

# **A G E N D A**

## **Ordinary Council Meeting**

**Council Chambers,  
36 Weld Street  
Hokitika**

**Thursday 22 June 2017  
commencing at 11.00 am**

His Worship the Mayor R.B. Smith  
Deputy Mayors Cr H.M. Lash and Cr L.J. Martin  
Crs D.L. Carruthers, R.W. (G) Eatwell, D.M.J. Havill ONZM,  
J.A. Neale, G.L. Olson, D.C. Routhan.





# ORDINARY COUNCIL MEETING

**AGENDA FOR AN ORDINARY MEETING OF THE WESTLAND DISTRICT COUNCIL, TO BE HELD IN THE COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA ON THURSDAY 22 JUNE 2017 COMMENCING AT 11.00 AM**

*16 June 2017*

## **COUNCIL VISION**

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

This will be achieved by:

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

### **Purpose:**

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

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

## Health & Safety Snapshot

	Accidents	Incidents	Near Misses
April 2016	0	1	0
May 2016	0	1	0
June 2016	0	1	0
July 2016	0	0	0
August 2016	1	0	0
September 2016	0	1	0
October 2016	0	0	0
November 2016	0	0	0
December 2016	0	0	0
January 2017	0	0	0
February 2017	0	0	1
March 2017	0	0	0
April 2017	0	0	0
May	0	0	0
To the 16 June 2017	0	0	0

### **1. MEMBERS PRESENT, APOLOGIES AND INTEREST REGISTER:**

#### **1.1 Apologies & Leave of Absence**

#### **1.2 Interest Register**

### **2. CONFIRMATION OF MINUTES:**

#### **2.1 Ordinary Council Meeting – 29 May 2017**

Pages 6-16

### **3. GENERAL BUSINESS:**

#### **3.1 Jim Little, Tourism West Coast**

Jim Little from Tourism West Coast will be in attendance at the meeting at 12 noon to provide a presentation to Council.

### **4. ACTION LIST:**

The Action List is attached.

Pages 17-20

*Lunch from 12.30 pm to 1.00 pm.*

## 5. REPORTS FOR DECISION:

- 5.1 Rates Resolution 2017-18 Pages 21-32
- 5.2 MDI Fund Update Pages 33-49

## 6. REPORTS FOR INFORMATION:

- 6.1 Wastewater Treatment Franz Josef Pages 50-52
- 6.2 West Coast Wilderness Trail – Project Update June 2017 Pages 53-57
- 6.3 Hokitika Museum Project Update June 2017 Pages 58-63
- 6.4 Planning Update Through May 2017 Pages 64-111

## 7. ITEMS FOR DISCUSSION:

- 7.1 Air BnB - Deputy Mayor Lash
- 7.2 Parks and Reserves Funds - Deputy Mayor Lash

## 8. MATTERS TO BE CONSIDERED IN THE 'PUBLIC EXCLUDED SECTION':

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

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

### 8.1 Confidential Minutes

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 the resolution are as follows:

<b>Item No.</b>	<b>Minutes/ Report of</b>	<b>General subject of each matter to be considered</b>	<b>Reason for passing this resolution in relation to each matter</b>	<b>Ground(s) under Section 48(1) for the passing of this resolution</b>
8.1	Confidential Minutes	Confidential Minutes	Good reasons to withhold exist under Section 7	Section 48(1(a) & (d)

**Date of next Ordinary Council Meeting – 27 July 2017  
to be held in the Council Chambers, 36 Weld Street, Hokitika**



# Council Minutes

## MINUTES OF AN ORDINARY MEETING OF THE WESTLAND DISTRICT COUNCIL, HELD IN THE COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA ON MONDAY 29 MAY 2017 COMMENCING AT 11.25 AM

---

### **1 MEMBERS PRESENT, APOLOGIES AND INTEREST REGISTER:**

#### **1.2 Members Present**

His Worship the Mayor R.B. Smith (Chair)  
Deputy Mayors Crs H.M. Lash and L.J. Martin  
Crs D.L. Carruthers, R.W. (G) Eatwell, D.M.J. Havill (ONZM), J.A. Neale, G.L. Olson.

#### **Apologies:**

Cr D.C. Routhan.

Moved Cr Neale, seconded Cr Eatwell and **Resolved** that the apology from Cr. Routhan be received and accepted.

#### **Also in Attendance:**

R.F. Reeves, Chief Executive; J.D. Ebenhoh, Group Manager: Planning, Community and Environment; L.A. Crichton, Finance Manager; D.M. Maitland, Executive Assistant.

#### **1.2 Interest Register**

The Interest Register was circulated and no amendments were noted.

## 2. CONFIRMATION OF MINUTES:

### 2.1 Ordinary Council Meeting – 27 April 2017

Moved Deputy Mayor Lash, seconded Cr Havill and **Resolved** that the Minutes of the Ordinary Council Meeting held on the 27 April 2017, including the “Public Excluded Section” be confirmed as a true and correct record of the meeting.

## 3. GENERAL BUSINESS:

### 3.1 Jacqui Grant MNZM. Hokitika: Regarding Negative Print Media Reporting.

Ms Grant attended the meeting and spoke to her letter attached to the agenda expressing concern regarding the negative print media reporting that Council members, staff, and community minded contributors are regularly subjected to by the local print media.

Ms Grant noted that her letter is not an attack on the freedom of speech and suggested to Council that it finds other ways for advertising notices and scheduled meetings.

His Worship the Mayor thanked Ms Grant for coming along and speaking to Council regarding this matter and advised that there is a feeling of concern about the content of some of the letters to the Editor, however it not up to Council to dictate what appears in the newspapers.

His Worship the Mayor then asked Paul Madgwick, Editor of the Hokitika Guardian and Grey Evening Star if he would like the opportunity to comment on the above matter. Mr Madgwick outlined his career in reporting which started with him reporting on Westland County Council and Hokitika Borough Council in the early 1980’s.

His Worship the Mayor thanked Ms Grant and Mr Madgwick for their comments.

## 4. ACTION LIST:

*His Worship the Mayor then took the Councillors through the Action List for Council and various amendments to the list were noted.*

*The Chief Executive advised that New Zealand Transport Agency had given a presentation on the State Highway issue and were seeking feedback from major stakeholders on the West*

*Coast. On State Highway 73 there are three one-way bridges that need to be upgraded to recognise the volumes of traffic that use that highway.*

*He further advised that it has been recognised that tourists use mobile data to access roading information and there is an opportunity to enhance that in terms of travellers and identifying black spots on the highway that can be improved.*

*Deputy Mayor Lash advised that there is a black spot on State Highway 6 at the Okarito turnoff.*

Moved Deputy Mayor Lash, seconded Cr Neale and **Resolved** that the Action Listing be received and accepted.

#### **5.4 West Coast Wilderness Trail – Project Update**

Jackie Gurden, Marketing Manager, and Chris Steel, Chairman from the West Coast Wilderness Trail Trust attended the meeting and provided a Powerpoint Presentation.

The Powerpoint Presentation included slides on the following:

- Recent Survey Results.
- The largest age group of riders using the trail were those aged between 60-69 years.
- 93% came solely to ride the cycle trail and spent an average of four nights on the West Coast.
- Domestic visitors came mostly from Auckland and Canterbury.
- International visitors came mostly from Australia and America.
- The most popular direction the trail was ridden was from North to South.
- Bike Stands

Mr Steel had a prototype of a donation box that had been made locally that will be used to help fund new toilet infrastructure on the West Coast Wilderness Trail.

The donation boxes will be placed initially at Kumara, Kawhaka and the Upper Arahura Valley.

Mr Steel also had a prototype of a sign of the West Coast Wilderness Trail. Council suggested that a sign and donation box be placed outside the iSite in Hokitika.

Mrs Gurden provided an updated on the merchandising aspects, sponsorship, marketing and promotion of the trail, the Official Partner Programme, and noted that a major event will be run that will utilize the trail.



His Worship the Mayor thanked Mr Steel and Mrs Gurden for attending the meeting and providing an update to Council and advised that Westland District Council are a very proud owner of the West Coast Wilderness Trail, and invited the Trail Trust to provide another update in 6 months' time.

Mrs Gurden and Mr Steel were invited to have lunch with the Mayor and Councillors.

*The meeting adjourned for lunch at 12.38 pm and reconvened at 1.06 pm.*

## **5. AGENDA ITEMS FOR DECISION:**

### **5.1 Road Stopping, Evans Creek, Harihari.**

The Transportation Manager – District Assets attended the meeting to seek a Council resolution to stop the legal road that followed the old alignment of Evans Creek below State Highway 6, Harihari and exchange it for a new road access down the existing realignment of Evans Creek.

The proposal would provide public walking access along the banks of Evans Creek to the Wanganui River.

Moved Cr Carruthers, seconded Deputy Mayor Lash and **Resolved** that Council approve the use of the Public Works Act 1981 to stop the unformed road at Evans Creek, and exchange for land alongside the actual creek as identified on the proposal from Coastwide Surveys attached to the agenda.

### **5.2 Road Stopping, 244 Upper Kokatahi Road, Kokatahi.**

The Transportation Manager – District Assets attended the meeting to seek a Council resolution to declare the road stopped as part of the road stopping process for a section of legal road in front of 244 Upper Kokatahi Road, Kokatahi defined as Section 1 on SO 499076.

Moved Deputy Mayor Lash, seconded Cr Olson and **Resolved** that:

- a) The portion of road identified as Section 1 on SO 499076 on the plan attached to the agenda be declared stopped and the road stopping be approved under Section 342 of the Local Government Act 1974, and
- b) The stopped section be sold to the owners of 244 Upper Kokatahi Road at market value. The area (Section 1, 0.0684 ha) be incorporated into title RS830, CTWS1A/140.

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

#### **5.5 Planning Update Through April 2017**

The Group Manager: Planning, Community and Environment spoke to this report and provided an update on Council's planning activities under the Resource Management Act 1991, including resource consent processing, monitoring and enforcement, and policy development including the review of the Westland District Plan.

Deputy Mayor Lash provided an update as follows:

- a) Cr Neale, Deputy Mayor Martin and Deputy Mayor Lash are now qualified RMA Hearings Commissioners.
- b) There is potential for a combined Regional District Plan between all the Councils.
- c) There will be a Report to Council for the 22 June Council Meeting regarding a programme and detailed plan for the District Plan.

His Worship the Mayor noted his support for the Key Account Management for Major Development Projects.

The Mayor noted that Council should be looking at industrial land options around Hokitika and Ross.

Moved Deputy Mayor Martin, seconded Deputy Mayor Lash and **Resolved** that the report from the Group Manager: Planning, Community and Environment be received.

#### **5.3 2017 Hokitika Wildfoods Festival Summary Report**

The Hokitika Wildfoods Festival Manager attended the meeting and spoke to the report which summarized the financial and ticketing performance of the 2017 Hokitika Wildfoods Festival held on the 11 March 2017.

Councillors then discussed setting aside any surplus profits from the Hokitika Wildfoods Festival.

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

- a) The report from the Hokitika Wildfoods Festival Manager be received.

- b) Council set aside the profits from the Hokitika Wildfoods Festival for future Wildfoods Festivals.
- c) Cass Square be confirmed as the location for the Hokitika Wildfoods Festival to be held on Saturday 10 March 2018.

#### **5.4 West Coast Wilderness Trail Project Update**

Moved Cr Neale, seconded Cr Eatwell and **Resolved** that the report from the Project Manager – West Coast Wilderness Trail be received with thanks.

Moved Deputy Mayor Martin, seconded Cr Eatwell and **Resolved** that a letter of thanks be sent to the West Coast Wilderness Trail Trust congratulating them on their enthusiasm and dedication to the project and for providing an update to Council.

#### **5.6 Cass Square Status**

The Transportation Officer attended the meeting and outlined the current status of Cass Square and works completed.

Moved Cr Havill, seconded Cr Olson and **Resolved** that the report from the Transportation Officer be received.

A general discussion was then held regarding Agfest West Coast using Cass Square on the 13 and 14 April 2018.

Moved His Worship the Mayor, seconded Deputy Mayor Lash and **Resolved** that Council confirms to Agfest West Coast of its support for Agfest being held on Cass Square on the 13 and 14 April 2018 on the same terms and conditions as the event held in 2016.

Council asked that it be conveyed to Agfest West Coast that it is very supportive of the benefits that the event brings to both the local farming community, businesses and the general public and is an important part of the Hokitika community and the Westland District.

#### **5.7 Request from Westland District Property Ltd to Expand Activity into Drummond Hall**

Deputy Mayor Martin declared a conflict of interest as a Director of Westland District Property Limited.

The Group Manager: Planning, Community and Environment spoke to this report seeking a Council decision on whether to grant Westland District Property Ltd (WDPL) access to the exhibition area of Hokitika Museum's Drummond Hall, which is temporarily closed to the public. WDPL would then allow public access to this area.

Mark Jurisich from Westland District Property Limited was in attendance for this part of the meeting.

The Chief Executive then spoke to this item and advised that a wider discussion needs to be held about the Hokitika Museum and if there is going to be money spent on strengthening the Museum then consideration should be given to the building being modernized.

Moved Cr Neale that Council defer the decision on granting access until November 2017, in order to more appropriately balance potential income and costs, and allow for the possibility that strengthening of the Carnegie Building could commence and Museum staff could move back at the expiration of their Revell Street lease.

*The motion lapsed due to lack of a seconder.*

Moved Deputy Mayor Lash, seconded Cr Carruthers and **Resolved** that the status quo remain and this matter be revisited in August 2017.

## **5.8 Proposal for an NZMCA Park-Over-Property (POP)**

The Information Services Manager spoke to this report to inform Councillors of the options with regard to the proposal from Peter Bennett and the Ross Community Society Inc. for the establishment of a park-over-property (POP) for the NZMCA on the Council's Recreation Ground at Ross.

Cr Neale advised that she had attended a Ross Community Society meeting where the request for a POP in Ross had been put on hold for 12 months.

Moved Cr Havill, seconded Cr Olson and **Resolved** that the report from the Information Services Manager be received and that the Ross Community Society be invited to bring their proposal to Council's Planning Team to see if there is a way forward that is both legal and beneficial to the Ross Community.

*His Worship the Mayor then left the meeting to participate in an interview at 2.06 pm.*

*Deputy Mayor Lash chaired this part of the meeting.*

## 6. AGENDA ITEMS FOR DISCUSSION:

### 6.1 Franz Alpine Resort – Emptying of Tanks

*The Chief Executive advised that an overview of this item had been discussed in the Public Excluded Section of the Finance, Audit and Risk Committee Meeting and noted that any work that Council is involved in, such as emptying the tanks will be recovered from the beneficiaries of the work. This item will be on next month's agenda for an update.*

### 6.2 Kumara and Whataroa Water Supply Contract

*The Chief Executive advised that Council are in discussions with the successful tenderer of the Kumara and Whataroa Water Supply Contract.*

### 6.3 Museum Upgrade and MDI Consultation

This item was discussed at the Finance, Audit and Risk Committee meeting held on the 29 May 2017.

Deputy Mayor Martin declared a conflict of interest as Chair, Westland High School Board of Trustees.

Cr Neale declared a conflict as a Committee Member and Contractor for the West Coast Riding for the Disabled.

It was agreed on the following:

- a) Staff provide a written update for elected members around MDI funding and the funding criteria.
- b) A timeframe be sought from Westland High School for their proposed project.
- c) Councillors canvas any other projects for the MDI funding, including those that align with events, including sporting events.
- d) External funding options need be identified for the Hokitika Museum.

### 6.4 Local Government Remuneration Review – Consultation Document

The Chief Executive spoke to this item and advised that the Remuneration Authority is required to issue a new determination taking effect from 1 July 2017, covering local government elected members. Feedback on the review is required by Monday 19 June 2017.

Moved Cr Havill, seconded Cr Olson and **Resolved** that the report from the Local Government Remuneration Review be received and responses be collated and forwarded to the Remuneration Authority by the 19 June 2017.

#### **6.8 Stafford Cemetery**

Deputy Mayor Martin spoke to this item.

The Lions Club are working with private families and individuals regarding the restoration of monuments at the Stafford Cemetery.

#### **6.7 Shining Light on the Dark – Suicide Prevention Awareness Festival on the 24 June 2017**

Deputy Mayor Martin asked that Council consider making a contribution towards the Shining Light on the Dark – Suicide Prevention Awareness Festival which is being held in Hokitika on the 24 June 2017.

Moved Deputy Martin, seconded Cr Neale and **Resolved** that a donation of \$2,000 be considered from the Mayoral Relief Fund towards the Shining Light on the Dark – Suicide Prevention Awareness Festival to be held in Hokitika on the 24 June 2017.

*His Worship the Mayor returned to the meeting at 2.46 pm.*

#### **6.5 Freedom Camping**

His Worship the Mayor advised that there has been discussion in Westland District regarding freedom camping and accordingly the three West Coast Mayors have instructed their Chief Executives to work with Tasman District Council to develop a freedom camping policy for the West Coast.

#### **6.6 LGNZ Conference 23-25 July 2017, Auckland**

His Worship the Mayor noted that he and Deputy Mayor Martin and their partners are attending the annual Local Government New Zealand Conference on the 23-25 July 2017 held this year in Auckland.

## 7. MATTERS TO BE CONSIDERED IN THE 'PUBLIC EXCLUDED SECTION':

Moved Deputy Mayor Lash, seconded Cr Olson and **Resolved** that Council exclude the public in accordance with Section 48, Local Government Official Information and Meetings Act 1987 at 2.48 pm.

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

### 7.1 Confidential Minutes

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 the resolution are as follows:

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

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

No.	Item	Section
7.1	Protection of privacy of natural persons/organisations.	Section 7(2)(a)

Moved Cr Olson, seconded Cr Havill and **Resolved** that the business conducted in the "Public Excluded Section" be confirmed and accordingly the meeting went back to the open part of the meeting at 3.09 pm.

**Date of next Ordinary Council Meeting – Thursday 22 June 2017  
to be held in the Council Chambers, 36 Weld Street, Hokitika**

**MEETING CLOSED AT 3.09 PM**

Confirmed by:

---

**Mayor Bruce Smith**  
**Chair**

---

**Date**



# Action List

Date of Meeting	Meeting	Item	Action	Who Responsible	Timeframe	Status
26.01.17	Council	74 Revell Street	Carparking for commercial premises to be revisited.	GMDA		
26.01.17	Council	Hokitika-Westland RSA Update – Balance Works Discussion	District Assets staff to investigate the \$20,000 available in the reserves account.	GMDA		\$16,000 for the tarseal that was done. Jade Factory lease.
26.01.17	Council	Revenue to Council for services provided by Westland District Property Limited	CE and GMCS to review the policy for consistency, ensuring no disconnect between the companies and Council	CE, GMCS		Goldmining revenue for people mining legal road without agreement.  Review transfer deeds to WDPL.
26.01.17	Council	Events Liquor Licensing	Meeting required between His Worship the Mayor, Deputy Mayor Lash, Cr Eatwell and Cr Olson with Crown Public Health, and the West Coast Police	GMPCE		New meeting being called in 2-3 weeks from 29 May 2017 to discuss the licensing impacts – Kumara and Hokitika Wildfoods
26.01.17 and 23.02.17	Council	Hokitika Carparking Plan	Priority and staff to bring back a concept plan to Council for parking in the CBD. Item to come back to Council for further discussion/input.  Further update: District Assets and Planning Teams to peruse the plan with Deputy Mayor Martin and bring it back to Council	GMDA  District Assets, Planning and Deputy Mayor Martin		No further action from Planning team in absence of GMDA
26.01.17	Council	Passing Bays – SH6 and SH73	Write to State Highways Manager	GMDA		NZTA had given a presentation on the State Highway issue and were seeking feedback from major stakeholders on the West Coast. Three one-way bridges that need to be updated to recognise the

Date of Meeting	Meeting	Item	Action	Who Responsible	Timeframe	Status
						volumes of traffic that use the highway. NZTA to identify areas.
29.05.17	Council	Okarito turn-off	Black spot on State Highway 6 at the Okarito turnoff.	GMDA		
26.01.17	Council	Update on Review of CCO Structure	Mayor and GMCS invite the Tax Team to meet with Elected Members to discuss tax advice.	Mayor & GMCS		Tax advice received, Audit NZ advise further discussions with Peter Cuff as he has been through this process before and there are timeframes to meet for companies house. Cr Martin and Finance Manager to work on this item.
23.02.17	Council	Marks Road Beautification	Contact the Haast Promotions Group to request an outline of the project before funds are released.	CE		An outline of the project had been requested.
23.02.17	Council	Grease Traps, Franz Josef	Letter drop to every business in Franz Josef Township. 3-4 restaurants that do not have them.	District Assets		Businesses have until September to upgrade.
23.02.17	Council	Proposed Sale of Land at Blue Spur to the adjoining landowner	Dispose of the land to the adjoining landowner for no less than \$3,000 with all associated costs to be borne by the purchaser.	GMCS		Matter proceeding.
23.03.17	Council	Planning Committee	Reinstatement of a Standing Committee of Council: Planning Committee	Mayor		Deputy Mayor Lash to initiate.
23.03.17	Council	Franz Josef Waste Water Treatment Plant	Staff work through a process and come back to Council	CE & District Assets		Staff working through the issues.
23.03.17	Council	Part Reserve 452	Transfer of Part Reserve 452 Block I Kanieri SD to Westland District Property Limited for management purposes	GMCS		Was not transferred to WDPL. Offer was received to purchase.

Date of Meeting	Meeting	Item	Action	Who Responsible	Timeframe	Status
23.03.17	Council	Sunset Point/Beach – Theme and Working Group	CAD design software for staff member required to enable a design proposal to be prepared. Interested parties then to meet to work through the issues and recommendations with the plan to come back to Council.	District Assets		With the Working Group
23.03.17	Council	Carnegie Building – Working Group	Work on the costings for the Carnegie Building and how it will be paid for.	Cr Olson, Cr Carruthers, CE GMPCE, Property & Projects Supervisor.		With the Working Group
27.04.17	Council	Long Term Plan	Revisit the Tourism Rate at the time of the Long Term Plan	GMCS		Review take place as part of Council workshops
27.04.17	Council	West Coast Wilderness Trail	Project Completion Plan by August 2017.	GMDA		
27.04.17	Council	Household Street Access	Change in policy from sealing driveways to concreting driveways when a street is upgraded or a new house is build. Staff to provide a revised policy on a way forward, including costings.	GMDA		
29.05.17	Council	Industrial Land – Hokitika and Ross	Look at industrial land options around Hokitika and Ross.	GMPCE		
29.05.17	Council	Hokitika Wildfoods Festival - Location	Confirm Cass Square for the 10 March 2018 Hokitika Wildfoods Festival. Customer Service Centre to be made aware of the booking for Cass Square.	GMPCE EA		Customer Service Centre emailed the date 15.06.17
29.05.17	Council	Hokitika Museum	Wider discussion on the Hokitika Museum being modernised.	CE		Being considered by Carnegie Building Working Group
29.05.17	Council	Hokitika Museum	Decision on granting access revisited in August 2017.	GMPCE		
29.05.17	Council	Kumara and Whataroa Water Supply Contract	Discussions with the unsuccessful tenderer of the contract.	CE		

Date of Meeting	Meeting	Item	Action	Who Responsible	Timeframe	Status
29.05.17	Council	MDI Funding - WHS	Timeframe be sought from Westland High School for their proposed project.	GMPCE		
29.05.17	Council	Local Government Remuneration Review – Consultation Document	Collating of responses required. Crs surveyed for responses by the 19 June 2017.	CE		Google survey issued to Crs awaiting responses.
29.05.17	Council	Freedom Camping	CE to work with Buller and Grey District Councils and Tasman District Council to develop a freedom camping policy for the West Coast	CE		

# Report



**DATE:** 22 June 2017  
**TO:** Mayor and Councillors  
**FROM:** Group Manager: Corporate Services

---

## RATES RESOLUTION 2017-18

### 1.0 SUMMARY

- 1.1 The purpose of this report is for Council to set the rates for the year ended 30 June 2018.
- 1.2 This issue has arisen as a result of Council's Revenue and Financing Policy, and the requirements of the Local Government (Rating) Act 2002 (LGRA).
- 1.3 Council seeks to meet its obligations under the Local Government Act 2002 and the achievement of the District Vision adopted by the Council in September 2014, which will be set out in the next LTP.
- 1.4 This report recommends that Council:
  - 1.4.1 Adopts all of the Rates described and quantified in the Rates Resolution, attached as **Appendix 1**.
  - 1.4.2 Instructs the Chief Executive to strike the Rates for the year ended 30 June 2018 in accordance with the Annual Plan 2017-18.

### 2.0 BACKGROUND

- 2.1 Council's forecast revenue excluding gains and internal recharges for 2016-17 is \$23,493,336. Of this, 64% is derived from Rates, which is within the parameters prescribed by the Revenue and Financing Policy.
- 2.2 Section 23 LGRA requires that Rates must be set by resolution and in accordance with the relevant provisions of the local authority's Long Term Plan and Funding Impact Statement for the relevant financial year.

### **3.0 CURRENT SITUATION**

- 3.1 The rate types and descriptions contained in the resolution attached as **Appendix 1** reflect the decisions of Council in the Annual Plan 2017-18.
- 3.2 The distribution of rates and factors applied are addressed in the Rating Policy. These are reflected in the Funding Impact Statement contained in the Annual Plan 2017-18. The Rating Resolution gives effect to the Funding Impact Statement.

### **4.0 OPTIONS**

- 4.1 Council can choose to:
  - 4.1.1 Option 1 - Resolve to strike the rates for 2017-18 as proposed.
  - 4.1.2 Option 2 - Undertake revision of Annual Plan.
  - 4.1.3 Option 3 - Do nothing.

### **5.0 SIGNIFICANCE AND ENGAGEMENT**

- 5.1 The decision to strike rates is administrative, in that it gives effect to decisions made as a result of the Annual Plan process. In accordance with Council's Policy on Significance and Engagement this decision is assessed as low significance.

### **6.0 ASSESSMENT OF OPTIONS**

#### **1. Resolve to strike the rates for 2017-18 as proposed**

- 6.1 The rates proposed are in accordance with the Funding Impact Statement contained in the Annual Plan 2017-18.
- 6.2 The decision enables Council to lawfully generate sufficient revenue to fund its activities.

#### **2. Revision of Annual Plan.**

6.3 Since the Rates Resolution must be consistent with the Funding Impact Statement, any proposed amendments would require revisions to the Annual Plan.

**3. Do nothing**

6.4 Council would be unable meet its financial commitments or borrow to fund capital expenditure.

**7.0 PREFERRED OPTION AND REASONS**

7.1 The preferred option is Option 1 - Resolve to strike the rates for 2017-18 as proposed because it enables Council to generate sufficient revenue to carry out its objectives for Year 3 of the Long Term Plan 2015-25, as ratified by the Annual Plan 2017-18.

**8.0 RECOMMENDATIONS**

- A) **THAT** Council adopts the Rates Resolution attached as **Appendix 1**.
- B) **THAT** Council instructs the Chief Executive to strike the Rates in accordance with the Annual Plan 2017-18.

**Lesley Crichton**  
**Group Manager: Corporate Services**

**Appendix 1:** Rates Resolution

## Resolution to Set the Rates - 2017/18 Financial Year

### Recommendation:

Council resolves to set the rates and due dates for payment and authorise the penalty regime for the 2017/18 financial year commencing 1 July 2017 and ending 30 June 2018, in accordance with the Funding Impact Statement contained in the Annual Plan 2017/18 as follows; all amounts are GST inclusive:

Name of Rate	Narrative	LGRA Ref	Rate (GST Inclusive)	Required Revenue (GST Inclusive)
<b>Must be read in conjunction with the Funding Impact Statement</b>				
<b>General Rate</b>	Set at different rates in the dollar of rateable value for different categories of rateable land on the capital value of each rating unit in the District.	s13(2)(b)		
Residential			\$0.0015562	\$914,023
Rural Residential			\$0.0011672	\$438,039
Commercial			\$0.0031125	\$1,255,945
Rural			\$0.0015562	\$1,661,998
<b>Uniform Annual General Charge</b>	Set at a fixed amount per rating unit on each rating unit in the District.	s15(1)(a)	\$640.78	\$3,593,480
<b>Kumara Community Rate</b>	Set for different categories of land, at an amount per rating unit, on each rating unit in the Kumara Community Rate Zone.	s16(3)(b) s16(4)(b)		
Residential			\$139.59	\$24,149
Rural Residential			\$139.59	\$17,853
Commercial			\$139.59	\$1,410



Name of Rate	Narrative	LGRA Ref	Rate (GST Inclusive)	Required Revenue (GST Inclusive)
Rural			\$139.59	\$15,355
<b>Hokitika Community Rate</b>	Set differentially for different categories of land, at an amount per rating unit, on each rating unit in the Hokitika Community Rate Zone.	s16(3)(b) s16(4)(b)		
Residential			\$558.07	\$956,620
Rural Residential			\$418.55	\$283,048
Commercial			\$1,116.15	\$207,715
Rural			\$418.55	\$250,505
<b>Ross Community Rate</b>	Set for different categories of land, at an amount per rating unit, on each rating unit in the Ross Community Rate Zone.	s16(3)(b) s16(4)(b)		
Residential			\$486.47	\$81,727
Rural Residential			\$486.47	\$10,702
Commercial			\$486.47	\$4,865
Rural			\$486.47	\$60,322
<b>Harihari Community Rate</b>	Set for different categories of land, at an amount per rating unit, on each rating unit in the Harihari Community Rate Zone.	s16(3)(b) s16(4)(b)		
Residential			\$135.40	\$12,593
Rural Residential			\$135.40	\$4,468
Commercial			\$135.40	\$1,625
Rural			\$135.40	\$12,863
<b>Whataroa Community Rate</b>	Set for different categories of land, at an amount per rating unit, on each	s16(3)(b) s16(4)(b)		

Name of Rate	Narrative	LGRA Ref	Rate (GST Inclusive)	Required Revenue (GST Inclusive)
	rating unit in the Whataroa Community Rate Zone.			
Residential			\$165.17	\$9,194
Rural Residential			\$165.17	\$14,535
Commercial			\$165.17	\$2,864
Rural			\$164.17	\$16,517
<b>Franz Josef Glacier / Waiau Community Rate</b>	Set differentially for different categories of land, at an amount per rating unit, on each rating unit in the Franz Josef/Waiau Community Rate Zone.	s16(3)(b) s16(4)(b)		
Residential			\$404.34	\$59,034
Rural Residential			\$303.26	\$13,040
Commercial			\$808.69	\$47,712
Rural			\$303.26	\$23,654
<b>Fox Glacier Community Rate</b>	Set differentially for different categories of land, at an amount per rating unit, on each rating unit in the Fox Glacier Community Rate Zone.	s16(3)(b) s16(4)(b)		
Residential			\$367.14	\$31,024
Rural Residential			\$275.36	\$14,869
Commercial			\$734.29	\$23,130
Rural			\$275.36	\$23,681
<b>Haast Community Rate</b>	Set for different categories of land, at an amount per rating unit, on each rating unit in the Haast Community Rate Zone.	s16(3)(b) s16(4)(b)		
Residential			\$134.51	\$11,164
Rural Residential			\$134.51	\$29,457

Name of Rate	Narrative	LGRA Ref	Rate (GST Inclusive)	Required Revenue (GST Inclusive)
Commercial			\$134.51	\$2,825
Rural			\$134.51	\$27,036
<b>Water Rates</b>	Set differentially depending on the nature of the connection to the land and the use to which the land is put.	s16(3)(b) s16(4)(b)		
Hokitika and Kaniere Treated water – Connected Commercial	Per Connection		\$546.11	
Hokitika and Kaniere Treated water – Connected non commercial	Per Connection		\$312.06	
Hokitika and Kaniere Treated water – Unconnected	Per Rating Unit		\$156.03	
Rural Townships Treated water – Connected Commercial	Per Connection		\$546.11	
Rural Townships Treated water – Connected non commercial	Per Connection		\$312.06	

Name of Rate	Narrative	LGRA Ref	Rate (GST Inclusive)	Required Revenue (GST Inclusive)
Rural Townships Treated water - Unconnected	Per Rating Unit		\$156.03	
Rural Townships Untreated – Connected Commercial	Per Connection		\$405.68	
Rural Townships Untreated –Connected non commercial	Per Connection		\$234.05	
Rural Townships Untreated – Unconnected	Per Rating Unit		\$117.02	\$1,099,685
<b>Metered Water Rates</b>	Set on all rateable properties located in a specified location and for the quantity of water provided as a fixed charge per unit of water supplied.	s19(2)(a)		
Hokitika / Kaniere Metered Water Rates [excluding Milk Treatment Plant]			\$1.30 m <sup>3</sup>	\$285,200
Rural Townships: Fox Glacier / Franz Josef / Whataroa / Harihari Meter Water Rates			\$1.20 m <sup>3</sup>	
<b>Milk Treatment Plant Fixed Water Rates</b>		s16(3)(b)		
		s16(4)(a)		
Hokitika Milk Treatment Plant fixed water rate	Per Rating unit		\$3,170,034	\$3,170,034

Name of Rate	Narrative	LGRA Ref	Rate (GST Inclusive)	Required Revenue (GST Inclusive)
<b>Milk Treatment Plant Metered Water Rates</b>	Set on the property used as a milk treatment plant in Hokitika for the quantity of water provided as a fixed charge per unit of water supplied above 2,000,000 m <sup>3</sup>	s19(2)(a)		
Hokitika Milk Treatment Plant metered water rate			\$ m <sup>3</sup>	\$0
<b>Sewerage Rates</b>	Set as a fixed amount for rating units which are provided or has available to the land a council funded sewerage supply service.	s16(3)(b) s16(4)(b)		
Connected	Per Water Closet or Urinal		\$274.03	\$1,021,841
Unconnected	Per Rating Unit		\$137.01	\$20,552
<b>Refuse Collection Rates</b>	Set as a fixed amount for rating units, located in a specific location, which is provided with a refuse collection service and according to where the land is situated.	s16(3)(b) s16(4)(b)		
Hokitika	Per Bin		\$294.43	\$466,374
Rural	Per Bin		\$267,66	\$376,065
<b>Tourism promotions rate</b>	Set differentially for different categories of land, at an amount per	s16(3)(b)		

Name of Rate	Narrative	LGRA Ref	Rate (GST Inclusive)	Required Revenue (GST Inclusive)
	rating unit, on each rating unit in the District.	s16(4)(b)		
Commercial rating units Over \$10 million capital value			\$9,762.00	\$48,810
Commercial rating units greater than \$3 and up to \$10 million capital value			\$4,881.00	\$58,572
Commercial rating units greater than \$1 and up to \$3 million capital value			\$1,952.40	\$146,430
\$0 - 1 million			\$976.20	\$256,428
Commercial rating units greater than \$0 and up to \$1 million capital value				
Residential, Rural Residential and Rural			\$14.79	\$77,022
<b>Hokitika Area Promotions Rate</b>	Set as a fixed rate per rating unit on all rateable properties defined as commercial use properties and located in Hokitika (as mapped in the Rating Policy).	s16(3)(b) s16(4)(a)	\$329.78	\$44,850
<b>Kokatahi / Kowhitirangi Community Rates</b>	Set differentially as a fixed rate and as rate on the land value of all rateable properties located on the Kokatahi / Kowhitirangi area.	s16(3)(b) s16(4)(b)		
Land Value			\$0.0000661	\$15,453
Rating Unit			\$85.38	\$15,453

Name of Rate	Narrative	LGRA Ref	Rate (GST Inclusive)	Required Revenue (GST Inclusive)
<b>Kaniere Sewerage Capital Contribution Rate</b>	Set as a fixed rate per rating unit on all rateable properties that are connected to the Kaniere sewerage scheme and have not repaid the capital amount.	s16(3)(b) s16(4)(a)	\$417.00	\$23,769
<b>Hannah's Clearing Water Supply Capital Repayment Rate</b>	Set as a fixed rate per rating unit on all rateable properties located in Hannah's Clearing where the nature of the connection is a Council funded water supply and the capital amount has not been repaid.	s16(3)(b) s16(4)(a)	\$575.00	\$6,325
<b>Emergency Management Contingency Fund Rate</b>	Set on the land value of all rateable properties in the district.	s16(3)(a) s16(4)(a)	\$0.000	\$0

### Instalments

Rates will be collected by four equal quarterly instalments due on the following dates. Payments will be applied to the oldest debt first.

Instalment Number	Due Date
One	31 August 2017
Two	30 November 2017
Three	28 February 2018
Four	31 May 2018

### Water by Meter

Water by Meter is invoiced Monthly and Quarterly. Payments are due on the 20<sup>th</sup> of the month following invoice date.

### **Penalty Regime**

1. A 10% penalty is added under s.58(1)(a) on the next business day to so much of any instalment not paid by the due date.
2. A 10% penalty will be added to rates under s.58(1)(b) that remain unpaid from previous years. This will be added on 1 July 2015, or 5 working days after Council has passed the rates resolution (whichever is the later).
3. A further 10% penalty will be added to rates under s58(1)(c) that remain unpaid from previous years. This will be added 6 months after the penalty made in 2 above if the rates remain unpaid.

### **Delegations**

Council confirms that all matters that can be delegated under s.132 of the Local Government (Rating) Act 2002 are delegated to the Chief Executive, Group Manager: Corporate Service, Finance Manager and Rates Officer.



# Report

**DATE:** 22 June 2017

**TO:** Mayor and Councillors

**FROM:** Community Development Advisor and Group Manager: Planning, Community and Environment

---

## Major District Initiative (MDI) Fund Update

### 1 SUMMARY

- 1.1 The purpose of this report is to provide Council with an update on the MDI fund, including how much is currently in the fund and how much is tagged for future projects, and to recommend a process for allocating funding for future projects.
- 1.2 This issue arises from a request by the Council at its May meeting for an update on MDI funding, following discussion about potential MDI funding for upgrade of the Hokitika Museum, and based on an awareness that a number of community groups are seeking MDI funding for future projects.
- 1.3 Council seeks to meet its obligations under the Local Government Act 2002 and the achievement of the District Vision adopted by Council as part of the Long Term Plan 2015-25. These are stated on Page 2 of this agenda.
- 1.4 This report concludes by recommending that Council receives this report and instructs staff to provide detailed advice on MDI information requirements and eligibility criteria to groups that have expressed interest in MDI funding (including the Hokitika Museum), with the goal of bringing back a list of projects for Council consideration in July or August. At that time the Council could prioritise the Expressions of Interest (EoI) against available funding, consider project sequencing, and request full applications for submission to Development West Coast (DWC).

### 2 BACKGROUND

- 2.1 **Development West Coast (DWC)** was set up as a Charitable Trust in 2001 to manage, invest and distribute income from a fund of \$92 million received

from the Government. This fund was an adjustment package for the loss of indigenous forestry and the privatisation of much infrastructure on the West Coast in the late 1990s. DWC is governed by a Deed of Trust which specifies DWC's objectives – to promote sustainable employment opportunities and generate sustainable economic benefits for the West Coast, both now and into the future. About \$6.6 million has been committed to each of the Buller, Grey and Westland Councils for the MDI Programme.

2.2 The following capital projects are eligible for inclusion as MDI projects:

- sport and recreation facilities and buildings
- community halls
- theatres
- museums
- art galleries.

2.3 DWC will fund up to a maximum of 65% of the total project costs. The remainder of the costs has to come from other sources and must be able to be drawn down at the same time as the MDI funds.

2.4 To date, the following projects in Westland have received MDI funding:

Project	Location	MDI funds approved	Status
Westland i-Site	Hokitika	\$296,952	Completed
Regent Theatre	Hokitika	\$340,000 (Stage 1)	Completed
Library Relocation	Hokitika	\$489,392	Completed
Donovan's Store	Okarito	\$60,606	Completed
Gorge Toilets	Hokitika	\$82,014	Completed
Boy's Brigade Hall	Hokitika	\$247,349	Completed
Regent Theatre	Hokitika	\$570,000 (Stage 2)	Completed
Health Centre	Franz Josef	\$100,000	Completed
Community Centre	Hari Hari	\$455,000	Completed
Community Centre	Fox Glacier	\$1,000,000	Completed
Ross Centennial Hall	Ross	\$90,000	Completed
RSA Rebuild	Hokitika	\$400,000	In progress
<b>Total</b>		<b>\$4,131,313</b>	

2.5 At its meeting 26 February 2015, Council committed up to \$1.5 million to develop a Recreation and Community Centre on the Westland High School (WHS) grounds. The building of this facility has not commenced yet and the school has not yet been able to provide a timeframe for construction.

### 3 CURRENT SITUATION

- 3.1 Allowing for the commitment to WHS, just over \$5.6 million has been committed, and just under \$1 million is uncommitted.
- 3.2 A key issue is timing – when funds become available. As of 30 June 2017, \$568,701 is currently available in MDI funds for Council to draw down. A further \$100,000 is available every quarter from DWC until 31 March 2022, by which point the full \$6.6 million will have been made available.
- 3.3 The WHS project is not yet ready to draw down the \$568,701 in currently available funds, but it is the first (and currently the only) project in line to do so.
- 3.4 Additionally, there are at least five known projects currently seeking MDI funding:
  - 3.1.1 Hokitika Museum: to assist with strengthening the building and associated upgrades, along with other funding sources including Lotteries and the Ministry of Culture and Heritage. Cost estimates have been provided of \$662,000 ex GST to bring the Museum complex up to 67% of Importance Level Two, but the project is likely to be much larger due to higher strengthening targets as well as reconfiguration and upgrade aims. This project is the subject of a separate report to this Council meeting.
  - 3.1.2 West Coast Riding for the Disabled (WCRDA) Indoor Arena – see Appendix 1
  - 3.1.3 Westland Industrial Heritage Park has three projects in development and planned - see Appendix 2
  - 3.1.4 Completion of the Haast Community Track. The total cost is \$170,893 of which the MDI component would be \$111,080. – See Appendix 3. The Haast Promotions Group are still attempting to find other funding to add to this project.
  - 3.1.5 Completion of the Upgrade of the Whataroa Hall. The estimate to re-clad the hall and install new aluminium windows is between \$200,000 and \$300,000. The Whataroa Community Association are waiting on quotes from contractors.

## 4 OPTIONS

- 4.1 **Option One:** Postpone consideration of any Expressions of Interest (EoI) until the Westland High School (WHS) project is completed or the accumulated MDI funds available for drawdown exceed the \$1.5 million allocation to WHS. At the present rate of MDI funds accumulating, this would be 31 December 2019.
- 4.2 **Option Two:** Instruct staff to provide detailed advice on MDI information requirements and eligibility criteria to groups that have expressed interest to date in MDI funding (including the Hokitika Museum), with the goal of bringing back a list of projects for Council consideration in July or August. At that time the Council could prioritise the EoI against available funding, consider project sequencing, and request full applications for submission to Development West Coast (DWC).

## 5 SIGNIFICANCE AND ENGAGEMENT

- 5.1 Based on the Council's Significance and Engagement Policy, this decision has a medium level of significance. On the one hand, ratepayer funds are not involved. On the other hand, the MDI fund is a significant source of revenue for Council and it is important to ensure that the process of allocating it is robust and transparent.
- 5.2 A number of projects were funded prior to 2014. Additional EoIs were called for in 2014 and resulted in a number of EoIs being considered by Council, which prioritised and decided which projects should proceed at its February 2015 meeting. There is community awareness of the availability of MDI funds, both through this previous EoI process and through discussions with Elected Members and Council staff over the past couple years.
- 5.3 Because of this community awareness, it is not considered necessary to formally call for further EoIs at this time; however, consultation will be required on any Council proposal to submit projects to DWC for MDI funding. A requirement of the DWC Funding Policy is that MDI projects are consulted upon and listed in the Long Term Plan or Annual Plan. This would delay the applications for Westland projects until mid-2018, when the 2018-2028 Long Term Plan is due to be published. Council could ask DWC for permission to substitute a Special Consultative Procedure earlier than and separate from the Long Term Plan consultation period, so that projects are not unnecessarily delayed.

## 6 ASSESSMENT OF OPTIONS (INCLUDING FINANCIAL IMPLICATIONS)

- 6.1 In terms of Option One, postponing consideration of any EoIs until the Westland High School project is completed or its full \$1.5 million in MDI funds are available for drawdown, the advantage is that any MDI funding delay would be minimised for that project as building continues. The disadvantage of this option is its inflexibility; it does not allow other projects that could have a MDI component to even be considered by Council and potentially allocated future funding. This would stall project planning for a number of possible projects.
- 6.2 Another disadvantage of Option One is that it precludes other projects receiving MDI funding while the WHS project is underway, even if the WHS project proceeds in stages and MDI funding could be available for other projects without delaying the WHS project. All projects other than the Westland High School project would be delayed until 2020 or later, while the Council waits for WHS to access (or have access to) its full \$1.5 million MDI allocation.
- 6.3 Option Two has several advantages. First, it allows the possibility of other projects in addition to the WHS project to be considered by Council, which would give those projects some information on which to base their future planning, even if they were not approved or given sequencing priority over the WHS project.
- 6.4 Second, Option Two allows staff to work with community groups to ensure that MDI information requirements and eligibility criteria are understood and the required information can be brought to Council before any decisions are made. It also allows further discussion to take place with WHS representatives to better understand the likely timeframes for their drawing down of MDI funds. Planning for the Hokitika Museum project will also have advanced to a point where the Council will be able to consider a fully scoped project with cost estimates and likely funding sources.
- 6.5 The disadvantage to Option Two is that the Westland High School Community Centre project could be delayed if other projects are approved by Council for MDI funding and are sequenced to draw down their funds in advance of WHS.
- 6.6 There are no direct financial implications for Council, as MDI funding is provided by DWC.

## 7 PREFERRED OPTION AND REASONS

- 7.1 The preferred option is Option Two, as there are a number of potentially MDI-eligible projects that have been brought to Council's attention, and this option allows flexibility for other projects in addition to the WHS project to be considered for funding before 2020. This is considered appropriate given that WHS is not yet able to provide a timetable for its project, while other projects are either already underway or could commence soon.

## 8 RECOMMENDATIONS

- A) **THAT** Council receives this report and instructs staff to provide detailed advice on Major District Initiative information requirements and eligibility criteria to groups that have expressed interest in MDI funding (including the Hokitika Museum), with the goal of bringing back a list of projects for Council consideration in July or August.
- B) **THAT** Council instructs staff to discuss the likely timing of the Westland High School Community Centre project with WHS representatives, with the goal of clarifying sequencing options for the release of Major Development Initiative funds.

**Derek Blight**  
**Community Development Advisor**

**Jim Ebenhoh**  
**Group Manager: Planning, Community and Environment**

**Appendix 1:** Letter from WCRDA

**Appendix 2:** Email from Rob Daniel of Westland Industrial Heritage Park

**Appendix 3:** Letter from Haast Promotions Group

## **Appendix 1**

### **WCRDA (West Coast Riding for the Disabled) Indoor Arena proposal**

WCRDA require an indoor arena to further enhance our service. We offer an excellent experience to all those who have some form of disability – this can range from intellectual, physical, learning, behavioural, social or emotional. Through riding therapy sessions, we improve the daily lives of our riders. As part of our affiliation to NZRDA we are continually assessed to ensure compliance and quality. NZRDA’s vision is “Reaching More Riders, Changing Lives”.

Obviously, the weather can be extremely detrimental to our ability to operate consistently. The health of many of our clients makes it even more vital to be able to offer them an indoor facility. We currently have over 50 RDA riders every week including both children and adults. An indoor facility would give us the opportunity to expand our programmes. For example, we would love to offer an early intervention group for under-fives where parents and children could meet for support, for riding therapy and for other services such as Physiotherapist and Occupational Therapist visits. For youth having challenges at school we would offer a programme including aspects such as life skills, gardening, cooking alongside the riding and horse-care. Art could also complement on-site activities for at-risk youth and users of mental health and well-being services in the community, as the current WCRDA president has a Master of Arts, Arts Therapy degree specialising in occupational and therapeutic application of visual arts, which some long-term RDA clients have already been able to access through their school art programmes.

There is huge potential for running programmes supporting mental and emotional well-being in occupational and therapeutic ways with horses and other programmes for the Westland community within a covered facility.

An indoor arena for RDA is justified by both the United Nations Convention on the Rights of Persons with Disabilities (CRPD) and by NZ’s Health and Disability Commissioner’s Code.

We believe this would be a huge asset to the community, and envisage it being used for many other activities. This would be the only facility of its type on the West Coast, no other facilities or facility projects currently in progress meet the needs for horse riding activities and other activities of this nature. It would be a facility used by all ages and all walks of life. With the mental health issues currently being experienced in our area this would be a particularly valid use of funding. Already, without actively seeking interest, community members have suggested a climbing wall could be included, sports club practices, dog training sessions, indoor shows (such as poultry, dogs, plants), A&P show classes, pony clubs, riding clubs... As evidenced by our local riders winning the NZ Pony Club Championships last year equestrianism is very strong on the West Coast. We would be very keen to see the facility being used by many community groups, and strongly believe that any facility which is developed using community funding should be made available to that community at very low cost.

An early estimation of cost is around \$600,000.

Please contact us for any further information or discussion.

Jane Neale

03 7558069

02102718810

## Appendix 2

-----Original Message-----

From: rob.daniel [mailto:rob.daniel@slingshot.co.nz]  
Sent: Wednesday, 7 June 2017 5:39 PM  
To: Derek Blight <derek.blight@westlanddc.govt.nz>  
Cc: 'private.arts@xtra.co.nz' <private.arts@xtra.co.nz>  
Subject: Re: MDI funding

Thanks Derek,

The Westland Industrial Heritage Park has three projects in development and planned:

1. The Mudfish Railway project is well underway, with a number of funding sources enabling steady progress to be made. However additional funding will be required to complete this project. Jim Staton is the key driver of this work, and will be able to provide a full project description, estimated cost to completion and funding shortfall.
2. Fire Engine garage. This is a proposed 8 bay building to house our Fire Engine collection and allow development of the Steam Shed for display of steam engines, steam winches and other items from the steam era.. Two prices have been obtained for a kitset building. Our current intention is to erect the building ourselves to save costs. Purchase of the kitset will deplete our \$30,000 building reserves, which we have built up from donations, bequests and a \$10,000 grant from the Lion Foundation.
3. Industrial Heritage Display building. This is our long term plan for public display of our restored vehicles and other historic items to a high standard. A building of similar size to the Steam Shed is planned, with a concrete floor and mezzanine floor for display of smaller items, at an estimated cost of \$200,000. This project totally depends on major external funding and may be some years away, given the other projects above.

I hope this is of assistance.

Regards  
Rob



## Appendix 3



*“To promote and retain the natural beauty and resources of the Haast, to share the experience of our lifestyles and to encourage the visitor to stay longer”.*

**May 19, 2017**

**Mayor Bruce Smith and fellow Councillors**

**Westland District Council**

**36 Weld Street**

**Hokitika, 7844**

**Re: The Haast Community Track Project, Expression of Interest for MDI Funding.**

Dear Mr. Mayor

On behalf of the Haast Community Track volunteer, the Haast Promotions Group Inc. is submitting a proposal to access MDI funding for the completion of the Haast Community Track. We are seeking a total of 170,893 +GST.

The lack of a safe, free and engaging walking activities (other than state highway 6) in the Haast Township combined with the growing number of visitor stop over (120 000/year) in the area has prompted community members to build a substantial track. The track will provide a safe activity for resident and visitors and contribute to economic growth by attracting the growing number of visitors to the area. The track will contribute to a positive visitor image of the area as they enter the district and slow down their trip through Westland. It will also act to retain visitors longer and increasing their length of stay in the area.

In Tourism New Zealand own word: **“Walking and hiking is a key driver of economic growth in the tourism sector”.**

The track is for families, residents and visitors to engage in activities such as walking, running, dog walking etc. The track will improve the areas wellbeing, promote our natural history, heritage and culture and improve the overall visitor experience. It will provide a

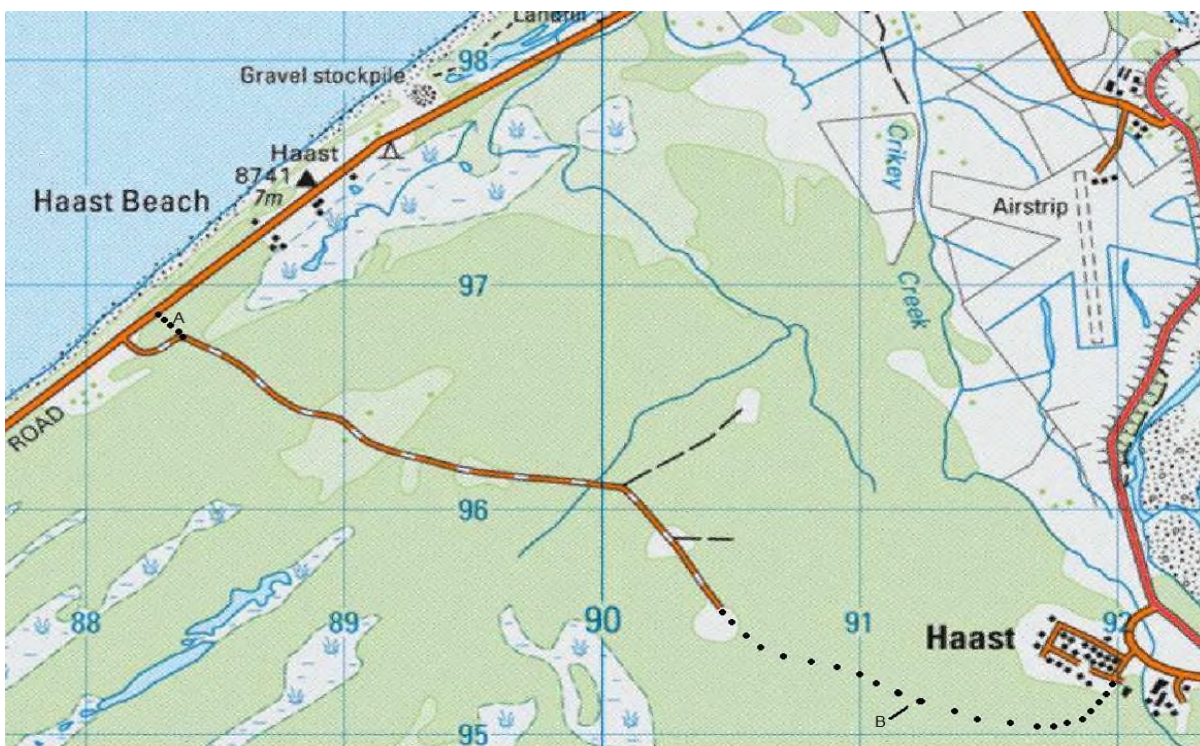
greater living space to the Haast Township and provide a free and engaging activity to the visitors making them stop, stay longer and contribute to the local economy. The track will create new opportunities for Haast and will meet current and future social needs and expectations of community members and visitors alike, making Haast a better place to be and provide opportunity for economic growth.

Community and international visitor surveys show that both the larger community and visitors to the area strongly support such a recreational facility.

The track is 5 km long and is located entirely on public conservation land and is under a management agreement with the Department of Conservation.

The track starts in the Haast Township and makes use of a 3.2km long disuse logging road. Haast Township as the infrastructure to support this project (water main, sewage, public toilets, large car park). The track is the only substantial track in the area, offering both a full day walk to Haast Beach or a 30-minute return walk to a view point of the Haast Valley. The track links the community of Haast Township to Haast Beach and Haast Junction and opens the Jackson Bay road to exploration.

Over 800 volunteer hours have been spent clearing the overgrown logging road and exposing its gravel surface, replacing old culverts and clearing native bush to link the end of the logging road to the Haast Township Fig.1.



**Fig. 1 Haast Community Track. Orange/white line is the logging road and black dotted line is the unfinished portion of the track that we are seeking MDI funding,**

Photo below show the working bees and progress on the track.





Photo 1. Disuse logging road before working bee to exposed its surface







Photo 2 & 3. Clearing of the overgrown logging road







Photo 4 &5. Replacing rotting bridge with 1m diameter culverts and replacing old culverts along the logging road.







Photos 6 and 7. Show the newly cleared 3.2km long logging road.







Photo 8 and 9. Replacing culverts. And a photo of the track through the forest, the blue arrow point to a small hill where a small lookout platform will be located to capture view of the Haast Valley to the North and West along. The viewing platform is a 15 minutes' walk in from the township end.







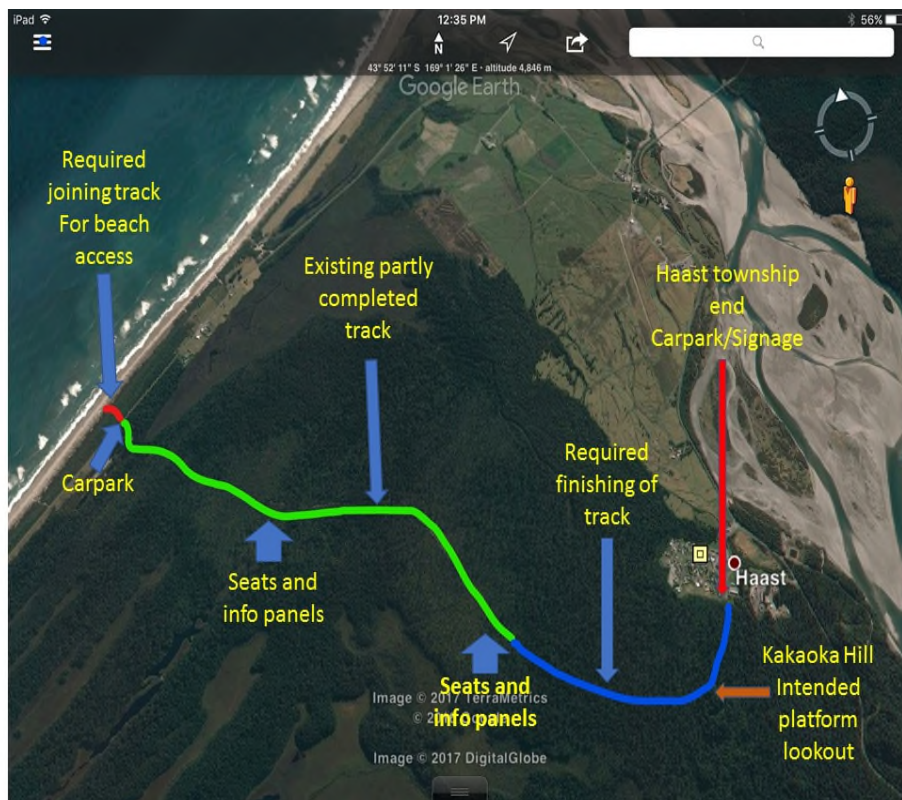
Photo 10 &11. View from hill top where the viewing platform will be along the track a 30 minute return walk from the Haast Township.

To complete the project, we need to form a 1.8 km long by 1.5m finish width gravel track between the Haast Township and the logging road Fig. 1. Along with installing information panels along the way.

The track is near completion, to date our work has been supported financially by Township stimulus funds and donations. Haast is a small community and fund raising is limited. We would like to finish the track sooner rather than latter to take advantage of the current visitor growth to the country and future proofing Haast economy. Receiving all the funding to finish the track would create an immediate economic benefit for the area. A free and engaging activity is vital to stimulate economic growth in the area and wider district. We are now seeking \$170,793.00+GST to finish the track so it can be open to the public. The cost breakdown is \$165.000+GST (Westroads) and \$5841.00+GST for interpretive panels.

The Haast Community Track volunteers are made up of long term residents and families looking for opportunities to explore the outdoors. They are keen to see this project through and support its maintenance in the future. The volunteers have a wide range of skills that will go toward maintaining the track in the future.





**Image 1. Our vision of what the track will offer when completed.**

# Report



**DATE:** 29 May 2017  
**TO:** Mayor and Councillors  
**FROM:** Chief Executive Officer

---

## **WASTEWATER TREATMENT FRANZ JOSEF**

### **1 SUMMARY**

- 1.1 The purpose of this report is to update Council on wastewater treatment at Franz Josef.
- 1.2 There is an Environment Court Order which must be addressed immediately.
- 1.3 This report concludes by noting that Council will continue to manage the existing wastewater system in Franz Josef while long term options are considered.

### **2 BACKGROUND**

- 2.1 Wastewater from Franz Josef is currently treated using two oxidation ponds that are situated on the northern side of the Waiho River, approximately 500 metres west of State Highway 6.
- 2.2 The current Long Term Plan (2015-2025) allocates \$9,843,600 for the installation of an upgraded WWTP and protection wall. This cost is spread over the financial years ending 2016 to 2021. The LTP notes that the growth of tourism in Franz Josef / Waiau has placed pressure on the capacity of the current wastewater system and that the need to address this situation was hastened in early 2015 by Council's inability to comply with its resource consent.
- 2.3 The current West Coast Regional Council Resource Consent (RC00387) pertaining to the activities required to operate and maintain the current site was granted in 2001 for a term of 35 years from the date of issue. In July 2015 this consent was amended to increase the maximum concentrations of

certain contaminants allowed in the treated wastewater discharge. The increase in these limits was as a result of further investigations showing that discharge will still meet guidelines for secondary contact recreation and guidelines for the protection of wildlife while allowing for summer peak discharges and seasonal variation. The increase in discharge limits was also reviewed for other Westland District Council operated wastewater treatment plants in Fox Glacier and Haast.

- 2.4 In March 2016 the existing oxidation ponds were inundated by the Waiho River during a flood event. The north-western embankment that contains Pond 2 (westernmost pond) was blown out by the flood waters and Pond 2 emptied of its contents as a result. Gravels were also deposited in Pond 1 reducing its capacity to treat the incoming raw wastewater. The Pond 2 embankment was repaired following the flood and work to remove material deposited by the river into Pond 1 has also since been completed.
- 2.5 The infiltration gallery that disperses treated wastewater under the bed of the Waiho River is prone to blocking. This is a frequent issue because it is located under a braided river where the active river channels are constantly migrating. It is therefore difficult to retain an active river channel above the infiltration gallery at all times. There have been multiple instances of temporary non-compliance with the infiltration gallery and correspondence between WDC and WCRC as a result.
- 2.6 There is a history of enforcement action being taken by West Coast Regional Council against Westland District Council as a result of breaches of the resource consent. Since 2010 Council has been issued with a formal notice for non-compliant discharge, 3 abatement notices, 2 infringement notices and an Environment Court Order in October.
- 2.7 The Order from the Environment Court in October 2016 requires Council to have a new wastewater treatment plant commissioned for Franz Josef and fully operational by 30 April 2018.

Council has previously explored a number of wastewater treatment options for Franz Josef. These options ranged from upgrading the existing oxidation ponds through to a high-rate mechanical plant.

### **3 PROPOSED ACTION**

- 3.1 The existing ponds will be maintained, (this will include strengthening the existing damaged stop bank) and a new infiltration gallery will be developed.

- 3.2 This action will ensure compliance with the current resource consent and will leave Council with the ability to consider adding enhanced treatment methods to the wastewater at the ponds.
- 3.3 Future decisions on the pond locations and other treatment options can be made once final decisions are made on the future growth direction of Franz Josef.

#### **4 RECOMMENDATION(S)**

**That this report be received.**

**Robin Reeves**  
**Chief Executive Officer**

# Report



**DATE:** 22 June 2017  
**TO:** Mayor and Councillors  
**FROM:** Project Manager: West Coast Wilderness Trail

---

## WEST COAST WILDERNESS TRAIL – PROJECT UPDATE JUNE 2017

### 1.0 SUMMARY

- 1.1 The purpose of this report is to provide an update to Council on the West Coast Wilderness Trail (WCWT) project.
- 1.2 This report arises from the obligation to keep Council fully informed on the progress of the project. In particular it aims to provide Council with reassurance that the adopted Project Completion Plan and project management framework is in place for the remaining milestones that require completion in order for it to be declared officially open.
- 1.3 Council seeks to meet its obligations under the Local Government Act 2002 and the achievement of the District Vision adopted by Council as part of the Long Term Plan 2015-25. These are stated on Page 2 of this agenda.
- 1.4 This report concludes by recommending that Council receives the report.

### 2.0 BACKGROUND

- 2.1 A report was submitted to council in September 2016 providing an update status on the outstanding cycleway activities required to be actioned for completion by mid-August 2017. This included five (5) projects identified by MBIE that need to be actioned. Four (4) of those projects requiring action relate directly to the trail being on State Highway 6 and the need for a safer trail alignment.
- 2.2 Monthly report updates will continue to be provided to council for the period of the Project Completion Plan which is to be delivered by August 2017, and the trail will then be capable of achieving 'Great Ride' status.

- 2.3 The Nga Haerenga (the journeys) Great Rides currently consists of 22 trails throughout New Zealand covering 2,600km. In addition to the 'Great Rides' there are also 2,600km of 'Heartland Rides', a vision to link the trails with the support of NZ Cycle Trail Inc (NZCT) and NZ Transport Agency (NZTA).

### 3.0 CURRENT SITUATION

#### Project Completion Plan

- 3.1 Item 1 Taramakau. The timber boardwalk has been completed by Westroads under the directive of NZTA (refer Appendix 1 photo). This structure does not currently offer a direct link with a formed gravel trail. This task has yet to be awarded by NZTA. This trail section is being project managed and funded by NZTA.
- 3.2 Item 2 Hokitika-Kaniere Tramway. The tender 16-17-10 was awarded to Westroads and they have commenced work at each end of the project. Before the work commenced an archaeologist was required to attend onsite and oversee typical cross sectional cuttings of the trail. Nothing of historical relevance was identified during this inspection which was a requirement of our 'Authority' with Heritage NZ. The external engineering support for the bridge project 16-17-17 did not eventuate resulting in the project remaining with the Project Manager. This has not yet been tendered due to competing priorities.
- 3.3 Item 3 Golf Links Road. Contract 16-17-11 was successfully completed and within the engineers estimate. A financial claim has been lodged with NZTA to refund the construction cost. The work was actioned and completed under the project management of Westland District Council and will receive full cost reimbursement from NZTA.
- 3.4 Item 4 Mahinapua. A basic start has been carried out on a new trail alignment in the vicinity of the Hoppers residence. This has resulted in a benched trail immediately above the wetlands. The Tarleton outlet bridge design has been completed and is ready to tender as 16-17-18. The methodology for these bridges was described in last months report. The engineers' structural assessment on the DoC rail bridge alongside SH6 was completed and released to DoC for their review. The report identified more beam replacements than had been originally allowed for. In addition to this the council has still to complete the detailed investigation that involves drilling and sampling materials.
- 3.5 Item 5 Ruatapu. The 250m of bush trail near Woodstock-Rimu Road has been constructed and completed and awaits signage installation (refer Appendix 2). There has been a minor delay in the progression of works within the State Highway corridor while a Licence to Occupy is being sought from NZTA.

## **Financial**

- 3.6 There has been minimal capital expenditure on the West Coast Wilderness Trail in recent months, however we are about to move into a major spending period with both physical works and technical designs. There is no significant change to last months construction related costs for this financial year with the exception of the addition of structural engineers costs for bridge designs. There will be little change to this over the next month with the nearing completion of Taramakau and Golf Links Road as they are being funded by NZTA. The claim recovery cost submitted to NZTA was \$34,995.45 Another claim is currently being prepared for activities by various parties over the past seven months to be submitted to MBIE.
- 3.7 An internal finance and risk audit process has been implemented consisting of the Chief Executive, Group Manager: Corporate Services and Project Manager.

## **General**

- 3.8 A public forum has been advertised by the West Coast Wilderness Trail Trust to be held Tuesday 27 June.
- 3.9 No trail count data has been collated this month due to resourcing prioritisation.

## **4.0 OPTIONS**

- 4.1 The options available to Council are that Council can choose to receive this report or not receive it.

## **5.0 SIGNIFICANCE AND ENGAGEMENT**

- 5.1 This matter is of low significance as it merely provides Council with an update on progress on a project that is already approved and funded.
- 5.2 Engagement and consultation is not required.

## **6.0 RECOMMENDATION**

- 6.1 THAT Council receives this report.

**David Inwood**

**Project Manager: West Coast Wilderness Trail**

**Appendix 1: Photos of Taramakau Boardwalk**

**Appendix 2: Photos of Ruatapu (Old State Highway)**



Taramakau Boardwalk looking north



Taramakau Boardwalk looking south





Ruatapu (Old State Highway)



Ruatapu (Old State Highway)





# Report



**DATE:** 22 June 2017

**TO:** Mayor and Councillors

**FROM:** Group Manager: Planning, Community and Environment

---

## **HOKITIKA MUSEUM PROJECT UPDATE JUNE 2017**

### **1 SUMMARY**

- 1.1 The purpose of this report is to provide Council with an update on the project of strengthening and upgrading the Hokitika Museum.
- 1.2 This issue arises from a verbal update provided at the May Council meeting, and a request by Council for a formal written report.
- 1.3 Council seeks to meet its obligations under the Local Government Act 2002 and the achievement of the District Vision adopted by Council as part of the Long Term Plan 2015-25. These are stated on Page 2 of this agenda.
- 1.4 This report concludes by recommending that Council receive this report and request that a comprehensive report including options analysis be brought back to Council as soon as possible, so that Council can decide on its preferred project option and begin the detailed design and fundraising processes.

### **2 BACKGROUND**

- 2.1 The background to the closure of the Carnegie Building and the adjacent 1970s Museum buildings (including Drummond Hall, Museum staff offices and the collections store) is detailed in a 23 March 2017 report to Council from the Chief Executive.
- 2.2 To summarise briefly here, the Carnegie Building was closed on 22 September 2016 due to a detailed seismic assessment (DSA) result of 12% of the national New Building Standards (NBS), compared with anything under 34% NBS being considered earthquake-prone. The adjacent Drummond Hall exhibition space and audio-visual theatre were closed to the public at the same time, due

to being within the 10m exclusion zone around the Carnegie Building. In mid-November 2016 Museum staff working in the exclusion zone were relocated to leased premises on Revell St due to safety concerns.

- 2.3 Subsequent peer review and consideration of the Carnegie Building at a lowered Importance Level (2 vs 3) resulted in an assessment by one engineering firm that the Carnegie Building slightly exceeded the 34% NBS and could be opened to the public. The management of the Carnegie Building was transferred to WDPL by Council at its meeting of 23 February 2017, and the building opened to the public soon afterwards. Drummond Hall was not reopened at that time.
- 2.4 At its 29 May 2017 meeting, Council considered a request by WDPL for access to the exhibition space of the Hokitika Museum's Drummond Hall, and decided to defer a decision on that matter until August 2017.

### 3 CURRENT SITUATION

- 3.1 There are a number of dimensions to the Hokitika Museum project which will be discussed in turn in this section:
- Scope
  - Costs
  - Potential funding sources
  - Staging / timing
  - Project management
- 3.2 **Scope.** There are several potential components to this project. They will not all be analysed in detail here but include:
- ***Strengthening.*** The original reason for this project was to strengthen the Museum buildings to at least 67% NBS at Importance Level 2 (IL2), due to both the Carnegie Building and the 1970s Museum buildings being at best just above the threshold for being earthquake-prone. Feedback from funding agencies suggests that the higher standard of Importance Level 3 (IL3) should be applied, due to Museums matching the IL3 guideline criteria of containing "contents of high value to the community." Funders have also suggested that the target should not necessarily be capped at 67% NBS but should aim as high as reasonably practicable and affordable, given Hokitika's high-risk location in proximity to the Alpine Fault, and the fact that building science and regulations continue to evolve. The advice received is that the Council should not aim too low and risk needing to come back to funders in the future for further necessary upgrades.

- ***Reconfiguration and other upgrades.*** A strengthening project that closes the Museum for significant structural work presents an opportunity to make other improvements to increase the efficiency of Museum operations, expand offerings and improve the customer experience. Initial ideas include covering the outdoor courtyard to create more exhibition space, relocating the research centre and staff offices into the Carnegie Building to bring reception and curatorial staff closer and to increase accessibility to the public, and improving the storage conditions in the collections store (e.g. raising the floor level or building a mezzanine level to avoid potential flooding risk). Other ideas include ensuring that the Museum buildings are “wired” for the latest technology, and undertaking other improvements that would ensure that the Museum experience is maximised for both the local community and tourists.
- ***Total rebuild of the 1970s complex.*** The 1970s buildings are over 40 years old and could be strengthened and refurbished, but depending on costs and desired outcomes there is also an option of demolishing and rebuilding that section with specific objectives in mind (e.g. a state-of-the-art archives / collection storage facility and/or a modern exhibition space).
- ***Part or full relocation.*** The Museum buildings are located in a low-lying part of Hokitika that is prone to surface flooding and also potentially vulnerable to flooding from a breach of the Hokitika River stopbank or a tsunami. While the collections store did not flood in the April 2015 storm event, water levels were close to floor level, and with predicted increased storm intensity over time this risk could increase. Airport land has been mentioned as a potential alternative location that would minimise flood risks.

On the other hand, the Council has recently upgraded the stormwater system in the Hokitika CBD, and Museum’s central location and setting in the historic and picturesque Carnegie Building is seen as a drawcard for visitors. The option of moving the Museum’s collection store to Airport land (potentially in combination with a wider West Coast archive facility) and retaining exhibition space in the Carnegie Building can also be considered. It would create some challenges by splitting the Museum function into two separate locations and would also raise the question of the future of the 1970s Museum buildings.

- 3.3 **Costs.** The costs obviously depend to a large degree on the scope of the project as discussed above. To date an estimate of just over \$660,000 ex GST has been received for strengthening the Museum buildings to 67% at IL2 and undertaking some minor external and internal maintenance and upgrades.

Further cost estimates are being sought for higher-standard strengthening work as recommended by funding agencies. In addition, ballpark estimates for options analysis purposes are being developed for the various reconfiguration / upgrade / rebuild options described above.

- 3.4 **Potential funding sources.** There are a number of promising funding sources for this project. One is Major District Initiative (MDI) funding from Development West Coast, of which approximately \$1 million is yet to be allocated by Council (see separate report on this Council agenda). The MDI programme can fund up to 65% of project costs, but funds cannot be drawn down until the other 35% is confirmed.
- 3.5 Another potential source is the Ministry of Culture and Heritage's Regional Culture and Heritage Fund, which generally offers no more than 33% of project cost (with some flexibility on this point), and is likely to open the next funding round after government elections later this year.
- 3.6 A third potential source is Lotteries' Environment and Heritage Fund, which requires a local share of 33% and has two funding rounds per year, with the next one closing in August 2017.
- 3.7 All these funding sources require (to one degree or another) a detailed project plan including a timeline, detailed concept plans and building plans including a floor plan, all necessary building and regulatory consents to have been obtained or to be obtainable, three quotes or a quantity surveyor's report, and potentially a full feasibility study.
- 3.8 The funding sources above are generally for physical building projects. If the Council sought to significantly upgrade its exhibition offerings within its buildings, additional funding sources could be available. Private / corporate sponsorship and other donations could form a significant funding stream as well.
- 3.9 **Staging / timing.** If the overriding goal is to open at least part of the Museum as soon as possible, there are staging options that could achieve this. For example, the project could start with strengthening work to the south wall of the Carnegie Building that would allow Museum staff to move in to the old research centre space soon afterwards, and upgrades to the 1970s complex and reconfiguration of internal space could occur later. The other approach is to wait until the entire project is ready to proceed, then to do it all at once (or close to it), to maximise project efficiencies such as reducing conflict with building users.

- 3.10 To a large degree, the staging / timing issue depends on the timing of funding availability. For example, MDI funding cannot be drawn down until the other project funding is confirmed, and MDI funding itself may not be available for a few years due to the Westland High School project having already been approved. In addition, external funding sources have their own timeframes for funding rounds and decisionmaking as referred to above.
- 3.11 The timing issue also depends on how soon detailed project plans, cost estimates etc can be developed to form the basis of funding applications.
- 3.12 **Project management.** There is insufficient capacity within the Council organisation to plan and manage a project of this complexity without external assistance. While recruitment for a Museum Director is due to commence shortly, the project cannot wait for the new Director to begin work and come up to speed, nor will the Director necessarily have the time or all the skills to undertake this work alone. An external consultant based on the West Coast with familiarity and experience in feasibility studies for heritage, tourism and community projects has been sourced to conduct some initial scoping work for this project, in preparation for a detailed options report to Council in the next couple months. It is likely that some assistance will be required beyond this scoping stage as well.

## 4 OPTIONS

- 4.1 Today's report is for information purposes. Accordingly, the only options are to receive the report and request a comprehensive report including options analysis at a future meeting, or not to do so.
- 4.2 A comprehensive report including options analysis is recommended to be brought to Council as soon as possible (either the July or August 2017 Council meeting), so that Council can decide on its preferred project option and begin the planning and fundraising processes including potentially consulting on use of MDI funds.

## 5 SIGNIFICANCE AND ENGAGEMENT

- 5.1 Under the Council's policy on Significance and Engagement, this decision is considered to be of low significance, as the decision today is simply to receive the a report for information purposes.
- 5.2 Future reports on this subject that require Council decisions on a way forward for the Museum will be of higher significance. Consultation will be required

in proportion to the financial scale and other dimensions of the proposed options at that time.

- 5.3 So far, as part of the preparation of this report, initial scoping meetings with key parties have begun. These discussions have revealed support for the Museum and a desire to work collaboratively towards the best outcome possible.

## 6 ASSESSMENT OF OPTIONS (INCLUDING FINANCIAL IMPLICATIONS)

- 6.1 Receiving this report for information and requesting a comprehensive report including options analysis would signal that the Council is progressing this important matter and considering the issues in a systematic and sensible way.

## 7 PREFERRED OPTION AND REASONS

- 7.1 The preferred option is that Council receive this report and request that a comprehensive report including options analysis be brought back to Council as soon as possible, so that Council can decide on its preferred project option and begin the detailed design and fundraising processes.

## 8 RECOMMENDATIONS

- A) **THAT** the Council receive this report and request that a comprehensive report on the Hokitika Museum Upgrade Project including options analysis be brought back to Council as soon as possible, so that Council can decide on its preferred project option and begin the detailed design and fundraising processes.

**Jim Ebenhoh**

**GROUP MANAGER: PLANNING, COMMUNITY AND ENVIRONMENT**

# Report



**DATE:** 22 June 2017

**TO:** Mayor and Councillors

**FROM:** Group Manager: Planning, Community and Environment

---

## **PLANNING UPDATE THROUGH MAY 2017**

### **1 SUMMARY**

- 1.1 The purpose of this report is to provide the fifth in an ongoing series of monthly reports to the Council on its planning activities under the Resource Management Act 1991, including resource consent processing, monitoring and enforcement, and policy development including the review of the Westland District Plan.
- 1.2 This issue arises from Elected Members' request to be better informed on planning matters, as well as positive and constructive feedback on the reports to date.
- 1.3 Council seeks to meet its obligations under the Local Government Act 2002 and the achievement of the District Vision adopted by Council as part of the Long Term Plan 2015-25. These are stated on Page 2 of this agenda.
- 1.4 This report concludes by recommending that Council receives this report and agrees to commit \$25,000 per year for 2017/18 and 2018/19 to a shared regional project management position in order to develop a combined District Plan across the West Coast region

### **2 BACKGROUND**

- 2.1 Council's planning department performs a number of functions under the Resource Management Act 1991 (RMA), including resource consent processing, monitoring and enforcement, and policy development including the review of the Westland District Plan.



- 2.2 Currently, in addition to this monthly report, Elected Members receive a weekly list of resource consents received, and a quarterly report on performance and statutory timeframes for the issuance of resource consents.
- 2.3 On 23 February the Council received its first written monthly report, followed by subsequent reports in March, April and May. The reports have covered the matters below, which are also the subject headings for this month's report:
- Resource consent applications received, by type and location
  - Resource consents issued, by type and location, and compliance with statutory timeframes
  - Resource consent applications notified (limited or full public), by type and location
  - Resource consent applications that went to or are going to a hearing (due to submitters wishing to be heard)
  - Status of significant resource consent applications not otherwise covered by the above
  - Commissioners (March report only)
  - Significant compliance monitoring and enforcement activity
  - Progress with the District Plan Review
  - Process improvements of note
  - Resourcing issues
  - Transfer of RMA functions in relation to mining to the West Coast Regional Council (WCRC)
  - Number of 'live' consent applications
- 2.4 Like monthly financial reports, the monthly planning report focuses on the previous calendar month – in this case the month ending 31 May. A verbal supplement to this report will be provided at the upcoming Council meeting if there are any significant matters arising since the close of the previous calendar month.

### **3 CURRENT SITUATION**

#### **3.1 Resource consent applications received**

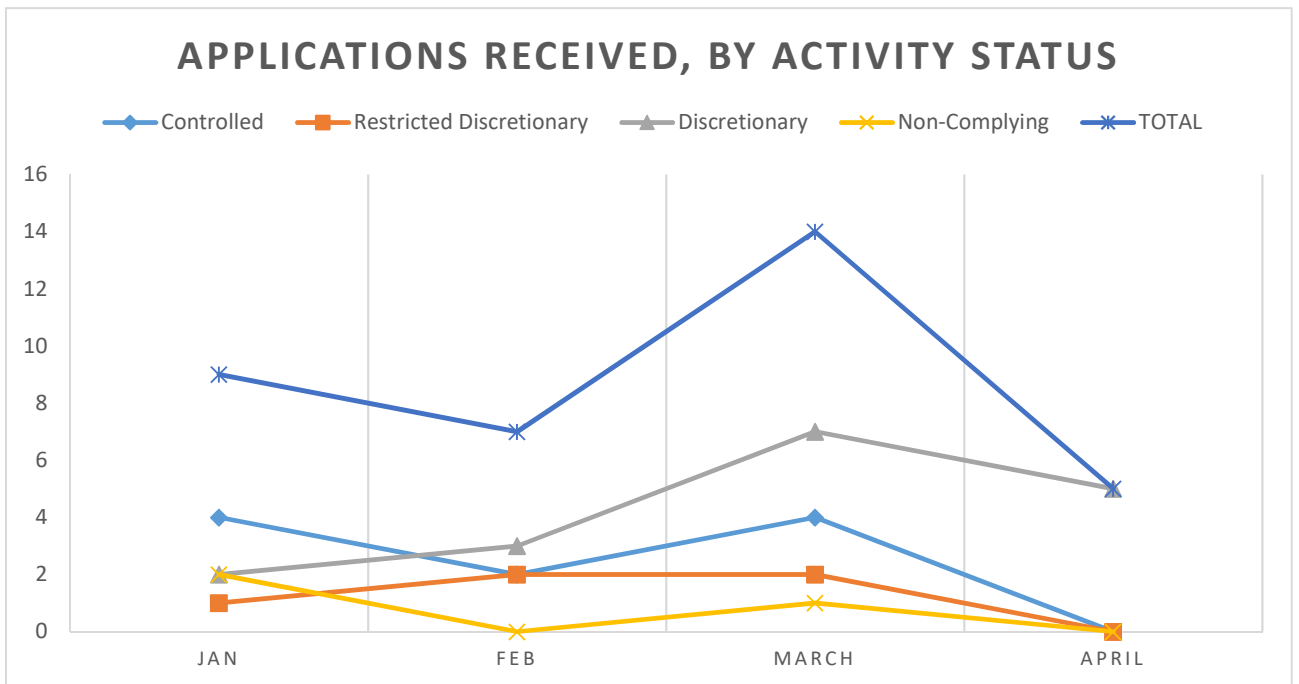
3.1.1 A total of 13 complete applications were received in May 2017, up from 5 in May and similar to the total for March.

3.1.2 In terms of their activity status under the District Plan:

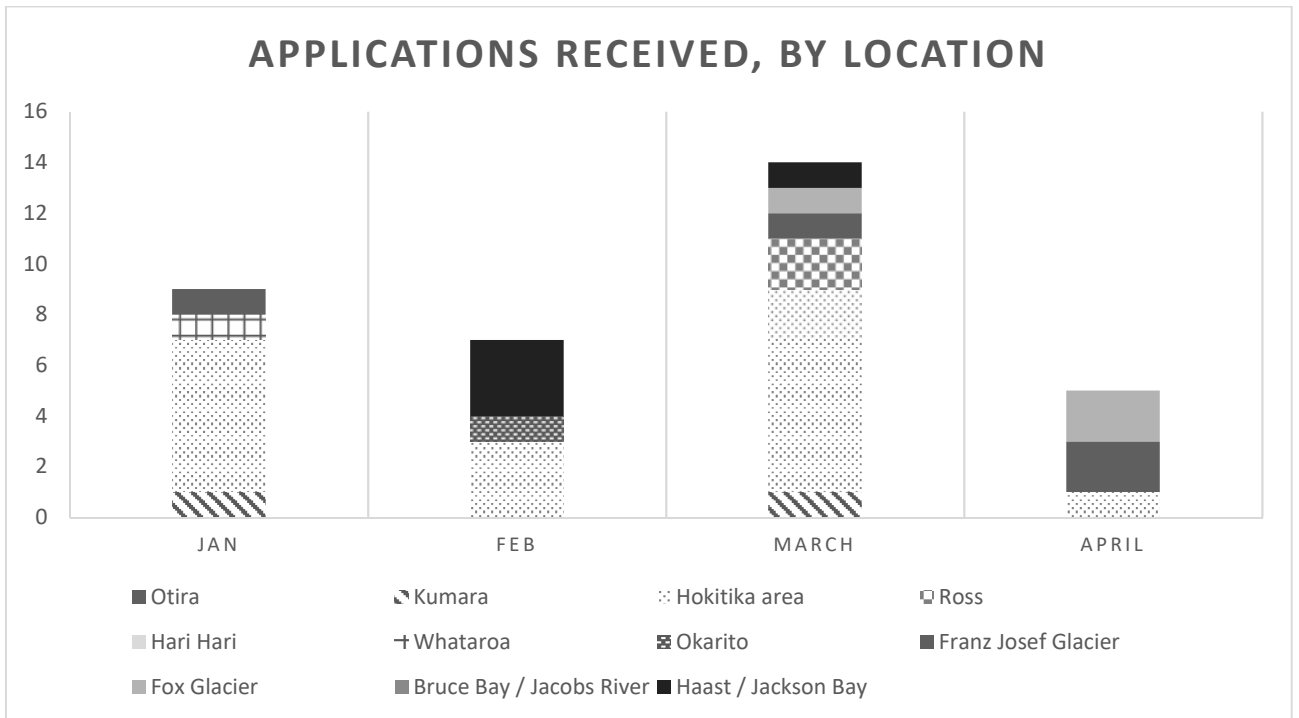
- Four are controlled activities (the Council must approve them, with conditions). One is for mining activity in the Mikonui Valley south of Ross, another is for a residential dwelling in the

rural zone at Blue Spur, and two are for subdivisions in Kaniere and Hokitika.

- Four are discretionary activities (the Council can approve or decline them). These are for subdivisions at Blue Spur and Hokitika, and for dwellings on the lots created by those subdivisions
- Five are non-complying activities (the Council can approve or decline them, but to be approved they must not be contrary to the objectives and policies of the District Plan). One is for a subdivision on Lake Kaniere Road and another is for a dwelling on the new lot created by that subdivision. The remaining three are for reducing front yard setbacks (Lake Kaniere, Kowhitirangi and Blue Spur).



3.1.3 Summarising by location, 12 are in the wider Hokitika area (including Blue Spur, Kowhitirangi, Lake Kaniere and Kaniere), and one is in the Ross area (Mikonui Valley).



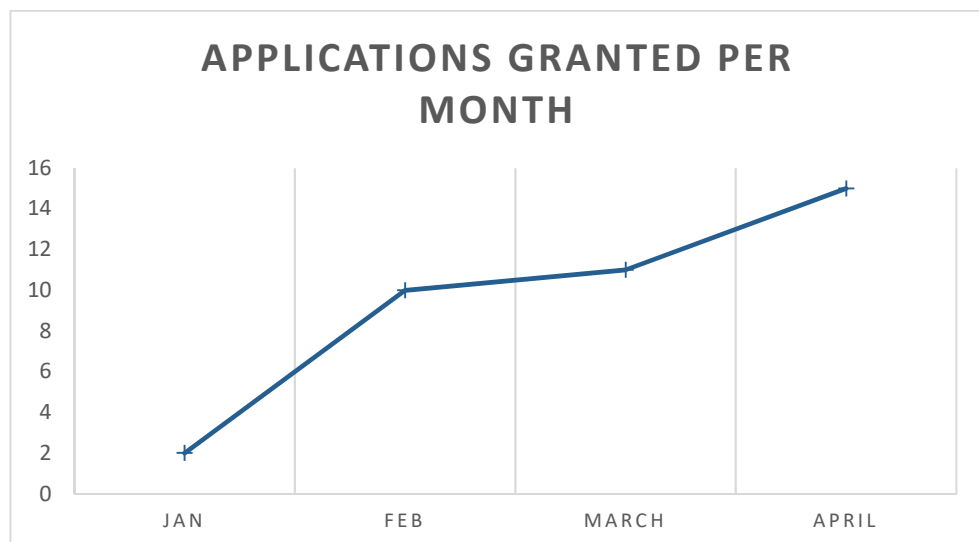
3.1.4 Further details of each application received are not provided in this report but have been included in the weekly e-mail updates to Elected Members on the consents received. The updates include the name of the applicant, the location, and the proposed activity.

## 3.2 Resource consents issued

3.2.1 A total of 15 consents were issued in April, up from 11 in March, 10 in February and 2 in January. The breakdown of these consents is as follows:

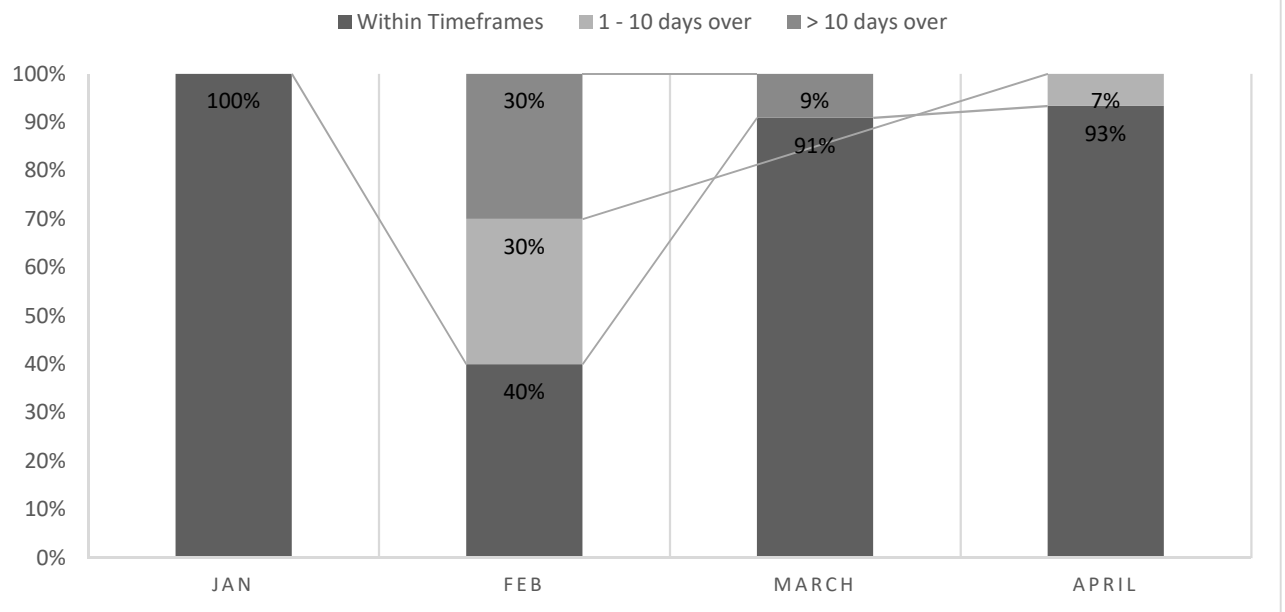
- One for the Kumara Chinese Miners' Memorial Gardens (discretionary activity)
- One for a campground in Franz Josef township (discretionary activity)
- One for the Okuru Enterprises water export project at Neil's Beach (discretionary activity)
- One for a residence and helicopter operation at Haast (discretionary activity)
- One for a helicopter hangar and operations at Fox Glacier (discretionary activity)

- One for a helicopter site office in Franz Josef township (non-complying activity)
- One for retrospective approval of offsite signage at Three Mile, Hokitika (non-complying activity)
- One for retrospective approval of vegetation clearance at Neil's beach (discretionary activity)
- Two for rural dwellings (controlled activities): 1 at Blue Spur and 1 at Kowhitirangi
- One for a rear yard setback encroachment in Hokitika (discretionary activity)
- Four subdivisions: two lots in Hokitika (controlled activity), two lots in the Franz Josef area (discretionary activity), three lots in Kanieri (controlled activity), and two lots at Awatuna (discretionary activity)



3.2.2 As with the month of March, all but one of these consents were issued within statutory timeframes. The exception was for the Okuru Enterprises water project, which went over time by 3 days. The overall result of 93% of consents being issued within statutory timeframes is an improvement on last month's 91% result and is the best in recent months.

## APPLICATIONS GRANTED, BY TIMEFRAMES (%)



### **3.3 Resource consent applications notified**

- 3.3.1 Applications found to have potentially affected parties only proceed to limited notification if the applicants do not attempt or are unsuccessful in gaining affected party approval (APA). Applications are only fully publicly notified (wider than specified parties) if effects on the wider environment are deemed to be more than minor.
- 3.3.2 In April, two applications were limited notified to potentially affected neighbouring parties (a truck stop at Three Mile, Hokitika, and a helicopter operation at Kowhitirangi). This total is up from one in March and in February, and compared to zero in January. To put this in context 17 applications were limited notified in the calendar year 2016.
- 3.3.3 So far in May, no applications have yet proceeded to limited notification.
- 3.3.4 No applications were fully publicly notified in April, or in the calendar year 2017 to date. To put this in context, only 1 application was fully publicly notified in the calendar year 2016 (modification of St Mary's Church in Hokitika), 1 in 2015 (Renton's building demolition in Hokitika), and 1 in 2014 (Westland Milk Products expansion in Hokitika).

### **3.4 Resource consent applications that went to or are going to a hearing**

- 3.4.1 The outcome of notification is not always that a hearing occurs. Sometimes there are no submitters, or the submitters are in support of the project. Other times the submitters and the applicant agree to consent conditions before a hearing.
- 3.4.2 The commissioner's decision to approve the Tuffy Investments Ltd application (for a campground in Davie St, Hokitika) was released on 5 May and was appealed. It is the Council's legal and financial responsibility to take part in these proceedings in relation to the commissioner's decision. The applicant will undoubtedly also contribute to their defence of the commissioner's decision. Council has engaged legal representatives and expressed a willingness to attend a Court-appointed mediation session prior to any Environment Court hearing.

- 3.4.3 A hearing was held on 8 May before commissioner Gary Rae for the Phoenix Mining application in the Stafford area. A number of submitters were heard, and the commissioner kept the hearing open while additional information is sought from the applicant. Once the hearing is formally closed, a decision is expected within 15 working days – most likely in July.
- 3.4.4 Two hearings are scheduled in the next month, as a result of submitters wishing to be heard:
- Kowhitirangi helipad (Godfreys): tentatively 7 July (commissioner Don Turley)
  - WestREAP building extension: 23 June (commissioner Martin Kennedy)
- 3.4.5 In addition, a pre-hearing meeting was scheduled for 21 June in relation to Prospect Resources (mining near Blue Spur).
- 3.4.6 An application for a truck stop at Three Mile, Hokitika that received submissions in opposition has been withdrawn and therefore is not going to a hearing.

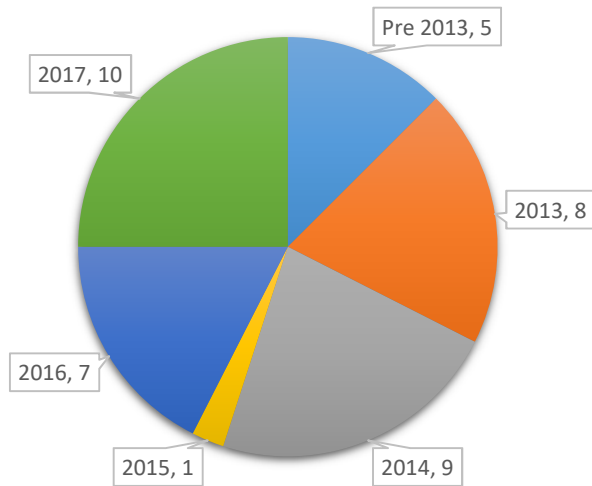
### **3.5 Status of other significant consents not otherwise covered above**

- 3.5.1 No other consents in progress, other than those mentioned above, are considered to require a status update in this section. Enquiries to the planning department from Elected Members as to the status of any consent are welcome at any time.
- 3.5.2 In general a common status not covered by the above sections is “on hold.” There are a few reasons why an application may be on hold. One is that it could be on hold for further information under s92 of the RMA. If a consent is accepted as complete, Council has only one opportunity to ‘stop the clock’ and issue a Request for Further Information (RFI) in this way; the clock is restarted when the information is provided by the applicant. Another reason is that it could be on hold at the applicant’s request to seek affected party approval (APA). It could also be on hold at the applicant’s request to provide further information that might resolve an issue prior to it going to a hearing. There are now limits in the RMA on how long an application can be on hold in total, though this limit is fairly generous at 130 working days.

### **3.6 Number and type of ‘live consents’ including historic backlog**

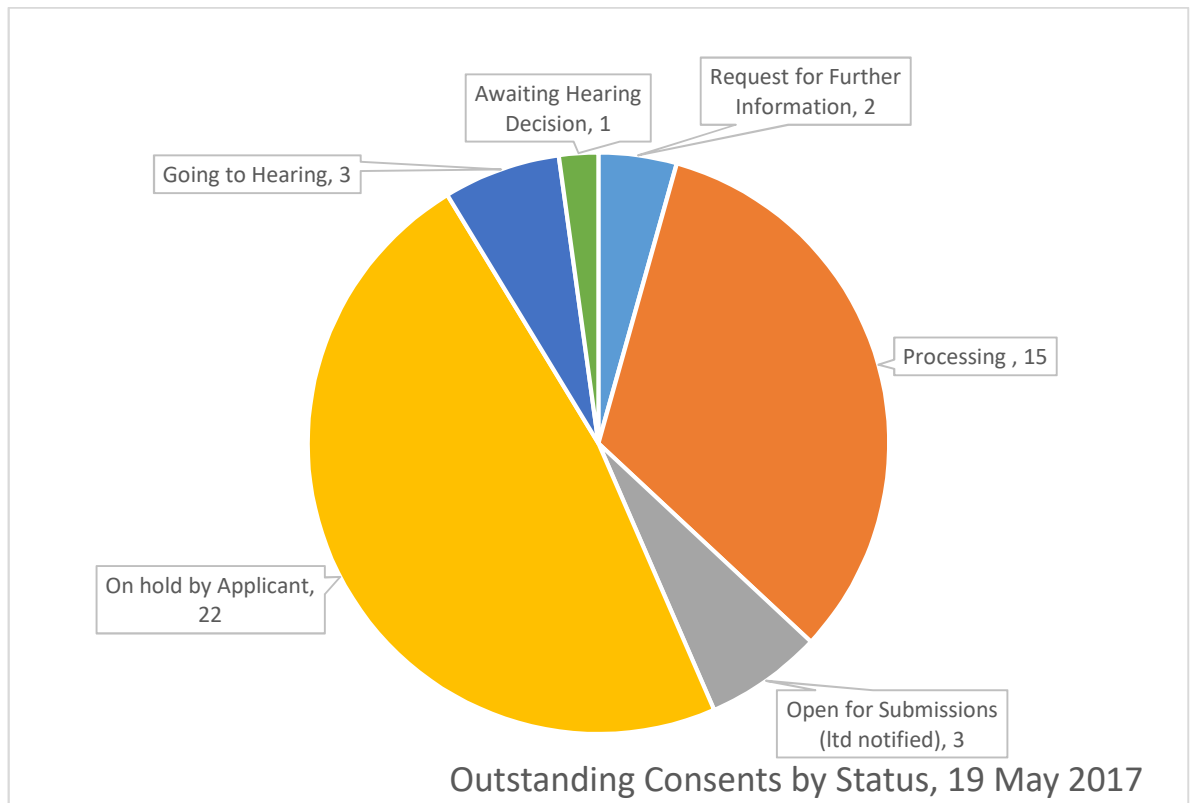
3.6.1 As at 19 May 2017, there are currently 40 resource consent applications showing in the Council's system as 'live,' i.e. a decision has not yet been made. Of these, just over half are pre-2015, which indicates that there are a number of applications that have stalled for one reason or another.

### Outstanding Consents by Year of Application, 19 May 2017





3.6.2 The status of the live applications is shown below, indicating that being on hold by the applicant (including for seeking affected party approvals) is the most common status. This is especially the case for older applications.



3.6.3 This backlog has been reduced considerably in the past several months. The number of outstanding consents has dropped from 46 to 40 in the past month alone, and the number of pre-2015 applications dropped from 25 to 22 over that time period.

3.6.4 The Planning Department's goal is to continue to reduce the historic backlog through a combination of correcting any erroneous or incomplete data in the Council's electronic consent tracking system, and progressing any applications that have stalled. This will include encouraging applicants with older applications to move forward with their applications or withdraw them. With recent changes to the RMA, the Council can require this for more recent applications, but for older applications it is possible that applicants can keep the applications on hold indefinitely.

### **3.7 Commissioners**

- 3.7.1 There are no updates in this area. As reported last month, applicants are now being advised of commissioners' hourly rates, along with an estimate of potential hearing costs if requested. An hourly rate cap of \$300/hr is now in place for all but exceptional circumstances.
- 3.7.2 Now that three Councillors are accredited hearing commissioners, they can participate in hearing panels (though not as chair until they have completed chair training). These Councillors are being advised of upcoming hearings, and Councillor Neale was able to attend part of the recent Phoenix Mining hearing.

### **3.8 Significant compliance monitoring and enforcement activity**

- 3.8.1 There are no significant updates to last month's report. At April's Council meeting, the Council's Senior Planner outlined the principles of a draft compliance monitoring and enforcement strategy, and this was met with general approval around the Council table.
- 3.8.2 Significant monitoring and enforcement activity is likely to remain on hold, aside from the most urgent complaint-based issues, until the Planning team's resource is bolstered by the appointment of a Senior Planner.

### **3.9 Progress with the District Plan Review**

- 3.9.1 The District Plan is the Council's rulebook for land use and development. Every District is required to have one, and the content of the Plan is required to be reviewed at least every 10 years. The current Westland District Plan was made operative in 2002, and few changes have been made to it since then. The vast majority of the Plan is 5 years overdue for review. With the withdrawal of Plan Change 7 (Managing Fault Rupture Risk in Westland), the Council finds itself essentially back at the starting blocks for its review process.
- 3.9.2 On 24 May, a meeting to discuss the District Plan Review was held between the three RMA-trained Councillors and Council staff, as per the Council's December 2016 resolution.
- 3.9.3 This group reached general agreement that the Council should abandon the 'rolling review' process approved by the previous Council that would complete the District Plan Review by 2022 (10 years after

the Plan was due for review), as it is now 2017 and the District Plan is 5 years overdue for review. Instead the group recommends a concentrated, integrated, comprehensive review within the next few years, in conjunction with parallel regional efforts to combine or make consistent the three different West Coast District Plans.

- 3.9.4 Possible priorities for the review were discussed, including 'low-hanging fruit' as well as more complex and urgent issues, but the consensus was that a sensible first step for the District Plan Review work in 2017/18 could be the development of a Scoping Discussion Document for community consultation. This would outline what a District Plan is, what a District Plan Review is, the proposed process, and what Council's initial thoughts are around potential changes, then invite comments on these proposals. An example scoping document from the Kapiti Coast District Council's review process is attached to this report as an example.
- 3.9.5 At the March 2017 Council meeting, as part of Annual Plan discussions, the consultant budget for the District Plan Review was reduced from \$105,000 to \$60,000 for 2017/18. If the Council wants to complete the review in the next few years, this amount will need to be increased. From 2018/19 the current Long Term Plan has \$592,000 spread over 7 years for the District Plan Review; if through the next Long Term Plan this funding were brought forward and concentrated on 2018/19 and 2019/20, a review could be undertaken in a more timely manner in conjunction with collaborative regional work.
- 3.9.6 A proposal has been forward by the West Coast Regional Council to achieve one District Plan for the West Coast Region, building on investigative work by the Local Government Commission. A Project Management position is proposed to be funded for two years at \$200,000/ year, with \$25,000 per year from each of the four Councils matched dollar-for-dollar by the Local Government Commission. The Project Manager would report to and work with a Governance Group, Steering Group and Technical Advisory Group. The suggestion is that the combined plan could be drafted in one year, then a collaborative process with the community would be undertaken in the second year, which under the new provisions of the Resource Management Act would negate appeals except on points of law.
- 3.9.7 It is recommended that the Council agree to contribute \$25,000 to this project for the next two years (2017/18 and 2018/19). Each District including Westland would still need to conduct significant work on its own mapping and analysis; for example, in identifying significant

natural areas or significant landscapes. Because of this, the regional project should be seen as additional to, rather than in place of, the Council's District Plan Review work. Particularly in 2017/18, the remaining District Plan Review budget after the regional Project Manager is funded (\$35,000 for 2017/18) would likely need to be supplemented to ensure timely progress including input to the regional process.

### **3.10 Process improvements of note**

3.10.1 Work is now underway with consultant assistance on developing up-to-date decision report templates, clear flow charts for subdivision processes, improvements to electronic consent tracking systems, and best-practice customer communication protocols. This work began in early May and will be largely complete by the end of June.

3.10.2 The "key account management" system for major development projects reported at last month's meeting is now being implemented.

### **3.11 Resourcing issues**

3.11.1 Fiona Scadden has been appointed as Planning Manager, and recruitment is imminent to fill the vacant position of Senior Planner created by this internal promotion. It is hoped that the Senior Planner position will be filled by late August or early September.

3.11.2 A few consents are still required to be outsourced to planning contractors due to workload and resourcing issues. Contractors with West Coast experience and familiarity are being used.

### **3.12 Transfer of functions (mining)**

3.12.1 The deed of transfer has been approved with the West Coast Regional Council, transferring certain RMA functions for mining (consent process, and compliance monitoring and enforcement) from 1 August 2017.

3.12.2 Preparations for the transfer are underway, including file transfer and training opportunities.

3.12.3 Applications made before 1 August will still need to be lodged with WDC.

## **4 OPTIONS**

- 4.1 As this is primarily a report for information purposes, one set of options is simple; Council can receive the report or not receive the report.
- 4.2 The other set of options is whether to agree to commit \$25,000 to year to the proposed project management arrangement towards a combined District Plan for the West Coast Region.

## **5 SIGNIFICANCE AND ENGAGEMENT**

- 5.1 The decision to be made today is of low significance as it is primarily to receive the report or not, as well as whether to allocate some of the existing District Plan Review budget to a regional process of developing a combined District Plan.
- 5.2 No consultation or engagement has been undertaken in relation to the content of this report, aside from discussions with Elected Members about the type of information that would be helpful. More feedback is always welcome.

## **6 ASSESSMENT OF OPTIONS (INCLUDING FINANCIAL IMPLICATIONS)**

- 6.1 There are no significant differences between the options of receiving the report or not, aside from a possible perception that receiving the report would signal that the Council is interested in these matters and finds the information useful.
- 6.2 In terms of committing \$25,000 to project management for developing a combined District Plan across the region, the advantages are numerous. It would provide a contribution to the region's effort to progress issues with its planning framework in a united fashion, to avoid duplication of process, achieve consistency and avoid significant costs in defending decisions. Consistency in the West Coast's District Plan framework would be attractive to investors looking at the Coast. It would not have to remove the local flavour of District Plans, as special objective, policies and rules could still be enacted for areas that require them.
- 6.3 A disadvantage of committing \$25,000 to project management for developing a combined District Plan across the region is that it would further reduce an already small District Plan Review consultant budget for 2017/18 from \$60,000 to \$35,000. At best, this would allow the Council to obtain expert advice on one specialist topic, e.g. noise, landscape or biodiversity, and it is possible that even that topic might not be fully funded. This disadvantage could be

mitigated by approving a variance to the District Plan Review budget for 2017/18 at the appropriate time, as required.

- 6.4 Another potential disadvantage to committing funding to the regional process could be that the Council might be seen as getting ahead of the Local Government Commission process and pursuing some form of amalgamation – at least in terms of its regulatory documents. This is not a significant issue; as stated above, local needs and conditions can still be reflected within a combined District Plan. For example, the three Wairarapa Councils (Masterton, Greytown and South Wairarapa) have had a combined District Plan for a number of years and have reported very favourably on its benefits. Input would still be provided locally, and Westland District Council would still have a role in governance and decision-making on the District Plan. Councils would retain their own resource consent and compliance processes, even if they were using a combined District Plan.

## **7 PREFERRED OPTION AND REASONS**

- 7.1 The preferred option is that Council receives this report, and agrees to \$25,000 per year for 2017/18 and 2018/19 to project management for developing a combined District Plan across the West Coast region. The reasons are as outlined above; any potential disadvantages can be mitigated.

## **8 RECOMMENDATION**

- A) **THAT** Council receives this report, and
- B) **THAT** Council agrees to commit \$25,000 per year for 2017/18 and 2018/19 to a shared regional project management position in order to develop a combined District Plan across the West Coast region

**Jim Ebenhoh**

**Group Manager: Planning, Community and Environment**

**Appendix 1: Kapiti Coast District Council: District Plan Review Scoping Discussion Document**

**Appendix 2: Draft Proposal to Achieve One District Plan for the West Coast Region (WCRC)**

# Report



**DATE:** 22 June 2017

**TO:** Mayor and Councillors

**FROM:** Group Manager: Planning, Community and Environment

---

## **PLANNING UPDATE THROUGH MAY 2017**

### **1 SUMMARY**

- 1.1 The purpose of this report is to provide the fifth in an ongoing series of monthly reports to the Council on its planning activities under the Resource Management Act 1991, including resource consent processing, monitoring and enforcement, and policy development including the review of the Westland District Plan.
- 1.2 This issue arises from Elected Members' request to be better informed on planning matters, as well as positive and constructive feedback on the reports to date.
- 1.3 Council seeks to meet its obligations under the Local Government Act 2002 and the achievement of the District Vision adopted by Council as part of the Long Term Plan 2015-25. These are stated on Page 2 of this agenda.
- 1.4 This report concludes by recommending that Council receives this report and agrees to commit \$25,000 per year for 2017/18 and 2018/19 to a shared regional project management position in order to develop a combined District Plan across the West Coast region

### **2 BACKGROUND**

- 2.1 Council's planning department performs a number of functions under the Resource Management Act 1991 (RMA), including resource consent processing, monitoring and enforcement, and policy development including the review of the Westland District Plan.

- 2.2 Currently, in addition to this monthly report, Elected Members receive a weekly list of resource consents received, and a quarterly report on performance and statutory timeframes for the issuance of resource consents.
- 2.3 On 23 February the Council received its first written monthly report, followed by subsequent reports in March, April and May. The reports have covered the matters below, which are also the subject headings for this month's report:
- Resource consent applications received, by type and location
  - Resource consents issued, by type and location, and compliance with statutory timeframes
  - Resource consent applications notified (limited or full public), by type and location
  - Resource consent applications that went to or are going to a hearing (due to submitters wishing to be heard)
  - Status of significant resource consent applications not otherwise covered by the above
  - Commissioners (March report only)
  - Significant compliance monitoring and enforcement activity
  - Progress with the District Plan Review
  - Process improvements of note
  - Resourcing issues
  - Transfer of RMA functions in relation to mining to the West Coast Regional Council (WCRC)
  - Number of 'live' consent applications
- 2.4 Like monthly financial reports, the monthly planning report focuses on the previous calendar month – in this case the month ending 31 May. A verbal supplement to this report will be provided at the upcoming Council meeting if there are any significant matters arising since the close of the previous calendar month.

### **3 CURRENT SITUATION**

#### **3.1 Resource consent applications received**

3.1.1 A total of 13 complete applications were received in May 2017, up from 5 in May and similar to the total for March.

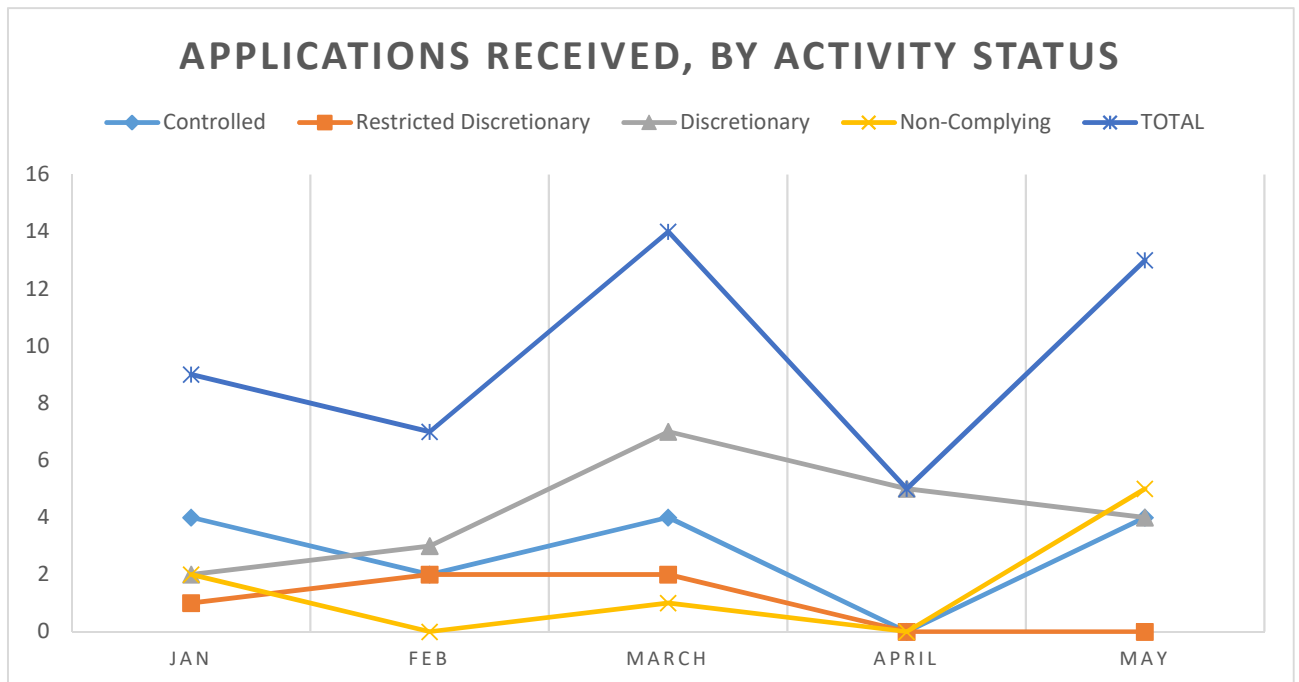
3.1.2 In terms of their activity status under the District Plan:

- Four are controlled activities (the Council must approve them, with conditions). One is for mining activity in the Mikonui Valley south of Ross, another is for a residential dwelling in the

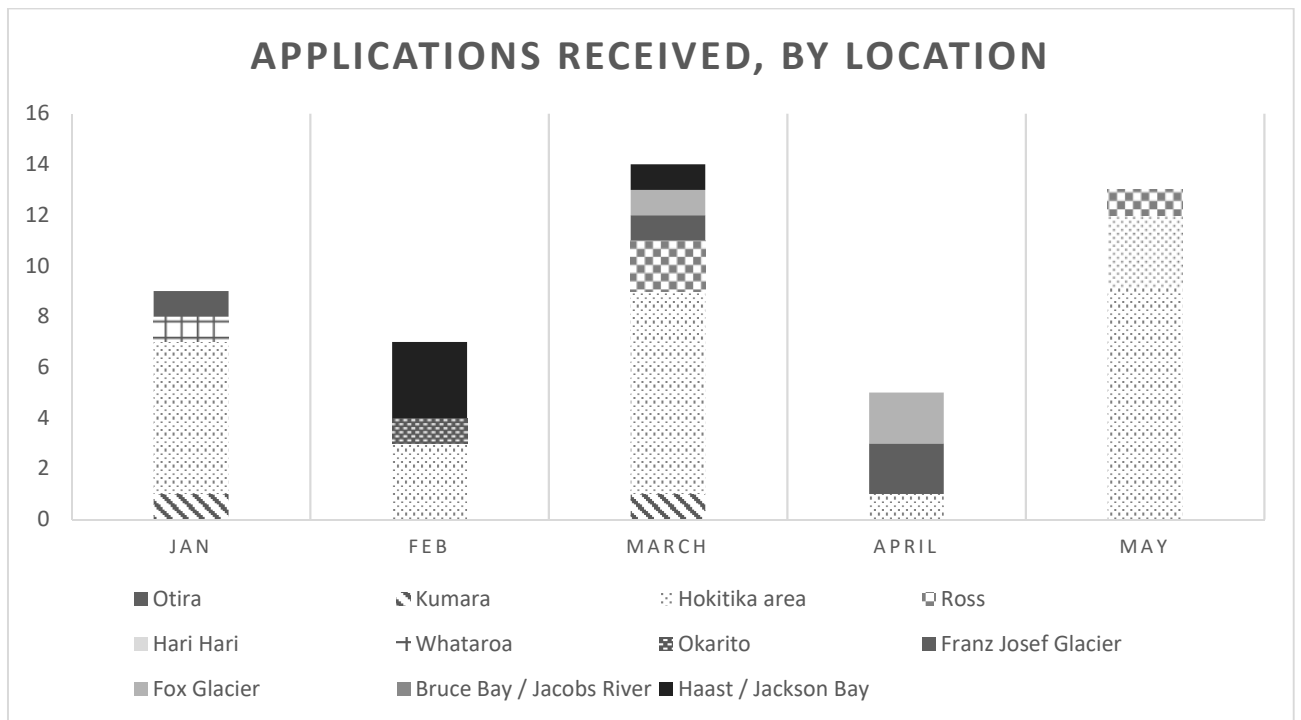


rural zone at Blue Spur, and two are for subdivisions in Kaniere and Hokitika.

- Four are discretionary activities (the Council can approve or decline them). These are for subdivisions at Blue Spur and Hokitika, and for dwellings on the lots created by those subdivisions
- Five are non-complying activities (the Council can approve or decline them, but to be approved they must not be contrary to the objectives and policies of the District Plan). One is for a subdivision on Lake Kaniere Road and another is for a dwelling on the new lot created by that subdivision. The remaining three are for reducing front yard setbacks (Lake Kaniere, Kowhitirangi and Blue Spur).



3.1.3 Summarising by location, 12 are in the wider Hokitika area (including Blue Spur, Kowhitirangi, Lake Kaniere and Kaniere), and one is in the Ross area (Mikonui Valley).



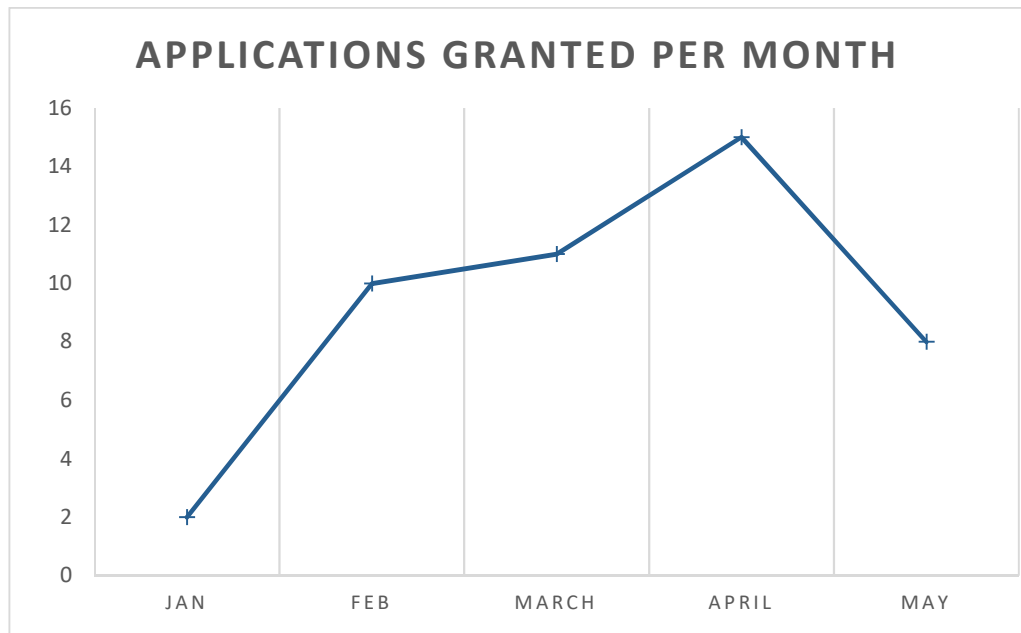
3.1.4 Further details of each application received are not provided in this report but have been included in the weekly e-mail updates to Elected Members on the consents received. The updates include the name of the applicant, the location, and the proposed activity.

## 3.2 Resource consents issued

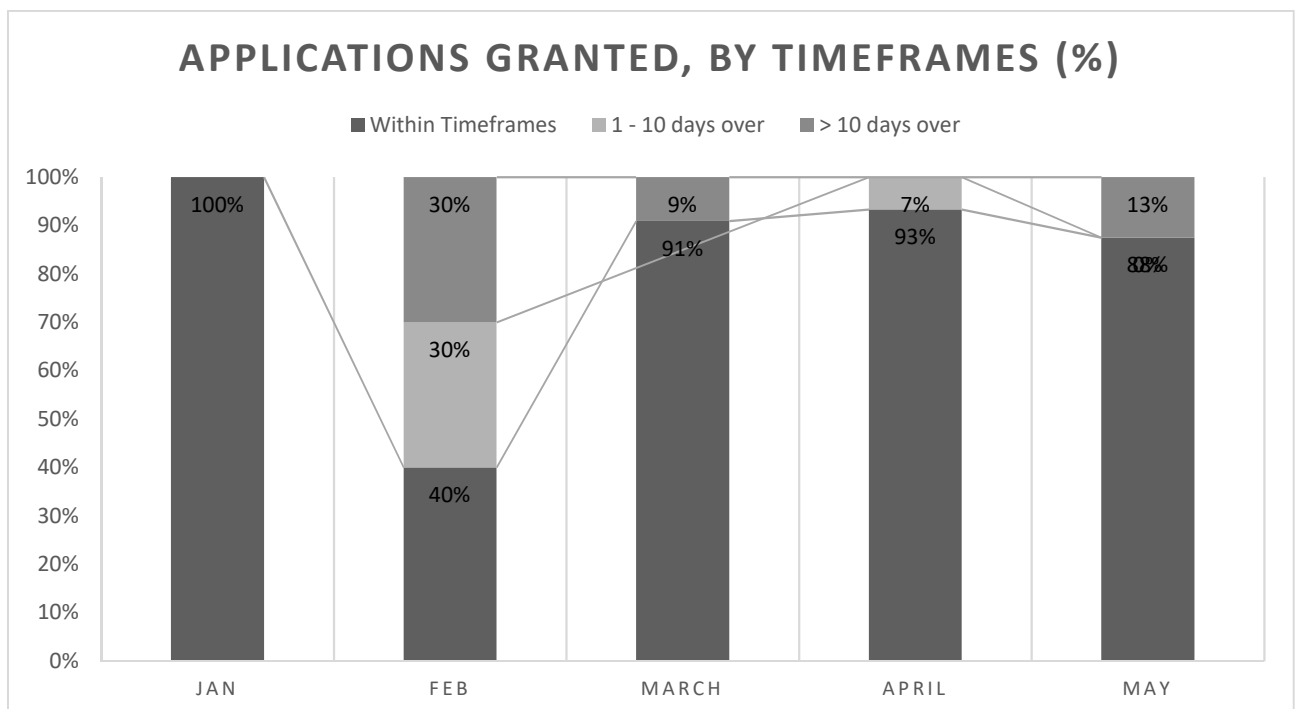
3.2.1 A total of 9 consents were issued in May, down from 15 in April. The breakdown of these consents is as follows:

- One for the Tuffy Investments campground on Davie Street, Hokitika (since appealed to Environment Court)
- One to Westland District Property Ltd for baches on the Wanganui River
- One for commercial accommodation in Franz Josef township
- Two for mining activities (one at Stafford Loop Rd and one at Gillams Gully Road, northeast of Hokitika)
- One for a dwelling at the Ross Beach campground
- One for a claybird shooting range near Franz Josef

- One for a three-lot subdivision near Franz Josef



3.2.2 As with the months of March and April, all but one of these consents were issued within statutory timeframes. The exception was the WDPL consent for baches on the Wanganui River, which went over time by 18 days due to issues with contractor availability late last year. The overall result of 88% of consents being issued within statutory timeframes is a slight drop from last month's 93% result.



### **3.3 Resource consent applications notified**

- 3.3.1 Applications found to have potentially affected parties only proceed to limited notification if the applicants do not attempt or are unsuccessful in gaining affected party approval (APA). Applications are only fully publicly notified (wider than specified parties) if effects on the wider environment are deemed to be more than minor.
- 3.3.2 In May, no applications were limited notified to potentially affected neighbouring parties. This is down from two in April and one in March and in February, and is the same as the January total. To put this in context 17 applications were limited notified in the calendar year 2016.
- 3.3.3 No applications were fully publicly notified in May, or in the calendar year 2017 to date. To put this in context, only 1 application was fully publicly notified in the calendar year 2016 (modification of St Mary's Church in Hokitika), 1 in 2015 (Renton's building demolition in Hokitika), and 1 in 2014 (Westland Milk Products expansion in Hokitika).

### **3.4 Resource consent applications that went to or are going to a hearing**

- 3.4.1 The outcome of notification is not always that a hearing occurs. Sometimes there are no submitters, or the submitters are in support of the project. Other times the submitters and the applicant agree to consent conditions before a hearing.
- 3.4.2 The commissioner's decision to approve the Tuffy Investments Ltd application (for a campground in Davie St, Hokitika) was released on 5 May and was appealed. It is the Council's legal and financial responsibility to take part in these proceedings in relation to the commissioner's decision. The applicant will undoubtedly also contribute to their defence of the commissioner's decision. Council has engaged legal representatives and expressed a willingness to attend a Court-appointed mediation session prior to any Environment Court hearing.
- 3.4.3 A hearing was held on 8 May before commissioner Gary Rae for the Phoenix Mining application in the Stafford area. A number of submitters were heard, and the commissioner kept the hearing open while additional information is sought from the applicant. Once the

hearing is formally closed, a decision is expected within 15 working days – most likely in July.

3.4.4 Two hearings are scheduled in the next month, as a result of submitters wishing to be heard:

- Kowhitirangi helipad (Godfreys): tentatively 7 July (commissioner Don Turley)
- WestREAP building extension: 23 June (commissioner Martin Kennedy)

3.4.5 In addition, a pre-hearing meeting was scheduled for 21 June in relation to Prospect Resources (mining near Blue Spur).

3.4.6 An application for a truck stop at Three Mile, Hokitika that received submissions in opposition has been withdrawn and therefore is not going to a hearing.

### **3.5 Status of other significant consents not otherwise covered above**

3.5.1 No other consents in progress, other than those mentioned above, are considered to require a status update in this section. Enquiries to the planning department from Elected Members as to the status of any consent are welcome at any time.

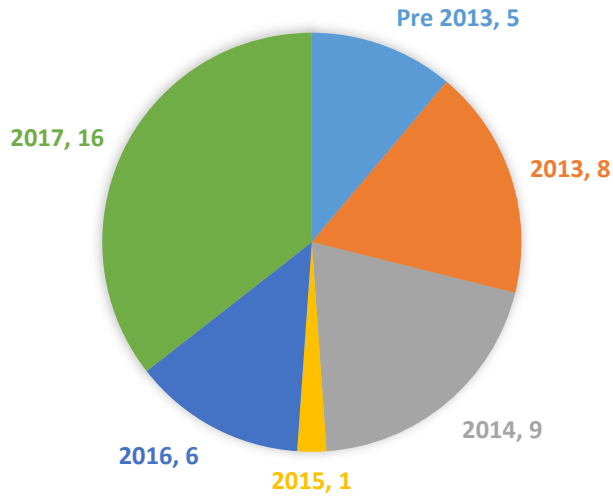
3.5.2 In general a common status not covered by the above sections is “on hold.” There are a few reasons why an application may be on hold. One is that it could be on hold for further information under s92 of the RMA. If a consent is accepted as complete, Council has only one opportunity to ‘stop the clock’ and issue a Request for Further Information (RFI) in this way; the clock is restarted when the information is provided by the applicant. Another reason is that it could be on hold at the applicant’s request to seek affected party approval (APA). It could also be on hold at the applicant’s request to provide further information that might resolve an issue prior to it going to a hearing. There are now limits in the RMA on how long an application can be on hold in total, though this limit is fairly generous at 130 working days.

### **3.6 Number and type of ‘live consents’ including historic backlog**

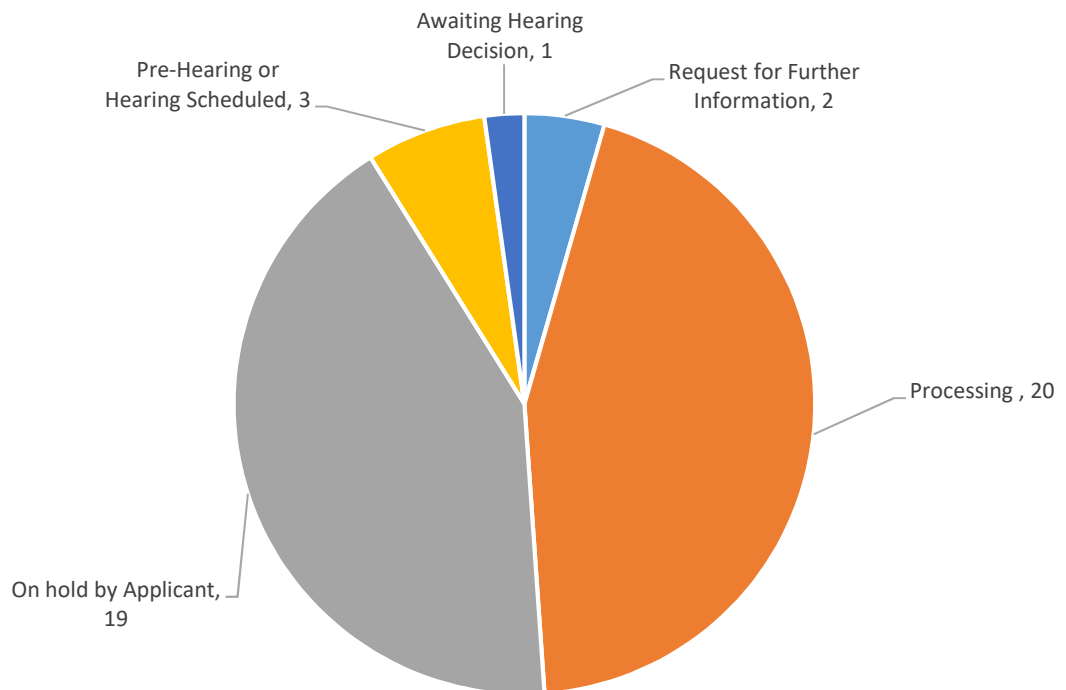
3.6.1 As at 16 June 2017, there are currently 45 resource consent applications showing in the Council’s system as ‘live,’ i.e. a decision has not yet been

made. Of these, just under half are pre-2015, which indicates that there are a number of applications that have stalled for one reason or another.

### OUTSTANDING CONSENTS BY YEAR OF APPLICATION, 16 JUNE 2017



3.6.2 The status of the live applications is shown below, indicating that being on hold by the applicant (including for seeking affected party approvals) is a common status. This is especially the case for older applications.



Outstanding Consents by Status, 16 June 2017

3.6.3 Though the pre-2015 backlog did not decrease in the past month, progress has been made in the past six months. The Planning Department's goal is to continue to reduce the historic backlog through a combination of correcting any erroneous or incomplete data in the Council's electronic consent tracking system, and progressing any applications that have stalled. This will include encouraging applicants with older applications to move forward with their applications or withdraw them. With recent changes to the RMA, the Council can require this for more recent applications, but for older applications it is possible that applicants can keep the applications on hold indefinitely.

### **3.7 Commissioners**

3.7.1 There are no updates in this area. As reported last month, applicants are now being advised of commissioners' hourly rates, along with an estimate of potential hearing costs if requested. An hourly rate cap of \$300/hr is now in place for all but exceptional circumstances.

3.7.2 Now that three Councillors are accredited hearing commissioners, they can participate in hearing panels (though not as chair until they have completed chair training). These Councillors are being advised of upcoming hearings, and Councillor Neale was able to attend part of the recent Phoenix Mining hearing.

### **3.8 Significant compliance monitoring and enforcement activity**

3.8.1 There are no significant updates to last month's report. At April's Council meeting, the Council's Senior Planner outlined the principles of a draft compliance monitoring and enforcement strategy, and this was met with general approval around the Council table.

3.8.2 Significant monitoring and enforcement activity is likely to remain on hold, aside from the most urgent complaint-based issues, until the Planning team's resource is bolstered by the appointment of a Senior Planner.

### **3.9 Progress with the District Plan Review**

3.9.1 The District Plan is the Council's rulebook for land use and development. Every District is required to have one, and the content of

the Plan is required to be reviewed at least every 10 years. The current Westland District Plan was made operative in 2002, and few changes have been made to it since then. The vast majority of the Plan is 5 years overdue for review. With the withdrawal of Plan Change 7 (Managing Fault Rupture Risk in Westland), the Council finds itself essentially back at the starting blocks for its review process.

- 3.9.2 On 24 May, a meeting to discuss the District Plan Review was held between the three RMA-trained Councillors and Council staff, as per the Council's December 2016 resolution.
- 3.9.3 This group reached general agreement that the Council should abandon the 'rolling review' process approved by the previous Council that would complete the District Plan Review by 2022 (10 years after the Plan was due for review), as it is now 2017 and commencing the review is five years overdue. Instead the group recommends a concentrated, integrated, comprehensive review within the next few years, in conjunction with parallel regional efforts to combine or make consistent the three different West Coast District Plans.
- 3.9.4 Possible priorities for the review were discussed, including 'low-hanging fruit' as well as more complex and urgent issues, but the consensus was that a sensible first step for the District Plan Review work in 2017/18 could be the development of a Scoping Discussion Document for community consultation. This would outline what a District Plan is, the requirements for a District Plan Review, the proposed process, and what Council's initial thoughts are around potential changes, then invite comments on these proposals. A scoping discussion document from the Kapiti Coast District Council's review process is attached to this report as an example.
- 3.9.5 At the March 2017 Council meeting, as part of Annual Plan discussions, the consultant budget for the District Plan Review was reduced from \$105,000 to \$60,000 for 2017/18. If the Council wants to complete the review in the next few years, this amount will need to be increased. From 2018/19 the current Long Term Plan has \$592,000 spread over 7 years for the District Plan Review; if through the next Long Term Plan this funding were brought forward and concentrated on 2018/19 and 2019/20, a review could be undertaken in a more timely manner in conjunction with collaborative regional work.
- 3.9.6 A proposal has been forward by the West Coast Regional Council to achieve one District Plan for the West Coast Region, building on investigative work by the Local Government Commission. A Project



Management position is proposed to be funded for two years at \$200,000 per year, with \$25,000 per year from each of the four Councils matched dollar-for-dollar by the Local Government Commission. The Project Manager would report to and work with a Governance Group, Steering Group and Technical Advisory Group. The suggestion is that the combined plan could be drafted in one year, then a collaborative process with the community would be undertaken in the second year, which under the new provisions of the Resource Management Act would prevent appeals except on points of law.

- 3.9.7 It is recommended that the Council agree to contribute \$25,000 to this project for the next two years (2017/18 and 2018/19). Each District including Westland would still need to conduct significant work on its own mapping and analysis; for example, in identifying significant natural areas or significant landscapes. Because of this, the regional effort should be seen as additional to, rather than in place of, the Council's District Plan Review work. Particularly in 2017/18, the remaining District Plan Review budget after the regional Project Manager is funded (\$35,000 for 2017/18) would likely need to be supplemented to ensure timely progress including input to the regional process.

### **3.10 Process improvements of note**

- 3.10.1 Work is now underway with consultant assistance on developing up-to-date decision report templates, clear flow charts for subdivision processes, improvements to electronic consent tracking systems, and best-practice customer communication protocols. This work began in early May and will be largely complete by the end of June.
- 3.10.2 The "key account management" system for major development projects reported at last month's meeting is now being implemented.

### **3.11 Resourcing issues**

- 3.11.1 Fiona Scadden has been appointed as Planning Manager, and recruitment is imminent to fill the vacant position of Senior Planner created by this internal promotion. It is hoped that the Senior Planner position will be filled by late August or early September.
- 3.11.2 A few consents are still required to be outsourced to planning contractors due to workload and resourcing issues. Contractors with West Coast experience and familiarity are being used.

### **3.12 Transfer of functions (mining)**

3.12.1 The deed of transfer has been approved with the West Coast Regional Council, transferring certain RMA functions for mining (consent process, and compliance monitoring and enforcement) from 1 August 2017.

3.12.2 Preparations for the transfer are underway, including file transfer and training opportunities.

3.12.3 Applications made before 1 August will still need to be lodged with WDC.

## **4 OPTIONS**

4.1 As this is primarily a report for information purposes, one set of options is simple; Council can receive the report or not receive the report.

4.2 The other set of options is whether to agree to commit \$25,000 to year to the proposed project management arrangement towards a combined District Plan for the West Coast Region.

## **5 SIGNIFICANCE AND ENGAGEMENT**

5.1 The decision to be made today is of low significance as it is primarily to receive the report or not, as well as whether to allocate some of the existing District Plan Review budget to a regional process of developing a combined District Plan.

5.2 No consultation or engagement has been undertaken in relation to the content of this report, aside from discussions with Elected Members about the type of information that would be helpful. More feedback is always welcome.

## **6 ASSESSMENT OF OPTIONS (INCLUDING FINANCIAL IMPLICATIONS)**

6.1 There are no significant differences between the options of receiving the report or not, aside from a possible perception that receiving the report would signal that the Council is interested in these matters and finds the information useful.

6.2 In terms of committing \$25,000 to project management for developing a combined District Plan across the region, the advantages are numerous. It would provide a contribution to the region's effort to progress issues with its planning framework in a united fashion, to avoid duplication of process, achieve consistency and avoid significant costs in defending decisions.

Consistency in the West Coast's District Plan framework would be attractive to investors looking at the Coast. It would not have to remove the local flavour of District Plans, as special objectives, policies and rules could still be enacted for areas that require them.

- 6.3 A disadvantage of committing \$25,000 per year to this regional work is that it would further reduce an already small District Plan Review consultant budget for 2017/18 from \$60,000 to \$35,000. At best, this would allow the Council to obtain expert advice on one specialist topic, e.g. noise, landscape or biodiversity, and it is possible that even that topic might not be fully funded. This disadvantage could be mitigated by approving a variance to the District Plan Review budget for 2017/18 at the appropriate time, as required.
- 6.4 Another potential disadvantage to committing funding to the regional process could be that the Council might be seen as getting ahead of the Local Government Commission process by pursuing a form of amalgamation – at least in terms of its regulatory documents. This is not a significant issue; as stated above, local needs and conditions can still be reflected within a combined District Plan. For example, the three Wairarapa Councils (Masterton, Greytown and South Wairarapa) have had a combined District Plan for a number of years and have reported very favourably on its benefits. Input would still be provided locally, and Westland District Council would still have a role in governance and decision-making on the District Plan. Councils would retain their own resource consent and compliance processes, even if they were using a combined District Plan.

## 7 PREFERRED OPTION AND REASONS

- 7.1 The preferred option is that Council receives this report, and agrees to contribute \$25,000 per year for 2017/18 and 2018/19 to project management for developing a combined District Plan across the West Coast region. The reasons are as outlined above; any potential disadvantages can be mitigated.

## 8 RECOMMENDATIONS

- A) **THAT** Council receives this report, and
- B) **THAT** Council agrees to commit \$25,000 per year for 2017/18 and 2018/19 to a shared regional project management position in order to develop a combined District Plan across the West Coast region

**Jim Ebenhoh**

**Group Manager: Planning, Community and Environment**

**Appendix 1: Kapiti Coast District Council: District Plan Review Scoping Discussion Document**

**Appendix 2: Draft Proposal to Achieve One District Plan for the West Coast Region (WCRC)**



# **KĀPITI COAST** **DISTRICT** **PLAN** **REVIEW**

## **KĀPITI COAST DISTRICT COUNCIL** **- PLANNING FOR A SUSTAINABLE FUTURE**

**The Council is reviewing the District Plan and invites you to have your say on what needs to be reviewed.**

**Be involved and help shape Kāpiti for future generations**



# What is a District Plan?

All cities and districts in New Zealand have District Plans. They are required under the Resource Management Act (RMA) and provide a daily working guide on what can and can't be done in different parts of the District.

District Plans set the local regulatory framework for subdivision and development. They sit inside a framework of regional and national policy, plans and statements, and are expected to be responsive to iwi management plans. They should set high standards for the sustainable management of natural and physical resources.

The District Plan manages significant issues such as urban growth and business and industrial development. It also manages more minor matters such as the minimum distance a garage should be located from a property boundary.

## What questions can the District Plan answer?

One of the most common ones is:

- Do I need a resource consent, or is what I want to do permitted as of right?

*(Note: The District Plan uses a number of categories under the RMA to provide this answer. If the District Plan categorises an activity as "controlled," "discretionary (including "restricted discretionary"), "non-complying," or "prohibited," a resource consent is needed. "Controlled" activities must be approved by Council as long as certain criteria are met. "Discretionary" activities can either be approved or declined depending on the likely environmental effects. "Non-complying" activities can also be approved or declined, but the Council needs to look at a wider range of factors before approval is granted. Prohibited activities cannot be approved.)*

A frequently asked follow-up question is:

- Will my resource consent application be notified to neighbours or the public at large?

*(Note: the District Plan can't definitively answer this, as the answer usually depends on the Council officers' determination of the level and extent of environmental effects, and therefore on individual applications).*

Another key question is:

- What are the objectives and policies that the Council will look at in considering my application for resource consent?

Together, the various parts of the District Plan (objectives, policies, rules and standards) can provide answers to the following questions, or a sense of the approach the Council is likely to take inside the RMA framework.

- Where can I build a new restaurant?
- How tall and close to my house can my neighbour's new dwelling be?
- What controls are there on earthworks in coastal areas?
- Can I put another dwelling on my property?
- How many lots can my neighbour's property be subdivided into?
- How close can I build my garage to the nearby stream, or coastline?
- What design guidelines should my client follow in developing medium-density housing?
- What areas of the District are zoned 'open space' and what is allowed there?

## What's in the District Plan?

The District Plan is currently a hefty document that few people read cover-to-cover. Most people will be focused on an activity within a single zone or site.

Under the RMA, the District Plan must include:

- Objectives (things that the District Plan is trying to achieve)
- Policies (statements about how the District Plan tries to achieve those objectives)
- Rules and Standards (the 'nuts-and-bolts' about what is required for an activity to achieve status like permitted, discretionary, etc. These are effectively the mechanism by which the stated objectives and policies of the Plan are enabled through the resource consent process)
- Maps (showing what zones and provisions apply to different parts of the District)
- Designations (showing land that has been identified for a specific purpose, such as a railway corridor or school)

The Current District Plan also includes other sections that are common to other District Plans:

- Significant Resource Management Issues (the problems and issues the District Plan is trying to address)
- Anticipated Environmental Outcomes (the end result that the District Plan is expected to lead to -- similar to Objectives)
- Design Guides (using illustrations and guiding principles to show what the District Plan is trying to encourage, in conjunction with, and in support of the Plan's rules and standards)
- Structure Plans (visual representation of a planned development within a certain area, supported by specific rules that apply to that area)

## What is the difference between the District Plan and the Community Plan?

The key differences between the District Plan and the 10 Year Long Term Council Community Plan (LTCCP or “Community Plan”) are that the District Plan has a regulatory (controlling) function regarding the use of land under the RMA, while the Community Plan sets the long term vision or Outcomes for the District and the financial provisions for its realisation. Put simply, the District Plan controls the way people use and develop land, while the Community Plan represents the District’s big picture plan for how rates will be spent.

## What is a District Plan Review?

The District Plan Review is a chance to look at how well resource management issues are addressed in the District.

It’s like a Plan Change, many of which have occurred since 1999 to alter certain parts of the District Plan, except it’s much more comprehensive. This means that things can be looked at holistically.

The review of the District Plan is a significant and lengthy process for the Council. Through the process there will be opportunities for the public to be involved. Once the District Plan has been reviewed, a new proposed District Plan will be prepared and publicly notified under the RMA. The public will then be able to lodge submissions to the Council about parts of the proposed Plan that have been changed.

## Why do we need to review the District Plan?

Under the RMA, each provision of a District Plan has to be reviewed every 10 years. Much of the current District Plan hasn’t been changed since it became operative in 1999.

Aside from this legal requirement, it is important to respond to new issues, opportunities and community direction. While the District Plan became operative in 1999, it was originally notified in 1995 based on research and analysis conducted in the early 1990s. Some of the thinking behind the current District Plan is therefore at least 15 years old.

The age of parts of the Plan isn’t necessarily a problem; some aspects may represent “tried and true” approaches or basic principles such as sustainable development that are virtually timeless. But even if some of the principles underlying the Plan remain the same, we need to think about new pressures on the environment that have arisen or increased in the past decade, such as climate change and “peak oil”.

It’s also important to respond to the “community vision” as expressed in the Community Plan, Community Outcomes, and Local Outcome Statements from communities such as Greater Ōtaki, Waikanae North, Otaihangā, Paraparaumu Beach, Paraparaumu Town Centre, Raumati Beach, Raumati South, and Paekākāriki. These have all been completed since 1999.

## What do we have to review?

Basically, we have to review everything that hasn’t been changed since 1999 – when the current District Plan came into force. These provisions have to at least be re-notified for public submissions. Within that requirement, the Council has flexibility to change these provisions significantly before notifying them, or it can leave them unaltered, or anything in between.

The Review must also include anything required to be reviewed by other legislation or mandatory RMA documents including:

- National Policy Statements
- National Environmental Standards
- Regional Policy Statement
- RMA Amendments (2005 and 2009)

## What else can we review?

We can review anything in the Plan, even those provisions that have been changed recently.

## What should we review, and what should we focus on?

There is a lot of room for discretion in deciding the scope of the District Plan Review. One decision is what things we want to review beyond those things we are required to review. Another is deciding the emphasis we place on each of the things we review -- major rethinks, or minor ‘tweaks’?

Theoretically we can work from a clean slate and have a major rethink on absolutely everything in the District Plan, but this would be very time-consuming and may not be the best use of the Council’s and the community’s resources.



# A good District Plan involves good community consultation

## We're asking you to be involved

We need to know the things you are concerned about so that we can plan for and manage how we live, work and play in Kāpiti.

### What should we focus on? Here are some things to consider ...

Our initial ideas of focus areas for the District Plan Review, presented on pages 11 and 12 of this discussion document, are based on a number of factors:

- Previous input from the community (including Community Plan feedback and Local Outcome Statements).
- Plan changes that have already been made since 1999
- Monitoring results: what trends are emerging in the District
- Council's existing strategic framework including sustainable development principles
- External influences such as legislative requirements and regional guidance
- Future uncertainties

### Previous Community Feedback

Some issues you've already given us feedback on are:

- Concern about building height/ bulk in relation to the site and the effects on local character and amenity; e.g. Paekākāriki
- Concern about infill subdivision and its effect on character and amenity; e.g. Ōtaki
- Concern about the siting of cell phone towers (visual and potential health impacts), e.g. Waikanae Beach, a matter on which Council's discretion is limited by National Environmental Standards
- Concern about the visual impact of buildings on the skyline and buildings visible in outstanding landscape and/or elevated areas; e.g. Panorama Drive
- Concern about earthworks in flood prone areas and the visual effects of retaining walls: e.g. Milne Drive

In addition, through input into strategic documents like the Community Plan, Local Outcome Statements, and the Development Management Strategy, you've

told us that you want the Council to work on some big-picture issues that the District Plan can influence. These include:

- Supporting Town Centres
- Promoting well-connected, active, accessible communities
- Encouraging more local employment opportunities
- Encouraging greater housing choice and living scenarios for a range of residents
- Promoting compact growth and discouraging urban 'sprawl'
- Retaining the productive capacity of rural land
- Encouraging better urban design and built form at a local level
- Protecting and enhancing the natural environment, including landform and native vegetation and wildlife
- Protecting areas and items with significant cultural and heritage value

At the end of this discussion document we present many of these and other topics as potential focus areas for the District Plan Review, but we want to make sure we're not missing anything else the community thinks is important to review. We also need feedback on the emphasis to place on each topic: does the treatment of a certain topic in the District Plan need a major rethink starting with objectives and policies, a straightforward change of the rules and standards but within the existing policy framework, or a relatively minor wording adjustment?

### What has been reviewed since 1999?

District-wide planning is an on-going process, so in thinking about what to focus on, we need to remember we've already done work on a wide range of issues over the past 10 years. Those of you who have commented on various Plan Changes have helped us do this.



A summary of public and private Plan Changes since 1999 is listed as Appendix 1 at the end of this document. “Public” changes are those that Council has proposed, and “private” changes are those that Council has been requested to consider by individuals, groups or companies.

Some of the initial plan changes after 1999 were relatively minor adjustments to the District Plan. In the past five years, however, a number of more significant Plan Changes have occurred. Several of these were public Plan Changes to respond to the community’s strategic vision as outlined in the Community Plan, Community Outcomes and Local Outcome Statements.

Some of the major public and private plan changes in the past 5 years include:

- Limiting the northward urban expansion of Waikanae through an “Urban Edge” and creating an “Eco-Hamlet” zone for clustered rural-density housing to the north of that edge (Plan Change 79)
- Private plan changes that enable development of the major areas of Waikanae North consistent with the sustainable development principles of Plan Change 79 including:
  - Ferndale area (Private Plan Change 67) with a total of 62 households, now developed
  - Waikanae North Ltd (Private Plan Change 69), which allows up to 800 households including some apartments, medium density housing, a mixed-use centre, as well as lower density housing in the dunes and wetlands
  - Ngarara (Private Plan Change 80) which provides for up to 1600 households in eleven neighbourhood areas, using a clustering approach to provide protection to wetlands, dune tops, and other natural areas, as well as extensive cycleway / walkway / bridleway connections
- Water demand management (such as rain tanks and greywater re-use systems) in new subdivisions and homes (Plan Change 75)
- New rules for large format retail - encouraging development in existing town centres, promoting better pedestrian environments and active street frontages, and preventing significant retailing in industrial areas (Plan Change 78)

- Promoting compact growth by identifying areas suitable for Medium Density Housing in Paraparaumu Town Centre, Paraparaumu Beach Town Centre, and Raumati Beach Town Centre, along with design guides to ensure this type of housing is designed well (Plan Changes 62 and 74)
- Limiting infill subdivision in Ōtaki to protect local character (Plan Change 77)
- Design guides and new rules for the Paekākāriki village centre (Plan Changes 71A and 71B)
- Development of a consolidated tourism precinct around the Lindale interchange (Plan Change 57)
- Development of a business park at the Paraparaumu Airport and changes to the noise provisions associated with the airport (private Plan Change 73)
- Review of flood hazard maps to reflect the latest modeling of flood risks and review of rules for flood prone land (Plan Change 50)
- Review of earthquake fault traces to minimise new development in the areas at risk of fault rupture (Plan Change 61)
- Review of protected Ecological Sites (Plan change 55A) and Heritage Features (Plan Changes 32, 32A & 32B)
- Replacing the previous Code of Practice for subdivision and development with the innovative Subdivision and Development Principles and Requirements, which promote and allow for best practice low-impact development with good urban design (Plan Change 59)

We have also published a Best Practice Subdivision Guide, a Rural Subdivision Guide and a Streetscape Strategy.

While this work may have addressed some of the major issues relating to these topics or locations, there may still be gaps and areas for improvement.

**That’s why it’s important for you to help us scope what is important to review.**

## Monitoring

The Council has a role to play in monitoring a range of things that people care about like district noise levels, access to community and retail facilities, access to open spaces and the pace of development.

While the Council collects some information directly, other information is collected by agencies like Greater Wellington Regional Council (GWRC) or central government, and is reviewed by the Council. This helps identify, for example, how well key indicators of the agreed Community Outcomes are being met. This information is also important to look at for the District Plan Review, to see how well the District Plan is responding to its stated objectives.

Some of the monitoring results are summarised here because they show what's been happening in the District, and may suggest areas for improved District Plan provisions. More monitoring data is currently being analysed and will be released as part of future discussion documents on various specific topics as this District Plan Review progresses.

## Population growth

The table below shows Kāpiti Coast District's population change (growth) between 1996 and 2006, based on the 5-yearly Census:

	1996	2001	2006
Kāpiti Coast District	38,688	42,543	46,458
% change	0	9.96%	9.20%
NZ total	3,681,546	3,820,749	4,143,282
% change	0	3.78%	8.44%

This shows that the Kāpiti Coast District has had consistently high population growth relative to the national average, especially in 1996-2001.

Within the District, the only areas that had declining populations between 2001 – 2006 were Ōtaki Forks, Ōtaki and Paekākāriki, but recent subdivision activity in Ōtaki suggests that Ōtaki has reversed this trend.

## New lots created

Monitoring of new lots (sections) in the District helps us see the rate of growth in various areas, helping us to better manage the impact on Council services and the environment.

A total of 2,400 new sections were developed in the district between 2000 and 2008 – an average of 267 per year. Most of the development in this period (1,300 lots) was in Paraparaumu. Waikanae saw a decline in the number of lots created, while Ōtaki saw a marked increase over the 2004-2008 period.

Overall these results show that development slowed in the District between 2003 and 2008 compared to the 2000-2002 period. The effects of the recession are expected to show a marked decline in development for 2009, once year-end results are available.

## Resource consent processing

We also monitor all the Resource Consents to see annual trends and to see how they are being processed.

Between 2000 and 2008, a total of 3,538 resource consents were applied for. During this period, 2,523 resource consents were approved, 29 were declined, and 299 were withdrawn. Some of the reasons for applicants withdrawing their applications have included:

- inability to get approval from neighbours or others likely to be affected
- the extent of submissions in opposition after notification
- a Council decision to “notify” for public submissions, or
- an indication that the Council would be likely to refuse consent.

While a relatively small percentage of resource consent applications end up being declined, a higher percentage end up being withdrawn.

A resource consent application does not mean that the proposal is contrary to the objectives and policies of the Plan. The majority of resource consent applications are for “discretionary” activities, and it is up to the Council to consider the environmental effects of the proposal and either approve or decline the application. Even “non-complying” activities can be approved if the effects are considered minor and/or the activity is not contrary to the Objectives and Policies of the District Plan. Many of the resource consent applications the Council deals with are for relatively minor activities such as boundary adjustments, yard encroachments or minor earthworks.

Pre-application “design and review” meetings between landowners or developers and Council staff also help ensure that proposals not in keeping with the District Plan are not lodged with Council, and are either dropped or altered so that they are permitted or have a better chance of being approved. This practice ensures a higher quality of resource consent applications and therefore contributes to a higher approval rate.

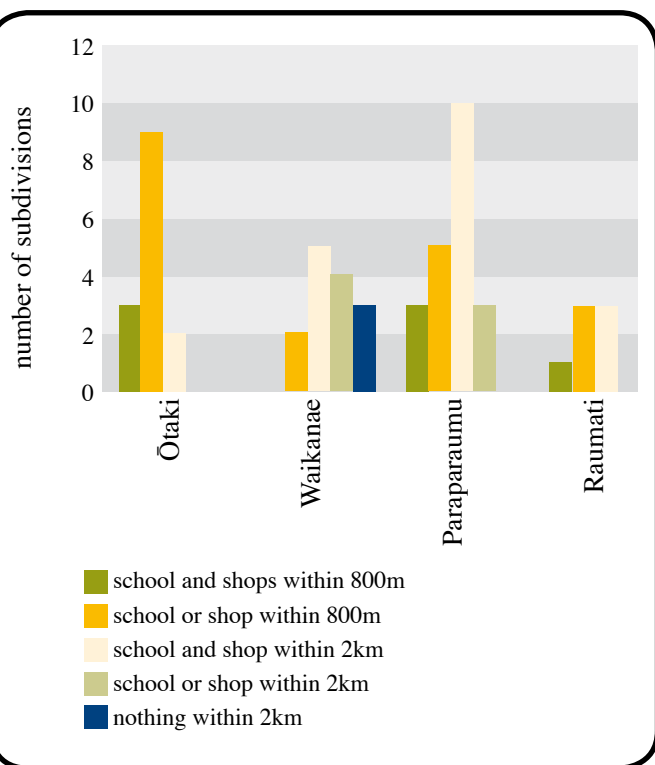
In other words, the fact that the majority of resource consent applications are approved does not mean that there is necessarily a weakness in the District Plan. The RMA is designed to remove some of the black-and-white, yes-or-no provisions of earlier planning documents, allowing decisions to be made on the environmental effects of each proposal.

That said, there are undoubtedly some issues where either the rules and standards of the District Plan are not adequately supportive of the objectives and policies, or the objectives and policies do not themselves adequately reflect the community vision. There are probably some areas where if the District Plan provisions were strengthened, more consents could be declined and/or more resource consent applications would be required in the first place. Conversely, the District Plan is probably too restrictive on some issues and a more permissive approach might be appropriate.

**It is this balancing act that we need your views on: where is the District Plan being too restrictive, and where is it being too permissive?**

### Subdivision location in relation to community facilities and reserves

Since 1999 we have been monitoring the way new subdivisions are served by different facilities – particularly schools, shops, halls, places of employment and public transport. Initial results show that while there are several subdivisions near Paraparaumu Town Centre and Ōtaki that have excellent access to services, there are a number of subdivisions elsewhere in the district that have very poor access to services, particularly those that were built some distance from traditional town centres and which were exclusively residential rather than allowing for some commercial / retail or mixed-use development.



This monitoring work has also looked at how well new subdivisions are served by reserves - including sports grounds, children’s play grounds, general open space, walking and riding routes, and reserves which protect native bush. Initial findings indicate that smaller subdivisions with less than 20 lots are more likely to be poorly served in relation to access to open space, compared to larger subdivisions with 70 or more lots. This is partly due to the tendency for larger subdivisions to be required to vest open space on the development site directly with the Council; in contrast smaller subdivisions tend to provide financial contributions which can be used elsewhere in the area but not always in close proximity to the contributing subdivision.

### New Rural Lots

A total of 388 lots were created in the Rural zone between 2000 and 2007, an average of 49 new lots per year. Most development occurred in:

- Paraparaumu – 119 new lots; many of these were in Nikau Valley;
- Te Horo – 105 new lots; and
- Ōtaki – 76 new lots.

Most development occurred on land zoned Rural-Residential (39% of new lots) and within the Coastal Dune Policy Area (34%). However, 13% of new lots in the Rural zone were in the Alluvial Plains (Note: Council undertook a plan change around 2004 to avoid the alluvial plains being subdivided, and since then the percentage of subdivisions in the Alluvial Plains has dropped to 6% in the period 2005 – 2008).

### Infill subdivision (subdivision of existing urban lots into smaller lots)

Monitoring shows infill makes up a small proportion of new subdivisions (two lot subdivisions make up approximately 9.5% of all residential subdivisions). However, there has been a slight increase in the number of infill subdivisions since 2004.

Most infill subdivisions (about 64%), have been classed as a Controlled Activity, while 32% have been classed as a Discretionary Activity, and only 4% have been classed as Non-Complying Activities.

Between 2000 – 2008 the average lot size for infill subdivision was 592m<sup>2</sup>. The size of lots approved over this period varied from 275m<sup>2</sup> to 1801m<sup>2</sup>. In 2007 and 2008, the average lot size for infill subdivision was less than in previous years with the average lot size being just over 540m<sup>2</sup>.

### Apartments and Townhouses (including duplex units and units within Retirement Villages)

Between 2004 and 2008, 170 apartments and town houses were built (approximately 10% of new dwellings).

### Archaeological Sites: Process

The Council’s procedures and protocols relating to sites of significance to Maori, including Waahi Tapu and other archaeological sites, have been monitored. These include:

- weekly consultation with iwi on all consents
- a standard earthworks condition for cases where waahi tapu or other cultural sites are unearthed during earthworks, including ceasing operations, informing local iwi and the NZ Historic Places Trust, and taking appropriate action to remedy damage and/or restore the site
- a requirement for an archaeological assessment to be completed before any earthworks begin
- monitoring of subdivision and earthworks consents to ensure compliance with conditions and plans
- enforcement options in the event of unauthorised work

Results indicate that the objectives of the District Plan in relation to archaeological sites are being achieved through the Council's procedures and protocols.

### **Native Trees**

Between 2003 and 2008, 28 consents were sought for the removal or trimming of native trees. Consent was also granted for the removal of two heritage trees (listed in the Heritage Register). Three trees were removed from the Heritage Register because they were damaged or were damaging buildings.

### **Heritage Buildings**

Between 2003 and 2008 no heritage buildings were removed from the Heritage Register. Seven consents were granted for either minor alterations or the restoration of buildings.



### **Industrial Zone**

This work has investigated resource consents that have been granted for non-industrial activities in the Industrial Zone. Since 1999, 24 consents were granted; a third of these were in the Te Roto Drive/Kāpiti Road area.

Consent was sought for:

- Retail e.g. food stores, second hand shops, adult shops, video stores, a post office, and a bar.
- Places of assembly e.g. training centres, churches or childcare centres.
- Sports facilities e.g. skate parks, gyms, indoor golf and clubrooms.

### **Noise Monitoring: 2009 Ambient Noise Survey**

Malcolm Hunt and Associates undertook a survey of ambient noise within the District in 2009. This followed on from two similar surveys carried out in 1993 and 1999.

The same or similar sites were used in all three surveys, and measurements were taken over a 24-hour period during weekdays. Fourteen sites were sampled with:

- 3 in the Rural zone, 9 in the Residential zone, and 2 in the Industrial zone;
- 4 in Paraparaumu, 4 in Raumati, 3 in Waikanae, and 2 in Ōtaki.

The most prominent sound source was found to be traffic.

The report made the following comparisons between the 1993, 1999 and 2009 results:

- Residential Zone – In the three surveyed periods (1993, 1999, and 2009) the noise levels were very similar both in the day time and during the night. However, nighttime levels were slightly lower in 2009 compared to the earlier periods.
- Rural Zone – again noise measurements in all three survey periods were reasonably similar for both day and night time measurements between 1993 and 2009, but 1999 levels appeared to be slightly higher.
- Industrial Zone – both daytime and nighttime levels have risen in the Industrial Zone between 1993, 1999 and 2009. The report notes that the change in levels may be due to increased road traffic (increased number of vehicles between 1993 and 2009).

The overall conclusion is:

‘the results show a stable noise climate exists within Kāpiti District with residential receiving sites experiencing environmental sound levels which are not inconsistent with the guidance provided within the relevant standards and guidelines.’

Note that the number of sites is not large enough to draw conclusions across the whole of the district. While the noise environment at selected locations appears to have been stable over time, the fact that some residential properties have exceeded District Plan noise limits is a potential issue for further exploration through the District Plan Review.





## Strategic Planning and Sustainable Development

While the monitoring results show us past trends that might continue into the future, the purpose of the District Plan Review is to guide the future. To do this, we need to consider the community's vision for Kāpiti.

### Strategic Planning Framework

There are a number of recent strategic planning initiatives relevant to the Review process. Some of these are now being implemented, while others are being prepared or reviewed. It is important the District Plan gives effect to and /or is consistent with Council's strategic planning initiatives.

The key strategic planning initiatives relevant to the District Plan Review process are:

- The Kāpiti Coast: Choosing Futures Community Plan (the LTCCP) (2009)
- Community Outcomes (2009) and Local Outcome Statements (various dates)
- The Development Management Strategy (2006) – setting out a vision for growth in the District that has influenced recent Council-initiated plan changes
- The Coastal Management Strategy (2006)
- The Sustainable Transport Strategy (2008)
- The Stormwater Strategy (2007)
- Wellington Regional Strategy (2006) – a collaborative effort with other Councils in the region, focusing on economic development and urban form
- Cycleways, Walkways and Bridleways Strategy (revised 2009)
- Open Space Strategy (under development and expected to be completed in mid-2010)

Most of the completed documents can be found on the Council's website at [www.kapiticoast.govt.nz](http://www.kapiticoast.govt.nz).

The Wellington Regional Strategy can be found at [www.wrs.govt.nz](http://www.wrs.govt.nz).



## Sustainable Development

A foundation of the Council's recent strategic planning has been the principle of sustainable development. A common definition of this term is: "meeting the needs of the current generation without compromising the ability of future generations to meet their needs." It also means looking after all the inter-related aspects of our community: environmental, economic, social and cultural wellbeing.

Lots of districts talk about sustainability and sustainable development – in Kāpiti we're really keen to walk the talk and give the District a unique edge. We are developing a reputation for our work in promoting a quality natural environment with clean streams and rivers, healthy native wildlife and vegetation, clean air, protected landforms like the naturally occurring sand dunes, and a coastline that is not threatened by inappropriate development.

We are preparing for climate change and future energy supply issues like the advent of "peak oil", and we are building resilience and self-sufficiency in our ability to grow food for ourselves.

Beyond environmental wellbeing, we are also trying to promote economic, social and cultural wellbeing. As mentioned earlier in this discussion document, some of these intentions include:

- Supporting vibrant and successful Town Centres
- Encouraging more local employment opportunities
- Promoting well-connected, active, accessible communities that are conducive to walking, cycling and public transport
- Encouraging greater housing choice and living scenarios for a range of residents
- Retaining the productive capacity of rural land
- Encouraging better urban design and built form at a local level
- Protecting areas and items with significant cultural and heritage value

Part One of the Community Plan has more detail on Kāpiti's guiding principles and sustainable development approach: see [www.kapiticoast.govt.nz](http://www.kapiticoast.govt.nz) for more information.



## External Influences: National and Regional Direction

The content of the District Plan Review is not solely under Kapiti's control; there are other important external factors, like national and regional policy direction. Beyond the wording of the RMA itself, central government can prepare National Policy Statements and National Environmental Standards. Greater Wellington Regional Council (GWRC) must prepare a Regional Policy Statement and may prepare Regional Plans. Each of these documents affects the review of the District Plan in different ways.

### National Direction

To date, only two National Policy Statements have been prepared: the mandatory New Zealand Coastal Policy Statement and the National Policy Statement on Electricity Transmission (2008).

National Policy Statements on Renewable Electricity Generation and Freshwater Management are currently being prepared, while National Policy Statements on Flood Risk Management and Urban Design are being considered by central government.

Council will be required to give effect to any National Policy Statement as part of the review of the District Plan.

National Environmental Standards are regulations issued by central government that apply nationally. This means that each Council must enforce the same standard. In some circumstances, Councils can impose stricter standards.

National Environment Standards in force, under development or being considered that are relevant to the District Plan Review include:

- Telecommunication facilities
- Electricity transmission
- On-site wastewater systems
- Contaminated land

More information on national policy statements and national environmental standards can be found at [www.mfe.govt.nz](http://www.mfe.govt.nz)



### Regional Direction

GWRC and KCDC are jointly responsible for promoting the sustainable management of the District's natural and physical resources. The Regional Council has primary responsibility for controlling discharges to air, water, and soil, while the District Council focuses on land use.

The key document that guides GWRC in carrying out its functions under the RMA is the Wellington Regional Policy Statement (currently being reviewed).

Importantly, the review of the District Plan must give effect to the regional policies contained within the Proposed and Operative Regional Policy Statements.

GWRC also has a Regional Coastal Plan, a Regional Freshwater Plan, and a Regional Soil Plan to help it deal with its matters of responsibility.

## External Influences: Future Uncertainties

The concept of "resilience" is the ability to respond positively to future changes, even though the exact nature or extent of those changes may not yet be known. The District Plan Review should help us develop a robust plan so we can be adaptable and flexible in the face of future uncertainties.

Some of the future uncertainties facing our District are:

- Decisions by NZTA with respect to the proposed expressway
- Future rail electrification after the current double tracking of the rail-line to Waikanae
- Further amendments to the Resource Management Act ("Phase 2" amendments by the current government are expected shortly)
- Energy supply, especially the availability of fossil fuel and the likelihood of "peak oil"
- Emissions trading and its effect on costs of fuel and other economic inputs
- The future effects of climate change, including sea level rise, increased rainfall, and increased storm severity
- Future economic cycles: not just short-term recession and expansion but the overall future of New Zealand's and the region's economy
- Demographic change: possibly older, possibly more diverse; and
- Immigration (including climate change refugees from low-lying Pacific islands)

It is important for the District Plan Review to consider these factors so that future development is resilient and we can respond to future challenges.

# What does it all mean?

## Council's proposed focus areas

In light of all the factors described so far, we suggest a list of key topics below that could be considered as part of the Review.

These topics are in three categories as follows:

### 1 'Big-picture' conceptual thinking (including issues, objectives and policies) - possibly a 'major rethink':

- **Rural land use and productivity:** Where should subdivision be allowed, and what size lots should be allowed to be created? What land use controls will allow the most productive use out of valuable soils?
- **Paraparaumu Town Centre:** What should the future of Council's land and the rest of the Town Centre Zone look like, and how is this affected by the NZTA expressway plans?
- **Implications of State Highway 1 decisions:** What is the future of Waikanae Town Centre or Waikanae Beach? How should the District Plan treat the areas surrounding any interchanges, and deal with any growth pressures north of the Urban Edge?
- **Landscape:** What aspects of our landscape do we need to protect? This should include a debate on ridgelines – do we mind having houses on them, or would we like to keep them unspoilt for future generations? Is there a desire to control the visual effects of the increasing amount of overhead wires for telecommunications, etc?
- **Residential amenity / character:** What makes Kāpiti, its landscape, towns and villages special and unique? How should the District Plan control building height, bulk and location, and infill subdivision in different parts of the District?
- **Industrial / Commercial Employment Land:** How much additional job-generating commercial (office / retail / services) and industrial land does the District need, if any? Where should it be? What District Plan controls can ensure that it is used efficiently and sustainably?
- **Climate change:** How do we prepare and adapt for climate change, and how do we reduce our contribution to it? How can the District Plan promote walkable communities and other ways to reduce climate change? Should the District

Plan promote a policy of "managed retreat" that seeks to encourage gradual moves away from the effects of sea level rise?

- **Renewable energy:** How can the District Plan promote micro-generation systems like solar and wind power (at the household or neighbourhood scale) in a way that doesn't undermine our special character and features? Should larger-scale renewable energy projects like wind farms and tidal farms be encouraged in certain areas?

### 2 Regulatory details (e.g. rules and standards) and technical information -- possibly major changes, but potentially within the existing conceptual framework of objectives and policies

- **Waahi Tapu sites:** Using research conducted through additional funding in the 2009 Community Plan to identify any sites of cultural significance to tangata whenua that they may wish to be protected through the District Plan
- **Parking requirements:** Considering the ratio of carparks per employee or resident, to promote better urban design, encourage walking, cycling and public transport, and stimulate different types of development
- **Coastal hazards:** Considering the required setbacks due to sea level rise, expected storm intensities, etc.
- **Flooding:** Reviewing the maps of areas susceptible to flooding, based on improved modelling and accounting for climate change; and possibly making these maps more easily updateable outside the formal District Plan process
- **Noise:** Considering additional controls to reduce actual noise, or adjusting noise guidelines to allow for some of the unavoidable noise that is occurring in certain areas
- **Review of Subdivision and Development Principles and Requirements:** Including incorporation of the new NZS 4404 Subdivision Standard and Council's recently completed Design Guides
- **Native tree protection and ecological sites:** Responding to the recent RMA changes by removing 'blanket' protection for trees of a certain type and instead listing them individually on the District Plan heritage register; also adding further ecological sites that have been the subject of pre-consultation



- **Earthworks:** Looking at some of the detailed wording to ensure that objectives are better met
- **Reserves contributions (development impact fees for parks and reserves):** Considering whether the current charges of 7.5% of the value of new residential lots created, and 10% of the value of new non-residential lots created, are appropriate; and considering whether these contributions can be better structured to consider different development types
- **Control over cell phone towers (in accordance with the National Environmental Standard):** Looking at the things that the District Plan is allowed to control (e.g. height) and seeing if improvements can be made to respond to community concerns
- **Establishment, upgrading, maintenance, operation and repair of network utilities:** Clarifying the rules and standards and terms used in the District Plan, which are increasingly important as national and regional infrastructure is expanded

- **Streamlining the resource consent process:** Looking at ways to improve rules and standards that are not sufficiently clear, or which unnecessarily require resource consents for activities that are nearly always approved because of minimal environmental effects

**3**

### **User-friendliness of the final Review document, including structure and formatting**

Possibilities are numerous and include:

- More cross-referencing
- Grouping objectives, policies, rules and standards together for each topic
- An electronic or ‘E-Plan’ that can be searched by property type
- Arranging material by different topics from the current “zones” (e.g. “residential,” “industrial,” “rural,” etc)

## **Timeframe to develop the plan**

This discussion document is the first consultation stage of the District Plan Review. There will be several more opportunities for you to have your say.

The following timeline gives an indication of possible dates for key milestones in the District Plan Review, right through to when the new District Plan provisions are made operative and have full legal effect.

While the District Plan Review will be conducted as an integrated operation, some parts of the Plan may be



## Where to from here?

legally notified separately (e.g. as Plan Change 90A, 90B, 90C, etc.). This way decisions on some parts can be issued without holding other parts up. This will also ensure that provisions not subject to appeal can be made operative (giving them full legal effect), without having to wait for other parts of the plan to make it through the appeals process.

Another legal issue to consider is the changes that the recent RMA Amendment (Simplifying and Streamlining) Bill made to the timing of when Plan Changes (including District Plan Reviews) have some effect. Previously

public plan changes had some limited legal effect once they were notified; their proposed provisions had to be considered alongside the existing District Plan provisions.

The new rule means that plan changes have no legal effect until Council hears submissions and issues its decisions. There are some exceptions for things like significant natural heritage features, and the Council can also apply to central government for other provisions to have some legal effect at the time of notification. This allows for urgent issues to be addressed sooner and prevents a flood of non-complying applications coming to Council between the notification stage and the decision stage of a Plan Change. In all cases full legal effect still doesn't occur until after the Plan Change has cleared the appeals process and is made operative.

### Appendix One: Plan Changes 1999-2009

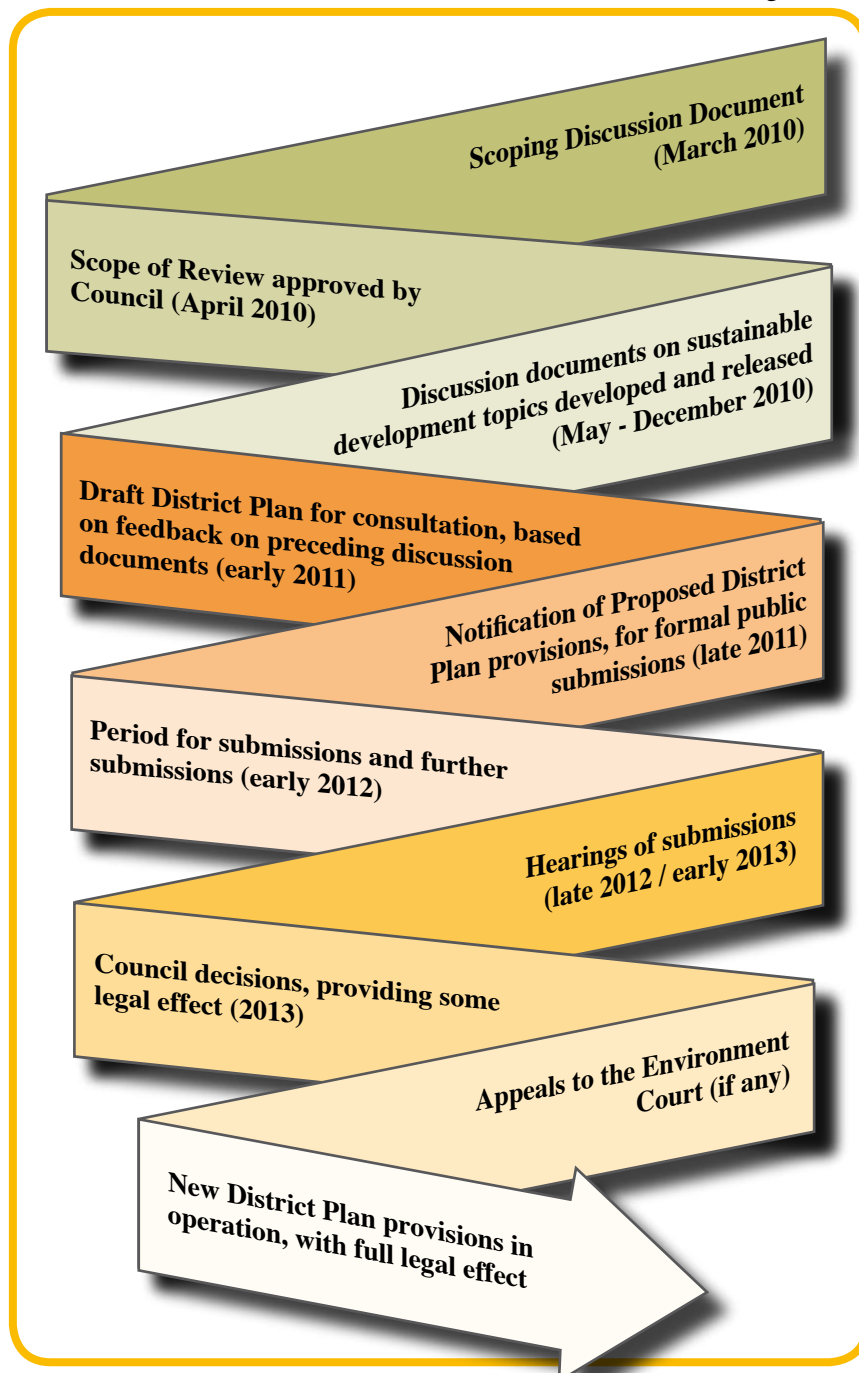
Total number of plan changes requested: 86

Total number of private plan changes requested: 20. Of these, 3 did not proceed and 5 are still in progress. Therefore 12 have become operative in 10 years.

A total of 66 public plan changes have been initiated. Of these, 8 have been placed on hold, 2 have been withdrawn and 6 are in progress.

*\* Indicates not yet operative*

**We need to know which of these issues you consider urgent so the Council can request that changes have some legal effect sooner rather than later**



*Bold text indicates plan changes considered “strategic”*

### **Private Plan changes**

- PC1 - Nikau Valley- rural residential development with site specific provisions for approximately 240ha.  
Operative 2000
- PC18 - Paraparaumu Airport-Rezone from Open Space to Airport zone with mix of residential and industrial activities.  
Operative 2005
- PC52 - Elizabeth St-Rezone approximately 9ha from Rural to Residential  
Withdrawn
- PC 53 - Pharazyn Estate-Rezone approx 2.5ha from Rural to Residential.  
Operative 2002
- PC54 - Waterstone-Rezone 17ha from Rural to Residential  
Operative 2002
- PC 56 - Raumati South-Withdrawn
- PC-58 - Paraparaumu Quarry-Rezone 1ha from Rural to Industrial  
Operative 2006
- PC 60 - Lupin Road-Rezone approx 6ha at Ōtaki from Rural to Residential and Open Space. Operative 2006
- PC63 - Tasman Lakes-Rezone approx 22 ha from Rural to rural Residential.  
Operative 2008
- PC65 - Pekawy-Rezone 2ha at Peka Peka from Rural to Residential.  
Operative 2008
- PC66- Waikanae Golf-Rezone 1200m2 from Open space to Residential.  
Operative 2008
- PC67 - Ferndale**-rezone 18ha at Waikanae North from rural to Residential and Open Space with site-specific provisions.  
Operative 2007
- PC68 - Paraparaumu Golf-swap zoning for 2000m2 across golf course to enable residential at the end of Knights Grove.  
Operative 2007
- PC 69 - WNL** - Rezone approx 68 ha from Rural to Waikanae North Development Zone as a structure planned development.  
Operative 2009
- PC70 - Airport-Request not accepted
- PC73 - Paraparaumu Airport** - Change Precincts in Airport Zone and associated rules and Design Guides to create an Airport business park.
- PC 80 - Ngarara Settlement** - Structure plan 280ha to

create potential for 11 new Neighbourhoods and open space\*

PC 81 - Ōtaki South Mixed Use-Rezone from Rural to Industrial with site specific provisions. \*

PC 82 - Bunnings- Rezone 3ha from Open space to Residential and Industrial. \*

PC83 - Meadows Trust-Rezone from Residential to Commercial/Retail with limited floor area. \*

### **Public Plan Changes**

- PC2 - 17, 19-24, 26,27,29-31-Minor amendments to provisions and changes of zoning to match use including changes from residential to open space, amendments to clarify rules and rezoning single properties from Residential to Commercial retail.  
All operative by 2002 except PC3 & 4 ON HOLD \*
- PC 25 - Corner Matatua and Raumati Road- Rezone from Residential to Industrial. Note that this site was later rezoned to Commercial /Retail in PC 74.  
Operative 2001
- PC28 - Fault traces-Withdrawn (see PC 61)
- PC32, 32A & B - Heritage Register Updates.  
Operative in 2002, 2004 and 2007 respectively
- PC33 - Country Ridge Close Paraparaumu-Rezone and reduce lot sizes to specific provisions.  
Operative 2002
- PC37 & 38 - Operative 2002
- PC34 - Effluent Disposal.  
Operative 2002
- PC 35 - Election Signs.  
Operative 2002
- PC36 - Native Vegetation Rules**  
Operative 2002
- PC37 & 38 - home stays and home occupations.  
ON HOLD \*
- PC 42 & 42A - Definitions-Definitions of Buildings including Mobile Homes  
Operative 2004
- PC43 - Delete Shelterbelt provisions in Residential Zones  
Operative 2004
- PC44 - 46 - Residential subdivision rules-ON HOLD \*
- PC 47 & 48 - Rural Zone Dwellings and Subdivision-Second dwellings non-complying, surplus farm dwelling provisions alluvial plains non-complying subdivision rule and boundary adjustments  
Operative 2004
- PC49 - Amend rule regarding separation from ROW  
Withdrawn
- PC50 - Flood Hazard Review** \*
- PC 51(A-R) - Minor rezonings from Residential to Open Space  
All operative or withdrawn by 2006 most in 2004
- PC 55A - Ecological Sites Review**

Operative 2007

**PC 57 - Tourist Activity Precinct Review**

Operative 2006

**PC 59 - Engineering Standards** - Flexible innovative engineering standards introduced

Operative 2006

PC 64, and 64 & B - Miscellaneous

Operative 2008

PC64C - Miscellaneous changes-incorporates PC3 & 4 provisions \*

**PC71 A & B - Paekākāriki Town Centre**

Operative 2008

PC 72A - Wharemauku precinct. ON HOLD \*

**PC74 - Raumati Town Centre** - Rezone 3-23 Raumati Road from Industrial to Commercial Retail and allow for Medium Density Housing around Commercial/ Retail zones.\*

**PC75 - Water Demand Management** - Watertanks required for all new houses with or without Greywater irrigation\*

**PC 77 - Ōtaki Density** - average lot size 700m2 otherwise non-complying away from shopping areas\*

**PC 78 - Large Format Retail** - Design control for retail and minimizing retail in Industrial Zones\*

**PC 79 - Waikanae North Urban Edge** - Policies and maps to introduce an urban growth limit \*



# District Plan Review: Scoping Discussion Document Feedback Form: Have Your Say

## Your details

Your Name: \_\_\_\_\_  
Organisation (optional): \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
E-mail: \_\_\_\_\_  
Phone: \_\_\_\_\_

Please post this form to:

Kāpiti Coast District Council  
Attn: District Plan Review  
Private Bag 60601  
175 Rimu Road  
PARAPARAUMU 5254



You can also submit your response on our website:  
[www.kapiticoast.govt.nz](http://www.kapiticoast.govt.nz), send it in an e-mail to [districtplanreview@kapiticoast.govt.nz](mailto:districtplanreview@kapiticoast.govt.nz), or drop it off at Council Libraries or Service Centres.

NOTE: Please number your answers if you are not using this form.

**Please do this by 5pm, 31 March 2010**

## Questions

1. Have we identified the right list of issues to focus on?

Yes  No

Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. What issues do you agree need to be addressed?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. What issues have we missed?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. What issues do you think should be reviewed only lightly or not at all?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Which issues should receive the most emphasis in the review?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. What else would you like to tell us including any useful examples?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. Would you like to receive further updates on the District Plan Review?

Yes  No

Please advise your preferred method of communication:

Email  Post  Phone

8. Are there any particular topics that you are particularly interested in?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

9. Do you want to receive communication on all aspects of the District Plan Review or only those specific topics?

All topics  Those topics only

## **Draft Proposal to Achieve One District Plan for the West Coast Region**

### Background

The Buller, Grey and Westland District Councils all have operative District Plans giving effect to their Resource Management Act 1991 functions. The plans are in various states of review, with the most recent review undertaken by Buller District Council. Various changes have been made to the plans to give effect to National direction via National Policy Statement, National Environment Standards etc. Rolling reviews have been a common way of providing an overview of the plans without going through a full review.

### Local Government Commission

The Local Government Commission is in an active process of assessing options for the structure of Local Government in the West Coast region. As part of this work the Commission met with the Mayors and Chairs group to find ways they could assist drive shared services and efficiency. Following on from this the Commission funded two pieces of work looking at what efficiency gains could be made in Resource Management Planning and Roding across the region. These reports are both available and provide useful background and options moving forward.

The report produced for Resource Management Planning looked at potential options for the consenting, compliance and plan making work across the region. The report did not recommend a certain way forward, but essentially undertook a stocktake of what is happening and provided options to consider undertaking further analysis work on.

### Proposal for One District Plan

It is proposed that a project is initiated to combine the 3 District Plans into one plan for the region. To achieve this it is proposed to employ a Project Manager with a Resource Management planning background on a 2 year fixed term contract to complete this work.

To ensure that the project achieves successful outcomes for the region sound governance and technical advice is key to the process. To achieve this it is proposed to include 3 layers of reporting to the project:

#### *Governance*

It is proposed that in order to achieve sound governance of the project 2 Councillors from each of the 4 Councils are appointed alongside the 4 Council CEO's and representatives from Te Runanga o Makaawhio and Te Runanga o Ngati Waewae to provide governance over the project. This group would meet quarterly and need delegated authority from their Councils to inform this process. To achieve the outcomes sought by the project it is envisioned that a hearing panel which would eventually hear the plan would comprise independent commissioners.

#### *Steering Group*

It is proposed that a steering group comprising the Planning Group Managers from the 4 Councils provide direction to the project. This group will meet regularly to ensure that the project is on track and achieving the outcomes set.

### *Technical Advisory Group*

It is proposed that a technical advisory group including senior planners from the 4 Councils is appointed to provide technical support and advice to the project manager. This group will meet regularly (monthly) and ensure that technical aspects of the plan such as definitions, rules and objectives are consistent and do not reduce the efficiency and effectiveness of the current planning framework. This group would also provide expertise and local knowledge on certain aspects of the current framework.

### Funding

It is proposed to fund this project through contributions from the 4 Councils and the Local Government Commission. The Local Government Commission has indicated that subject to the project plan they would fund this work dollar for dollar.

It is suggested that \$200,000 be allowed each year for 2 years to undertake this project.

\$25,000 each from Buller District, Grey District, Westland District and West Coast Regional Councils matched dollar for dollar by the Local Government Commission.

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

### Timeframe

It is proposed to undertake the work over 2 years. This allows for a 12 month period for drafting the plan in consultation with the various stakeholders and technical advisory group. Some work has been undertaken in this space looking at consistency of definitions etc. in addition to this the Ministry for the Environment is developing a planning template which should be incorporated into the process to ensure longevity of the planning work. The second year of the project would involve a collaborative process, which aims to meet the new requirements of the Resource Management Act, which would negate appeals to the plan except on points of law.

### Advantages in following the above process

Combining resources and working with the Local Government Commission to achieve this outcome has huge benefits to the region. It allows the region to progress issues in the planning framework as one to avoid duplication in process, achieve consistency and avoid significant costs in defending decisions.

One of the major drivers for the Auckland Council merge unitary plan was the disjointed way planning was undertaken between the districts. This led to transportation issues and other issues. It is not suggested that by any means the West Coast region has similar issues, however consistency in the District planning framework ensures that one piece of the puzzle for investors looking in, is seen in a good light.

The process does not remove the local flavour of the District Plans as in the existing regional planning framework special rules etc. can be enacted for areas that require it like Lake Brunner and Reefton.



### Consents, Compliance and by law development

It is proposed to progress the above project alongside looking at the work that the planning teams across the 4 Councils have discussed in sharing resources more. The CEO forum should encourage the teams to discuss sharing resources more and use the work that has been undertaken as a launching pad for this discussion.

### **Recommendations**

- 1. The report is received and discussed.*
- 2. The CEO forum agrees in principle with the above report.*
- 3. Further work is undertaken on the proposal to take to the August 2017 Mayors and Chairs forum for approval.*
- 4. The CEO forum encourages planning teams to keep driving a collaborative approach to other aspects of planning including resource consents processing and compliance.*

Mike Meehan

**CEO - WCRC**