

# **A G E N D A**

## **Ordinary Council Meeting**

**Council Chambers,  
36 Weld Street  
Hokitika**

**Thursday 27 July 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 27 JULY 2017 COMMENCING AT 11.00 AM**

*21 July 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
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
June 2017	0	0	0
To 21 July 2017	0	1	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 – 22 June 2017**

Pages 6-17

#### **2.2 Extraordinary Council Meeting – 5 July 2017**

Pages 18-20

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

#### **3.1 Tourism West Coast**

*Representatives from Tourism West Coast will be attendance at the meeting at 11.30 am to provide a presentation to Council.*

#### **3.2 Foreshore Development Plan**

*Presentation to Council.*

### **3.3 Citizenship Ceremony – 12 noon**

*11 candidates, along with their supporters and families will be in attendance at 12 noon for the Citizenship Ceremony.*

## **4. ACTION LIST:**

*The Action List is attached.*

Pages 21-25

*Lunch from 12.30 pm to 1.00 pm.*

## **5. REPORTS FOR DECISION**

5.1 **Returned Services Association (RSA) Shortfall of Funds** Pages 26-28

5.2 **Road Naming – Airport Lane and Grassy Creek Road** Pages 29-36

5.3 **Left over funds from the construction of the new Harihari Community Centre** Pages 37-39

## **6. REPORTS FOR INFORMATION:**

6.1 **West Coast Wilderness Trail – Project Update July 2017** Pages 40-43

6.2 **Planning Update Through June 2017** Pages 44-53

## **7. ITEMS FOR DISCUSSION:**

7.1 **Ambassador to Westland**

7.2 **Waiho River**

7.3 **Museum Seismic Strengthening:**

*Cost estimates to be pre-circulated and discussed at the meeting.*

## **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:

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
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 – 24 August 2017  
to be held in the Council Chambers, 36 Weld Street, Hokitika**

**At the conclusion of the Council Meeting there will be an LTP Workshop**



# Council Minutes

MINUTES OF AN ORDINARY MEETING OF THE WESTLAND DISTRICT COUNCIL, HELD IN THE COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA ON THURSDAY 22 JUNE 2017 COMMENCING AT 11.02 AM

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

### **1.1 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, Cr D.C. Routhan.

### **Apologies:**

Nil.

### **Also in Attendance:**

R.F. Reeves, Chief Executive; J.D. Ebenhoh, Group Manager: Planning, Community and Environment; D. Inwood, Group Manager: District Assets; L.A. Crichton, Group Manager: Corporate Services; 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 – 29 May 2017**

Moved Deputy Mayor Lash, seconded Cr Neale and **Resolved** that the Minutes of the Ordinary Council Meeting, held on the 29 May 2017, including the "Public Excluded Section" be confirmed as a true and correct record of the meeting.

*Cr Eatwell noted that the donation box for the West Coast Wilderness Trail was designed and built by the Westland Industrial Heritage Park and congratulated the organisation on their efforts.*

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

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

*It was noted that representatives of Tourism West Coast will be in attendance at the 27 July 2017 Council Meeting to provide a presentation to Council.*

#### **3.2 Recruitment of Chief Executive**

*His Worship the Mayor provided an update on the recruitment of the Chief Executive.*

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

His Worship the Mayor then took the Councillors through the Action List for Council and various amendments/updates to the list were provided.

Moved Deputy Mayor Martin, seconded Cr Neale and **Resolved** that the Action List be received.

### **5. REPORTS FOR DECISION:**

#### **5.1 Rates Resolution 2017-18**

*Deputy Mayor Martin noted that Page 32 of the Resolution to Set the Rates for the 2017/18 Financial Year is required to be amended to read "...will be added on 1 July 2017..."*

*The Group Manager: Corporate Services then spoke to the report and sought a Council resolution to set the rates for the year ended 30 June 2018.*

Moved Deputy Mayor Martin, seconded Deputy Mayor Lash and **Resolved** that:

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

## 5.2 MDI Fund Update

*Deputy Mayor Martin declared a conflict of interest in this matter.*

*Councillors noted that they would like the public to be involved in the discussion around the projects.*

Moved Deputy Mayor Martin, seconded Deputy Mayor Lash and **Resolved** that Council provisionally allocates MDI funding to the various organisations/community groups as follows:

Amount	Organisation	Project
\$500,000	Hokitika Museum	To assist with strengthening the building and associated upgrades.
\$200,000	Whataroa Hall	To complete the upgrade of the Whataroa Hall.
\$200,000	West Coast Riding for the Disabled	Indoor Arena
\$50,000	Westland Industrial Heritage Park	Mudfish Railway Fire Engine Garage Industrial Heritage Display Building
\$50,000	Haast Community Track	Completion of the Haast Community Track

These allocations to be accompanied by confirmation of external funding from other sources to ensure that the 65% criteria can be met and that detailed timeframes be provided by the above applicants/community groups.

*Cr Neale abstained from voting on this matter.*

## 6. REPORTS FOR INFORMATION:

### 6.1 Wastewater Treatment - Franz Josef

*The Chief Executive spoke to this report and provided an update on wastewater treatment at Franz Josef and advised that he is keeping the Chief Executive of the*



*West Coast Regional Council informed regarding the Waiho River and advised that the West Coast Regional Council are looking at options.*

Moved Cr Routhan, seconded Cr Neale and **Resolved** that the report from the Chief Executive be received.

## **6.2 West Coast Wilderness Trail – Project Update June 2017**

*The Project Manager: West Coast Wilderness Trail spoke to this report and provided an update on the various sections of the West Coast Wilderness Trail Project for June 2017.*

*Deputy Mayor Martin left the meeting at 12.02 pm and returned to the meeting at 12.04 pm.*

### ***Action Item:***

***Deputy Mayor Lash requested that Council publicly acknowledge the volunteers who have been assisting with the West Coast Wilderness Trail.***

Moved Cr Havill, seconded Deputy Mayor Martin and **Resolved** the report from the Project Manager: West Coast Wilderness Trail be received with thanks.

*It was noted that discussions had been held with Ministry of Business, Innovation and Employment regarding three more enhancement projects for the West Coast Wilderness Trail.*

His Worship the Mayor thanked the Project Manager: West Coast Wilderness Trail for his report and advised that Council really appreciate the work that is being undertaken.

## **6.3 Hokitika Museum Project Update June 2017**

*The Group Manager: Planning, Community and Environment spoke to this report and provided an update on the project of strengthening and upgrading the Hokitika Museum.*

*Cr Carruthers advised that an Engineer is coming over on the 27 June 2017 and they will then be able to firm up the likely costs for the project.*

Moved Cr Carruthers, seconded Cr Eatwell and **Resolved** that:

- A) The report from the Group Manager: Planning, Community and Environment be received; and

- B) Council request 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.

#### **6.4 Planning Update Through May 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 developments including the review of the Westland District Plan.*

*Deputy Mayor Lash advised that it is important that people understand that one District Plan concept is fine but to be part of that Council needs to have the Westland District Plan up to date to bring it into the combined District Plan.*

Moved Deputy Mayor Lash, seconded Cr Neale and **Resolved** that Council receive the report from the Group Manager: Planning, Community and Environment.

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

### **7. ITEMS FOR DISCUSSION:**

#### **7.1 Airbnb - Deputy Mayor Lash**

*Deputy Mayor Lash spoke to this item.*

*Councillors raised the following items:*

- *What is Council's position regarding Airbnb's?*
- *How will they be managed within the District Plan?*
- *Will they be charged a commercial water rate?*
- *Review of the Tourism Rate before the next Long Term Plan goes out for submission.*
- *Resource Consent process.*
- *Queenstown example was cited.*
- *Current threshold set within the internal policy of \$15,000.*
- *Ascertain what other local authorities are doing.*

**Action Item:**

*Staff were requested to come back to the July Council Meeting with the existing internal Council Policy on Commercial Rating to discuss it at detail and see if it is appropriate, and also obtain policies from other local authorities.*

**7.2 Parks and Reserves Funds - Deputy Mayor Lash**

*Deputy Mayor Lash spoke to this item and sought clarification on the parks and reserves funding and if the money remains in the township that it is being collected from. A general discussion was then held regarding the Reserves Contribution Account and the sum of money paid to future requirements.*

*The Group Manager: Planning, Community and Environment advised that the current allocation of \$100,000 for the Franz Josef Revitalisation Fund has been carried over and this funding could be used for recreational purposes in relation to the growth of the District.*

**Action Item:**

*Staff were requested to email Councillors the breakdown of the current Parks and Reserves Fund on how much funding is currently available.*

*Meeting adjourned for lunch at 12.43 pm and reconvened at 1.15 pm.*

**8. MATTERS CONSIDERED IN THE 'PUBLIC EXCLUDED SECTION':**

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

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

**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:

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
8.1	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
8.1	Protection of privacy of natural persons/organisations.	Section 7(2)(a)

Moved Cr Neale , seconded Cr Eatwell and **Resolved** that the business conducted in the “Public Excluded Section” be confirmed and accordingly the meeting went back to the open part of the meeting at 1.18 pm.

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

**MEETING CLOSED AT 1.18 PM**

Confirmed by:

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

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**Date**

# Appendix 1

## 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
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

Name of Rate	Narrative	LGRA Ref	Rate (GST Inclusive)	Required Revenue (GST Inclusive)
<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 rating unit in the Whataroa Community Rate Zone.	s16(3)(b) s16(4)(b)		
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/Waiiau 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
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	s16(3)(b) s16(4)(b)		

Name of Rate	Narrative	LGRA Ref	Rate (GST Inclusive)	Required Revenue (GST Inclusive)
	and the use to which the land is put.			
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	
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
<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

Name of Rate	Narrative	LGRA Ref	Rate (GST Inclusive)	Required Revenue (GST Inclusive)
<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 rating unit, on each rating unit in the District.	s16(3)(b) 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 Commercial rating units greater than \$0 and up to \$1 million capital value			\$976.20	\$256,428
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
<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	s16(3)(b) s16(4)(a)	\$417.00	\$23,769



Name of Rate	Narrative	LGRA Ref	Rate (GST Inclusive)	Required Revenue (GST Inclusive)
	capital amount.			
<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 2017, 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.



# Extraordinary Council Minutes

## MINUTES OF AN EXTRAORDINARY MEETING OF THE WESTLAND DISTRICT COUNCIL, HELD IN THE COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA ON WEDNESDAY 5 JULY 2017 COMMENCING AT 1.00 PM

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His Worship the Mayor declared the meeting open at 1.02 pm and then it was subsequently adjourned for 5 minutes to enable Cr Neale and Cr Carruthers to attend the meeting.

The meeting was then declared open at 1.07 pm.

### **Standing Orders – Items 8.5 and 8.10**

### **Public Notice – Extraordinary Meetings and Resolutions passed at an Extraordinary Meeting**

### **Wastewater Treatment Franz Josef**

His Worship the Mayor advised that the Extraordinary Meeting was held in accordance with Items 8.5 and 8.10 of Westland District Council's Standing Orders and that notice of the meeting, and also the resolutions passed at the meeting, would be publicly notified on Friday 7 July 2017.

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

### **1.1 Members Present**

His Worship the Mayor R.B. Smith (Chair)  
Deputy Mayor Cr H.M. Lash  
Crs R.W. (G) Eatwell, D.M.J. Havill (ONZM), J.A. Neale (from 1.07 pm)  
G.L. Olson, Cr D.C. Routhan.

### **Apologies:**

Deputy Mayor Cr L.J. Martin.  
Cr D.L. Carruthers.

Moved Cr Routhan, seconded Cr Neale and **Resolved** that the apologies from Deputy Mayor Martin and Cr Carruthers be received and accepted.

**Also in Attendance:**

R.F. Reeves, Chief Executive; L.A. Crichton, Group Manager: Corporate Services; D.M. Maitland, Executive Assistant.

**1.2 Interest Register**

The Interest Register was circulated and no amendments were noted.

**2. ITEM:**

**2.1 Wastewater Treatment Franz Josef**

*The Chief Executive advised that the purpose of the report is to seek Council approval to undertake work outside of the delegated approval limit of the CE.*

*There is an urgency in obtaining this approval, as specialized machinery is currently available on the West Coast, and is intended to be relocated back to Canterbury the week of the 5 July 2017.*

Background information to the Wastewater Treatment at Franz Josef was included in the Report to Council at the 22 June 2017 Council Meeting.

Wastewater from Franz Josef is currently treated using two sewerage ponds that are situated on the northern side of the Waiho River.

The current situation is that the bed of the Waiho River is continuing to aggrade, and its current level is close to the level of the land upon which the Council's sewerage ponds are located. The infiltration gallery needs to be upgraded and enhanced. A firm currently has a D11 bulldozer in Greymouth, the size of which is required to undertake the proposed work in a cost and time efficient manner.

Councillors then discussed the following items:

- The current risk and protecting Council's assets
- Funding
- Shifting the sewerage ponds
- The potential for a flood
- The options for Franz Josef

- Franz Josef Water Treatment Plant
- Extension of the Rating District
- Providing assurance to the Franz Josef Community
- The importance of having the infrastructure available to cater for the large amount of tourists in Franz Josef/Waiau.

Cr Havill advised that he will be abstaining from voting on this matter.

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

- A) Council approves the following work to be undertaken at an estimated cost of \$1.3m:
- i) Develop a new infiltration gallery;
  - ii) Maintain the flood embankment.
- B) Council notes that this work will be funded from the \$1.5m allocated to the Franz Josef Wastewater Treatment project.

*Cr Havill abstained from voting.*

**MEETING CLOSED AT 1.46 PM**

Confirmed by:

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

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**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. Report on the July Council Agenda.
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. Ongoing discussions with WDPL Ltd maximum return from that revenue.
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

Date of Meeting	Meeting	Item	Action	Who Responsible	Timeframe	Status
						feedback from major stakeholders on the West Coast. Three one-way bridges that need to be updated to recognise the volumes of traffic that use the highway. NZTA to identify areas. Conveyed via Cr Havill.
29.05.17	Council	Okarito turn-off	Black spot on State Highway 6 at the Okarito turnoff.	GMDA		Group Manager: District Assets meeting with NZTA.
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. Deputy Mayor Martin and Finance Manager to work on this item. Statement of Proposal to the August Council Meeting.
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		The sale was completed in July 2017.
23.03.17	Council	Planning Committee	Reinstatement of a Standing Committee of Council: Planning Committee	Mayor		Deputy Mayor Lash to initiate.

Date of Meeting	Meeting	Item	Action	Who Responsible	Timeframe	Status
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	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		Plans have been completed. Foreshore Committee to provide a presentation to the July Council Meeting.
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.
22.06.17	Council	Hokitika Museum	Comprehensive Report on the Hokitika Museum Upgrade Project including options analysis to enable Council to decide on its preferred project option and begin the detailed design and fundraising processes.	GMPCE		
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. Noted that correspondence has been coming in regarding this matter.
27.04.17	Council	West Coast Wilderness Trail	Project Completion Plan by August 2017.	GMDA		Report to Council.
22.06.17		West Coast Wilderness Trail	Council to publicly acknowledge the volunteers who have been assisting with the West Coast Wilderness	GMDA		

Date of Meeting	Meeting	Item	Action	Who Responsible	Timeframe	Status
			Trail.			
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		Two driveways were approved to concrete. Work to be done on the policy as the matter is more complex.
29.05.17	Council	Industrial Land – Hokitika and Ross	Look at industrial land options around Hokitika and Ross.	GMPCE		District Plan Review
29.05.17	Council	Kumara and Whataroa Water Supply Contract	Discussions with the unsuccessful tenderer of the contract.	CE		
29.05.17 22.06.17	Council	MDI Funding - WHS	Timeframe be sought from Westland High School for their proposed project.	GMPCE		Report to Council. MDI Applications to be accompanied by confirmation of external funding from other sources to ensure that 65% criteria can be met and that detailed timeframes be provided by the applicants/community groups.
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		Discussion is underway.
22.06.17	Council	Rolleston Street Footpath	Rolleston Street Footpath between Weld and Stafford Streets needs to be checked.	GMDA		



Date of Meeting	Meeting	Item	Action	Who Responsible	Timeframe	Status
22.06.17	Council	District Plan	Council agreed 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.	GMDA		
22.06.17	Council	Airbnb's	Staff to come back with the existing internal policy on Commercial Rating to the July meeting, including feedback from other Councils.	GMCS, GMPCE		This item is in progress.
22.06.17	Council	Parks and Reserves Funding	Council to be provided with a breakdown of the current funds in the Parks and Reserves Account and how much funding is currently available – email to Crs required.	GMCS	Completed	Information was emailed to the Councillors.
05.07.17	Extraordinary	Wastewater Treatment Franz Josef	Council approved the following work to be undertaken at an estimated cost of \$1.3m: <ul style="list-style-type: none"> <li>• Develop a new infiltration gallery;</li> <li>• Maintain the flood embankment.</li> <li>• Council notes that this work will be funded from the \$1.5m allocated to the Franz Josef Waste Water Treatment project.</li> </ul>	CE, GMDA		

# Report



**DATE:** 27 July 2017  
**TO:** Mayor and Councillors  
**FROM:** Community Development Advisor

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## **RSA SHORTFALL OF FUNDS**

### **1 SUMMARY**

- 1.1 The purpose of this report is to advise Council that, using the Returned Services Association (RSA) Restricted Reserve Funds obtained under the lease agreement from West Coast Concepts Ltd from car parking, the shortfall to pay the outstanding invoices for the new RSA building can be met.
- 1.2 This issue arises from the RSA having \$14,973.73 left in their Major District Initiative (MDI) allocation that cannot be accessed because the RSA has depleted their own funds to pay for their new building and do not have sufficient funds to match the required 51% of each invoice.
- 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 releases the RSA reserve funds of \$24,378 to enable their final accounts to be paid.

### **2 BACKGROUND**

- 2.1 Council, at their 26 February 2015 meeting, resolved to allocate \$400,000 of MDI funding to the RSA. \$385,026.27 of this amount has already been spent. The funding agreement that Council made with Development West Coast (DWC) 13 January 2016 was that the new RSA complex would be funded 51% with MDI funding and 49% with other funding. To date the other funding has all been derived from the RSA's own fund raising efforts.

### 3 CURRENT SITUATION

3.1 The RSA has invoices left to pay. If the RSA can access 49% of the cost of these combined invoices from the RSA Restricted Reserve Funds (from the West Coast Concepts Ltd car parking lease), then the other 51% can be obtained from remaining MDI funds. Known outstanding invoices include the RSA's share of the car park preparation and chip seal (\$3,791); the RSA's share of the footpath, kerb and channel upgrade (\$2,472); and furnishings (\$8,889).

3.2 The RSA also has estimated prices for additional things they would like to install, as follows:

Alarm system	\$3,758.64
Security cameras	\$2,741.28
Sound proofing	\$10,000.00
Sound system	\$4,000.00
Memorabilia cabinets	\$5,000.00
Roller blinds verandah	\$6,000.00

3.3 DWC have indicated that these additional project costs can be paid for using MDI funds, even though these items were not listed in the original project plan, providing the RSA stay within the \$400,000 limit. The agreement between DWC and WDC dated 18 January 2016 states "that DWC will not provide any additional capital funding or future operational support for this project."

### 4 OPTIONS

4.1 Option One: Release the RSA Restricted Reserve Fund in full: to provide the roughly \$14,000 to enable the RSA to access their remaining MDI allocation of \$14,973.73 and have funds left over for the other project expenses listed above. The RSA will have to prioritise their other expenses and may not be able to afford all the extra items listed above.

4.2 Option Two: Withhold the RSA Restricted Reserve Fund and not allow the RSA to use it to pay their final invoices or any of the future costs listed above.

4.3 Option Three: Release less than the full amount of the RSA Restricted Reserve fund, for example allowing it to pay current outstanding invoices but not to order any of the additional items above.

## 5 SIGNIFICANCE AND ENGAGEMENT

- 5.1 This has low significance for Council as the fund is not specifically tagged for other projects. Council has already agreed that the new RSA building is of benefit to the wider Hokitika community and that the facility is being made available for use by the wider public. (Clause 2, 18 December 2015, signed agreement between Council's CEO and the RSA's President)
- 5.2 Council consulted with the community about the new building in 2015.

## 6 ASSESSMENT OF OPTIONS (INCLUDING FINANCIAL IMPLICATIONS)

- 6.1 The advantage of releasing all the funds in the RSA Restricted Reserve means that the RSA can use their remaining MDI allocation and pay their outstanding invoices, as well as complete the fit-out of the building. The disadvantage of not releasing the RSA Restricted Funds at all or in full would be that they would remain uncommitted and unused for War Memorial purposes.
- 6.2 The advantage of withholding some or all of the RSA Restricted Reserve Funds would be that they could be used for other purposes at some point in the future. The disadvantage would be that they may never be used for their intended purpose.

## 7 PREFERRED OPTION AND REASONS

- 7.1 The preferred option is Option One, that funds in the RSA Restricted Reserve Fund be released in full to enable the RSA to access their remaining MDI allocation, pay their outstanding invoices, and meet other upcoming project costs.

## 8 RECOMMENDATION

- A) **THAT** the \$24,378 held in the RSA Restricted Reserves Fund be released to the RSA to enable them to draw down their final MDI allocation of \$14,973.73, pay their outstanding invoices, and meet other upcoming project costs.

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

# Report

**DATE:** 27 July 2017  
**TO:** Mayor and Councillors  
**FROM:** Information Services Manager

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## NAMING OF TWO ROADS

### 1.0 SUMMARY

- 1.1 The purpose of this report is to obtain Council approval for the naming of two formed legal roads:
  - A. The road adjacent to Lot 3 DP 3407 at Haast – see Appendix 1 & 2
  - B. The road intersecting with Grassy Creek, Haast – see Appendix 3 & 4
- 1.2 This issue arises from formed roads in Westland District that have no name. The Australian/New Zealand standard for rural and urban addressing (AS/NZS 4819:2011) states that all formed roads that are generally open to the public, shall be named.
- 1.3 Council seeks to meet its obligations under the Local Government Act 2002 and the achievement of the District Vision adopted by the Council in September 2014, which will be set out in the next Long Term Plan 2015-25. These are stated on Page 2 of this agenda.
- 1.4 This report concludes by recommending that Council agrees to the proposed names: Airport Lane and Grassy Creek Road.

### 2.0 BACKGROUND

- 2.1 Council has the authority under section 319(1)(j) and 319A of the Local Government Act 1974 to name roads.

*319 (1) The council shall have power in respect of roads to do the following things:  
(j) To name and to alter the name of any road and to place on any building or erection on or abutting on any road a plate bearing the name of the road*

*319(A) If the council names any road for the first time, or alters the name of a road, the council must as soon as practicable send a copy of the relevant resolution to the Registrar-General of Land and the Surveyor-General.*

2.2 Road names can promote a sense of place connection for residents of a road, and the local community. The Council acknowledges this connection and understands the importance of choosing the appropriate road name in maintaining and enhancing this relationship.

2.3 **Airport Lane** – see Appendix 1 & 2

The naming of this legal road is requested to:

- a. Complete business establishment following the granting of RC160071 for Peter Spencer-Bower and Greenstone Helicopters.
- b. Allow businesses and residents to have a physical address that can be recognised by mapping services such as Google and other GIS maps.
- c. Lift the profile of Haast Junction and the Airstrip area.

It is proposed that the name 'Airport Lane' be legally established as the name for this legal road, for signage to be erected on Haast-Jackson Bay Road indicating this and for properties to be allocated a rapid or street number as appropriate. This name has been selected by residents under the guidance of Westland District Council road naming criteria for these reasons:

- a. The name clearly indicates the majority of the land use that occupies the road and the identity of those who live & work on it.
- b. Airport Lane would be an appropriate name if the current Haast Aerodrome became busier with scenic, recreational and commercial flights.

2.4 **Grassy Creek Road** – see Appendix 3 & 4

The naming of this legal road is requested to:

- a. Allow current residents to have Internet access installed due to medical concerns and other requirements.
- b. Allow businesses and residents to have a physical address that can be recognised by mapping services such as Google and other GIS maps.

- c. Lift the profile of the Grassy Creek subdivision.

The subdivision developer and current residents have suggested 'Grassy Creek Road', relating to Grassy Creek which runs through the subdivision. This is also a common name for the respective area.

### **3.0 CURRENT SITUATION**

- 3.1 **Airport Lane** - This piece of formed legal road provides access to the Haast Airport and several other properties. It has been formed at least since 1931 (part was vested as road on DP 1455). It does not currently have an official name.
- 3.2 **Grassy Creek Road** - The piece of road was declared road by New Zealand Gazette 2006 p 3044. No name for the road was suggested at the time.
- 3.3 These names do not conflict with any other road names in the Westland District. The name complies with road naming conventions in the Australian/New Zealand standard for rural and urban addressing (AS/NZS 4819:2011).

### **4.0 OPTIONS**

- 4.1 Option 1: Approve the suggested names for both roads as outlined.
- 4.2 Option 2: Reject either or both suggested names and suggest or request alternative names.

### **5.0 SIGNIFICANCE AND ENGAGEMENT**

- 5.1 In accordance with Council's Policy on Significance and Engagement this matter has been assessed to have low level of significance.
- 5.2 No public consultation is required for this as Council already has a sound understanding of the views and preferences of the persons likely to be affected by or interested in the matter.
- 5.3 Council does not currently have a policy on the naming of roads.

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

- 6.1 Option 1 – This option would comply with Council's obligation with regard to naming of roads within our district. There are no financial implications for Council associated with this option.

- 6.2 Options 2 – If it was considered that the name provided was inappropriate or that a better name could be provided, Council could reject the name and request or suggest alternate names for consideration.
- 6.3 Doing nothing is not an option. Under AS/NZS 4819:2011, “All formed roads that are generally open to the public shall be named.”

## 7.0 PREFERRED OPTION(S) AND REASONS

- 7.1 Option 1 is the preferred options as it complies with all the standards and does not conflict with other nearby road names.

## 8.0 RECOMMENDATION(S)

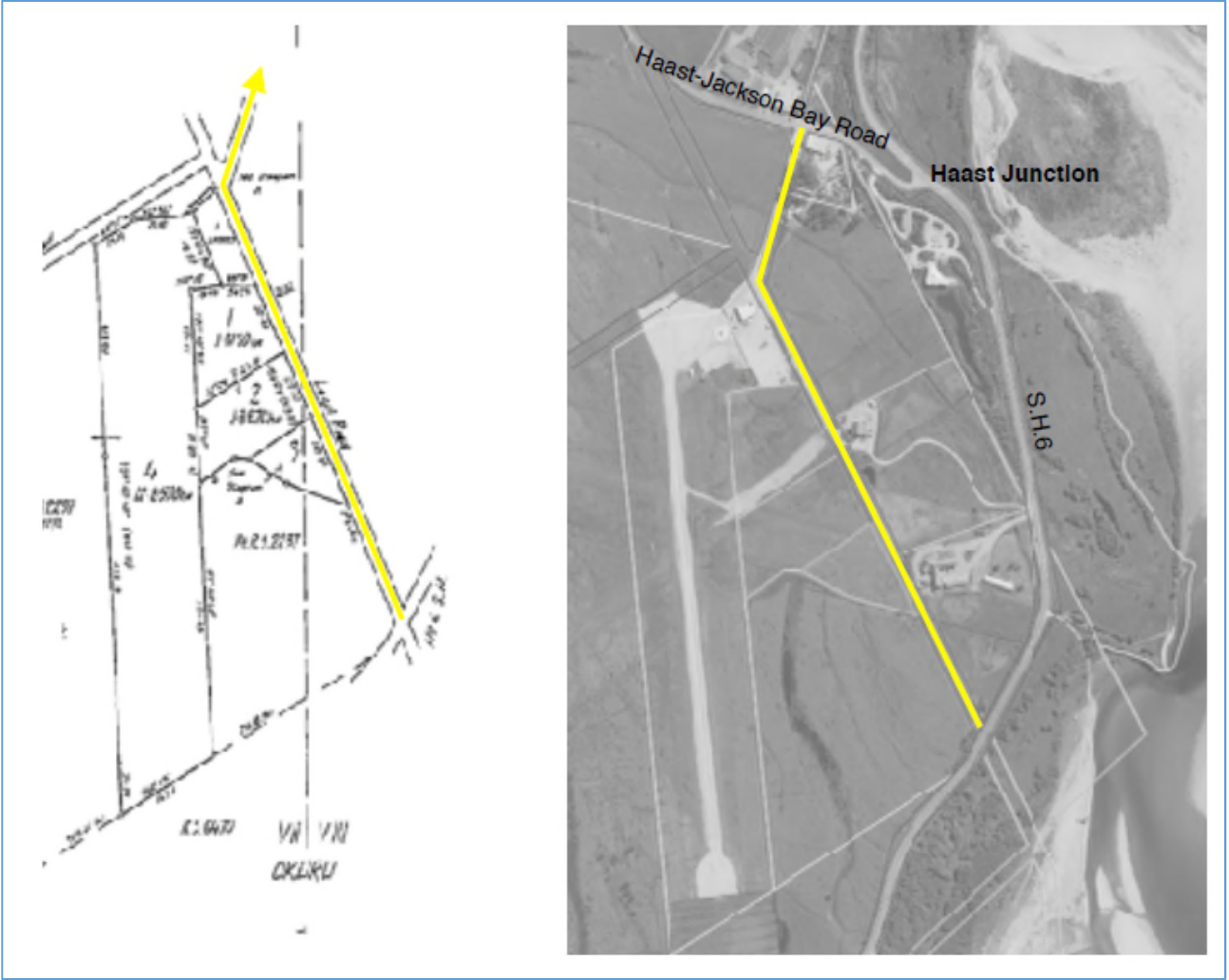
- A) **THAT** Council approve the name for the road vested in Council adjacent to Lot 3 DP 3407 at Haast as Airport Lane.
- B) **THAT** Council approve the name for the road vested in Council intersecting with Grassy Creek, Haast as Grassy Creek Road.

**Peter Oliver**  
**Information Services Manager**

- Appendix 1:** Airport Lane – Plan and Highlighted Road  
**Appendix 2:** Airport Lane – Aerial Photo 2011  
**Appendix 3:** Grassy Creek Road – Plan and Highlighted Road  
**Appendix 4:** Grassy Creek Road – Aerial Photo 2011



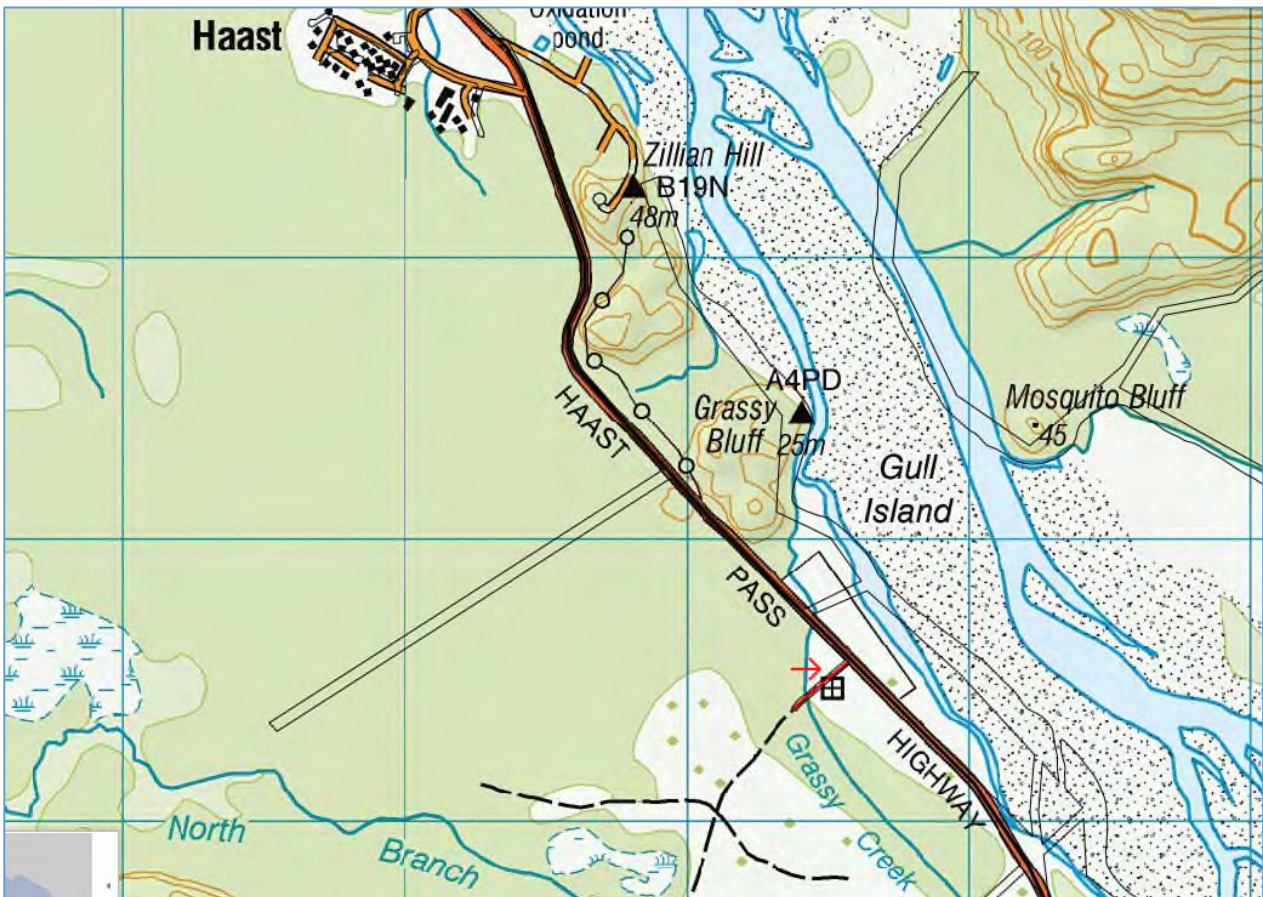
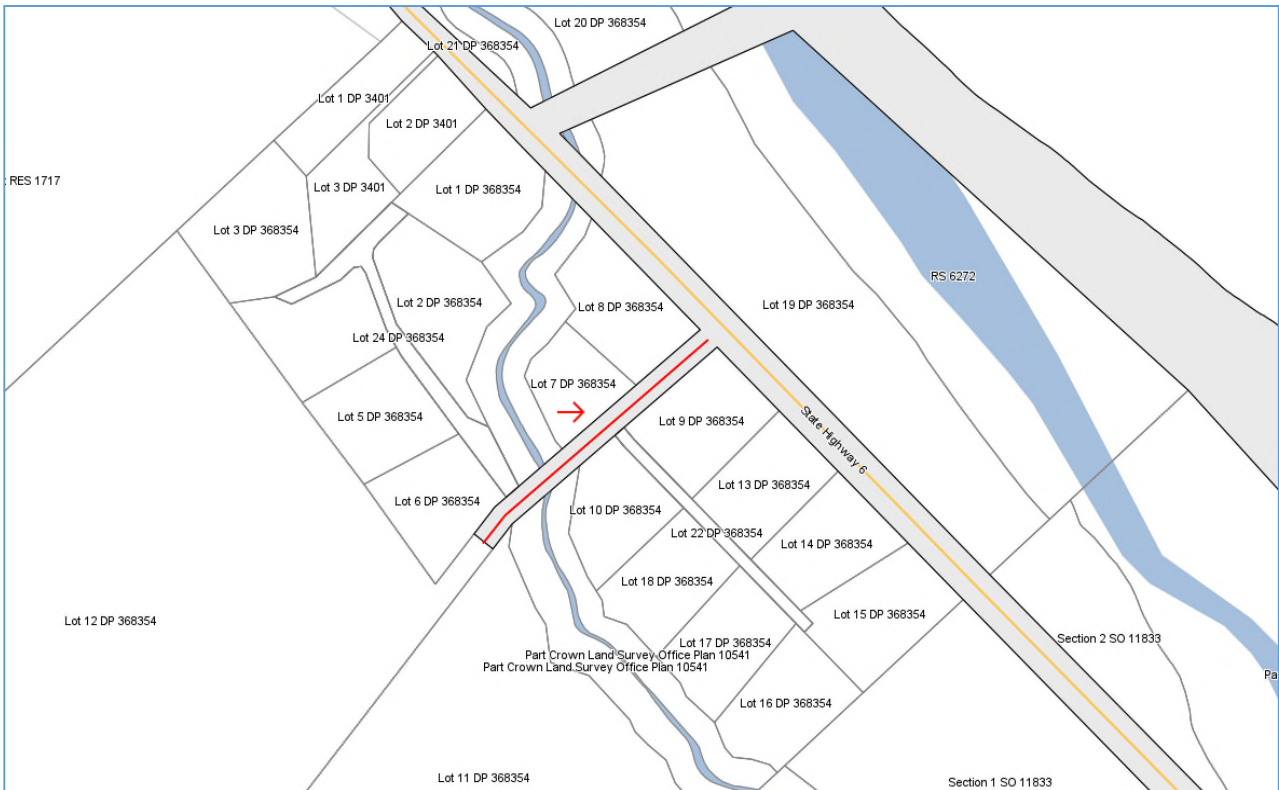
## Appendix 1 – Airport Lane – Plan and Highlighted Road



Appendix 2 – Airport Lane – Aerial Photo 2011



## Appendix 3 – Grassy Creek Road – Plan and Highlighted Road



**Appendix 4 – Grassy Creek Road – Aerial Photo 2011**



# Report



**DATE:** 27 July 2017

**TO:** Mayor and Councillors

**FROM:** Community Development Advisor

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## LEFT OVER FUNDS FROM THE CONSTRUCTION OF THE NEW HARI HARI COMMUNITY CENTRE

### 1 SUMMARY

- 1.1 The purpose of this report is to advise Council that there is left over funding from the construction of the Hari Hari Community Centre and to seek direction from Council as to where it should be allocated.
- 1.2 This issue arises from a request from the Hari Hari Community Association (HCA) who would like to spend further funds to refurbish the new building.
- 1.3 Council seeks to meet its obligations under the Local Government Act 2002 and the achievement of the District Vision adopted by Council as part of the Long Term Plan 2015-25. These are stated on Page 2 of this agenda.
- 1.4 This report concludes by recommending that Council approves the renewing of the timber skirting at the toilet doors, approves the purchase of curtains for the building and that the remainder of the left over funding is retained in the Hari Hari Complex fund for use in the Hari Hari Rating District.

### 2 BACKGROUND

- 2.1 Council secured \$989,595 for the building of the new Hari Hari Community Centre. This included Major District Initiative Funding of \$455,000, Lotteries Community Facilities Funding of \$240,000, and Westland District Council Reserves of \$100,000 and the sale of pony club land in Hari Hari of \$194,595 in 2009. \$125,546 from the sale of the pony club land remains after the building has been completed.

### **3 CURRENT SITUATION**

- 3.1 The building has been completed and was officially opened 2 April, 2016. Since then there has been significant swelling of timber in the skirting beside the toilet doors to the extent that at least one toilet door does not now close properly. This problem needs to be fixed. The HCA have also expressed a desire to have curtains installed in the building. There may be other unforeseen expenses that might be needed to enhance the interior of the building.

### **4 OPTIONS**

- 4.1 Re-do the timber skirting and purchase curtains in consultation with HCA, paying the costs out of the left over funding. The remainder of the fund retained in the Hari Hari Complex Reserve Fund for use in the Hari Hari Rating District.
- 4.2 Release the remainder of the funding to the HCA for future use on the building.

### **5 SIGNIFICANCE AND ENGAGEMENT**

- 5.1 The HCA agreed at their 17 May 2017 meeting that the toilet skirting problem needs to be fixed and that it would be desirable to have curtains in the building.

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

- 6.1 The advantage of re-doing the timber skirting and providing curtains is that the building is brought up to the standard it should be at. The remainder of the funds can then be retained in the Hari Hari Complex Reserve Fund for Hari Hari and this would give the community time to consider its best possible use. The disadvantage is that the building will always look neglected if these jobs are never completed.
- 6.2 The advantage of releasing the remainder of the funding left over to the HCA is that they will have the ability to make other modifications to their building. The disadvantage is that some of the funds could be wasted on minor projects instead of saving it for a substantial project which the community could desire and initiate.
- 6.3 There are no financial implications for Council.

**7 PREFERRED OPTION(S) AND REASONS**

7.1 Re-do the timber skirting, provide for curtains and retain the remainder of the funding in the reserve fund specifically for use in a future project in the Hari Hari Rating District.

**8 RECOMMENDATION(S)**

A) **THAT** the timber skirting in the toilets be fixed, curtains purchased and the remainder of the funds, after consultation with the community, be retained in the Hari Hari Complex Reserve fund, tagged for a future Hari Hari project.

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

# Report



**DATE:** 27 July 2017  
**TO:** Mayor and Councillors  
**FROM:** Project Manager: West Coast Wilderness Trail

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## WEST COAST WILDERNESS TRAIL – PROJECT UPDATE JULY 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 that was to be delivered by August 2017, and the trail will then be capable of achieving 'Great Ride' status. This date now requires review due to council resourcing and unrealistic deadlines. A realistic deadline is mid October 2017.



- 2.3 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. This section of cycle trail has now been completed in the form of 'temporary' and 'permanent' portions. There has been recent modifications of trail alignment near the Taramakau bridge by Fulton Hogan to accommodate new roading infrastructure associated with the bridge project. A Licence to occupy has been granted by NZTA. WDC has no control over these trail changes which reflects and impacts on its agreement with NZTA. The Project Manager has requested that this section of trail be removed from our authority while road construction is underway.
- 3.2 Item 2 Hokitika-Kaniere Tramway. The tender 16-17-10 was awarded to Westroads and they are nearing completion of the trail construction. The remaining work on this trail section is construction of two bridges. All drawings and specifications have been completed. This has not yet been tendered due to competing priorities and lack of resource to action. There is no funding source to engage external engineering support for the Project Manager for this deliverable. Expected completion 8 September 2017.
- 3.3 Item 3 Golf Links Road. Contract 16-17-11 was successfully completed and within the engineers estimate. A financial claim for the construction cost was lodged with NZTA to seek recompense for the work, and Licence to Occupy has been granted by NZTA.
- 3.4 Item 4 Mahinapua. Contract 16-17-14 was recently tendered and awarded to Westroads Ltd. This is a complex trail construction and has been split into four zones. Zone four is the most complex at the southern leg as there is no formal road access to the site. Two bridges are also to be tendered separately for this item. All drawings and specifications have been completed. There is no funding source to engage external engineering support for the Project Manager for this deliverable. Expected completion date is 22 September 2017.
- 3.5 Item 5 Ruatapu. There has been further delay with the State Highway section of the trail while a safety audit outcome is determined. Neither the Licence to Occupy nor physical work can be actioned until the outcome of the Safety Audit has been determined by NZTA.

#### Financial

- 3.6 Various minor claims have been received this month for the works carried out at Woodstock-Rimu Road and Hokitika-Kaniere Tramway. The overall position is that the initial Project Completion Plan deficit of \$471k has been reduced to between \$280

and \$300k. Discussions are underway with MBIE about this funding gap and project completion.

- 3.7 The internal finance and risk audit process that had been implemented consisting of the Chief Executive, Group Manager: Corporate Services and Project Manager has not met to discuss any potential risks in recent time.

## **General**

- 3.8 Trail shelters were completed and installed with an outcome that now surpasses many other approved trails (refer photos Appendix 1)

- 3.9 Emergency weir access options in the Kawhaka are currently being reviewed as part of the enhancement program. No funding is available until the trail is formally endorsed, and there are still landowner limitations.

- 3.10 An Agreement has been received from MBIE Maintaining Great Rides fund for the co-share cost to enable a bridge replacement by Trustpower at Hurunui Jacks.

## **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**

- A) **THAT** Council receives this report.

**David Inwood**

**Group Manager: District Assets**

**Project Manager: West Coast Wilderness Trail**

**Appendix 1: Photos of Shelters**



Water Race shelter at Wards Road



Arahura bridge shelter at Cesspool entry

# Report



**DATE:** 27 July 2017

**TO:** Mayor and Councillors

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

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## PLANNING UPDATE THROUGH JUNE 2017

### **1 SUMMARY**

- 1.1 The purpose of this report is to provide the sixth 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.

### **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 Since February the Council has received written monthly reports covering 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
- Number of 'live' consent applications
- Commissioners
- 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)

2.4 Like monthly financial reports, the monthly planning report focuses on the previous calendar month – in this case the month ending 30 June.

### **3 CURRENT SITUATION**

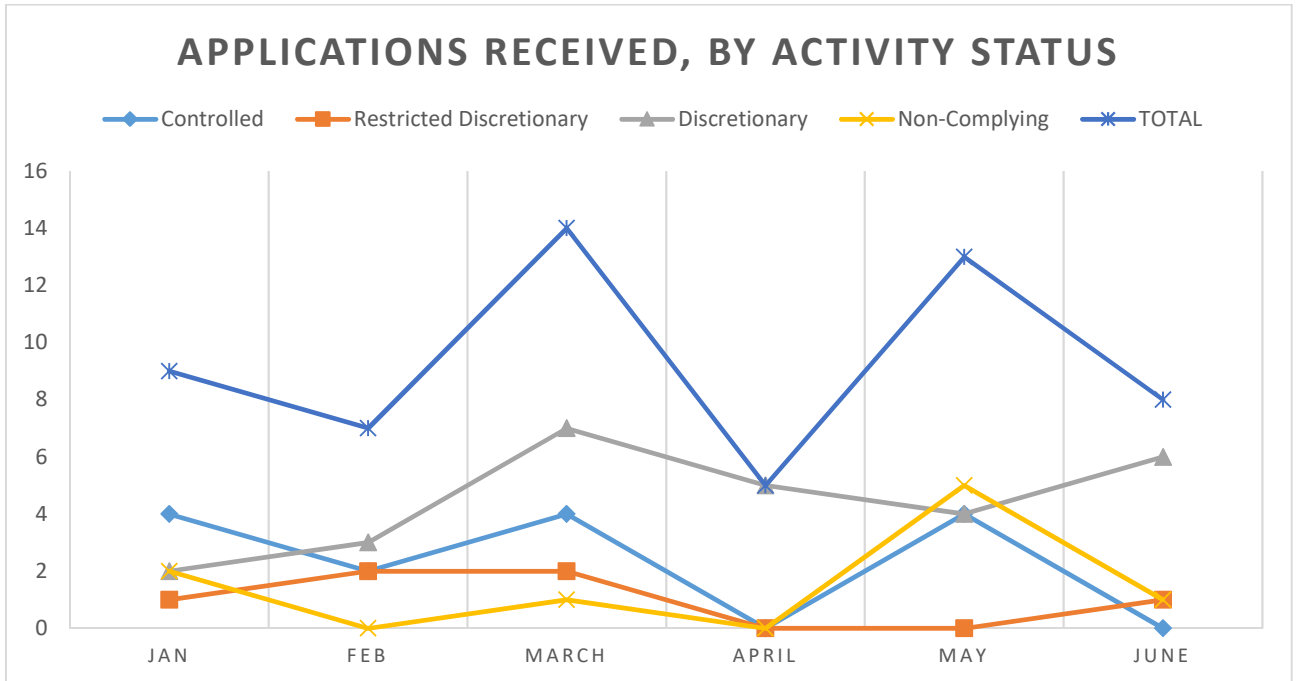
#### **3.1 Resource consent applications received**

3.1.1 A total of 8 complete applications were received in June 2017, down from 13 in May.

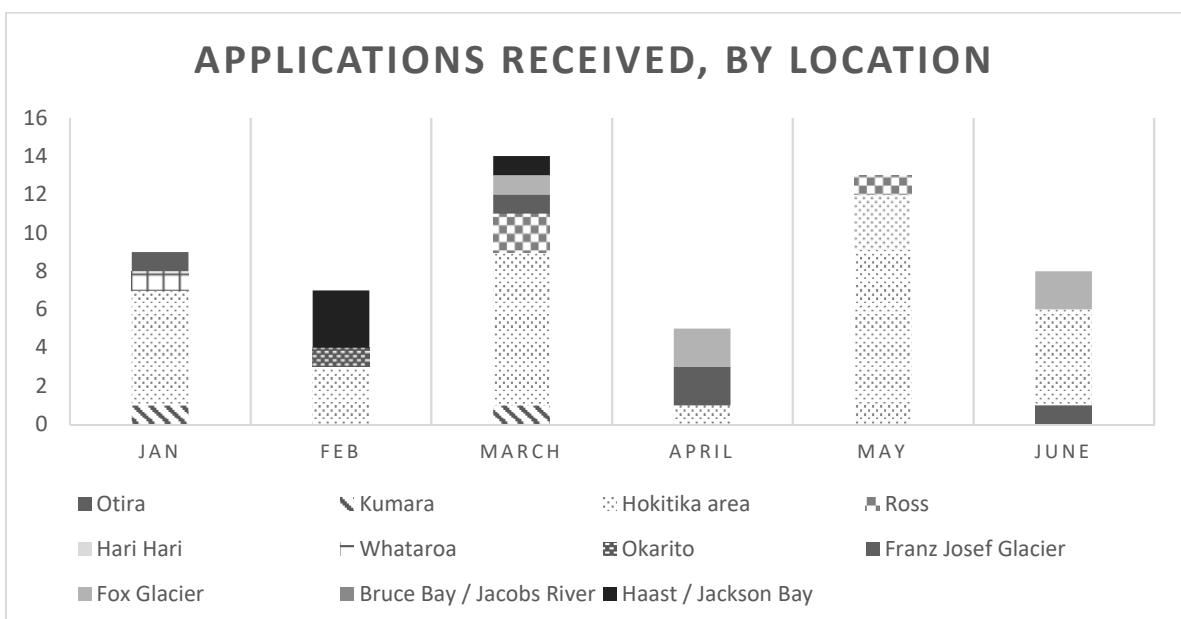
3.1.2 In terms of their activity status under the District Plan:

- Six are for discretionary activities (the Council can approve or decline them). Two of these are for helicopter operations at Fox Glacier. The others are for a helicopter operation at Hokitika Gorge, a commercial / residential development on Revell St in Hokitika, relocation of a dwelling to Kowhitirangi, and a second dwelling at Three Mile Hokitika.
- One is for a restricted discretionary activity (the Council can approve or decline it, but can only consider certain matters to which the Council's discretion is restricted). This is for replacement of two power poles in Otira.

- One is for a non-complying activity (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). This is for a pole shed at Lake Kaniere that breaches the recession plane with the neighbouring property.



3.1.3 Summarising by location: 5 are in the wider Hokitika area (including Three Mile, Kowhitirangi, and Kaniere), 2 are in Fox Glacier, and 1 is in the Otira area.

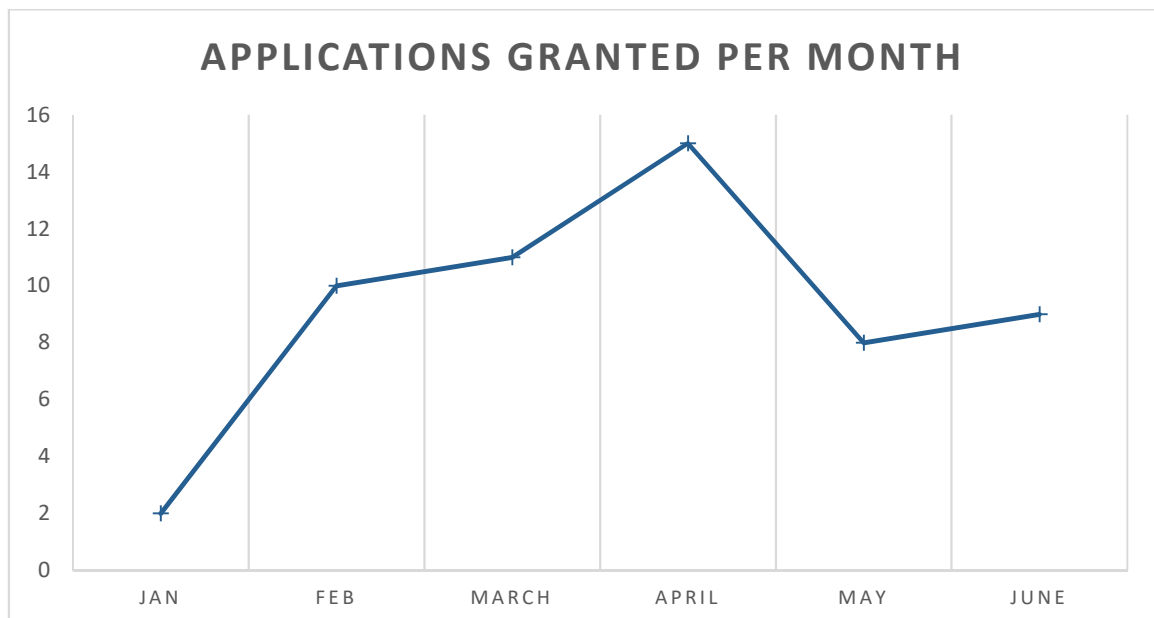


3.1.4 Further details of each application received are not provided in this report but have been included in the weekly e-mail updates to Elected Members on the consents received. The updates include the name of the applicant, the location, and the proposed activity.

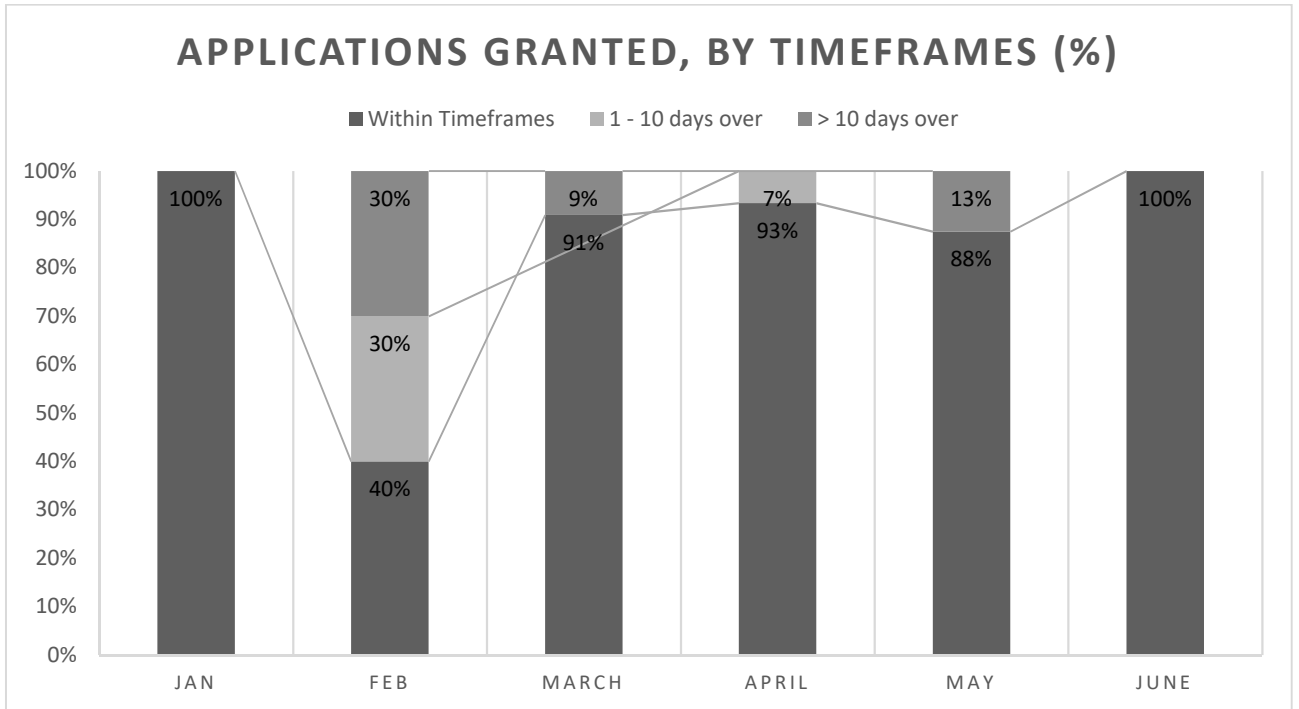
### 3.2 Resource consents issued

3.2.1 A total of 9 consents were issued in June, the same as in May. The breakdown of these consents is as follows:

- One for helicopter operations at Fox Glacier (Totally Tourism Ltd)
- Four subdivisions (7-lot at Blue Spur, 2-lot at Kaniere, 5-lot at Kaniere, and 2-lot in central Hokitika)
- Two for rural dwellings (at the Blue Spur subdivision and the 2-lot Kaniere subdivision above)
- One for reduced rear yard setback at Franz Alpine subdivision, Franz Josef
- One for reduced front yard setback at Kowhitirangi



3.2.2 All 9 of these consents were issued within statutory timeframes. This is the first time a 100% compliant result has been achieved since January.



### 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 June, no applications were limited notified to potentially affected neighbouring parties. This is the same as in May. 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 June, 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. A Court-appointed mediation session is scheduled for 17 August.
- 3.4.3 The Phoenix Mining application at Stafford was granted by commissioner Gary Rae on 17 July and is open for appeal until 7 August.
- 3.4.4 The WestREAP building extension application in Hokitika was granted by commissioner Martin Kennedy on 12 July and is open for appeal until 2 August.
- 3.4.5 The 7 July hearing on a Kowhitirangi helipad was adjourned, with information from the applicant due to Commissioner Don Turley by 21 July.
- 3.4.6 Following a pre-hearing meeting, an application for mining near Blue Spur (Prospect Resources) is on hold while the applicant considers its options.

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

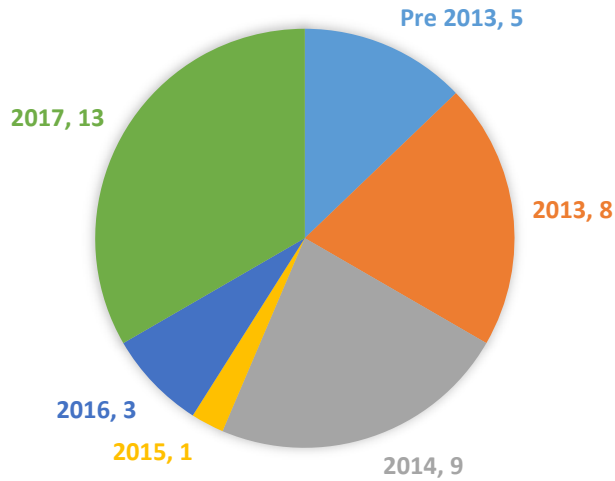
- 3.5.1 No other consents in progress, other than those mentioned above, are considered to require a status update in this section. Enquiries to the planning department from Elected Members as to the status of any consent are welcome at any time.

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

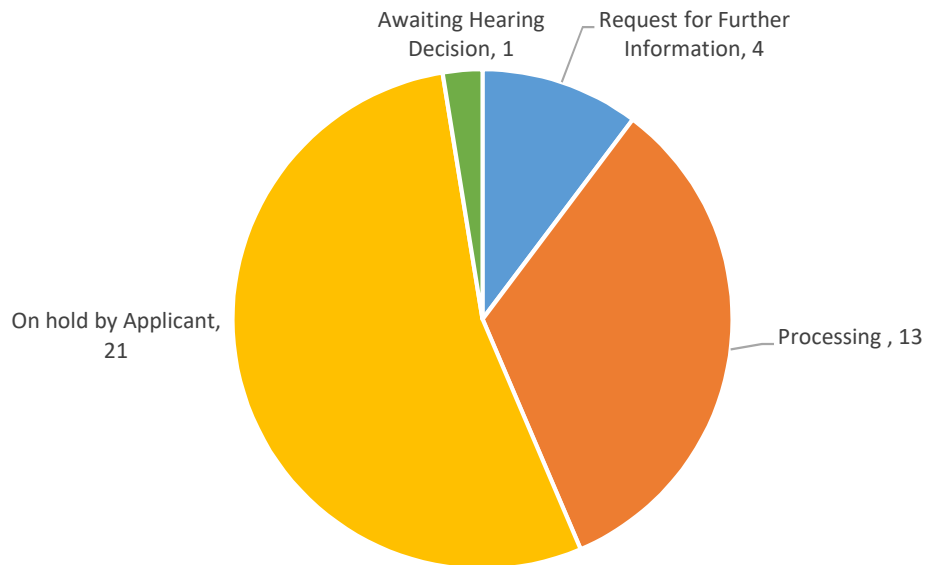
- 3.6.1 As at 21 July 2017, there are currently 39 resource consent applications showing in the Council's system as 'live,' i.e. a decision has not yet been

made. Of these, over half are pre-2016, which indicates that there are a number of applications that have stalled for one reason or another.

**OUTSTANDING CONSENTS BY YEAR OF APPLICATION,  
21 JULY 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, 21 July 2017

3.6.3 The pre-2016 backlog did not decrease in the past two months. Once the Senior Planner vacancy is filled, the Planning Department's goal is 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.

### **3.7 Commissioners**

3.7.1 There are no updates in this area. A variety of commissioners are being used for hearings as required, and customers are being informed of their hourly rates.

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

3.8.1 There are no significant updates to last month's report. A few issues are being looked into on the basis of complaints, including unconsented legal road formation.

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 vast majority of the District Plan is 5 years overdue for review.

3.9.2 As reported earlier, the working party of three RMA-trained Councillors recommend a concentrated, integrated, comprehensive review within the next few years. The working party's consensus is that a Scoping Discussion Document for community consultation would be a sensible first step, an example of which was attached to last month's planning update report.

3.9.3 Last month the Council agreed to contribute \$25,000 per year for the next two years (2017/18 and 2018/19) for a project management role to achieve one District Plan for the West Coast Region. This has since also been agreed by Grey District Council and is being considered by Buller District Council at its 26 July meeting.

- 3.9.4 Each District including Westland will 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. The remaining District Plan Review budget after the regional Project Manager is funded will likely need to be supplemented to ensure timely progress including input to the regional process.
- 3.9.5 At this stage the District Plan Review is awaiting additional resource through the appointment of a Senior Planner, and a decision from all West Coast Councils on whether a shared project management resource will be made available.

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

- 3.10.1 Work is nearly complete on developing up-to-date decision report templates, clear flow charts for subdivision processes, and improvements to electronic consent tracking systems.
- 3.10.2 An annual customer satisfaction survey is being undertaken at present, along with similar studies for building control, environmental health and alcohol licensing customers, and results will be reported as part of the 2016/17 Annual Report.

### **3.11 Resourcing issues**

- 3.11.1 The closing date for applications for the vacant Senior Planner position is 31 July.
- 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 transfer certain RMA functions for mining (consent process, and compliance monitoring and enforcement) to the West Coast Regional Council is set to go ahead on 1 August 2017.

#### **4 OPTIONS**

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

#### **5 SIGNIFICANCE AND ENGAGEMENT**

5.1 The decision to be made today is of low significance as it is to receive the report or not.

5.2 No consultation or engagement has been undertaken in relation to the content of this report.

#### **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.

#### **7 PREFERRED OPTION AND REASONS**

7.1 The preferred option is that Council receives this report.

#### **8 RECOMMENDATIONS**

A) THAT Council receives this report.

**Jim Ebenhoh**

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