



# A G E N D A

## Council

### Council Chambers

**Wednesday 24 April 2013  
commencing at 9.00 am**

Her Worship the Mayor, M.H. Pugh (**Chairperson**)  
Deputy Mayor Councillor B.O. Thomson  
Councillors J.G. Birchfield, A.N. Bradley,  
J.H. Butzbach, K.J. Eggeling,  
A.M. Hurley, M.D. Montagu,  
K.R. Scott, F.I.W. Stapleton, C.A. van Beek.

NOTICE IS HEREBY GIVEN THAT AN ORDINARY MEETING OF THE WESTLAND DISTRICT COUNCIL WILL BE HELD IN THE COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA ON WEDNESDAY 24 APRIL 2013 COMMENCING AT 9.00 AM

*Tanya Winter*  
*Chief Executive*

*18 April 2013*

## **Council Vision**

*"Westland will, by 2030, be a world class tourist destination and have industries and businesses leading through innovation and service."*

*This will be achieved by:*

- *Involving the community and stakeholders*
- *Having inspirational leadership*
- *Having expanded development opportunities*
- *Having top class infrastructure for all communities*
- *Living the '100% Pure NZ' brand*

*"Westland, the last best place"*

## **Purpose:**

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

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

## **1. MEMBERS PRESENT AND APOLOGIES**

### **1.1 Apologies**

### **1.2 Register of Conflicts of Interest**

## 2. CONFIRMATION OF MINUTES

### 2.1 Confirmation of Minutes of Meetings of Council

#### 2.1.1 Council Meeting- 28 March 2013

(Pages 5-9)

#### 2.1.2 Minutes of the Public Excluded portion of the Westland District Council Meeting, held on Thursday 28 March 2013.

*(Refer to Public Excluded Section)*

#### 2.1.3 Special Council Meeting – 11 April 2013.

(Pages 10-20)

### 2.2 Minutes and Reports to be received

## 3. PUBLIC FORUM

*The public forum section of the meeting will commence at 9.00 am.*

## 4. REPORTS

### 4.1 Mayor

#### Recommendation

*That the Mayor's monthly report be received.*

(Page 21)

### 4.2 Chief Executive

#### Recommendation

*That the Chief Executive's monthly report be received.*

(Pages 22-23)

## 5. GENERAL BUSINESS

### 5.1 West Coast Wilderness Trail

(Pages 24-36)

### 5.2 The Sale and Supply of Alcohol Act 2012: Local Alcohol Policies

(Pages 37-47)

### 5.3 Adoption of the 2013-2014 Draft Annual Plan

(Pages 48-51)

### 5.4 Annual Plan Consultation

(Page 52-56)

## 6. 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:

### 6.1 Public Excluded Minutes of Meetings of Council

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

| Item No. | Minutes/ Report of                             | General subject of each matter to be considered        | Reason for passing this resolution in relation to each matter | Ground(s) under Section 48(1) for the passing of this resolution |
|----------|--|--|---|--|
| 1.       | Public Excluded Minutes of Meetings of Council | Confirmation of March Public Excluded Council Minutes. | Good reasons to withhold exists under Section 7.              | Section 48(1)(a)   |

At the conclusion of this Council Meeting, a workshop will be held to discuss the following:

Roading Financial Rates (FAR) Review – Presentation from the Group Manager – Assets and Operations.

Statements of Intent for:

- Westland Holdings Limited
- Westland District Property Limited
- Hokitika Airport Limited
- Westroads Limited.

**NEXT MEETING: THURSDAY 23 MAY 2013**  
**COMMENCING AT 9.00 AM**

# Ordinary Council Minutes

## MINUTES OF AN ORDINARY MEETING OF THE WESTLAND DISTRICT COUNCIL, HELD IN THE COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA ON THURSDAY 28 MARCH 2013 COMMENCING AT 9.01 AM

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*The opening prayer was read by Councillor Stapleton.*

### 1. **MEMBERS PRESENT**

Her Worship the Mayor, M.H. Pugh (Chairperson)

Deputy Mayor, B.O. Thomson

Councillors J.G. Birchfield, A.N. Bradley, J.H. Butzbach, K.J. Eggeling, A.M. Hurley, M.D. Montagu, K.R. Scott, F.I.W. Stapleton, C.A. van Beek.

#### 1.1 **Apologies**

Nil.

#### **Also in Attendance**

T.L. Winter - Chief Executive, P.G. Anderson – Engineer, D. Blight, - Community Services Officer (in attendance for part of the meeting), S.H. Halliwell - Acting Group Manager Corporate Services (in attendance for part of the meeting), T.B. O'Malley - Chief Financial Officer (in attendance for part of the meeting), D.M. Maitland - Executive Assistant, R.C. Simpson - Manager Planning and Regulatory, D. Oldman - Assistant Accountant (in attendance for part of the meeting).

#### 1.2 **Register of Conflicts of Interest**

The Conflicts of Interest Register was circulated and no amendments were noted.

## **2. CONFIRMATION OF MINUTES**

### **2.1 Confirmation of Minutes of Meetings of Council**

#### **2.1.1 Council Meeting- 28 February 2013**

Moved Deputy Mayor Thomson, seconded Councillor Bradley and **Resolved** that the Minutes of the Ordinary Meeting of Council, held on the 28 February 2013, be confirmed as a true and correct record of the meeting.

#### **2.1.2 Minutes of the Public Excluded portion of the Westland District Council Meeting held on Thursday 28 February 2013**

*(Refer Public Excluded Minutes)*

#### **2.1.3 Minutes of the Public Excluded portion of the Westland District Council Performance Management Committee Meeting held on Monday 25 February 2013**

*(Refer Public Excluded Minutes)*

### **2.2 Minutes and Reports to be received**

#### **2.2.1 Operations Committee Meeting – 21 February 2013.**

Moved Councillor Scott, seconded Councillor van Beek and **Resolved** that the Minutes of the Operations Committee Meeting, held on the 21 February 2013, be received.

#### **2.2.2 Westland District Safer Community Council Meeting – 22 February 2013.**

Moved Councillor Stapleton, seconded Councillor van Beek and **Resolved** that the Minutes of the Westland District Safer Community Council Meeting, held on the 22 February 2013, be received.

#### **2.2.3 Performance Management Committee Meeting – 25 February 2013.**

Moved Councillor Montagu, seconded Councillor Butzbach and **Resolved** that the Minutes of the Performance Management Committee Meeting, held on the 25 February 2013, be received.

### 3. PUBLIC FORUM

Lindsay Molloy and Shirley Black from Harihari attended the meeting at 10.45 am and spoke in support of the proposed Harihari Community Facility and the Council funding.

### 4. REPORTS

#### 4.1 Mayor

*Her Worship the Mayor spoke to this report.*

Moved Councillor van Beek, seconded Councillor Stapleton and **Resolved** that Council write to the Hokitika Lions Club thanking them for organising the Children's Day at Cass Square on Sunday 3 March 2013.

Moved Councillor van Beek, seconded Councillor Butzbach and **Resolved** that the Mayor's Report for February-March 2013 be received.

#### 4.2 Chief Executive's Report

Moved Councillor Montagu, seconded Councillor van Beek that Council explores the pros and cons of acquiring the ex-Fire Station in Hamilton, Street, Hokitika.

*The motion was put to the meeting and was lost through a show of hands.*

Moved Deputy Mayor Thomson, seconded Councillor Montagu and **Resolved** that the Chief Executive's Report dated 28 March 2013 be received.

### 5. GENERAL BUSINESS

#### 5.2 Hokitika Community Patrol

*The Community Services Officer spoke to this report.*

Moved Councillor Stapleton, seconded Councillor Eggeling and **Resolved** that Council approves the transfer of the Hokitika Patrols funds as at the 30 June 2013 from Council to the Hokitika Community Patrol, and that a letter of thanks be sent to the Hokitika Community Patrol.

### **5.1 Community Service Award – Doreen Lyon**

Ms Doreen Lyon attended the meeting at 10.15 am to receive a certificate from Her Worship the Mayor in recognition of her service to the Haast community over many years.

*The meeting adjourned for morning tea at 10.14 am and reconvened at 10.38 am.*

### **5.3 Rates Arrears**

*The Acting Group Manager – Corporate Services spoke to this report.*

Moved Councillor Bradley, seconded Councillor Butzbach and **Resolved** that the report from the Acting General Manager – Corporate Services and Assistant Accountant be received.

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

Moved Councillor Eggeling, seconded Councillor Scott and **Resolved** that Council exclude the public in accordance with 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:

### **6.1 Public Excluded Minutes of Meetings of Council**

### **6.2 Westland District Council Freedom Camping Control Bylaw 2012**

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

This resolution is made in reliance on Section 48(1)(a) 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. | Reason for protection of interests        | Ref NZS 9202:2003<br>Appendix A |
|-----|---|---------------------------------|
| 1.  | Protection of privacy of natural persons. | A2(a)<br>A2(b)(ii)              |
| 2.  | To maintain legal professional privilege. | A2(h)                           |

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

**MEETINGS: SPECIAL COUNCIL MEETING – 11 APRIL 2013  
ORDINARY COUNCIL MEETING – 24 APRIL 2013  
COMMENCING AT 9.00 AM**

**MEETING CLOSED AT 12.30 PM**

Confirmed by:

\_\_\_\_\_  
**Maureen Pugh**  
**Mayor**

\_\_\_\_\_  
**Date**

## Special Council Minutes

### MINUTES OF A SPECIAL COUNCIL MEETING OF THE WESTLAND DISTRICT COUNCIL, HELD IN THE COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA ON THURSDAY 11 APRIL 2013 COMMENCING AT 9.00 AM

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*The opening prayer was read by Councillor van Beek.*

#### 1. MEMBERS PRESENT

Her Worship the Mayor, M.H. Pugh (Chairperson) - part of the meeting  
Deputy Mayor B.O. Thomson (Chairperson for part of the meeting)  
Councillors J.G. Birchfield, A.N. Bradley, J.H. Butzbach, K.J. Eggeling (from 11.06 am), A.M. Hurley, M.D. Montagu, K.R. Scott, F.I.W. Stapleton, C.A. van Beek.

##### 1.1 Apologies

Councillor K.J. Eggeling for lateness.

##### Also in Attendance

T.L. Winter - Chief Executive, P.G. Anderson - Engineer (in attendance for part of the meeting), V. Goel - Acting Group Manager Assets and Operations (in attendance for part of the meeting), S.H. Halliwell - Acting Group Manager Corporate Services (in attendance for part of the meeting), D.M. Maitland - Executive Assistant, D. Oldman - Assistant Accountant (in attendance for part of the meeting), T.B. O'Malley - Chief Financial Officer (in attendance for part of the meeting), R.J. McWha, Consultant.

##### 1.2 Register of Conflicts of Interest

The Conflicts of Interest Register was circulated and no amendments were noted.

## 2. CONFIRMATION OF MINUTES

### 2.1 Confirmation of Minutes of Meeting of Council

#### 2.1.1 Special Council Meeting- 20 March 2013

Moved Deputy Mayor Thomson, seconded Councillor Scott and **Resolved** that the Minutes of the Special Council Meeting, held on the 20 March 2013, be confirmed as a true and correct record of the meeting.

## 3. PUBLIC FORUM

Kylie Beri and Mark Sangster from Westland-Hokitika Taxis attended the meeting and requested that both the Total Mobility Taxi Chit Scheme and the West Coast Regional Council Taxi Chit Scheme remain unchanged.

*Her Worship the Mayor thanked Kylie and Mark for attending the meeting and noted that the item will be in the Draft Annual Plan for consultation.*

*The Chief Executive then provided an outline of the meeting day.*

## 4. BUSINESS

### 4.1 Draft 2013/2014 Annual Plan: Omnibus Report Number 2

*The Acting Group Manager – Corporate Services spoke to this report and provided a verbal update regarding the Financial Strategy. He noted that on Page 31 of the Council Agenda, the percentage change on the 2012/13 rates is currently 9.8%. The Council budgets were then reviewed.*

*The following items were identified:*

#### **Consultation Items:**

- Ross Community Pool and Endowment Fund.
- Kokatahi and Haast Rural Fire Parties.
- Mint Creek Water Supply.
- Proposed Fox Glacier Community Centre.

#### **Further Work**

- Revenue and Financing Policy Review.
- KPI's Inspections and Compliance.

*The meeting adjourned for morning tea at 10.30 am and reconvened at 10.57 am.*

*Councillor Eggeling attended the meeting at 11.06 am.*

Moved Her Worship the Mayor, seconded Councillor Hurley and **Resolved** that \$85,700 be allocated for marketing the West Coast Wilderness Trail, funded 65% MDI and 35% rates; subject to the allocation of MDI funding not impacting on any other Council approved MDI projects.

Moved Councillor Scott, seconded Councillor Bradley and **Resolved** that \$85,000 go into the Ross Swimming Pool Liner Project, and is moved forward into Year 2 of the LTP; funded from the Ross Endowment funds or by way of loan as per Council's Funding Policy.

*Her Worship the Mayor left the meeting at 12.23 pm.*

*Deputy Mayor Thomson chaired this section of the meeting.*

#### **4.2     Capital Projects**

Moved Councillor Butzbach, seconded Councillor Stapleton and **Resolved** that Council:

- i) Includes the HQ building renewal project for disabled access, fire security, and front office improvements for \$150,000 funded from loan.
- ii) Adjusts the funding for the Fitzherbert Street Pumping Main \$325,000 from depreciation reserves.
- iii) Amends the Austerity Depreciation Funding Policy to 100% fund the Hokitika Wastewater depreciation.

#### **4.3     Debt**

Moved Councillor Montagu, seconded Councillor Birchfield and **Resolved** that Council confirms the debt budgets as outlined, for inclusion in the Draft Annual Plan.

*The meeting adjourned for lunch at 12.46 pm and reconvened at 1.25 pm.*

*Her Worship the Mayor resumed chairing the remainder of the Special Council Meeting.*

#### **4.4     Depreciation**

Moved Councillor van Beek, seconded Councillor Butzbach and **Resolved** that the information regarding depreciation be received.

#### **4.5     Rates**

The Acting Group Manager – Corporate Services and Assistant Accountant spoke to this item and gave a demonstration on the rates modelling software.

Moved Councillor Eggeling, seconded Councillor van Beek and **Resolved** that the information as provided be received.

#### **4.6     Service Levels: Community Services**

*The Chief Executive spoke to this report.*

##### **4.6.1   Community Assistance**

| ORGANISATION        | AMOUNT<br>2013/14                                       | RATIONALE                 | DECISION  |
|---------------------|---|---------------------------|---|
| Regent Theatre      | \$25,000  | To promote community use. | Moved Councillor Hurley, seconded Deputy Mayor Thomson and <b><u>Resolved</u></b> that the grant to the Regent Theatre of \$25,000 be granted.  |
| Sport West Coast    | \$31,000<br>plus<br>\$3,000 p.a.<br>for office<br>space |                           | Moved Her Worship the Mayor, seconded Councillor Eggeling and <b><u>Resolved</u></b> that the grant to Sport West Coast be declined.<br><br><i>Note: It was noted that if alternative funding is found for the \$31,000 Council would fund the \$3,000 pa for office space.</i> |
| Infrastructure Fund | \$20,000  |                           | Moved Deputy Mayor Thomson, seconded Councillor van Beek and <b><u>Resolved</u></b> that the Infrastructure Fund grant be removed.<br><br><i>Councillor Scott recorded his vote against the motion.</i>   |

| ORGANISATION       | AMOUNT<br>2013/14 | RATIONALE  | DECISION   |
|--------------------|-------------------|--|--|
| Tourism West Coast | \$86,000          |  | <p>Moved Councillor Eggeling, seconded Councillor Butzbach and <b>Resolved</b> that the grant to Tourism West Coast of \$86,000 be granted.</p> <p><i>Note: It was noted that the following apply:</i></p> <ul style="list-style-type: none"> <li>i. There be a contract for service around the KPI's.</li> <li>ii. A Business plan be supplied.</li> <li>iii. Financial statements and an assurance review be supplied.</li> <li>iv. Annual reporting is required, including attending Council Meetings.</li> </ul> <p>Moved Councillor Birchfield, seconded Councillor Bradley and <b>Resolved</b> that Council signals its intention to fund Tourism West Coast for two years being 2013-2014 2014-2015 at \$86,000.</p> <p><i>Note: It was noted that the following apply:</i></p> <ul style="list-style-type: none"> <li>i. There be a contract for service around the KPI's.</li> <li>ii. A Business plan be supplied.</li> <li>iii. Financial statements and an assurance review be supplied.</li> <li>iv. Annual reporting is required, including attending Council Meetings.</li> </ul> |
| Glacier Grant      | Country \$65,000  | The proposal is to give Glacier Country a grant with an accountability process and Glacier Country employ their own staff. | <p>Moved Councillor Eggeling, seconded Councillor Butzbach and <b>Resolved</b> that the Glacier Country Grant of \$65,000 be left in year by year.</p> <p><i>Note: It was noted that the following apply:</i></p> <ul style="list-style-type: none"> <li>i. There be a contract for service around the KPI's.</li> <li>ii. A Business plan be supplied.</li> <li>iii. Financial statements and an assurance review be supplied.</li> <li>iv. Annual reporting is required, including attending Council Meetings.</li> </ul>  |

| ORGANISATION        | AMOUNT<br>2013/14 | RATIONALE | DECISION  |
|---------------------|-------------------|-----------|---|
| Enterprise Hokitika | \$39,000          |           | Moved Councillor Eggeling, seconded Councillor Butzbach and <b><u>Resolved</u></b> that the Enterprise Hokitika grant of \$39,000 be left in year by year.  |
|                     |                   |           | <i>Note: It was noted that the following apply:</i>   |
|                     |                   |           | <ul style="list-style-type: none"> <li>i. <i>There be a contract for service around the KPI's.</i></li> <li>ii. <i>A Business plan be supplied.</i></li> <li>iii. <i>Financial statements and an assurance review be supplied.</i></li> <li>iv. <i>Annual reporting is required, including attending Council Meetings.</i></li> </ul> |

#### 4.6.2 **Service Level Changes**

Moved Her Worship the Mayor, seconded Councillor Stapleton and **Resolved** that Council consult with the community through the 2013-2014 Draft Annual Plan on service level changes as follows:

##### **Westland District Library**

- a. New hours in the Westland District Library as follows:
 

|               |                |
|---------------|----------------|
| Monday-Friday | 9.00am-5.00pm  |
| Saturday      | 10.00am-1.00pm |
- b. Continue providing grants totalling \$5,000 per annum to the 8 Westland branch libraries

##### **Hokitika Museum**

- c. New hours in the Hokitika Museum as follows:
 

|                       |                |
|-----------------------|----------------|
| Summer: Monday-Sunday | 10.00am-4.00pm |
| Winter: Monday-Sunday | 10.00am-2.00pm |
- d. Curatorial service levels in the Museum are reduced.
- e. Research Centre opening hours are reduced as follows:
 

|               |                |
|---------------|----------------|
| Monday-Friday | 10.00am-12noon |
|---------------|----------------|

##### **Hokitika I-Site**

- f. New hours in the Hokitika I-site as follows:
 

|                     |                |
|---------------------|----------------|
| Monday-Friday       | 8.30am-5.00pm  |
| Saturday and Sunday | 10.00am-5.00pm |

## **Events**

- g. Reduced service levels in Events so that the only event Council organises is the Wildfoods Festival.

## **Community Development and Community Services**

- h. Reduced service levels in Community Development and Community Services so that the activity is focused on:
  - Managing Council's funding schemes and contracts with community organisations
  - Providing funding advice
  - Supporting community projects
  - Providing social policy advice to council
  - Assisting communities with planning
  - Managing Council's consultation processes

### **4.6.3     2013-2014 Draft Annual Plan**

Moved Councillor Butzbach, seconded Her Worship the Mayor and **Resolved** that the 2013/2014 Draft Annual Plan be prepared, with the cost savings reallocated to the organisational risk areas determined by the Chief Executive.

### **4.7     Inspections and Compliance**

Moved Councillor Eggeling, seconded Councillor Butzbach and **Resolved** that the existing Levels of Service in the Inspections and Compliance activity be retained.

*The meeting adjourned for afternoon tea at 3.30 pm and reconvened at 3.44 pm.*

### **4.8     Hokitika Taxis**

*The Group Manager – Assets and Operations spoke to this item.*

Moved Councillor Scott, seconded Councillor Stapleton and **Resolved** that the current levels of service for passenger transport services be maintained via a Council contribution of \$19,020 to the Hokitika Taxi Service.

*Note: It was noted that KPI's be applied to this activity, including the provision of cashflow statements.*

### **4.9     Road Safety Promotion**

*The Group Manager – Assets and Operations and Engineer spoke to this item.*



Moved Deputy Mayor Thomson, seconded Councillor Bradley that Council withdraw from funding \$8,704 to the West Coast Regional Council towards a Coordinator's salary. *The motion was put to the meeting and was lost.*

Moved Councillor Butzbach, seconded Councillor Eggeling and **Resolved** that the information be received, and the existing levels of service for Road Safety Promotion be maintained via a Council contribution of \$8,704 to the West Coast Regional Council towards a Co-ordinator's salary.

#### **4.10 Public Toilet Grants**

*The Group Manager – Assets and Operations spoke to this item.*

It was noted that Council makes five community toilet grants annually at present as follows:

| <b>Community</b>                | <b>Amount</b> |
|---------------------------------|---------------|
| Kumara Sports Complex Committee | \$6,500       |
| Hokitika Grey Power             | \$4,500       |
| Okarito Community Association   | \$6,500       |
| Harihari Community Association  | \$6,000       |
| Whataroa Community Association  | \$6,500       |

Moved Councillor Hurley, seconded Councillor Montagu and **Resolved** that:

- i) The annual toilet grant to Harihari be increased to \$6,500; and
- ii) The existing levels of service for public toilet cleaning be maintained.

#### **4.11 Transportation: Impact On Proposed Renewal Budget**

*The Group Manager – Assets and Operations and Engineer spoke to this item.*

Moved Councillor Montagu, seconded Councillor Eggeling and **Resolved** that the existing levels of service in the Transportation renewal budget be maintained.

#### **4.12 Solid Waste Transition Process**

*The Group Manager – Assets and Operations spoke to this item.*

Moved Councillor Eggeling, seconded Councillor van Beek and **Resolved** that:

- i) At 1<sup>st</sup> July 2013, Council will have provided vouchers for 13 official refuse bags to residents with kerbside collection; and
- ii) The kerbside collection of bags be stopped when the bins are available for refuse collection; and
- iii) The official bags continue to be accepted free of cost at the transfer stations until 31 December 2013.

*Councillor Hurley recorded his vote against the motion.*

#### **4.13 Residents Satisfaction Survey**

Moved Councillor Eggeling, seconded Councillor Butzbach and **Resolved** that Council confirms its intention to not undertake a Residents Satisfaction Survey in 2013-14.

#### **4.14 Harihari Community Facility**

*The Chief Executive spoke to this report.*

Moved Councillor Birchfield, seconded Deputy Mayor Thomson and **Resolved** that Council confirms that it has available funding of \$290,000 to contribute to the external funding of \$695,000 and Council works with the community to re-scope the project and seek a complete design and build proposal within this budget.

#### **4.15 Fees and Charges**

Moved Councillor van Beek, seconded Councillor Stapleton and **Resolved** that Council adopt the list of Fees and Charges as circulated, with the addition of Jackson Bay Wharf fees.

#### **4.16 Township Development Funds**

Moved Councillor Hurley, seconded Councillor Birchfield and **Resolved** that Council reinstate the township development funds as in the 2012/2022 Long Term Plan as follows:

|                   | Glacier Towns | Amount   | Community Townships | Amount   |
|-------------------|---------------|----------|---------------------|----------|
| Year 1 (2012/13)  | Franz Josef   | \$70,000 | Kumara              | \$70,000 |
| Year 2 (2013/14)  | Fox Glacier   | \$70,000 | Harihari            | \$70,000 |
| Year 3 (2014/15)  | Franz Josef   | \$70,000 | Ross                | \$70,000 |
| Year 4 (2015/16)  | Fox Glacier   | \$70,000 | Whataroa            | \$70,000 |
| Year 5 (2016/17)  | Franz Josef   | \$70,000 | Haast               | \$70,000 |
| Year 6 (2017/18)  | Fox Glacier   | \$70,000 | Kumara              | \$70,000 |
| Year 7 (2018/19)  | Franz Josef   | \$70,000 | Harihari            | \$70,000 |
| Year 8 (2019/20)  | Fox Glacier   | \$70,000 | Ross                | \$70,000 |
| Year 9 (2020/21)  | Franz Josef   | \$70,000 | Whataroa            | \$70,000 |
| Year 10 (2021/22) | Fox Glacier   | \$70,000 | Haast               | \$70,000 |

*The meeting adjourned at 5.16 pm for a Council Workshop and the Special Council Meeting reconvened at 6.16 pm.*

#### **4.17 Operational Budgets**

Moved Deputy Mayor Thomson seconded Councillor Eggeling and **Resolved** that Council confirms the operating budgets for inclusion in the Draft Annual Plan with the inclusion of the Kaniere Rural Fire Party.

Moved Councillor Eggeling, seconded Councillor Butzbach that the proposed Fox Glacier Community Centre be funded:

- \$200,000 from RMA Reserves
- \$300,000 from sale of land
- \$500,000 by way of a loan on the Fox Glacier Community.

*The motion was put to the meeting and was lost.*

Moved Councillor Birchfield, seconded Deputy Mayor Thomson that the proposed Fox Glacier Community Centre be funded:

- \$500,000 from sale of land; and
- \$500,000 by way of a loan on the Fox Glacier Community.

*The motion was put to the meeting and was tied; therefore the status quo remains for the proposed Fox Glacier Community Centre, which is \$200,000 funded from RMA Reserves and \$800,000 funded from other sources to be determined.*

#### **4.18 Capital Budgets**

Moved Her Worship the Mayor, seconded Councillor Eggeling and **Resolved** that Council confirms the capital budgets for inclusion in the Draft Annual Plan, subject to the following amendments:

- Marketing for the West Coast Wilderness Trail - \$85,700
- Proposed Harihari Community Facility - \$290,000.

#### **4.19 2013-2014 Draft Annual Plan: Omnibus Report No. 2**

Moved Councillor Butzbach, seconded Councillor Bradley and **Resolved** that:

- i) Council adopt the recommendations herein for the purposes of giving direction to the Chief Executive.
- ii) The Chief Executive be instructed to prepare a 2013/2014 Draft Annual Plan to be adopted on 24 April 2013 for public consultation.

**NEXT ORDINARY COUNCIL MEETING: WEDNESDAY 24 APRIL 2013  
COMMENCING AT 9.00 AM**

**MEETING CLOSED AT 6.55 PM**

Confirmed by:

\_\_\_\_\_  
**Maureen Pugh**  
**Mayor**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Bryce Thomson**  
**Deputy Mayor**

\_\_\_\_\_  
**Date**

### **MAYOR'S ACTIVITIES MARCH/APRIL 2013**

- TrustPower Awards
- LGNZ National Council meeting
- Meeting with Hon Chris Tremain
- Council meeting
- Meeting with Youth Council reps
- Session with photo journalist
- Meeting with Carrol Browne
- Catch up with architect, Mark Hall
- Public Consultation meeting for DWC \$2m fund for cycle trail
- Meeting with Chris Tonkin, Walking Access Commission
- Phone meeting with CEO of LGNZ re Freedom Camping
- Debate #2 re annual plan budget
- Presentation at Assoc of Public Library Manager's annual meeting
- PHO meeting

This report starts with the TrustPower event held in the Bay of Islands. I travelled with Pat Fitzgerald and Joan Meates who represented the Kumara Racing Club. Their combined ages are 168! They stole the hearts of those present and were wonderful ambassadors for Westland. Our congratulations must go to Buller whose Ghost Trail project won them the Runner Up award.

Following a LGNZ meeting with Chris Tremain I stayed back to talk with the Minister about Westland's financial position. As Minister of Local Govt he had been briefed so I wanted to update him on our progress. He was satisfied that we had taken control of our situation and that we had moved quickly to rectify our position. He had confidence in the people who were working with us to achieve our financial strategy.

The public consultation meeting was very well attended. Of the 83 people in attendance an overwhelming majority were supportive of using DWC's \$2m for the trail. The meeting was not to hear submissions, rather we encouraged the public to use the email, web site and snail mail to communicate their views. The meeting was also used to update the attendees on construction progress. The message from the crowd was to get on with it!

Tanya and I attended APLM's annual meeting in Queenstown to present a paper on Strategic Alliances. I was representing LGNZ and was assisted by Tanya at the question session. Tanya has had input into the last two strategic documents prepared for public libraries. The feedback on our presentation was positive. It takes a huge amount of time to prepare a 30 minute speech so I had to devote 3 weekends to preparation of my PowerPoint.

# Report

**DATE:** 24 April 2013  
**TO:** Mayor and Councillors  
**FROM:** Chief Executive

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## **CHIEF EXECUTIVE'S REPORT**

### **1.0 SUMMARY**

- 1.1 The purpose of this report is to present:
- 1.1.1 The Management Report for the period 1<sup>st</sup>-31<sup>st</sup> March 2013.
  - 1.1.2 Updates on any other matters of significance.
- 1.2 This report is on the agenda so that Council are kept fully apprised of Council business and are aware of how the organisation is tracking.
- 1.3 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.

| <b>Vision's Objectives</b>   | <b>Achieved By</b>  |
|--|---|
| The CE's report supports all objectives in Council's Vision Statement: <ul style="list-style-type: none"><li>• Involving the community and stakeholders.</li><li>• Having inspirational leadership.</li><li>• Having expanded development opportunities.</li><li>• Having top class infrastructure for all communities.</li><li>• Living the "100% Pure NZ" brand.</li></ul> | Ensuring Council fulfils the commitments made to the community in the Long Term Plan. |

- 1.4 This report concludes by recommending that Council receives the Chief Executive's report dated 24 April 2013.

## **2.0 COMMENT**

- 2.1 Management provide reports monthly to Council on progress towards meeting outcomes as stated in the Long Term Plan. This report updates Council on key successes, any issues of significance and relevant statistics in the three of the five operational areas of Council:
  - 2.1.1 Community Services
  - 2.1.2 Assets and Operations
  - 2.1.3 Planning and Regulatory
- 2.2 Council staff have been focussed this last month on preparing a draft Annual Plan ready for adoption by Council for consultation. This is on the agenda today.
- 2.3 A report on the results of the public consultation on the Development West Coast Extraordinary Distribution Fund West Coast Wilderness Trail is also on the agenda today. Once Council has resolved this matter, a full report on the cycle trail progress will be presented.
- 2.4 The NZ Transport Agency is currently consulting on the principles that form the basis for subsidy for Financially Assisted Roding. A workshop will be held with Council on this on 24 April with a view to formulating a submission to NZTA. This is a very important piece of work and there are a number of stages that Council will be invited to be part of.

## **3.0 RECOMMENDATION**

- A) **THAT** the report of the Chief Executive titled "Chief Executive's Report" dated 24 April 2013 be received.

**Appendix 1:** Management Report for 1-31 March 2013.

**Tanya Winter**  
**Chief Executive**

# Report



**DATE:** 24 April 2013  
**TO:** Mayor and Councillors  
**FROM:** Chief Executive

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## **WEST COAST WILDERNESS TRAIL - SUBMISSIONS ON THE GRANT OF \$2M FROM DEVELOPMENT WEST COAST'S EXTRAORDINARY DISTRIBUTION FUND**

### **1.0 SUMMARY**

- 1.1 The purpose of this report is to provide an update on the outcome of the submissions on the conditional grant of \$2M from Development West Coast's (DWC) Extraordinary Distribution Fund.
- 1.2 This issue arises because Council is required to consult with the community on the proposed use of this funding before requesting it from DWC.
- 1.3 The Council is required to give effect to the purpose of local government as prescribed by section 10 of the Local Government Act 2002 Amendment Act 2012. That purpose is:
  - (a) To enable democratic local decision-making and action, by and on behalf of, communities; and
  - (b) To meet the current and future needs of communities for good-quality local infrastructure, local public services, and performance of regulatory functions in a way that is most cost-effective for households and businesses.
- 1.4 Council seeks to meet this obligation and the achievement of the district vision set out in the Long Term Plan 2012-22. The matters raised in this report relate to those elements of the vision identified in the following table.

| <b>Vision's Objectives</b>               | <b>Achieved By</b>                                     |
|--|--|
| Involving the community and stakeholders | Consulting with the community regarding the \$2M fund. |

- 1.5 This report concludes by recommending that Council re-confirms their intention to use the DWC funding on the West Coast Wilderness Trail and write to Development West Coast and advise that the required consultation regarding the conditional grant of \$2m has been met.



## 2.0 BACKGROUND

- 2.1 In 2009, Council submitted an application to the Ministry of Tourism for funding to undertake a four day cycling adventure from Greymouth to Ross as part of Nga Haerenga: The New Zealand Cycle Trail.
- 2.2 Funding applications were also made to Development West Coast (DWC). An additional grant of \$2M was approved subject to consultation with the local community. This has now happened and the details are provided below:
- 2.3 Before Council draws on the \$2M Extraordinary Distribution Fund, DWC required further consultation with the community. Council had previously consulted through its 2011-2012 Annual Plan and the 2012-2022 Long Term Plan for using the funds for the purpose of the West Coast Wilderness Trail.
- 2.4 Council created a [consult@westlanddc.govt.nz](mailto:consult@westlanddc.govt.nz) email address for the public to express their views on the proposal.
- 2.5 A public notice was placed in the Hokitika Guardian on the 28 March and the 3 April 2013 calling for the public to Have Their Say on the proposal and express their views.
- 2.6 A copy of the public notice was linked through to the West Coast Wilderness Facebook Page and was also included on the Council's Website on the Latest News.
- 2.7 A public meeting was held on the 4 April 2013, and attracted 83 people from a cross-section of the community. Her Worship the Mayor asked the meeting attendees if there were any other thoughts on where the \$2M could be directed to which the response was no.

## 3.0 CURRENT SITUATION

- 3.1 A total of 107 submissions have been received to date on the proposal, with 82 in support of using the \$2M fund for the purposes of constructing the West Coast Wilderness Trail, 9 in opposition of the proposal and 16 "other" submissions received. A summary of submissions is attached as **Appendix 1**. A copy of the submissions will be available on the Council Website.
- 3.2 Of the submissions that have opposed or made other comments, 7 have suggested that the \$2m be put towards other projects. They are
  - 3.2.1 Harihari community facility – 1
  - 3.2.2 Projects in South Westland – 1
  - 3.2.3 Hokitika Swimming Pool – 3
  - 3.2.4 Regent Theatre, Library, Museum – 1
  - 3.2.5 General projects across the district - 1
- 3.3 There were also a number of submitters who provided some useful feedback on how Council could make the cycle trail better for users, or who raised concerns.

- 3.4 For example, Council received 15 submissions from the horse riding community concerned that the Ross-Ruatapu section of the trail would be unavailable for horse riding once the trail is constructed.
- 3.5 The Taramakau Bridge was also highlighted as a concern.
- 3.6 Staff will examine the submissions carefully to consider the points made. They will also be tabled at the next Westland Wilderness Trust meeting in May.
- 3.7 Council has fulfilled its obligations to consult with the community regarding the use of the Extraordinary Distribution Fund.

#### **4.0 OPTIONS**

- 4.1 Option 1: Receive the submissions and proceed with the intention to use the \$2m DWC funding towards the cycle trail.
- 4.2 Option 2: Receive the submissions and distribute the funding to other projects in the community.

#### **5.0 SIGNIFICANCE AND CONSULTATION**

- 5.1 In accordance with Council's Policy on Significance this decision is assessed as being of moderate significance. The funding from DWC is included in the project budget for the cycle trail. If this funding is not accessed or used for this project it will either need to be re-scoped or funding found from elsewhere. This could have an impact on the Government funding already secured, or Council's financial situation if it needs to borrow the money to complete the trail.
- 5.2 Council has undertaken community consultation on the proposed use of DWC funding towards the construction of Westland Wilderness Cycle Trail.

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

- 6.1 Council has already signalled its intention to use the funding from DWC on the cycle trail. The application to the Government was predicated on this contribution being part of the local share. If Council decides not to use the funds for this purpose the Government could request some of its contribution be returned. Council would also be in the position of having a half-finished trail.

#### **7.0 PREFERRED OPTION AND REASONS**

- 7.1 The preferred option is Option 1 to enable the West Coast Wilderness Trail to be completed from Greymouth to Ross as was originally planned for the concept proposal in 2009 to enable "a four day adventure from Greymouth to Ross which travel wild beaches, rainforests, lush wetlands and lakes, on a route explored by pioneering rush miners".

#### **8.0 RECOMMENDATIONS**

- 8.1 **THAT** Council advises Development West Coast of the outcome of the consultation process on the use of the \$2m Extraordinary Distribution Fund.

- 8.2 **THAT** Council reconfirms their intention to use the \$2m from the Development West Coast Extraordinary Distribution Fund on the West Coast Wilderness Trail.

**Tanya Winter**  
**Chief Executive**

# Appendix 1

## West Coast Wilderness Trail

| No. | Name  | Email Address                         | Support | Oppose | Other | Comments  |
|-----|---|---------------------------------------|---------|--------|-------|---|
| 1   | Jeremy Colpitts                                       | jcolpitts5@me.com                     | ✓       |        |       |   |
| 2   | Stuart Mitchell                                       | plumbingshop@xtra.co.nz               | ✓       |        |       | Please do what's needed to obtain the funds that is required to complete the trail to a high standard.  |
| 3   | Jill Mitchell   | jillian.stuart@gmail.com              | ✓       |        |       | We have used cycle trails in other areas of NZ and we can see it will be of economic benefit to our local District.   |
| 4   | Durham and Lorraine Havill                            | ldhavill@xtra.co.nz                   | ✓       |        |       |   |
| 5   | Anna Colpitts   | acolpitts@yahoo.com                   | ✓       |        |       | It will bring more healthy and energetic people who appreciate the outdoors into the area. It will benefit the local community in many ways both for business and folks that want to get involved!  |
| 6   | Trixie Montagu  | murray@snap.net.nz                    | ✓       |        |       | Look forward to the opening of this Cycle Trail when the West Coast also has an opportunity to attract our share of these visitors currently enjoying this activity in other parts of New Zealand.  |
| 7   | Marg and Les Singer                                   | marg.les@xtra.co.nz                   | ✓       |        |       | It will be a great asset to our District.   |
| 8   | Justin and Alena Wafer                                | justin.alena@yahoo.co.nz              | ✓       |        |       | The trails will be great for many ability levels, including families, and we have already encouraged many family and friends to come to the West Coast with us to experience the trails. I have already seen areas of the coast that were previously inaccessible. We see this as a fantastic opportunity for locals and as an amazing tourism opportunity.   |
| 9   | Gary Jellie   | jelliega@actrix.co.nz                 | ✓       |        |       | I strongly believe the trail will enhance tourism and economy on the West Coast due to the unique scenery on offer and has the potential to become one of the top cycle trails in the world.  |
| 10  | Bill Savage   | william.savage@timberconnectionnz.com | ✓       |        |       | The potential benefit to our region from this project is immense and adds to the positive investments in domestic and international tourism that we are seeing throughout the Coast.  |
| 11  | N R Donnell   | taupaki@yahoo.co.nz                   | ✓       |        |       | The Westland District Council and the Development West Coast Extraordinary Distribution Fund should invest in this project.   |
| 12  | Rusty Donnell - West Coast Treetop Walk and Café      | treetops1@treetopsnz.com              | ✓       |        |       | We see the West Coast Wilderness Trail as a vital component to encourage further tourism and thus employment and investment in the region.  |
| 13  | Karen Prendergast - Kumara Memorial Hall Incorporated | vauxhall@clear.net.nz                 | ✓       |        |       | A community asset such as the developing cycle trail, which brings people right to our walkways, shops, parks, rivers and camping areas, is an enormous boost for the inhabitants who want to see the facilities used and improved. Godspeed with the progressing of the project and many thanks to those working to make it a reality - not failing to mention of course grateful thanks to Development West Coast for their insight with providing funding support. |
| 14  | Rachel Teen   | rachelteen@mac.com                    | ✓       |        |       | The cycle trail is a major community asset that DWC can continue to contribute to in order to help realise the benefits of MDI funding for this generation and those to come.   |
| 15  | Drew Howat  | drew.howat@xtra.co.nz                 | ✓       |        |       | We see this as a major asset for tourists and locals at a time when all sections of the global community are insisting on environmentally sustainable projects, both commercial and recreational.   |
| 16  | John Pugh   | pugh@farmside.co.nz                   | ✓       |        |       |   |
| 17  | Julie Rowe  | julesmtns@yahoo.com                   | ✓       |        |       |   |
| 18  | Yvonne Simpson  | simpson@minidata.co.nz                | ✓       |        |       |   |
| 19  | Haley Pugh  | bob_monkey47@hotmail.com              | ✓       |        |       | Can't wait to have it all done and see the benefits it will bring to Westland.  |
| 20  | Craig Smith   | Craig@excavatorparts.co.nz            | ✓       |        |       | It will be a fantastic asset for Westland and needs to be completed.  |
| 21  | Mark Jurisich   | mark@westlanddistrictproperty.co.nz   | ✓       |        |       |   |

|    |                                     |                            |   |   |  |   |
|----|-------------------------------------|----------------------------|---|---|--|---|
| 22 | Yvette Ridley                       | yvette.ridley@gmail.com    | ✓ |   |  | This would be awesome. Fantastic place to cycle. Enjoyed little part I have already ridden. The Coast has not had that much positive going for it in recent years and I see the trail putting money back into a community that needs it.  |
| 23 | Barbara and Bruce Erickson          | b.b.erickson@xtra.co.nz    | ✓ |   |  | In the last few years we have ridden 3 international cycle trails and 2 domestic ones, and are about to take off for another international trail. We have seen the benefit to the communities along the trails, and the world-wide draw of recreational cyclists like us. Please don't forget the Hokitika-Ross link of the trail—we think it's vital for the viability and success of the Westland Wilderness Trail.   |
| 24 | Jane Teen                           | janeteen@hotmail.com       | ✓ |   |  | Resultant development of opening up access to our West Coast natural environment for cyclists and pedestrians for the benefit of all ages and differing physical abilities.   |
| 25 | Mary Molloy                         | chaos1@xtra.co.nz          |   | ✓ |  | Having attended many meetings with the District council over the last 7 years regarding continued obstacles being set in the path of MDI funded new small hall and playgroup including public toilets complex as agreed for the Hari Hari Community, I find it unacceptable that this Council which appears to have haemorrhaged money without explanation or accountability, should now hold the Hari Hari project up yet again while asking for more funds to do the Wilderness Trail. Let's concentrate on the original agreed project before pushing more in front of it. We have already been dropped from the first MDI to be approved, to around 6th place with subsequent costs escalating to above the square meterage price for the build of a complex resthome. Clearly our council for whatever reason, does not have the integrity to stick to its earlier commitment and so I do not support them gaining funds for the Wilderness Trail. First things first. Where has our toilet build and our Community raised funds from the sale of the pony club land gone? This Council does not say. We have been told that Hari Hari is losing population, not true. We got an agreement from this council initiated program to build some years ago, have consistently fought new obstacles put up by the same Council and each round we win draws us further from the start date, not closer. I find it unacceptable for money to be given to this Council without its losses and the reasons why clearly identified and I insist that Development West Coast enforce the start and completion of the original project that was approved so long ago for the benefit of the Hari Hari Community. |
| 26 | Karen Jury - Kumara Community Trust | Karen.Jury@greydc.govt.nz  | ✓ |   |  | There is already a significant number of people using the trails around Kumara and the construction of the full trail would most certainly attract more visitors to the Coast.  |
| 27 | Kumara Volunteer Library Group      | Karen.Jury@greydc.govt.nz  | ✓ |   |  |   |
| 28 | Anthea Keenan                       | keenant@kinect.co.nz       |   | ✓ |  |   |
| 29 | A Kremer                            | PO Box 40, Franz Josef     |   | ✓ |  |   |
| 30 | Allan Daly                          | Allan@avoninsurance.co.nz  | ✓ |   |  | The Westland District Council is to be congratulated for the work to date in planning and commissioning the Wilderness Trail. This type of development is exciting and encouraging to people of like mind to myself to commit further capital into the development of the Kumara community.   |
| 31 | Anne Chapman                        | anne@investmenthouse.co.nz | ✓ |   |  | I believe with my tourism hat on that this is one of the best things Mr Key could have thought about. Apart from getting more people fit and keeping them out of hospital it opens our communities out to the public and New Zealand tourists as well.  |
| 32 | Tony Hewlett                        | tony.hewlett@navman.co.nz  | ✓ |   |  | Developing this trail will be a massive boost for the West Coast community and will provide visitors with another reason to come to the Coast and potentially stay longer.  |
| 33 | Lynne and Carey Dillon              | ldillon@xtra.co.nz         | ✓ |   |  | Full credit to the Westland District Council and others involved in driving this excellent Cycle Trail project. And Development West Coast for providing support.   |

|    |                          |                               |   |  |  |  |   |
|----|--------------------------|-------------------------------|---|--|--|--|---|
| 34 | Jim Bisset               | jab-lb@xtra.co.nz             | ✓ |  |  |  | As the West Coast Region has some extremely good private earthmoving contractors who I'm sure would be delighted to have the opportunity to tender for this work, particularly if it could be broken down into small stages thus giving the chance for contractors to price as many as they want.   |
| 35 | Bruce Smith              | raycemanagement@xtra.co.nz    | ✓ |  |  |  | It provides real health benefits to the community along with another added attraction which will benefit our tourism sector.  |
| 36 | Rosie McGrath            | rosie_mcg@ihug.co.nz          | ✓ |  |  |  | I know many people from away who are waiting to come and spend both their time and money riding on what they consider will be a fantastic way to experience the West Coast environment and hospitality.   |
| 37 | Cecil M Teasdale         | teasy29@kinect.co.nz          | ✓ |  |  |  | The Westland Wilderness Trail needs to progress quickly to take advantage of this 'climate' and needs the funding to achieve this. NB While some critics cite the Taramakau River crossing as a hurdle with the 'clip-on' still a few years away, it would not take much to install a traffic light system at each end of the bridge to make the structure more user friendly for cyclists. |
| 38 | Catherine Woollett       | rinurest@xtra.co.nz           | ✓ |  |  |  | In my opinion it is the most positive endeavor the West Coast has undertaken in recent history and is very deserving of this Development West Coast grant.  |
| 39 | Ken and Judi Mears       | westmere@minidata.co.nz       | ✓ |  |  |  | We believe that this cycle trail will bring in much needed income to the West Coast. We are pleased that DWC acknowledges how strategically important this source of income will be to this region over the next decade.  |
| 40 | Fran Cohen               | scope_hunting@xtra.co.nz      | ✓ |  |  |  | The Westland Wilderness Trail will be a driver of tourism attraction to Westland, alongside the Treetop walkway and Franz Josef developments.   |
| 41 | Jem Pupich               | pupich@xtra.co.nz             | ✓ |  |  |  | I think this is a great opportunity to promote our wilderness to both locals and tourists. This trail will defiantly be an asset to Westland District.  |
| 42 | Richard Bodle            | hribdle@ihug.co.nz            | ✓ |  |  |  | Having personally been on much of the completed Trail (and quite a bit of the "in progress" parts as well!) I can personally attest to the delight and pleasure I, and all other users who I encounter, derive from such a fantastic amenity.   |
| 43 | Tony and Annette Copping | t.copping@xtra.co.nz          | ✓ |  |  |  |   |
| 44 | Jim Little               | jim@westcoastnz.com           | ✓ |  |  |  | We can build a magnificent cycle trail but if nobody knows about it it's a waste of time. Also it will attract other investment like the Theatre Royal Hotel development.   |
| 45 | Corrina Gestro-Best      | manager@westreap.org.nz       | ✓ |  |  |  |   |
| 46 | Richard McIntosh         | richard@mcintoshreality.co.nz | ✓ |  |  |  | In my opinion Westland cannot afford to be part of this movement and would urge the District Council to support the construction of the cycleway.   |
| 47 | Pierre and Joy Esquilat  | cafe-de-paris@clear.net.nz    | ✓ |  |  |  | It is going to be a very good asset for the West Coast and we all need it. We need to attract as much tourist as possible and this is another way we can do it. We believe that the WC market needs to be targeted to Canterbury.   |
| 48 | John and Ursula Acker    | john_ursula@xtra.co.nz        | ✓ |  |  |  |   |

|    |                |                                 |   |   |  |  |
|----|----------------|---------------------------------|---|---|--|--|
| 49 | Kerry Weston   | info@birdsong.co.nz             | ✓ |   |  | There is an issue regarding the cycle trail that I feel quite strongly about. As one of the owners of Birdsong Backpackers, I received a distraught telephone call from some expected guests a couple of weeks ago. They were at Grey Base Hospital and I collected them and brought them down to Hokitika. At that stage they were in shock. This couple were living in Wellington, no strangers to cycling and had come down to cycle the West Coast on a first trip to the South Island. They were riding a tandem cycle and at the Taramakau Bridge the back wheel clipped the rails and threw the pillion passenger several metres. She landed on her hip. They had seen the warning signs but were busy concentrating on the traffic. The rest of the cycling trip was cancelled and most disturbing was to hear contractors on the bridge saying that this is an everyday occurrence. When I picked this couple up from A & E there was another cyclist waiting to be seen, same accident. This begs me to find out if anything is planned to avoid further accidents as the rate of occurrence will surely escalate? Having also witnessed a cyclist flip over the handle bars as I was waiting to drive across the bridge one day, and seen the injuries incurred by my guests I am concerned of the dangers which will need to be addressed. |
| 50 | Anne Kelly     | annekelly@clear.net.nz          | ✓ |   |  |  |
| 51 | M P Bomer      | macbomer@xtra.co.nz             | ✓ |   |  | The Westland section of the trail will offer amazing scenery and really interesting historic points of interest to explore and remembering that people have to eat, drink and stay along the way as well it will help to generate revenue for the Coast.   |
| 52 | Shane Dalton   | shaca@widowslive.com            | ✓ |   |  | I am a longstanding and passionate cycling and walking advocate. Apart from my own contribution to the West Coast Pathway Committee, as member, I see the fantastic contributions of fellow members and community individuals and groups replanting native trees, clean-ups etcetera. I absolutely think this wonderful project should receive continued DWC funding.  |
| 53 | Alan Stobie    | alstobie@xtra.co.nz             | ✓ |   |  |  |
| 54 | Mike Keenan    | mike.keenan@westlanddwc.govt.nz | ✓ |   |  | Not only will the small town's like Kumara and Ross benefit from increased visitor numbers but increased revenue as well, not just for accommodation establishments but for all the businesses in the small Westland towns. (I have plenty of new business ideas inspired by the cycleway including bike hire/transport of cyclist/vehicles and tour leaders-guides. Other local businesses that stand to gain tremendously from the cycleway include the new Arahura Marae and the Treetop Airwalk. They are; "Must See & Do On Your Bucket List Before You Die".   |
| 55 | Amy Champion   | cplomutts@gmail.com             | ✓ |   |  | It has been brought to my attention that there are \$2 million to spend in your area in cycle way funds. I would like to strongly urge you to spend some of that money improving the Taramakau bridge for bicycles.  |
| 56 | Robert Miedema | r.ki.miedema@xtra.co.nz         | ✓ |   |  | There is no doubt in my mind that the Trail will be an important asset to the local economy including providing work for local people.   |
| 57 | Stuart Paul    | stu.primera@xtra.co.nz          | ✓ |   |  |  |
| 58 | Karen Hamilton | karenh@snap.net.nz              | ✓ |   |  | This Trail will be a great asset not only to the people of Westland and the West Coast, but also for visitors to our beautiful region.   |
| 59 | Paddy Kennedy  | gorsegully@farmside.co.nz       |   | ✓ |  | I think the South Westland townships should receive the funding which has been lost, which was for community assets or projects, before any money goes on any wilderness trail or any other initiative. The DWC money was intended to support the towns which suffered hardship through the loss of the sustained yield logging. The remnants of the sawmills are still clearly visible in Whataroa and Hari-Hari – money to support the towns has disappeared into the spin doctors web of deceit.  |

|    |                        |  |                                 |   |   |  |   |
|----|------------------------|--|---------------------------------|---|---|--|---|
| 60 | Steve Maitland         |  | maitlands@xtra.co.nz            |   | ✓ |  | I would like as a ratepayer for Development Westcoast to severely monitor the use of this money re the project. I live in Ross as stated and have seen and photographed many transgressions and poor practices related to the WDC. Given the WDC has got itself into a real mess financially of late I think this is a fair call and I make no excuses for my prose.  |
| 61 | Ian Cameron            |  | idcameron@kinect.co.nz          |   | ✓ |  | One of the concerns I have is that this money will be "wasted" because of the funding crisis of the Westland District Council, maintenance of the track will not happen. I also think that council really needs to relook at the costing of this project and related on going costs eg the maintenance and repairs ( yes it will rain again and damage will occur) before proceeding any further with this project.   |
| 62 | Anna Dyzel             |  | annadyzel@westlandmed.co.nz     | ✓ |   |  | Westland is a small community with relatively few areas of employment - a major one being tourism. Unfortunately the tourist trade is fickle and trading on 'natural wonders' i.e. pretty looking trees, is no longer going to be a feasible long term strategy for attracting tourists to the area - they want 'value added' activities such as the tree top walkway and the cycle trail, when it's completed.   |
| 63 | Kees and Anne van Beek |  | kawhakastation@kinect.co.nz     | ✓ |   |  | It was always our understanding and that of Council that the \$2 million Grant to come from DWC would be used for the construction of the cycleway and not on any other project.  |
| 64 | Nigel Ogilvie          |  | nigelogilvie@westlandmed.co.nz  | ✓ |   |  |   |
| 65 | Sarah Wild             |  | sezzawild@hotmail.com           | ✓ |   |  | The Trail will be a great recreational facility for locals and I believe it will also encourage visitors to the Coast. It will also great to see an easier level MTB track being constructed to encourage beginners. But it will also double as a great, easy walking track. Having ridden parts of the Trail, I can attest that it is being constructed to a high standard and is a credit to those involved in constructing it.   |
| 66 | Adele and Brian Dow    |  | info@252beachside.co.nz         | ✓ |   |  |   |
| 67 | Nelson Bradley         |  | hokicycle.sport@paradise.net.nz | ✓ |   |  | To date I would like to congratulate Westland District Council in their initiative to tackle this world class location to build what is a new growth industry not only for our local rate payers but national and international visitors who are craving for this type of adventure.  |
| 68 | Elizabeth Sawkins      |  | liz.drew@xtra.co.nz             | ✓ |   |  | While there are many smaller community projects that could also benefit from funds I feel that the greater benefit to a wide spectrum of the community will come from utilisation of the Wilderness Trail.  |
| 69 | Elizabeth Sandford     |  | stay@jadecourt.co.nz            | ✓ |   |  | The cycle trail holds tremendous promise for our region and therefore meets the criteria behind the DWC grant. It is also becoming critical that the trail keeps up reasonably with the proposed timetable and the \$2 m is essential for this to be achieved.  |
| 70 | David and Glenis Waugh |  | gardenbandb@xtra.co.nz          | ✓ |   |  | We are very keen to see the trail completed and done properly. We have biked parts of it from time to time over the last year and especially recently have always found other groups on parts of the trail. This is clearly going to be a draw card for tourists. We have had two groups of guests who have stayed with us who have specifically stopped in Hokitika because they want to ride part of the Wilderness Trail. This matches the number who have come specifically to walk the treetop walkway! It would be a waste of the money already expended to abandon development of the trail now. |
| 71 | Anne Relling           |  | annerelling@snap.net.nz         | ✓ |   |  | When completed I believe this will be an outstanding tourist and recreational facility for not only the Westland District but also the West Coast. It should meet one of the key objectives of Tourism West Coast - "to increase the average length of stay for visitors to the West Coast".  |



|    |                           |                                |   |   |  |   |   |
|----|---------------------------|--------------------------------|---|---|--|---|---|
| 72 | Murray Montagu            | murray@snap.net.nz             | ✓ |   |  |   | However it is repeatedly and emphatically denied "the trail will be no of cost to rate payers"! Yet WDC rate payers have been subjected to appropriation of significant funding.  |
| 73 | West Coastal Pathway      | Rosie.McGrath@cdhb.health.nz   | ✓ |   |  |   | We recognised that the opportunity to incorporate the WCP section into the longer trail would have economic benefit to the two districts through its potential to attract a wide variety of visitors to our area. We have therefore actively supported the Westland Wilderness Trail's development.   |
| 74 | Frank and Karen Bradley   | karenandfrank@xtra.co.nz       | ✓ |   |  |   | During easter weekend I witnessed two families of eleven from Christchurch who were staying in Kumara using the track from Kumara to Dillmanstown dam. They were very impressed with what already had been done.  |
| 75 | Gary and Glenys Ferguson  | ferg2chth@orcon.net.nz         | ✓ |   |  |   |   |
| 76 | Jim Butzbach              | jimbutzbach@westlandmed.co.nz  | ✓ |   |  |   | Westland is a small community with relatively few areas of employment. This wonderful trail meandering through our previously hidden gems has already, and will continue to provide opportunities for People of the two districts to gain employment or make a living. The bulk of the Business and Tourist sector is definitely behind it, and Joanna and Joe Bloggs (arguably the most important sector) will follow if presented with timely, accurate facts, thoughts, hopes and aspirations. |
| 77 | Sara Scott                | sairs@nettel.net.nz            | ✓ |   |  |   | Lets take the positive step of providing a facility freely accessible to all, so there are no excuses not to get out there and have a go.   |
| 78 | Anthea Keenan             | keenanr@kinect.co.nz           |   | ✓ |  |   | Unfortunately I was given little time to speak - the meeting was more on promoting the cycle trail, than the DWC funds distribution. Perhaps it was an already closed agenda. I enclose my full submission which will also go to the WCWT Trustees, DWC and Govt. Could you please ensure this full submission goes to full consultation.   |
| 79 | Mary Elliott              | maryenee@hotmail.com           | ✓ |   |  |   |   |
| 80 | Winona and Phillip Dowell | wpdowell@vodafone.net.nz       | ✓ |   |  |   |   |
| 81 | Hamish Hamilton           | hamilton@electrical@xtra.co.nz | ✓ |   |  |   |   |
| 82 | Diana Clendon             | clendon.lyall@xtra.co.nz       |   |   |  | ✓ | Horse riding is a popular growing activity. Horse riding has several individual, community, environmental and health benefits. Just like any sport and recreation, the benefits of horse riding are well documented and include, increased physical and mental health, the development of physical skills, opportunities for social interaction, and improved community well being. Additionally, providing outdoor recreation opportunities creates healthy, cohesive and vibrant communities.   |
| 83 | Jane Neale                | jane.bill1@xtra.co.nz          | ✓ |   |  |   | There are parts of the proposed cycleway which are used a lot by horses. For many years the main traffic on the Ruatapu to Ross tramway section has been local horse riders. This is a fabulous place to ride and has been used a lot for horses. The base is solid and will not be "spoilt" by horse traffic. It would be very sad, and quite unjustifiable, if this is lost to locals (on horses) so as to make way for tourists (on bikes).  |
| 84 | Jo Kearns                 | jo@stepupsolutions.co.nz       |   |   |  | ✓ | I wish to draw your attention to the parts of the proposed cycleway that are in common use by horse traffic. For many years almost the only traffic on the Ruatapu to Ross tramway section has been local horse riders. This is a cherished ride, used often, as an 'out and back' ride, while it is also a key connector track with the forestry tracks which link to it. I hope this section of horse riding track will not be lost for horse riders only to be given over to bike riders.      |
| 85 | Hugh Cameron              | hughcameron@slingshot.co.nz    |   | ✓ |  |   | Community Centre build proposals and maintenance requirements throughout Westland, from Kumara to Haast and everywhere in between, are going begging for cash, while this Hokitika-centred cycleway proposal soaks up every last drop of available community funding. Why must every last cent of DWC money go to this one proposal?  |

|    |                 |                                   |  |  |   |   |
|----|-----------------|-----------------------------------|--|--|---|---|
| 86 | Toni Bryant     | tonibryant@actrix.co.nz           |  |  | ✓ | For the 8 years that I have been riding my horses on the old Ruatapu/Ross railway, I have many times come across people walking and biking. In every occasion, these people have greeted us with smiles and stopped to chat and pat the horse/s. Folk, especially tourists (which I am expecting will be your main user group) in my experience love to stop and chat and want to take photos of me on my horse. I have had this happen to me every time I am anyway out riding my horses and come across an overseas tourist, they just love seeing people on horseback.   |
| 87 | Nia Edwards     | nia1@ihug.co.nz                   |  |  | ✓ | Horse riding is becoming a recognised recreational activity. The Otago Rail Trail is open to horses, as are new conservation acquisitions such as the St James Station.   |
| 88 | Anna Hynes      | anna.hynes@westcoastdhs.health.nz |  |  | ✓ | I find myself being more and more limited as to where I can possibly ride these days, as often the grass verges are dwindling as they are being paved for cyclist as it seems arbitrary decisions are being made with very little consideration given to other recreational sports such as horse riding. We are predominantly a rural area though it seems rural pursuits such as horse riding is being squeezed out.   |
| 89 | Anne Tacon      | tacon.mitchell@xtra.co.nz         |  |  | ✓ | Having access to safe, off road tracks is of huge importance to many riders in the wider Westland area, where in general riders have been poorly served with provision of few horse friendly routes. The ever increasing volume of traffic on our roads, and driver impatience and ignorance makes roadside riding challenging and unsafe. Access to safe tracks allows us to condition our horses for completion, bring them safely back from injury by building quiet work on good surfaces. While I have always been a supporter for the development of the track, I did not foresee that the Council would provide such a resource and then ban riders, who are local rate payers - unlike a large percentage of the cyclists who will be visiting. Please balance the needs of locals more clearly in this matter. |
| 90 | Alice Phillips  | Rob.Ally@xtra.co.nz               |  |  | ✓ | New parts of the cycleway that are being developed are looking well built with solid foundations. Some parts would make ideal 1/2 day rides for horse riders, through choice sections of bush. I do hope we can begin a conversation around being able to negotiate usage on some sections of newly formed track for special rides, say twice a year (for example), as fits with light bike usage and favourable underfoot(hoof) conditions.  |
| 91 | Janelle Shaw    | ms.horses@icloud.com              |  |  | ✓ | There are a large number of riders within our region who would utilize such a track as well as visitors from outside the region who would travel to ride along such a scenic route. There are areas of the track that have traditionally been used as riding tracks but should the cycle way go ahead horses will become shut out of these tracks and forced onto grass verges along increasingly busier roads. This is a publically funded initiative so should take into account the interests of the wider community and not let some groups interests fall to the wayside. Perhaps some negotiation could be made between groups, perhaps even if only certain parts of the cycle ways were opened up to horses; those where the footing is suitable for use by horses.   |
| 92 | Rosemary Deakin | rldeakin@xtra.co.nz               |  |  | ✓ | New parts of the cycleway that are being developed are looking well built with solid foundations. Some parts would make ideal 1/2 day rides for horse riders, through choice sections of bush. I do hope we can begin a conversation around being able to negotiate usage on some sections of newly formed track for special rides, say twice a year (for example), as fits with light bike usage and favourable underfoot(hoof) conditions.  |
| 93 | Fiona Anderson  | flanderson@xtra.co.nz             |  |  | ✓ | I write to submit my concern with regard to the Westland Cycleway, and how it may impact on our horse riding spaces. I wish to draw your attention to the parts of the proposed cycleway that are in common use by horse traffic. For many years almost the only traffic on the Ruatapu to Ross tramway section has been local horse riders. This is one of the only safe places to take children riding in the Hokitika area. I hope this section of horse riding track will not be lost for horse riding.   |

|     |                       |                          |   |  |   |  |
|-----|-----------------------|--------------------------|---|--|---|--|
| 94  | Sue Tozer             | gasu@slingshot.co.nz     |   |  | ✓ | I would like to suggest that some of the funding being secured for the cycle trail be put towards the re-sizing of the swimming pool.  |
| 95  | Paul and Debra Magner | magner@xtra.co.nz        |   |  | ✓ | I wish to draw your attention to the parts of the proposed cycleway that are in common use by horse traffic. For many years almost the only traffic on the Ruatapu to Ross tramway section has been local horse riders. This is a cherished ride, used often, as an 'out and back' ride, while it is also a key connector track with the forestry tracks which link to it. I hope this section of horse riding track will not be lost for horse riders only to be given over to bike riders.   |
| 96  | Jackie Matthews       | beejay1991@hotmail.com   |   |  | ✓ | I am in favour of \$1 million dollars of the funding that is coming from Development West Coast to go to the Hokitika Swimming Pool. Yes, the cycle way is important, but our pool is an existing asset which can't be ignored.  |
| 97  | Suzie Breeze          | s.breeze@xtra.co.nz      | ✓ |  |   | I write to submit my concern with regard to the Westland Cycleway, and how it may impact on our horse riding spaces. I wish to draw your attention to the parts of the proposed cycleway that are in common use by horse traffic. For many years almost the only traffic on the Ruatapu to Ross tramway section has been local horse riders. This is a cherished ride, used often, as an 'out and back' ride, while it is also a key connector track with the forestry tracks which link to it. I hope this section of horse riding track will not be lost for horse riders only to be given over to bike riders, as this is a legally formed road and gazetted as such. |
| 98  | Michael Orchard       | orchards@xtra.co.nz      |   |  | ✓ | Whilst I enjoy cycling and may use it plus it may boost a new form of tourism, it is a large amount of money to be put into a project that the average West Coast (or certainly most of them) will not use as it is not their thing or too old or too young! Therefore I believe at least a quarter (\$500,000) should be directly invested in projects with much more meaning TO THE LOCAL COMMUNITY viz further support for the Regent Theatre, Library, Museum, Pool, etc.  |
| 99  | Dee Hutchins          | hokihutch@yahoo.com      |   |  | ✓ | Please consider a portion of this amount being used to upgrade our Hokitika Swimming pool to the correct competitive length of 25m with permanent dive blocks.   |
| 100 | Anthony Jones         | redseven@xtra.co.nz      |   |  | ✓ | The Hokitika Swimming pool should either be a 50m pool or a 25m pool. One of the main reasons for having a 25m or 50m pool will be for the swim club to host swimming carnivals where lots of swimmers, with their parents and grandparents come to attend and watch their children swim. Another reason is new improved changing rooms for parents with babies. Family changing rooms a must. Another reason would be a place for the public to park their cars off the streets. Fitting a stainless steel bulk head would let the swimmers work out now many strokes for turning. The pool needs a lot of things but needs the money. Please help us.....              |
| 101 | Jo Parsons            | joparsonsriley@gmail.com | ✓ |  |   | Parts of the proposed cycleway are currently popular horse riding trails. Please ensure that you consider current and future potential use of trails for recreational multi-use. The horse-riding community would welcome further consultation and discussion regarding potential options here.  |
| 102 | Annie Hughes          | mikonui@xtra.co.nz       | ✓ |  |   | I believe the construction of the wilderness trail will create an outstanding resource for both locals and visitors now and in the future. Furthermore, the trail will provide ongoing and sustainable recreation, social and economic opportunities to the Westland District.   |
| 103 | Ted Brennan           | mikonui@xtra.co.nz       | ✓ |  |   | I look forward to riding the completed trail from Greymouth to Ross with friends and extended family in the future. (I particularly encourage the work on the trail not to run out of funding before it reaches Ross!!)  |

|     |                                 |                             |   |   |  |  |  |
|-----|---------------------------------|-----------------------------|---|---|--|--|--|
| 104 | Lisa Morgan                     | xabi@ihug.co.nz             | ✓ |   |  |  | I live in Ross with my partner and 2 children aged 3 and 5. We totally support any further funding going toward the upgrading/continuation of the cycle network here on the West Coast. People need to focus on the positive impacts of cycling on the health and wellbeing of themselves and their families/friends. In my opinion, the cycle way will provide benefits for us "locals", not just in the form of Monetary value extracted from tourists and the need to "pay for it" but in promoting a great sport and means of exercise. Let's get people off the couches and set positive examples for our young ones... |
| 105 | Karl Jackson                    | Karl.Jackson@greydc.govt.nz | ✓ |   |  |  | Having had involvement in design and construction of the Grey District portion of the trail and now seeing the level of use it receives from the community and visitors, I firmly believe this money will be well spent and will encourage and grow local tourism on the West Coast. This is one of those "once in a lifetime" opportunities and we need to do it right and get it as fully operational as funds will allow.   |
| 106 | Peter Kettering and Vicki Klemm | klemmvicki@yahoo.com        | ✓ |   |  |  | I have already enjoyed cycling on the Greymouth section and am looking forward to cycling on the Kumara/Hokitika section. We feel that this cycleway will bring people in to the area to experience our wonderful place.   |
| 107 | Dave and Bernadette Friend      | bernfriend@xtra.co.nz       |   | ✓ |  |  | We think a fairer distribution would be that all community groups in the Westland District ie-Hokitika to Haast have a fair chance to be able to access some of this money.  |
| 108 | Cielle Stephens                 | cielle_stephens@hotmail.com | ✓ |   |  |  | The West Coast Wilderness Trail will provide such an opportunity. I believe there is growing a tourism market for this sort of activity and many locals will utilise the track for their own biking needs. I believe this is an excellent use of the allocated money.  |
| 109 | Kath Maitland                   | maitlands@xtra.co.nz        | ✓ |   |  |  | Ask Westland District Council to have another look at using the old Totara River Rail bridge, I believe that considerable money could be saved by using this bridge and that it is looked at as a footbridge so it doesn't need considerable money spent on strengthen work.   |
| 110 | Helen Otley                     | helen@southcom.com.au       | ✓ |   |  |  | This is an excellent use of the allocated money. I ride a lot and I feel there needs to be more opportunities to get new riders out there. The West Coast Wilderness Trail will provide such an opportunity.   |

|                 |                    |               |
|-----------------|--------------------|---------------|
| No. In Support: | No. In Opposition: | No. In Other: |
| 85              | 9                  | 16            |

**Total of Submissions: 110**

# Report



**DATE:** 24 April 2013  
**TO:** Mayor and Councillors  
**FROM:** Manager: Planning and Regulatory

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## **THE SALE AND SUPPLY OF ALCOHOL ACT 2012: LOCAL ALCOHOL POLICIES**

### **1.0 SUMMARY**

- 1.1 The purpose of this report is to advise the Council that staff are proceeding towards the implementation of the Sale and Supply of Alcohol Act 2012 (the Act) and encourages Council to support the concept of a joint Local Alcohol Policy (LAP) with Grey and Buller District Councils.
- 1.2 This issue arises from the enactment of the Act which has several phases of implementation.
- 1.3 The Council is required to give effect to the purpose of local government as prescribed by section 10 of the Local Government Act 2002 Amendment Act 2012. That purpose is:
  - (a) To enable democratic local decision-making and action, by and on behalf of, communities; and
  - (b) To meet the current and future needs of communities for good-quality local infrastructure, local public services, and performance of regulatory functions in a way that is most cost-effective for households and businesses.
- 1.4 Council seeks to meet this obligation and the achievement of the district vision set out in the Long Term Plan 2012-22. The matters raised in this report relate to those elements of the vision identified in the following table.

| <b>Vision's Objectives</b>               | <b>Achieved By</b>  |
|--|---|
| Involving the community and stakeholders | A LAP would be a collaborative policy document with the public and the Council. |
| Having inspirational leadership          | The Council take an initiative which would benefit the public and the industry  |

- 1.5 This report concludes by recommending that Council joins with the other two District Councils on the West Coast and has a joint LAP.

## **2.0 BACKGROUND**

- 2.1 Attached (Appendix 1) is a commentary on the Act provided by Local Government New Zealand. Council can anticipate further reports over the next few months.
- 2.2 The Council is currently working under the existing Sale of Liquor Act 1989 and the parts of the new Act which have already come in to force. Other parts will come into force later in the year.
- 2.3 A Territorial Local Authority may adopt a LAP and Section 76 of the Act allows two or more Territorial Authorities to adopt a single LAP for their Districts.
- 2.4 The Act commenced on 19 December 2012 and transitional changes occur through to the 18 of December 2013 (see Appendix 1).
- 2.5 Council staff have commenced training towards the new regulatory regime which is described, among other things, as a move from National to Local decision making.
- 2.6 The Council will, in due course, need to establish a District Licensing Committee and Council can anticipate a further report on this matter.
- 2.7 The adoption of an LAP is discretionary. An LAP sets a decision making direction for a Council and is a document put together with the Community through a consultative procedure.
- 2.8 LAPs are able to give a Council much greater influence over decisions about Liquor Licensing in the District and every decision that a Council makes in relation to Licensing must be made with the LAP as a consideration.
- 2.9 LAPs can include provisions relating to the maximum trading hours for the sale of alcohol, the number, location and density of premises, including proximity to community facilities, one way door restrictions that prevent people entering or re-entering premises after a certain time and allows a range of conditions to be imposed.
- 2.10 It is not mandatory for a Council to have an LAP but in the absence of such a policy the minimum requirements of the Act will apply.
- 2.11 At a recent meeting of the three Councils, Community and Public Health, the Police and the Medical Officer of Health encouraged Councils to develop a Local Alcohol Policy as a joint effort.

Apparently the Medical Officer of Health has also written to Council encouraging this approach. The recent meeting of interested parties saw significant merit in a joint LAP for the West Coast on the basis that;

- A joint Policy would provide consistency for licensees, customers and enforcement agencies across the Coast.
- As the West Coast is a single Region for the Police and the Health Authorities a high degree of consistency can be achieved.
- There would be a reduction in each individual Council staff time and resources to develop a Draft Local Alcohol Policy.
- A shared Policy is, essentially, a sharing of resources which is a level of cooperation that the Councils have previously agreed too.
- The Medical Officer of Health and the Police District Commander have jointly written to the three Councils suggesting that they consider one LAP for the West Coast.

2.12 There is an obvious expense in establishing a LAP particularly with gaining the base information on which to draft a Policy prior to it going to broader consultation and being adopted through the special consultative procedure.

2.13 Resources in-house are not adequate to entertain the preparation of a robust Policy.

2.14 The possibility of a joint Policy, if favoured by the three Authorities, will result in significant savings with a joint approach using the expertise locally available. Community & Public Health have offered to prepare a draft policy; however the costs of the special consultative procedure will lie with Council.

### **3.0 CURRENT SITUATION**

3.1 The Council does not have a LAP but does have a Licensing Agency Strategy which has no effect under the new Act.

3.2 The new Act has its object stated at section 4:

- “(1) The object of this Act is that—
- (a) the sale, supply, and consumption of alcohol should be undertaken safely and responsibly; and
  - (b) the harm caused by the excessive or inappropriate consumption of alcohol should be minimised.
- (2) For the purposes of subsection (1), the harm caused by the excessive or inappropriate consumption of alcohol includes—
- (a) any crime, damage, death, disease, disorderly behaviour, illness, or injury, directly or indirectly caused, or directly or

indirectly contributed to, by the excessive or inappropriate consumption of alcohol; and.

- (b) any harm to society generally or the community, directly or indirectly caused, or directly or indirectly contributed to, by any crime, damage, death, disease, disorderly behaviour, illness, or injury of a kind described in paragraph (a)."

- 3.3 Although the Council could operate without a Policy it is suggested that "to do the job well" a LAP would be an appropriate tool for the Council.

#### **4.0 OPTIONS**

- 4.1 Council can adopt a LAP for itself.
- 4.2 Council could adopt a joint LAP with the other two Councils.
- 4.3 Council may choose not to adopt a LAP.

#### **5.0 SIGNIFICANCE AND CONSULTATION**

- 5.1 According to Council's Policy on Significance in the LTP 2012-22, this matter is deemed to be of low significance. Developing policy is consistent with Council's functions under the Act.
- 5.2 The decision to be made at this time is one of a joint approach. Ultimately the adoption of a LAP is a public process that would include informal consultation during the drafting phase and the special public consultative procedure as a closing phase.

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

- 6.1 Not having a LAP is a cheap option for the Council. However the stakeholders include the public generally and the industry. To not have a LAP would mean that the minimum standards of the Act apply and all discretion locally is limited. This is an option that may not appeal to the industry or the public.
- 6.2 A Westland District (alone) LAP is an option but to bring a draft Policy to the Council will involve significant amounts of Policy development that the current staff establishment will not be able to complete with alacrity.
- 6.3 The Act is brand new and LAPs are expected to be developed. The NZ Police and the Health Authorities see merit in the LAP approach. In the initial stages it can be anticipated that some funding will be available to assist in the establishment of LAPs. On the West Coast, Community and Public Health has indicated that funding is available for a joint LAP and this is a positive shared service initiative between the West Coast Territorial Local Authorities.



## **7.0 PREFERRED OPTION(S) AND REASONS**

- 7.1 The preferred option is that the Council adopts the proposal to develop a joint LAP that would provide consistency for licensees, customers, the public, health and enforcement agencies across the Coast. Such an approach is provided for in the Act, attracts funding from another source and does not have a high demand on staff time.

## **8.0 RECOMMENDATION**

- A) **THAT** Council support the development of a single joint Local Alcohol Policy across the three territorial authorities on the West Coast and that the Buller and Grey District Councils are encouraged to do likewise.

**Appendix 1:** Local Government New Zealand update on implementing the Sale and Supply of Alcohol Act 2012.

**Richard Simpson**

**Manager: Planning and Regulatory**

# Appendix 1

**Date:** 7 March 2013  
**To:** Mayors, Chairs and Chief Executives  
**CC:** Kate Macnaught  
**From:** Mariska Wouters  
**Subject:** Update on implementing the Sale and Supply of Alcohol Act

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The Sale and Supply of Alcohol Act 2012, previously the Alcohol Reform Bill, was enacted on 18 December 2012.

This memo provides a short summary on the main implementation requirements, training, and available resources for territorial authorities.

To recap, the main changes for local government under the Sale and Supply of Alcohol Act are:

- move from national to local decision-making
- local alcohol policies (LAPs) with legal standing (LAPS are not mandatory)
- expanded licence criteria and grounds for objection
- new criteria for alcohol control bylaws (liquor bans)
- national default maximum trading hours
- new cost recovery regime through fees.

## **WHEN DO THE CHANGES OCCUR?**

On 19 December 2012, the changes were that:

- The Alcohol Regulatory and Licensing Authority (ARLA) replaced the Liquor Licensing Authority.
- Any new licence application will be an interim licence – the licensee will have to apply for a new licence after one year.
- Territorial authorities can now start drafting and consulting on their LAPs, these are optional, not mandatory.

On 18 June, the next tranche of changes occur:

- the new criteria apply to all licence applications filed after this date
- this means also that objections can be made on the basis of the new criteria.

On 18 December, the rest of the Act takes effect. This includes:

- District Licensing Committees (DLC) replace District Licensing Agencies (DLA)

- territorial authorities can publicly notify and adopt their provisional LAPs
- the new maximum trading hours apply.

## HOW DO THE LOCAL GOVERNMENT ROLES CHANGE?

The following diagram explains the changes to the territorial authority roles under the Sale and Supply of Alcohol Act.

|  |   |
|--|---|
| <b>Territorial Authority</b> <ul style="list-style-type: none"> <li>• manages transition from DLA to DLC</li> <li>• establishes and maintains DLC(s)</li> <li>• prepares local alcohol policy (optional)</li> <li>• prepares local alcohol control area bylaws</li> <li>• plans and performs administrative functions</li> </ul> | <b>DLC and Secretary of the DLC</b> <ul style="list-style-type: none"> <li>• DLC determines applications</li> <li>• secretary receives and distributes applications, objections and reports</li> <li>• secretary maintains a record of applications and decisions</li> </ul>  |
| <b>Chief Executive</b> <ul style="list-style-type: none"> <li>• is the Secretary of the DLC but may delegate this role</li> <li>• appoints inspector(s) and ensures they can exercise their role independently</li> <li>• can appoint a Commissioner as Chair of DLC (if requested by territorial authority)</li> </ul>          | <b>Inspectors</b> <ul style="list-style-type: none"> <li>• inquire into licence applications and file report with the relevant licensing body</li> <li>• monitor compliance with the Act and initiate enforcement proceedings where necessary</li> <li>• able to issue some infringement notices</li> <li>• collaborate with Medical Officers of Health and Police</li> </ul> |

## WHAT NEEDS TO HAPPEN TO IMPLEMENT THE ACT?

There are two main areas of implementation. One relates to the 'business-readiness' of councils to implement the legislation, and the other to the development of the local alcohol policy if councils choose to do this. The areas below relate primarily to being business ready.

### Getting ready

A number of territorial authorities have set up a working group internally to implement the Act. Such a working group could include staff from your licensing, enforcement, regulatory, administration, governance and policy areas.

### District Licensing Authority

Please inform the DLA, inspectors and stakeholders about the changes occurring on 18 June to the new licensing criteria and grounds for objections.

All contested applications will continue to be processed by ARLA.

A training module is being developed by the Ministry of Justice and LGNZ to assist DLAs. This should be available in May.

### **District Licensing Committee**

The DLC process should be started now. Below are some key steps.

1. Determine the resources and systems required to implement the legislation, and where it is possible and appropriate, include these into the Annual Plan, for example:
  - the resources and business systems necessary for supporting the DLC(s) and inspectors
  - systems necessary to ensure inspectors can operate independently
  - methods for communicating with the public, applicants, and objectors.

In relation to communications between ARLA and TAs, we do not envisage major changes. The Ministry of Justice has advised that:

"After considering a range of options - (from big centralised data management systems through to continuing the current reliance on phone and email) - the Ministry is opting for the latter for the design of the ARLA databases. The ARLA databases will have no interface for local authorities. The volumes of transactions involved in the liquor licensing system did not justify the cost of investing in big IT solutions. In addition the Ministry of Justice is conscious that the system needs to be on-line by 19 December 2013. A simpler system reduces the risks of not meeting this deadline."

This means that the status quo is essentially retained for territorial authorities. There should be no need for TAs to invest in IT solutions to accommodate ARLA.

2. Determine the number of DLCs that are likely to be required. This will depend on the volume of all applications for your district:
  - number of unopposed and opposed applications
  - by licence type (i.e. on-licence, off-licence, club and special licences)
  - level of objections (by type or location)
  - over a period of years (e.g. the last 3 years)
  - outcome (was licence issued, withdrawn, declined).
3. Establish the DLC(s) and appoint members. The number of DLC(s) will depend on the likely volume of applications and that the DLC(s) will be considering all applications. You may want to consider:
  - whether to have a joint list of community members with another TA
  - whether to appoint an elected member as chair or a commissioner
  - identifying key people in your community to appoint to your DLC(s).

LGNZ is preparing guidance to assist you to identify and appoint appropriate people in your communities. LGNZ will also be offering a webinar to help councils with their decision-making on issues relating to DLCs.

LGNZ and the Ministry of Justice will be offering training to all DLC members. This will be available late October – November.

#### 4. Appoint and train the inspectors:

- inspectors will need to be re-appointed by the Chief Executive under the new Act
- training is being developed for all enforcement agencies including inspectors
- the first set of training should be available April-May, followed by a second module October-November.

### **Police data to inform Local Alcohol Policies**

The development of the LAPs (and any review of existing and development of new alcohol ban areas) will need robust data.

Police and LGNZ are in the process of developing a protocol to guide territorial authority access to police data. If you require police data to develop your LAPs, please contact your local Alcohol Harm Reduction Officer (AHRO) who will request a report on alcohol offences in your area (this should take about two weeks). This data is not likely to be geographically specific (i.e. suburb by suburb). You can continue to liaise with your local police to discuss the data report and other local issues when developing the LAPs (and liquor bans).

The Health Promotion Agency is also preparing guidance to assist TAs in developing their LAPs.

### **WHAT DON'T WE KNOW YET?**

#### **New fees regime**

The Act sets out the expectation of a self-funded system through risk-based fees. The new regime aims to recover licensing system costs such as operational costs of the Alcohol Regulatory and Licensing Authority, district licensing committees, licensing inspectors and enforcement activities. The fees framework is still to be determined. In April, the Ministry will release a discussion document on the new fees regime. This document will cover whether fees should be set by central government or councils, what costs to recover through application fees versus annual fees, and to what extent should risk factors determine fees. Consultation on the draft regulations for the new fees regime will take place in September.

#### **Other regulations**

A range of other regulations are also required to give effect to the Act. These include alcohol control areas, LAPs, grocery store eligibility, infringement offences, licensing system, and licensing and community trusts. Consultation on these draft regulations (excluding fees) will take place in July-August.

#### **Remuneration of DLC members**

The remuneration of DLC members has not yet been determined.

## POLITICAL DECISION-MAKING

The following table shows a timeline of decisions that are likely to arise.

|                  |   |
|------------------|---|
| March            | Identify likely resource implications to implement Act              |
| March-April      | Consider DLC options (based on volume of applications)              |
| April            | Ministry of Justice releases new fees regime discussion document    |
| May-June         | Start identifying potential DLC members                             |
| July-August      | Ministry of Justice consultation on draft regulations (except fees) |
| September        | Ministry of Justice consultation on draft fee regulations           |
| September        | DLC members identified  |
| October-November | Training for DLCs and inspectors                                    |
| December 18      | New Act goes live   |

## HOW WILL YOU BE ASSISTED?

### Factsheets and newsletters

- Monthly newsletter to all Mayors and Chief Executives will be sent from the Ministry of Justice to help with implementing the Act. Staff are also encouraged to sign up for the newsletter ([alcohol@justice.govt.nz](mailto:alcohol@justice.govt.nz)).
- Fact sheets are available on the Ministry of Justice website setting out information about the Act. New facts are regularly added. Click [here](#) for more information.

### Zone and Sector Meetings

- The Ministry of Justice has attended the February Metro Sector meeting, and will attend zones 3, 4 and 5-6 in March.
- The Ministry will attend Zones 1-2 and the Rural and Provincial Sector in May-June.

### Training

- Webinars will be available for council staff on the alcohol reforms, developed by the Ministry of Justice, Health Promotion Agency, LGNZ and SOLGM (28 February, 19 March and 17 April).
- LGNZ is preparing a webinar for elected members on the Act.
- The Ministry of Justice, LGNZ, and the Health Promotion Agency are working together to develop training for DLAs and DLCs.
- A working group has been set up to develop training for enforcement officers (including inspectors).

#### Guidance

- The Health Promotion Agency is developing materials for the public and about preparing local alcohol policies.

#### Direction from ARLA

- ARLA may issue, for the guidance of licensing committees, from time to time directions, notes, guidelines or suggestions.

# Report



**DATE:** 23 April  
**TO:** Mayor and Councillors  
**FROM:** Acting Corporate Services Group Manager

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## **ADOPTION OF 2013/2014 DRAFT ANNUAL PLAN**

### **1.0 SUMMARY**

- 1.1 The purpose of this report is to formally adopt the 2013/2014 Draft Annual Plan for consultation.
- 1.2 This issue arises from legal compliance.
- 1.3 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 to provide good-quality local infrastructure, local public services and regulatory functions in a manner that is most cost-effective for households and businesses. Council seeks to meet this obligation and the achievement of the district vision set out in the Long Term Plan 2012-22. The matters raised in this report relate to those elements of the vision identified in the following table.

| <b>Vision's Objectives</b>   | <b>Achieved By</b>                                   |
|--|--|
| Involving the community and stakeholders<br>Having inspirational leadership<br>Having expanded development opportunities<br>Having top class infrastructure for all communities<br>Living the '100% Pure NZ' brand | The Draft Annual Plan contributes to all objectives. |

- 1.4 This report concludes by recommending that Council adopt the Draft Annual Plan attached at Appendix 1.

### **2.0 BACKGROUND**

- 2.1 Council first drafted the Annual Plan for 2013/14 when preparing and adopting the LTP 2012/22.
- 2.2 In the normal course of business the first annual plan after the adoption of an LTP would reflect only minor changes, and would be a relatively quick process.



- 2.3 In November 2012, Council received an unexpected adverse financial result for the year ending 30 June 2012. Council were later advised that the problems that led to the unexpected result included systemic budgeting problems, which would most likely be reflected in the 30 June 2013 result also.
- 2.4 The audited LTP 2012/22 contains errors for which there is no explanation. Most significantly, debt and employee benefits were incorrectly included, which has led to under budgeting of costs and is reflected in comparison explanations between the Draft Annual Plan proposal compared with the LTP 2012/13 figures.
- 2.5 Council has delayed its consultation process as late as possible to better understand its financial circumstances and options available to it. These delays aside it has been very challenging to meet these deadlines, which means there may be typos or grammatical errors that will need correcting during the print preparation stage.

### **3.0 CURRENT SITUATION**

- 3.1 After some very long sessions in the Council Chamber and much debate, Council now has a Draft Annual Plan to go for consultation.
- 3.2 The Draft Annual Plan looks different from previous Annual Plans as a result of efficiency changes made to the Local Government Act 2002 which are intended to shorten the reporting requirements, minimise LTP amendments and be much more efficient. Given our time pressures we have taken every opportunity to be efficient.
- 3.3 Council must adopt an Annual Plan (it cannot be delegated).
- 3.4 Rates in 2013/14 cannot be adopted with an Annual Plan. Rates must be set consistent with an Annual Plan.
- 3.5 Council is running its Annual Plan process to the following timetable:

| <b>Date</b>               | <b>Type of Meeting</b>       | <b>Description</b>   |
|---------------------------|------------------------------|--|
| <b>24 April</b>           | Adopt Draft Annual Plan      | Ordinary Council Meeting. To confirm document for consultation, no debate.   |
| <b>30 April to 30 May</b> | Consultation                 | Consultation Plan to be confirmed.   |
| <b>5 June</b>             | Hearing of Submissions       | Formal Meeting to listen to and read submissions.                            |
| <b>6 June</b>             | Consideration of Submissions | Formal Meeting to consider submissions and seek further advice from Officers |
| <b>18 June</b>            | Last Debate                  | Formal Meeting to debate final Annual Plan amendments.                       |
| <b>27 June</b>            | Adopt Annual Plan            | Ordinary Council Meeting to adopt Annual Plan. No debate                     |

- 3.6 Details on the financial considerations can be found within the Draft Annual Plan and Summary.
- 3.7 Details of the consultation plans are covered in another report on this agenda.

#### **4.0 OPTIONS**

- 4.1 Council can adopt the Draft Annual Plan as drafted and continue with the current timetable; or
- 4.2 Further debate items in the plan and revise the consultation and final annual plan adoption timetable.

#### **5.0 SIGNIFICANCE AND CONSULTATION**

- 5.1 The decision to adopt an Annual Plan is significant, hence the legislative requirement to adopt a statement of proposal (Draft Annual Plan) and summary and then consult with the community on that proposal.

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

- 6.1 Option 1: Council's financial circumstances are leading to much higher rates increases than projected in the LTP. Some sectors are hit harder than others (see the rates samples in the Draft Annual Plan). The community has a good level of engagement with Council's challenges which opens an opportunity for quality consultation. The community is ready to talk to us and we are ready to listen.
- 6.2 Option 2: Council has had three long meetings debating a way forward. Following the last meeting no options were left unconsidered. If Councillors wished to bring the draft rates increase down prior to seeking the communities views, it will require Council to give officers direction on where it saw opportunities to reduce rates. Officers will then need to investigate and consider the impacts of the direction and prepare proper reports with considered analysis and options. This would add another 3 weeks to a month to the process, before we can go out to consultation. It would likely create an LTP amendment, which would require audit. Council would not meet the statutory deadline for producing the plan. While there are plenty of examples of Council's late adopting plans it is not advisable, due to the impact it has on other post year end business.

#### **7.0 PREFERRED OPTION(S) AND REASONS**

- 7.1 Option 1 is the preferred option.

#### **8.0 RECOMMENDATION(S)**

- A) **THAT** the Draft Annual Plan 2013/14 be adopted for consultation.

- B) **THAT** the Chief Executive be authorised to make necessary minor drafting or presentation amendments prior to publication of the Draft Annual Plan.

**Appendix 1: Draft Annual Plan 2013/2014 (attached separately).**

**Stephen Halliwell**  
**Acting Corporate Services Group Manager**

# Report



**DATE:** 24 April 2013  
**TO:** Mayor and Councillors  
**FROM:** Chief Executive

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## **ANNUAL PLAN CONSULTATION**

### **1.0 SUMMARY**

- 1.1 The purpose of this report is to present Council with the Consultation Plan for the 2013-2014 Draft Annual Plan.
- 1.2 This issue arises because under sections 83, 85, 89 and 95 of the Local Government Act 2002 Council is required to consult with the community on the draft Annual Plan using the Special Consultative Procedure.
- 1.3 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.

| <b>Vision's Objectives</b>   | <b>Achieved By</b>   |
|--|--|
| The report supports the following objective in Council's Vision Statement: <ul style="list-style-type: none"><li>• Involving the community and stakeholders.</li></ul> | Providing the community the opportunity to have input into an important planning document for Council. |

- 1.4 This report concludes by recommending that Council adopts Option 2 as the Consultation Plan.

## 2.0 BACKGROUND

- 2.1 Council has held one workshop and two public meetings in preparing the draft Annual Plan. The last meeting, on 11 April, finalised the decisions to be included as proposals in the draft Annual Plan.
- 2.2 In a workshop on 11 April Council was asked for guidance from staff as to what approach they would like to take to the public consultation process. Three options were presented:

2.2.1 Option 1 – minimalistic and meeting statutory requirements only;

2.2.2 Option 2 (preferred) – public meetings, submission booth, advertisements:

- ‘Neutral Ground’ Submissions Booth In the council caravan that will be stationing in Hokitika as well as tour the Westland District. The travel to satellite towns will coincide with any public or special interest meetings being held. It is envisaged that the caravan will have expanded information on the key consultation issues and be staffed for a two hour period each day. The staffing will be a combination of senior staff and elected members on a rostered basis.

*Petrol, vehicle, and potential accommodation costs \$470*

- A series of display boards expanding the key consultation issues will be produced for use in the caravan, public meetings and high foot traffic areas.

*Printing of large format information posters \$400*

- Two Public Meetings – General Format, one in Hokitika and one in Franz Josef.

- An open offer will be extended to stakeholder and community groups, to meet with staff and elected members on specific issue of consultation.

- There will be a continuous web presence with a dedicated webpage containing downloadable documents and further information. The website will also be the encouraged portal for submissions.

*Web Form Set Up Cost \$170 (estimate)*

- Advertising will be half page adverts in the Hokitika Guardian over the four week consultation period.

- Week 1- (One Advert) Advertising the Draft Annual Plan and how to access information.

- Week 2,3- ( Three Adverts Per Week)Expanded detail on specific consultation issues
- Week 4- (one Advert) How to submit

*Hokitika Guardian Advertising \$ 5824*

- One advert per week ad- Messenger (4 weeks)
- An A3 folded to A4 Summary Doc will be inserted into Messenger (week 2 of the consultation period)

*Printing \$1,204*

*Insertion and distribution \$360*

**Total Cost \$8,424**

### 2.2.3 Option 3 – Items in Option 2 plus: an e-blast,

In addition to Option Two the following could be added, these are not hugely expensive but do require staff and time resources that Council would struggle to accommodate.

- e-blast to all Council data bases (this would require considerable staffing time to clean up data bases and manage.

*Staff time plus e-licence of \$55*

- Enhanced advertising campaign including information and awareness posters

*Printed in house \$120*

- Submission Process brochures and professionally printed submission forms

*Brochure printing \$700*

*Forms \$170*

- Dedicated Liaison officer to follow up stakeholder and significant community groups

*Staff time and labour cost (undetermined)*

- Pre Submission Deadline advertising feature responding to questions asked at public meetings – There is not sufficient time in order to facilitate this well.

*Advertising \$ 1100*

**Total Cost \$9,469**

- 2.3 Council asked staff to bring back a report with more information on Option 2.

### **3.0 CURRENT SITUATION**

- 3.1 Staff are proposing that Council use the opportunity of the Annual Plan to actively engage the community. To this end, the following is proposed in Option 2:
- 3.1.1 Two public meetings: one in Hokitika and one in South Westland. These would be in the evening with senior staff and elected members in attendance.
  - 3.1.2 Mobile submission booth: the Council caravan would be used to provide information across the district on designated dates and times so that members of the public could get more information on the draft Annual Plan, ask staff and elected members questions, and receive help with preparing submissions.
  - 3.1.3 Newspaper advertising: Eight half page adverts would be inserted in the Hokitika Guardian over the four week consultation period providing more information, highlighting the key consultation issues, and encouraging submissions.
  - 3.1.4 There will be a web presence, preparation of a summary document and point of display posters.

### **4.0 OPTIONS**

- 4.1 Council has already been presented with the options for consultation and have selected Option 2 which is detailed above.
- 4.2 Within this Option a package of consultation ideas have been presented. However Council is able to choose which ones they want to implement and which they don't. Elected members may also have other ideas of how Council could consult with the community. Staff are open to hearing these.
- 4.3 Council could also decide that they would like to re-visit their choice of Option 2, and go for either a more minimalistic or an expanded consultation programme.

### **5.0 SIGNIFICANCE AND CONSULTATION**

- 5.1 Providing the community with enough information to be able to understand what Council is proposing in the draft Annual Plan is a legislative requirement under the Local Government Act 2002. The extent to which Council consults with the community beyond the statutory minimum is at their discretion. For this reason the level of significance is deemed to be low in accordance with Council's Policy on Significance.
- 5.2 It is worth noting the level of interest from the community in the Annual Plan is higher than usual this year. Council is advised to be cognisant of this when making a decision about how it will consult.
- 5.3 Council staff were provided with an opportunity to put forward ideas for consulting the community. Attendees at the recent protest march organised by the Westland Residents and Ratepayers Group were also

asked for their ideas on how Council could consult on its draft Annual Plan this year.

## **6.0 ANALYSIS OF OPTIONS (Including Financial Considerations)**

- 6.1 Option 1 meets the statutory minimum and in an ordinary year 2 of a Long Term Plan staff would be recommending Council takes this approach. However recent events indicate that the community is expecting more of Council, and that proper engagement is appropriate at this time.
- 6.2 Option 2 is an affordable, realistic option based on Council's current financial situation, available staff time, and a constrained timeframe. It provides a range of opportunities across the district for people to engage. The cost of providing this level of consultation is estimated at \$8,424. This amount does not include staff time.
- 6.3 Option 3 is more resource intensive and, although nice to have, could be seen as excessive in the current climate.

## **7.0 RECOMMENDED OPTION AND REASON**

- 7.1 Option 2 is recommended by staff and is the option Council indicated a week ago that it would like further information on. This option provides a balance between ensuring the community has ample opportunity to receive more information on what is proposed in the draft Annual Plan and an affordable, realistic programme.

## **8.0 RECOMMENDATION**

- A) **THAT** Council adopts Option 2 as the 2013-14 Annual Plan Consultation Plan.

**Tanya Winter**  
**Chief Executive**