourism representative from Tourism West Coast is added to this group to provide specialist input to highway issues, tourism signage policy and implementation. The tourism representative would consult with industry stakeholders as appropriate, discuss signage issues, formulate proposals and then represent those views at RTAG meetings as necessary.

It is anticipated, that after an initial transition period, the tourism representative on RTAG will need to attend no more than six monthly.

Action Plan

No.	Activity	Responsibility	Timeframe
1	Nominate a tourism representative to the Regional Transport Advisory Group (RTAG) to provide specialist input to highway issues, tourism signage policy and implementation including assessing applications for tourism signage changes.	TWC (RTAG)	March 2011
2	Agree a process for initiating changes, including an amnesty provision for any existing signage that contravenes the policy. (See draft process is provided below)	RTAG, NZTA	April 2011
3	Develop a formal driving network plan with a widely consulted named backbone West Coast touring route and branch tourist drives. This initiative may require specific Corridor Management Plans and it will require its own marketing plan.	TWC NZTA (RTAG)	March 2011
4	Complete a test schedule of signage revisions based on the RTSS using two examples; <ul style="list-style-type: none"> a. Rationalising clutter in Hokitika by proposing signs to position the town centre as the destination, rather than attempting to list all the different types of outlets. b. Jacksons-Kumara-Greymouth and Kumara-Hokitika. 	PMT	March 2010 Completed
5	Establish a publicly accessible inventory of West Coast highway tourism signs, online or on disk, including GPS coordinates, video, GIS, or Google Street View. Much of this data exists but is currently difficult for stakeholders to access.	NZTA OPUS (RTAG)	May 2011
6	Compile an initial action plan for selected sections of highway, particularly major intersections, which includes; <ul style="list-style-type: none"> • A schedule of proposed changes to tourist signage based on the RTSS. • The rationale for the proposed changes It is expected that TWC will need to assist NZTA/OPUS with consultation with local promotion groups during the development of the schedule.	NZTA OPUS RTAG	June 2011

No.	Activity	Responsibility	Timeframe
7	Introduce additional motorist service symbol signs at staged points along the West Coast to provide advance notice about the distances to the next critical facilities including toilets, rubbish, recycling, fuel, camping and dump stations.	NZTA/OPUS (RTAG) (District Councils)	September 2011
8	<p>Review and recommend changes to improve directional signage at key junctions where visitors are faced with route options. This should include more use of "map" signs showing simplified branches of the alternative routes, distances and location of icon attractions. Such junctions include:</p> <ul style="list-style-type: none"> • Inangahua (options south via Reefton or via Punakaiki / Coastal Road showing Westport/Karamea Highway) • Jacksons (Punakaiki via Moana- Lake Brunner/Greymouth and Punakaiki via Kumara / Shantytown) • Crossroads/Four Mile (Westport/Buller Gorge) • Greymouth (especially the T-junction south of the bridge, intersection Mawhera Quay / Smith Street and include alternative routes to Christchurch (eg via Moana)) • Reefton, Stillwater, Kumara • Haast, both at the Junction and the eastern approach to Haast Town. 	TWC NZTA/OPUS (RTAG)	Review April 2011 Install September 2011
9	Work with NZTA to recognise the need for variation on standard rules to allow up to 2 km advance warning signs for attractions on remote parts of the highway, particularly between Fox and Haast. Examples include Bruce Bay, Knight's Point, Jamie Creek Rest area and Ship Creek.	RTAG NZTA/OPUS	September 2011
10	Develop more prominent notification signage for Haast Town and Haast Junction as part of any re-engineering of the settlement entrances.	NZTA/OPUS TWC (RTAG) Haast Promotions	September 2011

No.	Activity	Responsibility	Timeframe
11	Develop four West Coast Gateway welcome signs/gateway markers at Haast Pass, Arthur's Pass, Lewis Pass and the Buller Gorge. The locations will depend on landscape values and visibility and may vary from exact district boundaries. These take precedence over any further expenditure on district welcome signs. Tourism West Coast to be responsible for design while the project cost should be regionally funded across all West Coast councils.	TWC and TLAs (RTAG)	September 2011
12	Agree criteria for major tourism attractions that warrant more advanced directional signage than that currently allowed under existing NZTA policy. (Draft Criteria are provided below .)	TWC RTAG (NZTA)	April 2011
13	Progressively replace all blue and white i (information) signs with official i-SITE logo ¹ directional signs at state highway entrances to towns, junctions in towns and at key junctions within 10km of towns with i-SITEs. (eg Westport turnoff).	TWC RTAG NZTA?OPUS	September 2011
14	Review West Coast dual place names with Ngai Tahu and the NZ Geographic Society to provide an updated list which can be formally proposed to NZTA.	TWC (TRONT)	June 2011
15	Develop beach, river and lake access advanced warning signs and finger direction signs, showing site name and distance from the state highway.	TWC/RTAG to recommend to TLAs NZTA/OPUS	September 2011
16	Improve the consistency, relevance and professionalism of roadside information kiosks.	TWC, destination groups. TLAs	September 2011

¹ Note that an i-SITE logo sign is more visually complex than a simple "i" and therefore has to be relatively large to be understood on road signs. There are several examples in NZ where they are too small to be effective.

No.	Activity	Responsibility	Timeframe
17	<p>Work with NZTA to develop a more user friendly web interface for tourism signage policy including:</p> <ul style="list-style-type: none"> • Ability to direct link from Tourism West Coast and council web sites to key tourism signage policy sections • An obvious NZTA home page link to tourism signage policy • A web interface with clear contents section for the new TCDM • logical hyper-linking to reference between policy sections and a database facility that could store relevant design images. (not large PDF files) 	TWC (RTAG) NZTA	September 2011

Proposed Process for Signage Changes

This section outlines the suggested process to be followed when a stakeholder wishes to remove, replace, alter, or add any State Highway NZTA sign.

There are three main categories of anticipated signage change proposals:

1. Initial signage overhaul across the region
2. Destination initiated
3. NZTA initiated

The Initial signage overhaul across the region

1	Prepare trial schedules of signage changes on two sections of highway	PMT Completed
2	Discuss with RTAG and refine	RTAG/PMT Completed
3	Consult with affected promotion groups and outline the impacts and operation of the RTSS to the industry generally	TWC
4	Handover to RTAG	TWC/RTAG
5	Repeat for all remaining sections of Highway	

Destination initiated signage changes

1	Local promotion groups discuss and agree on any changes in their area.	Destination Group TWC
2	Consult with other affected destinations. (e.g. a sign in Reefton mentioning Westport will need the agreement of both destinations for any changes).	Destination Group TWC
3	Send request to the RTAG tourism rep.	Destination Group TWC
4	RTAG will collate recommendations, and assess these against the agreed regional signage guidelines.	RTAG
5	RTAG will discuss and forward a recommendation to NZTA.	RTAG

6	If approved, NZTA will schedule any work into its annual plans. NZTA may accept or reject any or all of the recommendations, with an explanation.	NZTA
7	NZTA's decision will be advised to RTAG. The RTAG tourism rep will advise the affected destinations of the decision.	RTAG/TWC

NZTA Initiated signage changes

1	NZTA sends a proposed change to the RTAG tourism rep.	NZTA (TWC)
2	The RTAG tourism rep forwards the request to the affected destinations.	TWC (Destination Group)
3	The destinations discuss and respond to the RTAG tourism rep.	Destination Group TWC
4	The RTAG tourism rep forwards the destination response to NZTA along with any input comment from RTAG.	TWC (RTAG)
5	NZTA may accept or reject the feedback but will provide the reasons for its decision.	NZTA

Attraction Criteria

Using NZTA's MOTSAM/TCDM documentation as the baseline, the following criteria will be used to define the level of signage applicable. The West Coast has special circumstances in the exceptionally wild nature of the terrain, a lack of safe roadside verge to pull over in many sections and the relatively long distances between towns, buildings and other evidence of 'civilisation'. First time visitors can be unfamiliar with such terrain and this can affect their judgment of time and distance. Special case application of signage policy is therefore considered justified in the region.

Attractions signs are divided into the following categories:

1. Icon Attractions
2. Key Attractions
3. Secondary Attractions

Icon Attractions

Research shows that there are two national tourism icons that are the primary attractors for visitors to the West Coast and that awareness of these by far outweighs any prior knowledge of West Coast towns or villages. It is therefore logical for visitors to look for signs to these attractions rather than going through a map and working out which towns are the closest to their destination and then try to recall these town names as they cope with navigation and deciphering signposts.

Basic Criteria

- ✓ >300,000 visitors per annum
- ✓ Open 364 days with the exception of weather event or safety closure.

Current inclusions:

- Glaciers – Glacier Country
- Punakaiki – Pancake Rocks

Implementation:

These attractions should be signposted (including distances) at all key West Coast state highway junctions. Signs should generally be integrated within proposed Touring Route signage where possible.

Key Attractions

There are two categories of Key Attractions:

1. Natural and Heritage/Settlements
2. Commercial

Key Attractions (Natural and Heritage/Settlements)

Current inclusions:

- Heaphy Track
- Karamea / Oparara Arch's
- Denniston
- Cape Foulwind – Seal Colony
- Reefton
- Lake Brunner / Moana
- Brunner Mine site
- Hokitika Gorge
- Lake Kaniere
- Harihari Coastal Walk
- Okarito
- Copland Track/Welcome Flat
- Lake Matheson
- Gillespies Beach
- Jackson Bay

Settlements on the main coastal highways between Karamea and Haast Pass, where there are no alternative highway routes (eg. Granity, Charleston, Ross, Harihari and Whataroa) can be handled with standard NZTA policy for place names and welcome signs. Haast is singled out due to the fragmented nature of the three Haast settlements and the planned highway access/egress enhancements.

Key Commercial Attractions

In addition to meeting all Secondary attraction criteria, key commercial attractions will have a minimum of 50,000 annual visitors: (number to be reviewed every 2 years).

Current inclusions: Shantytown

i-SITES

All i-SITES are to be considered as **Key Commercial Attractions** for the purpose of blue signs on the State Highway network.

Implementation:

All key attractions should be signposted with white on brown tourist signs at the nearest State Highway junction or any State Highway junction within 30 km.

Secondary Commercial Attractions

- ✓ Minimum annual visitor numbers: 10,000 (to be reviewed every 2 years)
- ✓ Hours of operation: Minimum six days including one weekend day. Open at least 11 months of the year with signs covered during any closed period.
- ✓ Of genuine tourism interest; not simply retail.
- ✓ Where not an activity, provides some value added component such as production technique, working demonstration or interpreted tour. (e.g. some pounamu businesses in Greymouth and Hokitika)
- ✓ Suitable for independent travellers without the need for prior booking.
- ✓ Provides or has nearby, adequate parking and toilet facilities including coach and campervan parks where appropriate.
- ✓ Has attained Qualmark endorsement or rating.

Implementation:

Secondary commercial attractions should have standard NZTA advanced warning tourist signs and directional tourist signs at the closest State Highway intersection where the attraction is not clearly visible from the State Highway.

Variations

Variations on the above criteria will be considered by RTAG under advice from TWC based on whether the attraction is distinct to the region and to New Zealand and therefore adds value to the West Coast's identity as a destination.

Other Policy

There should be a maximum of two fingerboard tourism signs for any direction where a road name sign is also required.

Where possible (brown) attraction signs should be included within the main (green) direction signs.

Monitoring and Review

Visitors should be surveyed through a new West Coast visitor monitoring programme to achieve a satisfaction with highway signage at ≥ 8 on a 1-10 rating scale.

Stakeholders / Acronyms

ACRONYM	STAKEHOLDER
BDC	Buller District Council
DWC	Development West Coast
DOC	Department of Conservation
GDC	Grey District Council
HDC	Hurunui District Council
MOTSAM	Manual of Traffic Signs and Markings
MRI	Major Regional Initiative
MRI SC	Major Regional Initiative Steering Committee (now the RTP, which includes CEOs of the 4 TLAs)
NZTA	New Zealand Transport Agency (merged from former Transit NZ and Land Transport Safety Authority)
NZTE	New Zealand Trade and Enterprise
PMT	Project Management Team (reports to RTP)
QLDC	Queenstown Lakes District Council
RTAG	Regional Transport Advisory Group
RTP	Regional Tourism Partnership (evolved from the MRI Steering Committee)
RTSS	Regional Tourism Signage Strategy
RVM	Regional Visitor Monitor (a nationally coordinated survey of visitors in six major regions of NZ)
SDC	Selwyn District Council
TCDM	Traffic Control Device Manual
TDC	Tasman District Council
TNZ	Tourism New Zealand
TIANZ	Tourism Industry Association New Zealand
TMT	The Ministry of Tourism
TRONT	Te Rūnanga o Ngāi Tahu representing manawhenua iwi (Katiwaewae and Makaawhio).
TWC	Tourism West Coast
WCRC	West Coast Regional Council
WDC	Westland District Council

	CEO	COMM	MPR	MO	MANC	ME	NEA	CSO	ENG
8 th June 2011			✓						
Peter Anderson			✓						

DIANE
 ✓ ① ops committee
 ② Agenda by.

SEARCHED

Peter Anderson
 Westland District Council
 36 Weld Street
 HOKITIKA

Dear Peter

RE: PROPOSAL FOR MEMORIAL PLANTING AT TUDOR STREET BEACH ACCESS

As you are aware we recently tragically lost Phil Knightbridge from the Hokitika community. His involvement in the local community was significant and included sport (particularly soccer and children's soccer coaching, involvement in the Wildfoods Festival and Westland A and P show, not to mention his contribution to nature conservation on the West Coast.

His friends, colleagues and family wish to establish a fitting memorial to Phil, and propose to undertake weed control (mostly bamboo, pampas, blackberry and gorse), improve native planting and generally enhance the appearance of the beach access at Tudor Street. We feel this site is appropriate as it is close to the Knightbridge family home, is public land (unformed legal road) would benefit from improvement.

As part of this we also intend continuing a native pīngao (sand sedge) planting initiative along the dunes which Phil had initiated and maintained for several years before his death.

At this stage we only propose to undertake weed control and improve planting. New planting will be low and appropriate to ensure it does not impact on views or sun for nearby properties. At some stage in the future we may seek further approval from the Council to install a memorial seat, sculpture or similar somewhere on the site.

Please could you discuss this proposal with the Councils Parks and Reserves Committee and let me know of their decision. If further information is required or you wish to discuss this proposal please don't hesitate to contact me.

Yours faithfully

Tom Belton
 C/- Dept of Conservation
 Hokitika
 Ph. (03) 756 9177

Kokatehi

20 May 2011

The Mayor . Councillors
Westland District Council.

Please find enclosed our application to Council for funds . I realise our request is considerably higher than funds are available at this point in time but I would like to put Council in the picture as to what we would like to achieve in the near future .

In the past 12 months we have had new ridging installed on the roof , The South wall of the Squash Court gallery has been reciaed, due to rot , the floor , piles in the rear Storage / bar area replaced & a canopy put over the rear entrance . Total costs were approx \$8,500- totally funded by the Hall board . General maintenance is within the Boards fundraising capability but as with other Community projects financial assistance is required from time to time .

The hall is an important part of our Community , well used . After discussing this with other community members it was decided that we would like a hall that is neat , tidy , leaves a good impression rather than a potential eye-sore

The tidiness of Hokitika , its assets are a Credit to Council but I feel the Districts of Westland could benefit from some funding , "house keeping" for the want of a better word . I am sure you are all aware the Districts contribute a lot to the wide rate base we would like to have the same standards of facilities "out Country"

On another point I would like to raise the question of the possibility of

a recycling point in Kakatahi. possibly
Kowaturangi. With no rubbish collection
provided by Council a recycling initiative
could be something Council could look
into.

Yours Sincerely

Neville Monk.

Chairman Kakatahi Hall Bd.