

AGENDA

Ordinary Council Meeting

**Council Chambers,
36 Weld Street
Hokitika**

**Thursday 26 July 2018
Commencing at 11.00 am**

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



ORDINARY COUNCIL MEETING

AGENDA FOR AN ORDINARY MEETING OF THE WESTLAND DISTRICT COUNCIL, TO BE HELD IN THE COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA ON THURSDAY 26 JULY 2018 COMMENCING AT 11.00 AM

20 July 2018

COUNCIL VISION

We work with the people of Westland to grow and protect our Communities, our Economy and our unique natural environment.

Purpose:

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

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

Health & Safety Snapshot

	Accidents	Incidents	Near Misses
December 2017	0	1	0
January 2018	0	0	0
February 2018	0	1	0
March 2018	0	1	0
April 2018	0	0	0
May 2018	0	0	0
To 20 June 2018	0	0	0

1. MEMBERS PRESENT, APOLOGIES AND INTEREST REGISTER:

1.1 Apologies & Leave of Absence

Cr D.L. Carruthers.

1.2 Interest Register

2. CONFIRMATION OF MINUTES:

2.1 Ordinary Council Meeting – 28 June 2018 (Pages 5 - 20)

2.2 Extraordinary Council Meeting – 2 July 2018 (Pages 21 - 23)

3. PRESENTATIONS:

3.1 11.15 am to 12 noon - AF8 – Jon Mitchell, Programme Manager, Alpine Fault Magnitude 8, Emergency Management.

3.2 12 noon to 12.30 pm - Westroads.

3.3 1.00 pm to 1.20 pm - Community Development Advisor - Verbal Update on the work undertaken by Rod Tolley.

4. ACTION LIST:

The Action List is attached.

5. REPORTS FOR INFORMATION:

5.1 CE's Report (Pages 24 - 51)

6. REPORTS FOR DECISION:

6.1 Sale of Land – 71 Sale Street, Hokitika. (Pages 52 - 63)

6.2 Policy on Statues, Monuments, Memorials and Public Art. (Pages 64 - 70)

Lunch from 12.30 pm to 1.00 pm.

7. 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:

7.1 Confidential Minutes – 28 June 2018

7.2 Appointment to Westland Holdings Ltd

7.3 Local Bills – Verbal Update from His Worship the Mayor

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

Item No.	Minutes/ Report of	General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under Section 48(1) for the passing of this resolution
7.1	Confidential Minutes – 28 June 2018	Confidential Minutes	Good reasons to withhold exist under Section 7	Section 48(1)(a) & (d)
7.2	Appointment to Westland Holdings Ltd	Confidential Report to Council	Good reasons to withhold exist under Section 7	Section 48(1)(a) & (d)
7.3	Local Bills	Verbal Update	Good reasons to withhold exist under Section 7	Section 48(1)(a) & (d)

**Date of next Ordinary Council Meeting – 23 August 2018
to be held in the Council Chambers, 36 Weld Street, Hokitika**

MINUTES OF AN ORDINARY MEETING OF THE WESTLAND DISTRICT COUNCIL, HELD IN THE COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA ON THURSDAY 28 JUNE 2018 COMMENCING AT 9.00 AM

1 MEMBERS PRESENT, APOLOGIES AND INTEREST REGISTER

1.1 Members Present

His Worship the Mayor R.B. Smith (Chair)

Deputy Mayor Cr L.J. Martin

Crs D.L. Carruthers, R.W. (G) Eatwell, D.M.J. Havill (ONZM), J.A. Neale, G.L. Olson, D.C. Routhan.

Apologies

- Deputy Mayor H.M. Lash.
- Cr Carruthers – Leave of absence for the 26 July 2018 Council Meeting.
- Cr Neale tendered a tentative apology for the 26 July 2018 Council Meeting.

Moved Cr Eatwell, seconded Cr Routhan and **Resolved** that the apologies from Deputy Mayor H.M. Lash be received and accepted; and the leave of absence for Cr Carruthers for the 26 July 2018 be received and accepted; and a tentative apology from Cr Neale for the 26 July 2018 Council Meeting be noted.

Staff in Attendance:

S.R. Bastion, Chief Executive; L.A. Crichton, Group Manager: Corporate Services; D.R. Inwood, Group Manager: District Assets; D.M. Maitland, Executive Assistant.

1.2 Interest Register

The Interest Register was circulated and no amendments were noted.

2. CONFIRMATION OF MINUTES:

2.1 Ordinary Council Meeting – 24 May 2018

Moved Cr Olson, seconded Cr Havill and **Resolved** that the Minutes of the Ordinary Council Meeting, held on the 24 May 2018 be confirmed as a true and correct record of the meeting.

2.2 Extraordinary Council Meeting – 11 June 2018

Moved Cr Neale, seconded Cr Havill and **Resolved** that the Minutes of the Extraordinary Council Meeting, held on the 11 June 2018 be confirmed as a true and correct record of the meeting.

2.3 Extraordinary Council Meeting – 14 June 2018

Moved Cr Neale, seconded Cr Olson and **Resolved** that the Minutes of the Extraordinary Council Meeting, held on the 14 June 2018 be confirmed as a true and correct record of the meeting.

2.4 Extraordinary Council Meeting – 19 June 2018

Moved Deputy Mayor Martin, seconded Cr Eatwell and **Resolved** that the Minutes of the Extraordinary Council Meeting, held on the 19 June 2018 be confirmed as a true and correct record of the meeting.

2.5 Extraordinary Council Meeting – 20 June 2018

Moved Cr Routhan, seconded Cr Neale and **Resolved** that the Minutes of the Extraordinary Council Meeting, held on the 30 June 2018 be confirmed as a true and correct record of the meeting.

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

4. CONSIDER AND HEAR SUBMISSIONS ON THE WESTLAND ECONOMIC DEVELOPMENT PLAN

5. DELIBERATE ON SUBMISSIONS TO THE WESTLAND ECONOMIC DEVELOPMENT PLAN

The Chief Executive spoke to this item.

Six submissions on the Westland Economic Development Plan had been received. No submitters had requested to be heard.

5.1 Ross Goldfields Information and Heritage Centre Society Inc.

- Develop and promote Ross as “Ross Gold Town, gateway to South Westland and the West Coast Wilderness Trail” as an iconic destination and experience for international and domestic visitors.

Council commended the Ross Goldfields Information and Heritage Centre Society for their work on the Ross Goldfields Project.

5.2 Whataroa Community Association

- Asking that the Heritage Signage on the information board at Robinson Park, Whataroa be replaced.
- Request a high level of consideration be given to the renovation and increase size of the public toilets located in Robertson Park.

Council noted that:

- i) The renovation of the existing public toilets at Whataroa would be included as part of the Tourism Infrastructure Funding; and
- ii) The replacement heritage signage would be costed; and
- iii) The Whataroa Community Association be recognized for the high standard that the way the toilets are operated, including the high standard of cleaning.

5.3 Rachel Wright

- Supported working together for a positive, productive Westland.
- Concerned that Destination Westland planned to operate a shuttle service from the Hokitika iSite to the Hokitika Gorge.

Council noted the submission and advised that they were not aware of the comments regarding Destination Westland.

5.4 Lynley Hargreaves

- Supported the creation of a new Westland Museum.
- Noted that any major development within central Hokitika should include greater consideration of future flooding/sea level rise.
- Supported the creation of a regional technology hub.
- Support for Council funding a feasibility study for an extension of the cycle trail to Fox Glacier.
- Opposed to the Haast-Hollyford Road.
- Opposed any Council “support” for the Waitaha hydro scheme.
- Opposed to the Franz Josef Gondola.
- Opposed the aim of disposal of low value conservation land.

Council noted the submission and advised that the cycle trail is currently not in the project of works for the plan, however there will be an over-arching theme for the West Coast to look at a joint feasibility study across the region.

5.5 Peter Robinson

Supported the amber gold potential of Manuka and kanuka honey opportunities, converting low value conservation land and farmland to plantations, and aligning some plantations around waterways.

- Noted that there is a submission within the Provincial Growth Fund looking at the potential for Manuka and Kanuka honey opportunities.

5.6 Clare Backes and Keith Morfett

Supported all the projects as outlined in the Special Consultative Procedure, however suggested that four initiatives be advanced to the region:

- The Pounamu Centre/Museum
- Cycle Trail
- Expansion of horticulture and niche horticulture
- Pensioner Housing

Moved Deputy Mayor Martin, seconded Cr Eatwell and **Resolved** that Council has received and considered with thanks, the written submissions received as part of the Special Consultative Procedure, and that Council approves the Westland Economic Development Plan.

6. **ACTION LIST:**

His Worship the Mayor went through the Action List in the Agenda and various amendments and updates to the list were provided.

Moved Cr Routhan, seconded Deputy Mayor Martin and **Resolved** that the Action List as amended be adopted and items identified be removed from the list.

7. **REPORTS FOR INFORMATION:**

Nil.

8. **REPORTS FOR DECISION:**

8.1 **Westland District NZTA Procurement Strategy Review**

The Transportation Manager spoke to this item and noted that the Strategy has been submitted to NZTA for approval and noted that a Westland District NZTA Procurement Policy will be developed going forward.

Moved Cr Havill, seconded Cr Neale and **Resolved** that Council approve the revised version of the Westland District NZTA Procurement Strategy.

8.2 Representation Review 2018

Cr Neale asked for a staff report to the 26 July 2018 Council Meeting on the options for changing the Westland District Council Election Voting System from First Past the Post (FPP) to Single Transferable Vote (STV) for the local body elections in 2019.

Moved Deputy Mayor Martin, seconded Cr Neale and **Resolved** that Council adopts the following option on Councillor Representation:

Council retain 8 elected members representing 3 Wards with a change in boundary between the Northern and Hokitika Wards from Blue Spur to Pine Tree Road. The 8 Councillors to be elected at large.

Moved Cr Carruthers, seconded Cr Routhan and **Resolved** that Council not constitute Community Boards in Westland District.

Moved Deputy Mayor Martin, seconded Cr Neale and **Resolved** that Council not proceed with a Māori Ward, noting that Council will commence an engagement process to discuss future representation.

8.3 Elected Members Allowances and Recovery of Expenses Policy

The Finance Manager spoke to this report.

Moved Deputy Mayor Martin, seconded Cr Havill and **Resolved** that Council adopt the Elected Members Allowances and Recovery of Expenses Policy and forwards a copy to the Remuneration Authority.

8.4 Draft Waste Assessment and Draft Waste Minimisation and Management Plan for Consultation

Chris Purchas from Tonkin+Taylor attended the meeting and provided a presentation on the West Coast Regional Waste Plan.

Mr Purchase outlined the following:

- A summary of the process to date.
- A brief outline of the draft Waste Minimisation and Management Plan.

Draft Regional Plan

Goals

- To avoid creating waste
- To make it easy and safe to recycle
- To ensure households, businesses and visitors have access to safe disposal of residual waste.

Objectives

- To avoid creating waste
- To make it easy and safe to recycle
- To ensure households, businesses and visitors have access to safe disposal of residual waste
- To reduce illegal dumping and litter
- To create opportunities for West Coast
- To improve community understanding of issues and opportunities for waste minimisation and management on the West Coast.
- Council's works with others to improve waste minimisation and management in New Zealand.

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

- A) Council adopt the draft Waste Assessment and draft Waste Minimisation and Management Plan and proceed to public consultation.
- B) Council approve/delegate Sarah Hawkins as a representative for the Hearing Committee to hear submissions on the draft Waste Assessment and draft Waste Minimisation and Management Plan in conjunction with proposed Council hearing panel.

The meeting adjourned for morning tea at 10.38 and reconvened at 11.02 am.

8.5 2018 Hokitika Wildfoods Festival Report

The Chief Executive spoke to this report and advised that the provincial result for the 29th Annual Hokitika Wildfoods Festival (pending two further outstanding invoices of \$6,000) of \$49,000. The admission revenue was down approximately \$19,000 from the 2017 event and well down on budget, potentially resulting in part from the high number of complimentary tickets issues. Beer and wine tent revenue was also down significantly down on budget. Expenses were slightly lower than budgeted, partially offsetting the revenue deficit. A significant grant from the Air Rescue Trust of \$50,000 was appreciated.

The Chief Executive noted that the Event Manager position will sit with Destination Westland.

A report from BERL which was commissioned in 2012 showed the benefit to the community of the importance of the Hokitika Wildfoods Festival as a fundraiser for community groups.

The question of the amount of ratepayer money allocated to the Wildfoods Festival was posed.

A note of thanks was given to staff for putting the 2018 Wildfoods Festival together and noted that the event will be transferred to Destination Westland, noting that the event a strategic asset for Westland District.

His Worship the Mayor advised that the 2018 Wildfoods Festival focus was on:

- *reducing the amount of alcohol at the event*
- *bringing families back to the Festival*
- *bringing the cost of tickets down for the local*
- *returning profitability to the 46 stallholders.*
- *increase in numbers attending.*

Moved Cr Neale seconded Cr Routhan and **Resolved** that the report on the 2018 Hokitika Wildfoods Festival be received by Council.

9. ADMINISTRATIVE RESOLUTIONS:

Moved Cr Neale, seconded Deputy Mayor Martin and **Resolved** that Council confirm its seal being affixed to the following documents:

9.1 Warrant of Appointment – Anna Margaret JOHNSON (Planner)

To act in the Westland District as:

- An Officer pursuant to Section 174 of the Local Government Act 2002.
- An Officer under the Westland District Council Bylaws.
- An Enforcement Officer pursuant to Section 38 of the Resource Management Act 1991, including the power of entry pursuant to Sections 332 and 333 of the Resource Management Act 1991.

9.2 Warrant of Appointment – Martin James ROSS (Engineer – 3 Waters)

To act in the Westland District as:

- An Authorised Enforcement Officer pursuant to Sections 164, 168, 172, 174 & 177 of the Local Government Act 2002; and
- an Enforcement Officer under the Westland District Council Bylaws; and
- a Litter Control Officer under Sections 5, 7 of the Litter Act 1979; and

- an Enforcement Officer under Sections 38, 332 & 333 (Including Powers of Entry and Search) of the Resource Management Act 1991; and
- an Authorised Officer (General Powers) under Section 23 of the Health Act 1956; and
- an Authorised Officer (Inspections) under Section 222 of the Building Act 2004; and
- an Engineer under the Water Supplies Protection Regulations 1961; and
- a Ranger under Sections 8, 10 of the Reserves Act 1977; and
- an Authorised Person under Sections 110 & 111 of the Public Works Act 1981; and
- an Authorised Officer under Sections 355, 357 & 468 of the Local Government Act 1974; and
- an Enforcement Officer under Section 76 of the Waste Minimisation Act 2008.

9.3 Warrant of Appointment – John Stafford BAINBRIDGE (Transportation Officer)

To act in the Westland District as:

- An Authorised Enforcement Officer pursuant to Sections 164, 168, 172, 174 & 177 of the Local Government Act 2002; and
- an Enforcement Officer under the Westland District Council Bylaws; and
- a Litter Control Officer under Sections 5, 7 of the Litter Act 1979; and
- an Enforcement Officer under Sections 38, 332 & 333 (Including Powers of Entry and Search) of the Resource Management Act 1991; and
- an Authorised Officer (General Powers) under Section 23 of the Health Act 1956; and
- an Authorised Officer (Inspections) under Section 222 of the Building Act 2004; and
- a Ranger under Sections 8, 10 of the Reserves Act 1977; and
- an Authorised Person under Sections 110 & 111 of the Public Works Act 1981;

and

- an Authorised Officer under Sections 355, 357 & 468 of the Local Government Act 1974; and
- an Enforcement Officer under Section 7 of the Transport Act 1972

9.4 Warrant of Appointment – Erle Edward BENCICH (Operations Manager)

To act in the Westland District as:

- An Authorised Enforcement Officer pursuant to Sections 164, 168, 172, 174 & 177 of the Local Government Act 2002; and
- an Enforcement Officer under the Westland District Council Bylaws; and
- a Litter Control Officer under Sections 5, 7 of the Litter Act 1979; and
- an Enforcement Officer under Sections 38, 332 & 333 (Including Powers of Entry and Search) of the Resource Management Act 1991; and
- an Authorised Officer (General Powers) under Section 23 of the Health Act 1956; and
- an Authorised Officer (Inspections) under Section 222 of the Building Act 2004; and
- an Engineer under the Water Supplies Protection Regulations 1961; and
- a Ranger under Sections 8, 10 of the Reserves Act 1977; and
- an Authorised Person under Sections 110 & 111 of the Public Works Act 1981; and
- an Authorised Officer under Sections 355, 357 & 468 of the Local Government Act 1974; and
- an Enforcement Officer under Section 76 of the Waste Minimisation Act 2008

9.5 Warrant of Appointment – Sarah Elizabeth HAWKINS (Business Support Officer/Solid Waste & Development Control Officer)

To act in the Westland District as:

- An Authorised Enforcement Officer pursuant to Sections 164, 168, 172, 174 & 177 of the Local Government Act 2002; and
- an Enforcement Officer under the Westland District Council Bylaws; and
- a Litter Control Officer under Sections 5, 7 of the Litter Act 1979; and
- an Enforcement Officer under Sections 38, 332 & 333 (Including Powers of Entry and Search) of the Resource Management Act 1991; and
- an Authorised Officer (General Powers) under Section 23 of the Health Act 1956; and
- an Authorised Officer (Inspections) under Section 222 of the Building Act 2004; and
- an Engineer under the Water Supplies Protection Regulations 1961; and
- a Ranger under Sections 8, 10 of the Reserves Act 1977; and
- an Authorised Person under Sections 110 & 111 of the Public Works Act 1981; and
- an Authorised Officer under Sections 355, 357 & 468 of the Local Government Act 1974; and
- an Enforcement Officer under Section 76 of the Waste Minimisation Act 2008

9.6 Warrant of Appointment – Karl Andrew JACKSON, Transportation Manager

To act in the Westland District as:

- An Authorised Enforcement Officer pursuant to Sections 164, 168, 172, 174 & 177 of the Local Government Act 2002; and
- an Enforcement Officer under the Westland District Council Bylaws; and
- a Litter Control Officer under Sections 5, 7 of the Litter Act 1979; and
- an Enforcement Officer under Sections 38, 332 & 333 (Including Powers of Entry and Search) of the Resource Management Act 1991; and
- an Authorised Officer (General Powers) under Section 23 of the Health Act 1956; and

- an Authorised Officer (Inspections) under Section 222 of the Building Act 2004; and
- a Ranger under Sections 8, 10 of the Reserves Act 1977; and
- an Authorised Person under Sections 110 & 111 of the Public Works Act 1981; and
- an Authorised Officer under Sections 355, 357 & 468 of the Local Government Act 1974; and
- an Enforcement Officer under Section 7 of the Transport Act 1972

9.7 Warrant of Appointment – Vernon Noel MORRIS (Engineering Officer)

To act in the Westland District as:

- An Authorised Enforcement Officer pursuant to Sections 164, 168, 172, 174 & 177 of the Local Government Act 2002; and
- an Enforcement Officer under the Westland District Council Bylaws; and
- a Litter Control Officer under Sections 5, 7 of the Litter Act 1979; and
- an Enforcement Officer under Sections 38, 332 & 333 (Including Powers of Entry and Search) of the Resource Management Act 1991; and
- an Authorised Officer (General Powers) under Section 23 of the Health Act 1956;

9.8 Warrant of Appointment – David Ross INWOOD (Group Manager: District Assets)

To act in the Westland District as:

- An Authorised Enforcement Officer pursuant to Sections 164, 168, 172, 174 & 177 of the Local Government Act 2002; and
- an Enforcement Officer under the Westland District Council Bylaws; and
- a Litter Control Officer under Sections 5, 7 of the Litter Act 1979; and
- an Enforcement Officer under Sections 38, 332 & 333 (Including Powers of Entry and Search) of the Resource Management Act 1991; and

- an Authorised Officer (General Powers) under Section 23 of the Health Act 1956; and
- an Authorised Officer (Inspections) under Section 222 of the Building Act 2004; and
- an Engineer under the Water Supplies Protection Regulations 1961; and
- a Ranger under Sections 8, 10 of the Reserves Act 1977; and
- an Authorised Person under Sections 110 & 111 of the Public Works Act 1981; and
- an Authorised Officer under Sections 355, 357 & 468 of the Local Government Act 1974; and
- an Enforcement Officer under Section 76 of the Waste Minimisation Act 2008 and
- an Enforcement Officer under Section 7 of the Transport Act 1972

9.9 Warrant of Appointment – Simon Thomas EYRE (Property and Projects Supervisor)

To act in the Westland District as:

- An Authorised Enforcement Officer pursuant to Sections 164, 168, 172, 174 & 177 of the Local Government Act 2002; and
- an Enforcement Officer under the Westland District Council Bylaws; and
- a Litter Control Officer under Sections 5, 7 of the Litter Act 1979; and
- an Enforcement Officer under Sections 38, 332 & 333 (Including Powers of Entry and Search) of the Resource Management Act 1991; and
- an Authorised Officer (General Powers) under Section 23 of the Health Act 1956; and
- an Authorised Officer (Inspections) under Section 222 of the Building Act 2004; and
- an Engineer under the Water Supplies Protection Regulations 1961; and

- a Ranger under Sections 8, 10 of the Reserves Act 1977; and
- an Authorised Person under Sections 110 & 111 of the Public Works Act 1981; and
- an Authorised Officer under Sections 355, 357 & 468 of the Local Government Act 1974;

10. MATTERS CONSIDERED IN THE 'PUBLIC EXCLUDED SECTION':

Moved Cr Routhan, seconded Cr Eatwell and **Resolved** that Council exclude the public in accordance with Section 48, Local Government Official Information and Meetings Act 1987 at 11.00 am.

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

10.1 Confidential Minutes – 24 May 2018

10.2 Confidential Minutes – 11 June 2018

10.3 Confidential Minutes – 14 June 2018

10.4 Confidential Minutes – 20 June 2018

10.5 Board Appointment – Westland Holdings Limited

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

Item No.	Minutes/ Report of	General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under Section 48(1) for the passing of this resolution
10.1	Confidential Minutes – 24 May 2018	Confidential Minutes	Good reasons to withhold exist under Section 7	Section 48(1)(a) & (d)

10.2	Confidential Minutes – 11 June 2018	Confidential Minutes	Good reasons to withhold exist under Section 7	Section 48(1)(a) & (d)
10.3	Confidential Minutes – 14 June 2018	Confidential Minutes	Good reasons to withhold exist under Section 7	Section 48(1)(a) & (d)
10.4	Confidential Minutes – 20 June 2018	Confidential Minutes	Good reasons to withhold exist under Section 7	Section 48(1)(a) & (d)
10.5	Board Appointment – Westland Holdings Ltd	Confidential Minutes	Good reasons to withhold exist under Section 7	Section 48(1)(a) & (d)

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

No.	Item	Section
10.1	Protect the privacy of natural persons, including that of deceased natural persons. Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).	Section 7(2)(a) Schedule 7(2)(i)
10.2	Protect the privacy of natural persons, including that of deceased natural persons. Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).	Section 7(2)(a) Schedule 7(2)(i)
10.3	Protect the privacy of natural persons, including that of deceased natural persons. Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).	Section 7(2)(a) Schedule 7(2)(i)
10.4	Protect the privacy of natural persons, including that of deceased natural persons. Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).	Section 7(2)(a) Schedule 7(2)(i)

10.5	Protect the privacy of natural persons, including that of deceased natural persons. Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).	Section 7(2)(a) Schedule 7(2)(i)
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Moved Deputy Mayor Martin, seconded Cr Neale and **Resolved** that the business conducted in the “Public Excluded Section” be confirmed, and accordingly, the meeting went back to the open part of the meeting at 11.51 am.

Cr Carruthers left the meeting at 11.35 am and returned at 11.51 am.

The meeting adjourned at 11.51 am to 12 noon for a break.

3. PRESENTATIONS:

3.1 Sound Shell

Brent Nicholl attended the meeting and provided a presentation and model of a Sound Shell that could be erected on the Hokitika beachfront. Mr Nicholl asked for Council support to find the funding for the project at the Hokitika Beachfront.

Items discussed included the following:

- The graphics of the sound shell being added to the Hokitika Beachfront proposal.
- Involving community groups in the usage of the facility.
- Making the shell portable so it could be transported easily.
- The direction that the shell will face, taking into account the wind at the location.
- Having the students who designed the sound shell come back to talk to Councillors about the design and what way the shell will face.
- Subject to design, the structure could be between 5-8 metres high.

Moved Deputy Mayor Martin seconded Cr Carruthers and **Resolved** that Council support the concept of a sound shell to be developed at the Hokitika Beachfront and seeks the inclusion of this in the Beachfront Development Plan.

3.2 West Coast Wilderness Trail Extension – Kaniere Tram to Kaniere School

Andrew Harrington, Jake Redpath, Flynn Sargent, Che Weepu, and Nate Crossman from Kaniere School, attended the meeting and provided a presentation regarding making the journey to Kaniere School safer for cyclists. The students suggested that the new cycle trail could start from Kaniere Tram through Westroads Depot and continue to Kaniere School. An underpass to get people and bikes safely across the road, and associated signage would be required.

The students had identified the following factors:

- Land ownership – Council and Westroads
- Signage
- How to get resources
- Who would give permission
- Who would complete the work and who would pay.

His Worship the Mayor thanked the students for attending the meeting and providing a presentation to Council and advised that Council will get back to the students regarding the proposal.

3.3 **Fish on Drains**

Siobhan Thornley and Abby Brokenshire from Kaniere School attended the meeting and provided a presentation on eco blue fish being installed on drains around the school and Hokitika Environs.

In 2013, a group from the Enviro Group went around the Kaniere School putting 20 fish on drains in 2013, and in 2015 they put 30 on some of the drains in the Hokitika Central Business District (CBD).

The students had identified that our streams are being polluted by plastics, glass, cleaning agents, paints, waste oils and other petroleum-based products and they had noted that people could assist in various ways to avoid pollution.

Council were in support of the concept of installing more fish on drains in the CBD.

His Worship the Mayor thanked the students for attending the meeting and providing a presentation to Council

Moved Cr Neale, seconded Cr Eatwell and **Resolved** that Council allow additional blue fish to be installed on the drains in the Hokitika Central Business District.

**Date of next Ordinary Council Meeting – 26 July 2018
to be held in the Council Chambers, 36 Weld Street, Hokitika**

MEETING CLOSED AT 12.41 PM

Confirmed by:

Mayor Bruce Smith
Chair

Date

MINUTES OF AN EXTRAORDINARY MEETING OF THE WESTLAND DISTRICT COUNCIL, HELD IN THE COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA ON MONDAY 2 JULY 2018 COMMENCING AT 4.00 PM

1 MEMBERS PRESENT, APOLOGIES AND INTEREST REGISTER

1.1 Members Present

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

Apologies

Cr J.A. Neale.

Moved Deputy Mayor Lash seconded Cr Olson and **Resolved** that the apology from Cr Neale be received and accepted.

Also in Attendance:

S.R. Bastion, Chief Executive; L.A. Crichton, Group Manager: Corporate Services; D. Inwood, Group Manager: District Assets; V.M Watson, Committee Secretary.

1.2 Interest Register

The Interest Register was circulated and no amendments were noted.

2. BUSINESS:

2.1 Adoption of 2018-2028 Long Term Plan

The Independent Audit report for Westland District Council on the 2018-28 Long Term Plan was tabled at the meeting and received.

Moved Deputy Mayor Martin, seconded Cr Havill seconded and **Resolved** that Council receives the report from Audit New Zealand tabled at the Extraordinary meeting held Monday 2 July 2018.

Moved Deputy Mayor Martin seconded Cr Eatwell and **Resolved** that Council adopts The Revenue and Financing Policy as part of the Long Term Plan.

Moved Deputy Mayor Martin seconded Deputy Mayor Lash and **Resolved** that Council adopts The Long Term Plan “Council Plan 2018-28”, and directs that it be printed and released, subject to the Audit report first being added to the plan with minor corrections of spelling.

2.2 Rates Resolution 2018/19

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

- A) Council adopts the Rates Resolution as tabled at the meeting.
- B) Council instructs the Chief Executive to strike the Rates in accordance with Year 1 of the Long Term Plan 2018-28.

2.3 Adoption of Reviewed Bylaws and Policy on Dogs

Moved Deputy Mayor Martin seconded Cr Carruthers and **Resolved** that following the deliberations and decisions made at its 20 June 2018 meeting in response to submissions received on the Statement of Proposal for the Review of Various Bylaws and Policy on Dogs, Council approves the revised bylaws and Policy on Dogs attached to the agenda.

Moved His Worship the Mayor seconded Deputy Mayor Martin and **Resolved** that through the Chief Executive an acknowledgement be made to thank all staff involved in the process of exceptional work that has been done collectively for the completion of the 2018-2028 Long Term Plan.

Meeting concluded at 4.21pm

Confirmed by:

Mayor Bruce Smith
Chair

Date

Report



DATE: 26 July 2018
TO: Mayor and Councillors
FROM: Chief Executive

CHIEF EXECUTIVE QUARTERLY REPORT

1 SUMMARY

- 1.1 The purpose of this report is to:
 - 1.1.1 Provide an update on the positive aspects that are happening in the Westland District.
 - 1.1.2 Updates on any Matters of Significance & Priority.
- 1.2 Council seeks to meet its obligations under the Local Government Act 2002 and the achievement of the District Vision adopted by Council as part of the Long Term Plan 2018-28. These are stated on Page 2 of this agenda.
- 1.3 This report concludes by recommending that Council receive the Chief Executive's report dated 26 July 2018.

2 GOOD NEWS STORIES

2.1 Long Term Plan – 2018-2028

The highlight since the last report was the adoption of Council's 2018-2028 Long Term Plan. The plan was adopted in accordance with its statutory timeframes at the Extraordinary Council Meeting on the 2 July 2018.

The plan, which has a strong focus on Council's core functions, received 123 formal submissions, and results in a 3.37% rates increase for Westland ratepayers in year one. All submitters will be written to in due course.

Whilst we acknowledge that we have a lot of work to do to improve our core infrastructure; namely roading and three waters; we are also seeking to improve our knowledge of our asset condition. The next three years

will be driving towards a much improved program of works to get the district on the front foot to provide our communities and our visitors a greater level of level of service and resilience.

Staff had successfully obtained over 7.5 million of subsidies and grants for roading and tourism infrastructure projects over the past 12 months and will be driving forward with further plans to leverage central government funding options.

I would like to thank my staff for their time and efforts in producing a quality document which will ensure that Westland is in good standing going forward.

2.2 Westland Economic Development Plan

Westland District Council has completed a consultation process that identified a number Economic Development initiatives that will be compiled into a regional review along with the other both Buller & Grey's Economic plans. These initiatives form the basis of Provisional Growth Fund applications.

From a strategy workshop with the other councils Westland has defined its Strategic Intent as "To support and grow our key Tourist Industry whilst acknowledging that we need to find ways to diversify our economy whilst protecting our environment".

The key Strategic Insights are:

- Meet Visitor demands for new projects and services
- Retain youth population through improved educational facilities
- Resilience of our icons – Franz Josef and Hokitika Gorge – future proof icons and infrastructure
- Enable the establishment of non-tourist industries

We have already submitted an application for the Future Franz project and have a program of work to continue making further applications into the near future.

2.3 Hokitika Wastewater Management

The WDC is taking any concerns with regards to poor performance in relation to the Hokitika WWTP. This includes nay complaints from residents due to odour or any other aspects. The council conducted a session with local concerned residents in regards to odours and has implemented a short term fix that appears to be working. The short term fix is based on adding aeration to the number 1 pond to ensure anaerobic

activity. The medium to long term fix is based on our proposed capital outlined further in this report. WDC has also discussed concerns with Silverfern farms and working with them to address high COD loading on our ponds.

2.4 Hokitika Water Treatment Plant – permanent river connection

Westroads and subcontractors have been successful in completing the river intake project which supplies fresh river water directly to the Water Treatment Plant. The works replaced the temporary set up with sourced water from the river surface to be replaced with a new perforated pipeline under the river bed. This will ensure continuous supply without the fear of blockages that had been occurring.

2.5 Hokitika Gorge Carpark

Work is being progressed on the Hokitika Gorge Carpark. Department of Conservation are working on the toilet upgrade extension.



2.6 Tourism Infrastructure Funding

The following projects from the TIF applications have been completed:

- Kapitea Toilets
- Okarito Toilets
- Franz Josef Toilets
- Fox Glacier Toilets



2.7 Consultation – Draft West Coast Regional Waste Minimisation and Management Plan

Submissions are invited on the Draft West Coast Regional Waste Minimisation and Management Plan.

All Councils are required under the Waste Minimisation Act (WMA) 2008 to consider the current situation with regards to waste minimisation and management in their area and set out how they will progress efficient and effective waste management and minimisation.

This process is documented in a Waste Assessment and future direction and actions are set out in a Waste Minimisation and Management Plan (WMMP).

The prior Waste Assessment on each West Coast district was carried out in 2011/2012 and final WMMPs were adopted by the Buller, Grey and Westland Districts in 2012 (following public consultation).

These waste assessments and WMMPs need to be reviewed and adopted every six years.

Submissions for all regions close at Grey District Council at 5pm on 18 August 2018

2.8 Library – Delivery of Technology

2.8.1 Digital Collection: The Library has seen a steady increase in the use of its digital collection of e-Books and e-Audio books, doubling issues over the past three years (see Fig1.). By partnering with Buller and Grey Libraries we have been able to subscribe to PressReader, providing over 9000 quality magazines and newspapers from around the world to anyone logged into the Council network or library Wi-Fi and anywhere to anyone with a library membership. Over 1000 publications have been accessed with PressReader since we launched in April. Again, utilising the consortium model, this time with Buller, Grey, Tasman, Nelson and Marlborough Libraries, we have subscribed to Bolinda BorrowBox. This is another eBook and e-Audio platform and enables us to increase customer choice, supplying a wider selection of New Zealand and Australian authors that are not available on other platforms.

2.8.2 Spark Jump Initiative: Working with the Spark Foundation and 20/20 Trust, the Library are helping families get broadband at home. The initiative is aimed at families with children under 18 that are unable to subscribe to broadband services, and supplies them with a modem that utilises the mobile phone 4G/4G700 network. While there is not 100% 4G700 coverage across the whole of Westland, there is significant cover across the main centres of population including Franz Josef and Fox Glacier.

2.9 Hokitika Museum Collections Report

We have received a very informative and valuable report from Judith Taylor at Te Papa. This report provides an outline of requirements for storage redevelopment at the Hokitika Museum. Robust and detailed planning for developing adequate environmental conditions, conservation plans and provision of adequate and efficient back of house areas is central to successful, sustainable, future-proofed museum projects.

This report will provide a good starting point for the future management of the collection and will be included into any future design work for a new museum.

2.10 Kumara Chinese Miners Memorial Reserve

The Kumara Residents Trust have started work on Stage 1 of the Chinese Miners Memorial Reserve



2.11 South Island Controllers Training

I recently attended two days of professional development in Dunedin along with 20 other CDEM controllers from various South Island Councils and partner agencies. The training was hosted and run by Emergency Management Otago with many professional presenters contributing to the training. This forms part of the West Coast CDEM Group's training and development program.

I was fortunate enough to meet with a lot of our neighbours, looking to leverage support from Queenstown Lakes DC in regards to Civil Defence support for the South Westland region.



3 MATTERS OF SIGNIFICANCE & PRIORITY LIST

3.1 Franz Josef Wastewater Treatment Plant (WWTP)

We have been working with the Environment Court and WCRC on an acceptable variation to the Enforcement order issued on 18 November 2016 to have the Franz Josef WWTP operational by April 2018. We expect this process to be completed very shortly and in the meantime have been continuing on with a design for the new ponds.

The project plan has been drafted which will see the design completed in early August 18 for Tender through to the end of September. We expect construction to commence late to early October and for the total project to be commissioned and signed off by the end of April 19.

3.2 Hokitika Wastewater Treatment Plant

The wastewater treatment and disposal system for Hokitika comprises of two oxidation ponds, which were constructed in the early 1970's. The ponds are approximately 2.2 ha each with an average depth of 1.3m. The effective volume is 28,000 m³ each.

Inflow to the ponds is divided via an inlet structure and enters each pond equally. The outflow, or final effluent is combined and discharged via an above ground ocean outfall pipeline.

Wastewater flows that enter the ponds are from the following sources:

- Domestic – Hokitika and Kaniere (population of approximately 3,500)
- Stock truck effluent
- Silver Fern Farms
- Campervans
- Septage from septic tank disposal operators

Monitoring of the ponds treatment process and final effluent is routinely carried out to meet compliance with the relevant Resource Consents. The coastal marine area in the vicinity of the outfall pipeline is also monitored. The current consent expires in 2026.

Recommended Improvements

An upgrade of the wastewater treatment system is scheduled to be carried out within the next 3 years and includes the following recommendations:

- Installation of inlet works screen to remove inorganics from entering the ponds
- Reconfigure the ponds operation from parallel to series to improve the retention time for the treatment of organic material.
- Investigate and carry out improvements to reduce potential stormwater ingress to the ponds.
- Install mechanical aerators to supplement aeration
- Install baffles within the ponds to increase retention time
- Desludge the ponds to increase capacity and retention time

Funding for the upgrade of the wastewater treatment ponds and associated network improvements is approximately 3.6M commencing 2018/19.

3.3 Kumara & Whataroa WTP upgrades

The Kumara building has been completed and we are awaiting the arrival of the physical plant expected to arrive over the coming weeks. Installation and commissioning will take approximately six weeks to complete.

In Whataroa we have the foundation for the new building formed and the new water storage tanks are in place. We expect the building works to be completed over the next three weeks. Target completion for the project is the end of October.

3.4 Current & Future Tourism Infrastructure Funding (TIF) applications

From the second round applications we still have Bruce Bay to complete. We have extended the completion date with MBIE until the end of September due to a delay in confirming the actual build site. We have finally agreed to a location with NZTA and have a concession lodged with DOC for the site. The actual unit has been built and construction will start as soon as possible once approval has been received.

For the Third round of TIF applications we expect to have **Sunset Point Toilets and Parking** up and progressed with an expected completion time of January 2019.

For **Haast Toilets** we have targeted a November completion timeline.

Hokitika Gorge and Whitcombe Valley Rd are currently on track to have completed by the end of September prior to the start of a summer tourist season.

In regards to **Franz Josef WWTP** – as outlined in the above priorities projects this project is proceeding through design phase which is expected to be completed in early August to enable tenders to be requested. Target completion is April 2019.

For the latest round of TIF applications we have currently four applications under review:

- **Westland Community Resilience** - The proposed project relates to increasing the capacity of small townships in Westland to deal with the sometime large numbers of tourists and visitors that get trapped during Civil Defence Emergencies and incidents. Tourist numbers are growing rapidly and these towns have little infrastructure or capacity to deal with the numbers of stranded visitors.

Currently few of these Welfare facilities are adequately equipped with alternative power supplies when the grid is out. This makes it very difficult to provide for visitors human rights and is a potential health risk. It is proposed to install generators at the listed Community Halls along with kitchen and toilet upgrades where required, alternative funding has been sought for kitchens and toilets.

- **Emergency Power for Water Treatment Plants and Waste Water Pumping stations** - The proposed project relates to ensuring the quality of potable water supplies in small townships in the Westland area.

Providing generators to power the infrastructure to ensure potable water when the power is cut.

Adverse weather events are becoming more common and it seems to be more frequent that large numbers of tourists are trapped in small West Coast communities.

- **Kumara Visitor Experience** - To construct additional Public Toilets, shelter bike stands and car parking at Kumara to cope with the increased demand from visitors and tourists.
- **Ross Toilets and Shelter** - To construct Public Toilets with a sheltered facility to cope with the increased demand from visitors and tourists.
- **Whataroa Public Toilets** - To construct new public toilet facilities and a shelter at Whataroa to cope with the increased demand from visitors and tourists
- **Tourist Amenities Block Hokitika** - To construct a pay per use eco-friendly facility designed for freedom camping tourists. This facility will include toilets, showers, rubbish disposal and recycling, internet access and device charging points, minor cooking facilities and somewhere to wash dishes.

3.5 Responsible Camping Initiatives

Recently we have been approached by MBIE in regards to responsible camping. They are very keen to ensure local government and central government are aligned in combating poor behaviour of the minority of tourists who are disrespecting our hospitality.

One way to support this is to have adequate infrastructure in place in designated areas to support the growth our tourist numbers. Based on this we have formed a working group to review potential sites across our district that could be designated for responsible campers. Along with sites we will also consider the development costs (if required), operational costs and potentially enforcement costs. The enforcement would need the backing of a Responsible Camping Bylaw which council can adopt.

3.6 West Coast Wilderness Trail - completion of the track and next stages

Good progress has been made on the West Coast Wilderness Trail over the last quarter. The Mahinapua section of trail has been worked on in partnership with the Department of Conservation and we are only weeks away from completion.

Final site visits will to ensure Hokitika-Kaniere Tramway, Mahinapua and Ruatapu trail sections are in a suitable condition to be signed off by the government. The other two projects at Taramakau and Hokitika Bridge will be dealt with separately by NZTA and David Inwood.

In regards to next steps we hope to also have funding available to tender for Old Christchurch Road Waimea water race and Lake Kaniere Road Stage 1 off-road trail sections almost immediately after official signoff from the government.

Progress has gone well with the cycle trail construction projects that council has tendered over the past 18 months and Westroads has been the successful tenderer on the majority of these works.

Congratulations to the Westroads team on well executed projects that provided us all with various levels of frustration, humour and finally ultimate satisfaction of trails completion to a very high standard that other cycle trails will be envious of.

Here are some pictures of the newly formed section of trail:

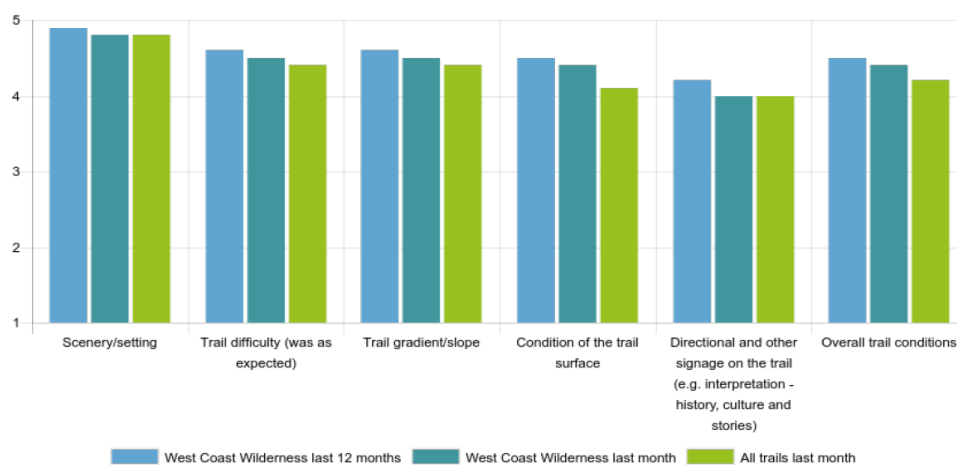




Cycle way report showing current ratings from cycleway users:

Ratings - The Trail (1=very poor and 5=very good)

Sample Size: West Coast Wilderness last 12 months 154 / 155 (99%) | West Coast Wilderness last month 31 / 31 (100%)
| All trails last month 90 / 90 (100%)



* Information from WCWT Program manager report July 18

3.7 Franz Josef – Future Planning

Over the last quarter we have finalised the Governance Group and Future Franz group “terms of reference”. The project scope and an application has been made to the Provisional Growth Fund to achieve the following:

1. Complete a 100% stakeholder engagement process for all Franz Josef affected parties
2. Complete master planning for a “Future Franz”
3. Fund a full time project manager for 24 months (including all costs)
4. Development of business case and cabinet paper for consideration

We have developed an overall timeline for this program which is expected to take up to 18-24 months to complete. Key to the success of the project is finding a qualified project manager with the right attributes to ensure the success of the project.

3.8 Westland Economic Strategy (in conjunction with Kevin Stratful & DWC).

As outlined in the good news update we are continuing to provide relevant business cases for our priority projects. The following projects are currently being worked on for applications:

- The New Zealand Pounamu Centre & Westland Museum
- Westland Heritage and Cultural Tourism Development Project
- Geo Thermal - Hot Water Extraction – Low cost heat source
- Finalise solution for infrastructure at Franz Josef - submitted

- Tech space - Technology, Innovation & Enterprise Hub
- Civil Aviation Training Hub - Helicopters

Whilst we are very hopeful of positive support from Central Government & the PGF on these projects we need to ensure we have a sound business case for proceeding backed up with all relevant data. Recently we have loaded a report on Westland Economic Drivers onto our council website that underpins a lot of the important information used to build a business case.

We cannot under estimate the amount of work that goes into each business case and the scrutiny each case will be subjected to. All business cases will be assessed based on the following criteria:

- Their link to Fund and government outcomes – the project should lift the productivity potential of a region or regions, and contribute to other objectives. These include jobs, community benefits, and improved use of Māori assets, sustainability of natural assets, and mitigating and adapting to climate change.
- Additionally – the project needs to add value by building on what is there already and not duplicating existing efforts. The project also needs to generate clear public benefit.
- Connected to regional stakeholders and frameworks – projects must align with regional priorities and key local stakeholders should be supportive.
- Governance, risk management and project execution – projects will need to be supported by good project processes and those involved should have the capacity and capability to deliver. Projects need to be sustainable in the longer term beyond the Fund's life.

3.9 Operational Management Plans, Asset Management Plans and Reserves Assets Forms.

We have brought in additional support for up to 20 hours per week to support the engineering team with updating various Operational Management Plans, Asset Management Plans and Reserves assets forms and the Reserves Management Plan. It has been highlighted through the LTP process that there is a large catch up documentation updates to bring them up to date.

3.10 Current Projects

Staff are currently working on the following projects:

- Whitcombe Valley Road – Subject to weather and Chorus cable relocation delays. Currently Vine Creek Bridge approaches are being lifted with completion hopefully within the next 4-6 weeks.
- Hokitika Gorge Carpark – Work well underway. Currently tracking slightly behind schedule. Forecast completion date yet to be revised.
- Westland High Sports Complex Roof – Currently out for Tender
- Reseal Contract – This Seasons reseal areas have been identified. Common contract template currently being created for all 3 Councils to use and the format will be a 3 year term contract. Aiming to have contract out for tender within next 6-8 Weeks.
- Asset Revaluations – Engaging consultant to carry out Transportation infrastructure revaluations and to peer review unit rates and create report for 3 waters valuations that will be done “in house”.
- Planning for pavement rehabilitation works to be carried out on the Haast-Jackson Bay SPR – Surveys and detailed designs will be required for this activity. NZTA requested Enhanced funding levels for this over the next 3 years so that we can accurately model some different rehabilitation methods to find the best one for this area.
- Haast-Jackson Bay Emergency works – Preparation of contract for the final repair works to be carried out following the February Storm Surge. Phase 1 successfully completed to test repair methodology and rates. Now remaining section to be tendered out for repair.
- Review of footpath condition for this year’s footpath renewal projects.
- Freedom Camping Areas – Ongoing location investigations. Areas will be flown with the Drone to aid design.
- Kaniere Rd – (Woodstock Rimu Rd intersection area) storm water and flooding - Updated on site review of catchment undertaken and west Roads dispatched to camera and deliver asset condition report. Once received & reviewed, minor capital works will be undertaken to reduce property flooding in both the Empire Hotel site and Camp St Intersection. Works completion targeted for mid Sept.
- Jollie St/Tuffy Development Storm water improvements - Project targeting a reduction in overland flows and on-going flooding in this area is underway. Initial design proposal selected. Specialist consultants reviewing wider catchment scope in this area to ensure proposal is fit for purpose.

Timeline

1. Scope investigation and design finalisation – expected Mid-August.
2. Depending on size & budget –direct award or tender processing.
3. Result of item 2. Will determine physical works timing – initial expectation for completion December 2018.

- Regional WWTP ponds desludging project - Asset team seeking specialist contractor to undertake de-sludging of the 4 regional sewerage treatment ponds.
- Franz Joseph – Water filter aerator (blower). Material & plant priced to undertake these works. Expectation on completion late Sept. (dependent on overseas plant delivery).

Other Activities

3.10.1 Library

Working with The Green Team and EnviroSchools, the Library were able to host a presentation on Reducing our Household Rubbish: The Zero Waste Approach. It was a full house and demonstrated how passionate this community is about reducing the amount of waste we produce.

As part of our Matariki celebrations we had a special Matariki Storytime for children, a Star themed Library Talk with Phil Barker, a magnificent community morning tea and collected non-perishable foods for the Hokitika FoodBank.

3.10.2 Ute Muster

Background to the event

The Ute Muster concept was based on a similar event that is held annually in Australia and attracts upwards of 20,000 people each year and it is the type of event that can appeal to a wide audience, thereby adding to its ongoing viability.

The concept was endorsed by Council on the 14 December 2017.

The inaugural event was handed over to Westland District Property Company by the CE to plan and manage with a view to building an event brand and an ongoing annual attraction that will benefit the wider West Coast community.

Event Program

It was decided to put together a program for the entire Easter weekend to offer two full days in Hokitika on Friday and Saturday and the option to extend the weekend into the Grey and Buller regions on the Sunday and Easter Monday.

After analysing the effectiveness of the program, DW believe that the best option for the next event will be to condense the program into a Saturday and Sunday event in Hokitika only with the main attractions being split over the two days and prize giving on Sunday afternoon.

Event Overview

As this was the inaugural event, the first Ute Muster was an unknown entity and there is a long process required to build a successful event brand – a brand that would be sustainable from year to year. The strategy adopted was to put an inaugural event together that would appeal to as wide an audience as possible with a view to refining it more effectively for future events.

For the purposes of this report the main event categories as follows:

Venue: The venue chosen for the first event was the Hokitika Race Course in Park Street. The main reason for choosing this venue was because the venue was of sufficient size and layout to allow us to accommodate all of our program requirements such as camping, stalls, mud plug, stage, existing seating, show and shine, existing bar area etc. Overall, the venue was a great success and many of the participants commented on the suitability of it.

Time Trails: This was held at the airport on the secondary runway which allowed for a quarter mile strip to be used for the trials. This was a favourite of the event and we had over 40 participants taking part on the Saturday morning. The time trials were run by the Hokitika Aero club and the club enjoyed good fundraising from running the event.

Mud Plug: A track was created within the centre of the race course and attracted over 30 participants on Saturday afternoon. For future events, we will operate two or three grades of mud plug tracks to allow all Ute types to participate according to their capabilities. The mud plug was run by the Pioneer Social club and served as a good source of fundraising for them.

Staff: Local community groups were approached to provide staff for the various elements of the event and a list of these groups is discussed under Community Benefits below. An event manager was employed 3 months prior to the event and Property company staff were also used over the weekend.

Ticket Sales: In total, 153 Utes registered for the event with over 70 of these participating in the time trails and mud plug. For the street parade on Saturday, led by the mayor, over 100 Utes paraded through the town centre before moving on to the venue for the day's activities. Additional revenue was generated through stallholder fees, camping and bar sales. Our ticket pricing was too complicated and will be revised into a more basic format for future events as the complicated pricing structure caused delays at the registration gate.

Entertainment: Local bands were used to provide music for the Friday and Saturday concerts. The bands were selected well and proved to be

very good quality and very cost effective. In the future, we propose to only have one night of music (Saturday night) with bands playing from mid-afternoon to provide atmosphere and entertainment for the afternoon and evening.

Accommodation: A camp site was established at the Race Course and some of the punters made use of this facility. Most visitors to the event made use of local hotels and motels and this has wide benefits for the local community.

Prizes: The local business community was extremely generous with donating prizes to the event and all 12 prize categories (excluding the main prize of \$10,000) were donated. Part of the main prize (\$4,000) of \$10,000 was donated with the balance being funded by the event.

Event Sponsorship: Due to having very little time to put the event together and the fact that it was the first time the event was being run, it was difficult to attract major sponsors such as Ford/ Holden/Monteiths etc. but all have expressed interest in being involved with the event next year. However two large sponsors were attracted and these have been discussed under Financial below.

Financial

The event ended up making a loss of \$10,734 for its inaugural year. Some of the revenue and expenditure as follows:

Revenue:

Sponsorship – As mentioned above having 9 weeks to put the event together did not allow us to attract sufficient sponsorship but one main sponsor did provide \$25,000 worth of funding for the event as they would like to see the event become a main annual event for the West Coast and can see the economic benefits to the community. This sponsor wishes to remain anonymous but has expressed interest in sponsoring the event again next year. In addition to this, several large corporates are also interested in sponsoring the event next year.

Expenditure:

Advertising: Being the first time the event was advertised, some of the money spent on advertising was not very effective and this will be further refined for next year to ensure that advertising dollars attract the desired results.

Major Prize: The major prize of \$10,000 was a big attraction for participants and provided for a well- attended prize giving ceremony on

the Saturday night. We suggest that the main prize continues to be \$10,000 to ensure that future events continue to attract more punters each year.

Music: As discussed above, music can be limited to one night only next time we run the event and this will reduce costs considerably.

Community Groups

The following community groups and organisations benefitted directly from the event:

- Westland High School
- Hokitika Race Course
- RSA
- Boys Brigade
- Pioneer Social Club
- Hokitika Aero Club
- St Mary's school
- Hokitika Lions Club
- Grey High School
- Marist Rugby Club
- WIHP
- Savage Club

In Conclusion

The inaugural event, whilst not a success financially, has definitely laid the foundation for future events and it is our intention to continue to promote and operate an annual Ute Muster on the West Coast. This is a brand and event that we believe will improve from year to year but, like any good investment, takes time to mature and grow.

The inaugural event has given us clear direction for future events and we believe that by refining the program, changing the date to a more favourable time of year and more effective promotion of the event will ensure that it continues to grow. It is an exciting new brand for the West Coast!

3.10.3 Information Strategy

Work has commenced on the Information Systems Strategy which will provide direction in how technology, information systems and the linkages between systems can produce efficiencies and cost savings. This strategy will also incorporate a disaster recovery component to ensure that Council has the infrastructure in place to be able to function after a significant event.

3.10.4 Annual Report

Now that the Long Term Plan has been adopted, the finance team have commenced work on producing the Annual Report. The draft report once completed will be subject to audit for 4 weeks from mid-September to mid-October. The report will be expected to be adopted at an Extraordinary meeting in October, or if possible the October Council meeting.

3.10.5 Fraud Framework

The Fraud Framework review is almost complete. PwC have provided a draft Final report, and the executive team will be providing their comments. Once this has been finalised the report will be brought to the Finance, Audit and Risk Committee for discussion.

3.10.6 Commercial Rates

The Rates Officer completed a Commercial rating review before the end of the last Financial Year. Approximately 1,300 letters were sent out to ratepayers that have been identified as possibly carrying out some commercial activity. This was a desk process and no staff visited any ratepayers. There were also changes to properties to a Commercial rate as a result of the QV District Revaluation process. As a result of this, the properties identified were either rated commercially, part-commercial or no change.

Council is committed to ensuring that the Rating Information Database continues to be updated and accurate.

3.10.7 Year End Revaluations/Fair Value Assessments

Council must revalue its assets on a regular basis, WDC has chosen to revalue assets every 3 years. In between these full revaluations assets must be assessed for Fair Value. For the last Financial Year all Land and Buildings are in the process of a full revaluation. Fair Value assessments will be carried out on all infrastructure assets. This process is necessary to ensure that assets are carried at a value that allows Council to fund the correct depreciation so that reserves are in place to renew assets as they come to the end of life.

3.10.8 EDRMS

The project to source and install an Electronic Document Management System (eDRMS) is progressing after very little movement over the last 2 years. Staff have identified 2 potential systems and will be visiting Councils in the South Island shortly where these systems are currently in use. Once a system has been chosen there will be significant time in scoping and change managing the process from a manual system to the electronic system.

The eDRMS project is time consuming for staff, however the benefits far out weight this. It is expected that this can be in place between 1.5 – 2 years.

3.10.9 New Financial Reporting System

Council's current functional financial system does not support budgeting and reporting. This means that staff spend many hours' manually producing budgets and reports on a monthly, quarterly and Annual basis. To enhance reporting and provide more accurate reporting and budgeting with big time efficiencies, staff have sourced an agnostic reporting system which will sit on top of the functional system. This system should completely transform the production of the Long Term Plan and drastically reduce the amount of staff hours on this process.

The implementation of this system is due to start in August and be completed by 31 December 2018.

3.10.10 Westland District Key Economic Indicators & Fact Book

Council is in receipt of the Westland District Key Economic Indicators and Fact Book which is designed to provide the most up to date data available from various sources in order to understand how the economy works and the challenges for Westland District. Whilst the numbers themselves are important, of more importance is the interpretation of the trends. Interpretation can take many forms and in some case assumptions have to be used. Those assumptions must be able to withstand robust challenge and in many cases have links to other information.

Comparison data with the West Coast Region of the District's performance provides the opportunity to learn how each District compares with the whole West Coast Region. Comparisons can also be made across regions of NZ.

To read more and access a copy of the Fact Book, here is the link:

<https://www.westlanddc.govt.nz/sites/default/files/Westland%20District%20Fact%20Book%20July%202018.pdf>

3.10.11 Local Government Official Information and Meetings Act (LGOIMAs)

A total of 21 LGOIMA requests were received during the period 1 April 2018 to 18 July 2018:

The status of those applications is as follows:

Request	Status	No. of days taken to complete request	Charging
1. Phone Call Records – clarification of ongoing request	Completed	13	No
2. Information on the amount of funds provided by the Council for irrigation schemes, including proposed schemes for the years 2008 to 2018: <ul style="list-style-type: none"> • Year • Project/scheme name • Budget line item name • Amount budgeted/spent • Budget reference number For all funds allocated to projects that involve irrigation or freshwater takes other than for stock, reticulation, firefighting or wastewater. Note: This does not include costs budgeted for compliance where the Council is acting in the role of regulator.	Completed	14	No
3. No. of alcohol inspectors, training budgets, courses attended	Completed	18	No
4. Regional Fuel Tax	Completed	15	No
5. Information on Sexual Harassment allegations	Completed	13	No
6. <ul style="list-style-type: none"> (1) Correspondence from the Ministry of Business, Innovation and Employment referring to the value of airborne magnetic and/or radiometric surveys for water resource, soil or any other investigation of interest to the council. (2) Was any consultant involved in any avocation of airborne magnetic or radiometric surveys to the council? (3) If the answer to 2 above is affirmative who was the consultant involved? (4) Who advocated airborne magnetic and/or radiometric surveys to the council? (5) Provide me with copies of all documentation, from any source, available to the council, advocating airborne magnetic and/or radiometric surveys. 	Completed	12	No.
7.	Part 1 - GMCS	4	

<p>(1) Statement of Intents for Council Companies (2) Annual 2018 – 2019 budgets for these same Companies.</p>	<p>completed. Part 2 - Transferred to CCO – WDPL (Transfer acknowledged T.Willcock)</p>		
<p>8. Library data for years 2016, 2017, 2018</p>	<p>Completed</p>	<p>12</p>	<p>No</p>
<p>9. West Coast Wilderness Trail: (1) How much was initial construction? (2) How much has gone into maintenance? (3) How much has been received from other funders such as Government?</p>	<p>Completed</p>	<p>17</p>	
<p>10. Provincial Growth Fund</p> <p>Any correspondence sent to or received from the Ministry of Business, Innovation and Employment, the Office of the Minister for Regional Economic Development or any other government department/agency in relation to the Provincial Growth Fund.</p> <p>Any correspondence sent to or received from Council (including both elected members and staff) in relation to potential or actual Provincial Growth Fund bids; including public enquiries, potential funding applications and their associated business cases.</p> <p>Any documents, correspondence or recordings of meetings that contain reference to the Provincial Growth Fund.</p>	<p>In progress: Initial Letter of acknowledge ment - 14.06.18 Letter for Refinement - 26.06.18 Email to follow up Refinement Letter - 12.07.18 (Note still waiting on clarification response)</p>		<p>No</p>
<p>11. Personnel File and Correspondence</p>	<p>Completed 11.07.18 Initial Letter of acknowledge ment - 14.06.18 Clarification – not charging - 06.07.18 Request for refinement on Q3 - 06.07.18 Email received confirming requestor withdrawing Q3 - 09.07.18 Final Letter – 11.07.18</p>	<p>20</p>	<p>No</p>
<p>12. Personnel File and Correspondence</p>	<p>Completed 12.07.18</p>	<p>19</p>	<p>No</p>

	Initial Letter of acknowledgment - 19.06.18 Clarification Letter - not charging - 06.07.18 Request for Refinement Q3 Letter - 06.07.18 Final Letter with Information - 12.07.18		
13. Okarito Building Complaint	Completed: 06.07.18 Initial Acknowledgment Letter - 20.06.18 Final Letter enclosing information - 06.07.18	14	NA
14. Publicly Owned buildings and spaces sold within last 5 years	In progress: Initial Letter of acknowledgment - 25.06.18 Final reply letter drafted.	21	No
15. Diesel Permits - April 2017-March 2018	Completed: 06.07.18 Initial Acknowledgment Letter - 25.06.18 Final Letter enclosing information - 06.07.18	9	No
16. Personnel File and Correspondence	In Progress: Initial Letter of acknowledgment - 04.07.18 Clarification of request Item No. 3 Letter - 13.07.18		No

<p>17. (1) Regional funds received and expenditure (2) CCO Budgets, SOI, Meeting Minutes</p>	<p>In Progress: Initial Acknowledge ment Letter - 06.07.18 Partial Transfer - Westroads Ltd 12.07.18 Partial Transfer Destination Westland 12.07.18 Transfer letter to Requestor - 12.07.18</p>		<p>No</p>
<p>18. Rates Components</p>	<p>Completed 17.17.18 Initial Acknowledge ment Letter - 06.07.18 Final Letter enclosing information - 17.17.18</p>	<p>9</p>	<p>No</p>
<p>19. Library Wage Levels</p>	<p>In Progress: Initial Acknowledge ment Letter - 06.07.18</p>		<p>TBC</p>
<p>20. Greywater Recycling</p>	<p>In Progress: Initial Acknowledge ment Letter - 06.07.18</p>		<p>TBC</p>
<p>21. Audio Tape for Liquor Licensing Hearing</p>	<p>In Progress Initial Acknowledge ment Letter - 11.07.18</p>		<p>TBC</p>

3.10.12 Councillor Questions

Deputy Mayor Lash:

Tourism Fund (100K from WDC):

What is the actual income figure taken from the Tourism Rate – from all ratepayers across the entire Westland District? **\$100k + GST for Tourism West Coast. \$397,142 + GST this figure includes i-SITE and West Coast Wilderness Trail. See rates resolution adopted at the LTP adoption meeting for backup.**

Westroads: what checks and balances are in place to monitor their performance around all WDC maintenance contracts and ensuring the fulfilling of those? (e.g. the clearing of gutters, drains etc.) **Each Westroads contract is managed via the District Assets team. All contracts come with specific criteria for reporting requirements and work is validated prior to payment.**

Destination Westland

- Are Destination Westland relocating into the Renton Building in Hokitika? **Yes**
- If so, what is the overall cost of this exercise and what gains are expected from this move? **Overall cost is \$8K – move was necessary to accommodate expanded staff numbers and have a central base from which to operate effectively.**
- How do they quantify the need for additional positions being advertised (e.g. Health & Safety/maintenance, events, etc?) **All budgeted for within the new company structure and all new positions are required for the successful management of the new entities and expanded company portfolio**
- What does the business plan look like that will be presented to the new WHL board covering the next 5 years? **This is in the process of being revised now that the new entities have been confirmed as coming over to the CCO to manage.**
- Does their business plan moving forward meet Councils expectations for this business? (by business goals, management of councils assets, return back to the ratepayers). **SOI has been provided and will be reviewed by WHL board with an opportunity to ‘modify’ this year or start fresh from next year. This is being presented for information only at the Finance, Audit and Risk meeting in July. The SOI was signed by the Mayor on 29th June 18 and emailed to Albert Brantley (WHL Chair) on the same date.**
- How was the Ute Muster funded? **See report – a combination of sponsorship and revenue from the event**

Events

Ute Muster – see update provided in this report.

3.10.13 Cr Eatwell:

Illegal dumping of rubbish. - We would like anyone who identifies illegal dumping to report it through our service request form process. This will document the incident and also requires staff to investigate any breach.

3.10.14 The Office of the Auditor-General

The Inquiry into the Procurement for Works for Wastewater Plant at Franz Josef is ongoing and information has been forwarded to the Office of the Auditor-General.

4. STAFFING UPDATE

4.1 Office of the Chief Executive

No change in staffing.

4.2 District Assets

Over the last quarter we can welcome a new 3 waters engineer into the team. Martin Ross has joined us and comes with a wealth of experience in operation and project management of 3 waters infrastructure.

District Assets will shortly be looking to recruit a full time senior Projects Engineer to oversee the full capital program on behalf of the team. We have significant challenges with delivering these projects particularly with the amount we have targeted in the next three years.

District assets have some short term contracts in place to fast track improvements in asset data, systems and procedures.

4.3 Corporate Services

The Accountant role is still vacant, however recruitment is in progress and interviews were held last week.

Recruitment is still ongoing for the Strategy and Communications Advisor role, a short list has been prepared.

This role will be key for the preparation of the Annual Report.

4.4 Planning, Community and Environment

The recent decision through the LTP consultation to transfer the Museum and Events to Destination Westland. This has been completed and new HR contracts have been issued.

Recent changes within the Planning, Community & Environmental team is appointment of Ana Coleman as Quality Manager (Planning & Regulatory) to oversee quality systems, processes and audits within these functions.

Council is also working on bring Animal Control back in house. We have advised the current contractor of this and will look to recruit a role in the near future.

5 RECOMMENDATION

- A) **THAT** the Quarterly Report from the Chief Executive dated 26 July 2018 be received.
- B) **THAT** councillors instruct the Chief Executive to draft a Responsible Campers Bylaw for review at the next council meeting.

Simon Bastion
Chief Executive

Report

DATE: 26 July 2018
TO: Mayor and Councillors
FROM: Chief Executive

SALE OF LAND - 71 SALE STREET, HOKITIKA

1 SUMMARY

- 1.1 The purpose of this report is to seek approval for the sale and purchase of Council land at 71 Sale Street, Hokitika.
- 1.2 This issue arises from an enquiry from one of the two tenants who owns one of the two houses on the land.
- 1.3 Council seeks to meet its obligations under the Local Government Act 2002 and the achievement of the District Vision adopted by Council as part of the Long Term Plan 2018-28. These are stated on Page 2 of this agenda.
- 1.4 This report concludes by recommending that Council approves the sale and purchase of the land.

2 BACKGROUND

- 2.1 The parcel of land at 71 Sale Street (title WS5A/956) has been under a perpetual 21 year lease for many years. The land has two flats built on it, each flat owned by the tenant, with cross leases to the individual flat footprints and the shared open space and driveway.

3 CURRENT SITUATION

- 3.1 The owner/tenant in Flat 71B Sale Street is Mrs Jean Potter; she has owned and lived in the flat since March 2014. Mrs Potter now wishes to purchase the whole of the land and retain the lease with the adjacent owner/tenant in Flat 71A Sale Street, Mrs Eila Cudmore.

4 OPTIONS

- 4.1 Status quo; i.e., decline the request to purchase and continue with the existing long term lease.
- 4.2 Sell the land to Mrs Jean Potter and use the revenue for other Council activities.

5 SIGNIFICANCE AND ENGAGEMENT

- 5.1 This matter is deemed to be of marginal significance, as revenue from the sale can be used for other Council activities and rates on the land will continue to accrue to Council.

6 ASSESSMENT OF OPTIONS INCLUDING FINANCIAL IMPLICATIONS

- 6.1 During recent years, freeholding of mainly residential leases has been reasonably common, with the lessee buying the lessor's interest of the land generally at the market unimproved land value (Quotable Value Report May 2014).
- 6.2 We have requested a latest valuation for sale from QV and expect it to be around \$110-\$120,000 for the land – the 2014 valuation was \$100,000.
- 6.3 It is agreed between Westland District Council and Destination Westland Ltd that a commission of 25% of the sale price will apply, with other costs accrued to Council.

7 PREFERRED OPTION AND REASON

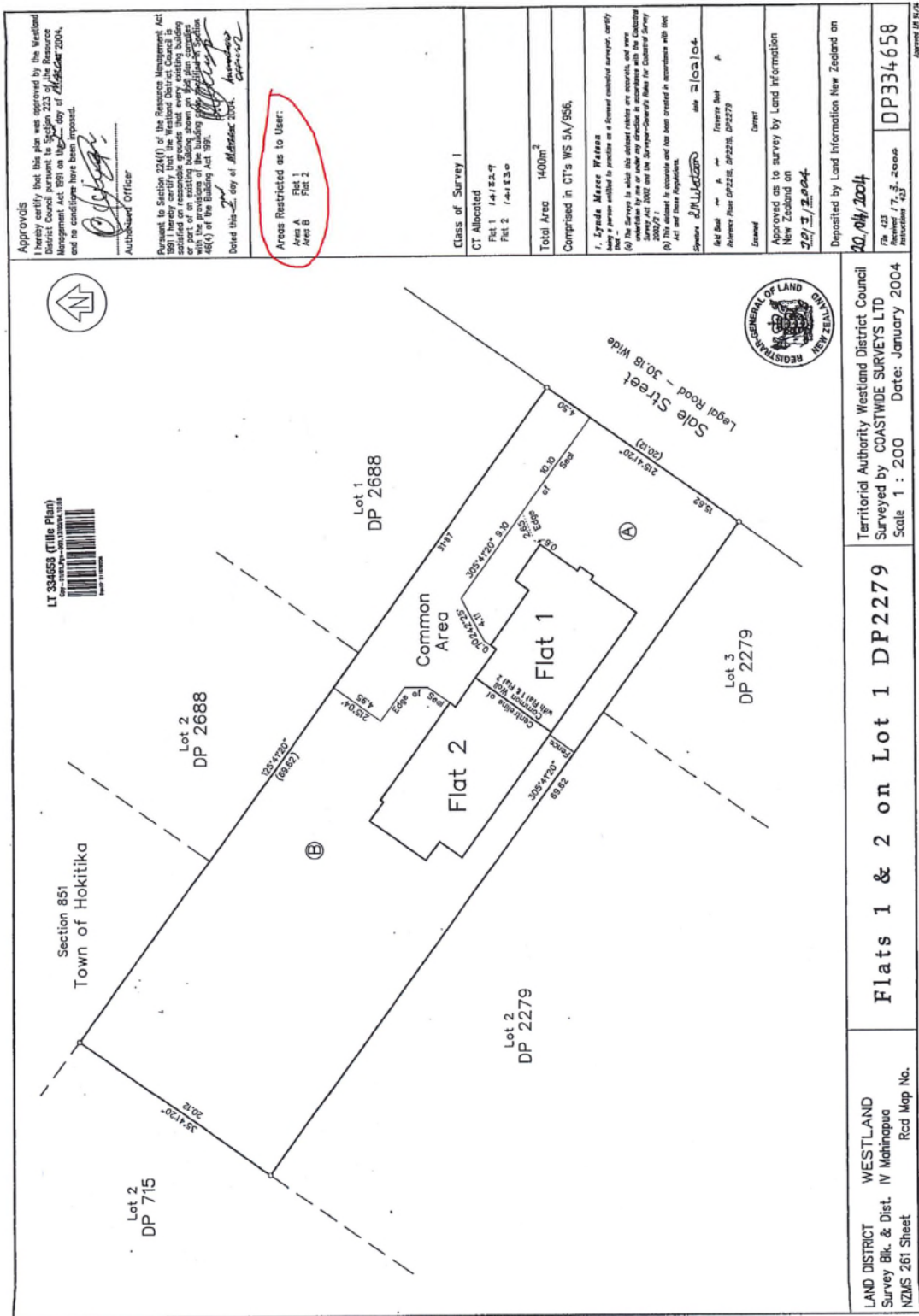
- 7.1 Preferred option is to sell the land and use the revenue for other activities.

8 RECOMMENDATION

- 8.1 THAT approval be granted to sell the land at 71 Sale Street Hokitika at the 2018 Quotable Value valuation.

Simon Bastion
Chief Executive

Appendix 1: Copy of Title
Appendix 2: Valuation Report



Approvals
 I hereby certify that this plan was approved by the Westland District Council pursuant to Section 223 of the Resource Management Act 1991 on the 20th day of March 2004, and no conditions have been imposed.
 Authored Officer: *[Signature]*

Request to Section 224(1) of the Resource Management Act 1991 hereby certifies that the Westland District Council is satisfied on reasonable grounds that every existing building or part of an existing building is situated on the land shown in this plan and that the building complies with the provisions of Section 484(4) of the Building Act 1991.
 Dated this 20th day of March 2004. *[Signature]*

Areas Restricted as to Use:
 Area A
 Area B
 Flat 1
 Flat 2

Class of Survey 1
 CT Allocated
 Flat 1 1-A123.4
 Flat 2 1-A123.0

Total Area 1400m²
 Comprised in CT's WS 5A/956.

1. Lydia Marie Watson
 I, Lydia Marie Watson, being a person entitled to practice as a licensed cadastral surveyor, certify that:
 (a) The surveys in which this document makes an appearance, and were undertaken by me or under my direction, are correct and accurate in accordance with the provisions of the Survey Act 2002;
 (b) This document is correct and has been created in accordance with the Act and other relevant legislation.
 Signed: *[Signature]* Date: 20/03/2004

144 Ball Road, Westland District Council, PO Box 22779, Christchurch.
 Approved as to survey by Land Information New Zealand on 20/03/2004.
 Deposited by Land Information New Zealand on 20/04/2004.
 File 423/17/2-2004
 Information 423
 DP334658

LAND DISTRICT WESTLAND
 Survey Blk. & Dist. IV Mahinapua
 NZMS 261 Sheet
 Road Map No.

Flats 1 & 2 on Lot 1 DP2279

Territorial Authority Westland District Council
 Surveyed by COASTWIDE SURVEYS LTD
 Scale 1 : 200 Date: January 2004

ALL BEING SHOWN GENERAL LAND INFORMATION NEW ZEALAND



Quotable Value Limited
www.qv.co.nz

VALUATION FOR

RENTAL REVIEW & FREEHOLDING

71 SALE STREET

HOKITIKA

LESSEE:

EILA LESLIE CUDMORE AND ELSIE LAING RUSSELL – ½ share
JEAN POTTER – ½ share

EFFECTIVE DATE:

1 JULY 2018

UNIMPROVED VALUE FOR FREEHOLDING – WHOLE PROPERTY:

\$110,000

FAIR ANNUAL RENT RECOMMENDATION:

\$6,000 inclusive of GST (if any) PER ANNUM

(This cover sheet is to read in conjunction with the attached report)

Como House, Level 1
51 Tancred Street
Hokitika

PO Box 109
Hokitika 7842

Phone: 03 755 8685
Fax: 03 341 1635
Email: Hokitika@qv.co.nz

Our Ref: 25850/45001 (605943)

12 July 2018

Westland District Property Limited
Private Bag 22
HOKITIKA 7842

Attention: Mark Jurisich

**VALUATION FOR RENTAL REVIEW AND POSSIBLE FREEHOLDING:
71 SALE STREET, HOKITIKA**

A new 21 year lease commenced in June 2013 and in accordance with the lease a rental review is required at five yearly intervals. One of the lessees has expressed an interest in freeholding the land.

This valuation has been prepared for the client to whom it is addressed, and no other party should rely upon this report, without reference to Quotable Value Limited.

We have made no survey of the property or its boundaries, and assume no responsibility in connection with such matters.



Our report, which has been prepared for rental review and freeholding purposes, is as follows:



PROPERTY SUMMARY

Property address	71 Sale Street, Hokitika
Owner / Lessor	Westland District Property Limited
Occupiers / Lessee's	Eila Leslie Cudmore and Elsie Laing Russell – ½ share Jean Potter – ½ share
Legal description	Lot 1 Deposited Plan 2279
Computer Register	WS5A/956 Westland Land Registry This is the fee simple title owned by Westland District Property Limited. The property is subject to Flat Deposited Plan 334658 with Leasehold Titles 641300 and 641299 provided. The leases were renewed in 2013 for 21 year terms, with each having a ½ share in the property. There is a subsequent cross-lease for the two flats.
Land area	1400 square metres
Lease Details	The lease was reviewed in June 2013 for a period of 21 years with provision under the Public Bodies Leases Act 1969 for a review of rental at five year periods. There is a provision for a renewal of the lease for another 21 year term.
Description of Land	This is a regular shaped residential site, with a frontage of 20.12 metres to Sale Street and a depth of nearly 70 metres. The site is generally level in contour with a gentle fall to the south across the site. A good building platform is provided however for the purpose of this valuation consideration has been made for the excavation of the site with retaining walls established on both side boundaries. Services available to the site include electricity, telephone, water supply and sewerage disposal.
Zoning	Residential



Locality The property is situated within one kilometre of the Hokitika commercial area within an established residential area. A convenience store and the St Johns Ambulance Depot adjoin, while Cass Square and the Westland High School are within easy walking distance.

Rating Valuation

25860-45001A – Flat 1
as at 1 September 2017:
Land Value \$61,000
Improvements Value \$134,000
Capital Value \$195,000

25860-45001B – Flat 2
as at 1 September 2017:
Land Value \$67,000
Improvements Value \$143,000
Capital Value \$210,000

FAIR ANNUAL RENTAL RECOMMENDATION

For the five year period from 1 July 2018.

\$6,000 (Six Thousand Dollars)

Inclusive of GST (if any) per annum

It is understood that the lease agreement provides for the ground rental to be shared equally between the lessees hence \$3,000 each.

GENERAL COMMENTS:

Schedule 1 clause 3 of the Public Bodies Leases Act 1969 which states:

“In making the said valuation no account shall be taken of the value of the following improvements, and inserts the words: Buildings and fences”.

We have interpreted that this clause is to be read as:



In making the said valuation no account shall be taken of the value of ANY improvements.

Unimproved Value is not defined in any act but described in a prominent valuation text as follows:

The unimproved value of the land disregards the actual improvements on the land valued, not other improvements extrinsic to the boundaries of the property. The land is to be valued in the context of its current surroundings at the date of valuation, as if the subject land was being notionally (if it is not actually) vacant without improvements. This requires current market demand and supply, road services, railways, bridges, other nearby buildings and utilities on other land to be in their actual condition as at the date of valuation.

Extract from (Urban Valuation in New Zealand Volume 1, Rodney L Jefferies)

SALES EVIDENCE:

In order to establish the market value of the land under consideration we have in accordance with normal valuation practice considered market sales.

Location	Sale Date	Sale Price	Area	Comment
42 Alpine View	Aug 2017	\$155,000	1484 m ²	Superior - views
13 Racecourse Tce	Nov 2017	\$145,000	1924 m ²	Superior – recent subdivision
16 Takutai Tce	May 2018	\$115,000	2800 m ²	Superior – coastal views
181 Kaniere Rd	Mar 2017	\$88,000	1483 m ²	Inferior – level, backfilled
224 Revell St	Nov 2017	\$70,000	663 m ²	Inferior
126A Hall St	Nov 2017	\$70,000	344 m ²	Inferior – ready to build
56B Hoffman St	Jun 2018	\$63,000	1047 m ²	Inferior – rear site



COMMENTS ON LEASE:

The ownership structure of this property is rather complex with the respective owners of the flats jointly owning the lease over the underlying land. The rental for the land is evenly split between the two occupiers however Flat 1 has a much smaller area of exclusive use.

FREEHOLDING:

There is a significant area of undeveloped land behind the occupied area of Flat 2 which has potential for development with a third unit on the site a possibility.

In theory and if vacant, under the rules of the District Plan, the property could be subdivided into four lots. However the practical subdivision would be for three lots. The additional land could be used in conjunction with Flat 2, and the front flat leased back without the need for a full subdivision.

The unimproved value for freeholding is as follows:

\$110,000 (One Hundred and Ten Thousand Dollars)

Thank you for the opportunity to provide valuation services. This report was carried out by David Shaw. David has been valuing since 1984, he has the qualifications and experience to carry out a valuation of this nature. This valuation report has been completed in accordance with the New Zealand Institute of Valuers (NZIV) and Property Institute of New Zealand (PINZ) Code of Ethics, and Valuation Standards.

Please do not hesitate to contact me should you require any further assistance or clarification.

Yours faithfully

QV Valuations

A handwritten signature in blue ink, appearing to read 'David J Shaw'.

David J Shaw

REGISTERED VALUER

NZIV, MPINZ

Holding an Annual Practising Certificate



VALUATION CONDITIONS:

Structural survey

This report is not a building, environmental, geotechnical or boundary survey and no responsibility is taken for the omission of building or other defects which may not be apparent without such surveys including "Leaky Building Syndrome". All plumbing and wiring, fittings and devices are assumed to be in proper working condition unless stated otherwise, and to conform to current building codes and bylaws. Any heating installations, which do not conform to current codes and/or bylaws, have been valued accordingly.

Property services

In preparing this report and unless stated, services to the property have not been tested, and are assumed to be in proper working condition i.e. water supply, power, phone supply, wastewater and stormwater disposal systems and other services.

Land information memorandum

Our valuation is made on the basis that there is no outstanding requisition from the Local Authority in respect of the land or improvements and that the property complies with both the Building and Resource Managements Acts. Should this not prove to be the case we reserve the right to reconsider the assessed valuation.

Information supplied by other parties

Where it is stated in the report that information has been supplied to us by another party, this information is believed to be reliable but we can accept no responsibility if this should prove not to be so. Where information is given without being attributed directly to another party, this information has been obtained by our search of records and examination of documents or by enquiry from Government or other appropriate departments.

Land survey

We have made no survey of the property and unless otherwise stated assume that all improvements lie within the title boundaries. No guarantee is given that the land is not subject to statutory rights not recorded on the relevant Computer Register and not apparent from normal inspection of the property. We assume no responsibility in connection with such foregoing matters.



Lease details

Where a property is leased, this report records the nature of the information supplied. That information has been accepted and relied upon at face value. It has been assumed that the information supplied is complete and accurate, and that the lease is fully enforceable.

Noxious substances/Contaminated sites

Substances such as asbestos, other chemicals, toxic waste or other potentially hazardous materials, could if present, adversely affect the value of the property. The stated value is based on the assumption that there is no material on or in the property that would cause loss in value. No responsibility is assumed for any such conditions and the recipient of this report is advised that the valuer is not qualified to detect such substances, quantify the impact, or estimate the remedial cost. No historical search of land use has been made.

Professional indemnity insurance

We certify that Quotable Value holds current professional negligence insurance for an amount not less than the subject valuation.

Confidentiality and limitation of liability

This valuation has been completed for the purpose stated. No responsibility is accepted in the event that this report is used for any other purpose or by any other party than to whom it is addressed. The valuer does not disclaim any duty of care to the party relying on this report as named, or to any other party who may rely on it who can be reasonably known to rely on it due to a relationship with the party named.

Publication

Neither the whole nor any part of this valuation or any reference thereto may be included in any document, circular or statement without our approval of the form and context in which it will appear.



Compliance Statement (International Valuation Standards)

Our valuation has been prepared in accordance with International Valuation Standards (IVS) 2017 and Australia & New Zealand Valuation Guidance Notes (ANZVGN), in particular:

IVS Framework

IVS 101 Scope of Work

IVS 102 Investigations and Compliance

IVS 103 Reporting

IVS 104 Bases of Value

IVS 105 Valuation Approaches and Methods

IVS 400 Real Property Interests

ANZVGN 1 Valuation Procedures – Real Property

ANZRPGN 1 Disclaimer Clauses & Qualification Statements

Report



DATE: 26 July 2018

TO: Mayor and Councillors

FROM: Community Development Advisor

POLICY ON STATUES, MONUMENTS, MEMORIALS AND PUBLIC ART

1 SUMMARY

- 1.1 The purpose of this report is to present Council with a draft policy on statues, monuments, memorials and public art for Hokitika.
- 1.2 This issue arises from the Hokitika Reserves and Environs Community Group meeting 8 May 2018 expressing concerns that Council has no policy for the location of monuments. At that meeting, Russell Gugich and Rob Daniel asked that their opposition to the idea of memorial stones being located on the riverbank or beachfront be recorded in the minutes of the meeting.
- 1.3 Council seeks to meet its obligations under the Local Government Act 2002 and the achievement of the District Vision adopted by Council as part of the Long Term Plan 2015-25. These are stated on Page 2 of this agenda.
- 1.4 This report concludes by recommending that Council adopt this policy.

2 BACKGROUND

- 2.1 Following a request from Dr Anna Dyzel on behalf of the Lions Club, Council at its meeting 26 October 2017 gave approval for the Hokitika Lions Club to supervise the installation of a memorial rock on Gibson Quay in memory of Colin Adams.
- 2.2 Council received a letter 26 October 2017 from Heritage Hokitika requesting that Council consider relocation of the Explorers Monument from the Hokitika Cemetery back to the town centre. This would increase public appreciation of the monument and add another point of historic interest for visitors.

- 2.3 The Hokitika Reserves and Environs Community Group is concerned that there is no overarching policy or strategy around the placement of statues, monuments or public art, and ad hoc requests are being considered without due consideration on the historical significance plus the visual impact of the decisions.

3 CURRENT SITUATION

- 3.1 Council is likely to be asked for further ad hoc requests for statues, monuments, memorials and public art from the community. Therefore, to avoid an ad hoc development of such features, it is prudent for Council to have a policy in place.

4 OPTIONS

- 4.1 Adopt the draft policy in Appendix 1 to this report.
- 4.2 Not adopt the policy in Appendix 1 to this report.

5 SIGNIFICANCE AND ENGAGEMENT

- 5.1 This has a medium level of significance because it involves the district's assets including land and structures, it could involve a degree of public interest, it could have an impact on particular community groups, and it could affect iwi and their relationship with a particular piece of land.
- 5.2 The attached draft policy was discussed at the Hokitika Reserves and Environs Community Group meeting 8 May 2018 and members were invited to provide feedback by 31 May 2018. The only feedback received was from Sue Asplin, which was subsequently incorporated into the policy.

6 ASSESSMENT OF OPTIONS (INCLUDING FINANCIAL IMPLICATIONS)

- 6.1 The advantage of adopting the policy is that it will give clear guidance for any future decisions regarding statues, monuments, memorials and public art. The disadvantage of adopting the policy is that the community will think that Council decisions are irreversible.
- 6.2 The advantage of not adopting the draft policy is that the community will be able to install statues, monuments, memorials and public art wherever they want to. The disadvantage of not adopting the policy is that ad hoc development of statues, monuments, memorials and public art will continue.

7 PREFERRED OPTION(S) AND REASONS

7.1 The preferred option is that Council adopts the draft policy so that it has clear guidance in making future decisions about the location of statues, monuments, memorials and public art in Hokitika.

8 RECOMMENDATION(S)

A) **THAT** following the discussion among the members of the Hokitika Reserves and Environs Community Group, that Council adopts the draft policy in Appendix 1 on the future location of statues, monuments, memorials and public art in Hokitika.

Derek Blight
Community Development Advisor

Appendix 1: Draft policy on statues, monuments, statues and monuments in Westland.

**DRAFT POLICY ON
HOKITIKA
STATUES,
MONUMENTS,
MEMORIALS &
PUBLIC ART**

1. INTRODUCTION

1. This policy sets out policy, guidance and requirements pertaining to the location and ongoing maintenance of statues, monuments, memorials and public art in Hokitika.

2. POLICY APPLIES TO

- 2.1 Locations in Hokitika area (including Kaniere).

3. POLICY STATEMENT

- 3.1 That all proposed sites for statues, monuments, memorials and public art in Hokitika are brought to the attention of the Hokitika Reserves and Environs Community Group for comments and consideration.
- 3.2 That a written outline of the proposal including the meaning of the object (design rationale), relevance to the town, why the intended site has been chosen, its overall purpose, the origin of the object, what materials it is made of, how it will be constructed, and its expected life be submitted to the Hokitika Reserves and Environs Community Group.
- 3.3 That annotated scale drawings or photographs of the object, including a plan and elevations be provided.
- 3.4 That a visual impression (sketch, photo-montage, mock-up) of the object on the proposed site be provided to show how it will look when it is finished, how it relates to its existing background, its surroundings and what views will be seen looking at it from other directions.
- 3.5 That options for alternative sites be considered.
- 3.6 That any object in a public space must be signed off by an engineer to ensure it meets National Playground Safety Standards (or the equivalent) if required.
- 3.7 That ownership of any object must be clearly stated and agreed upon; that is, whether the object is to be given to Council for the community, whether a gift agreement is needed or if ownership stays with the proposer, and whether a loan agreement is required, which includes a renewal date, a condition report, a maintenance regime, and the process for the removal and return of the object.

- 3.8 That the proposed location of new or relocated statues, monuments, memorials and public art will be considered in the context of existing development plans already considered or approved by Council.
- 3.9 That Council asks the proposer of the project for a maintenance schedule to be put in place so that the statue, monument, memorial or public art will be kept in good condition and that Council has the right to remove the statue, monument, memorial or public art if it falls into disrepair. This schedule will include what needs to be done, how often and who will do it.
- 3.10 That a recommendation from the Hokitika Reserves and Environs Community Group for every proposed statue, monument, memorial and work of public art be taken to Council.
- 3.11 That every initial placement and/or relocation of any statue, monument, memorial or work of public art only be decided by Council resolution.

4. DEFINITION

- 4.1 A statue is a sculptured figure in the form of a person or animal.
- 4.2 A monument is anything designed to commemorate something.
- 4.3 A memorial is something designed to preserve the memory of a person or event.
- 4.4 Public art is art in any media that is located in a public place, usually outside and accessible to everyone.

5. BACKGROUND

- 5.1 The need for a policy has arisen because of past requests for statues, memorials and monuments to either be located or re-located in the Hokitika area.

6. REGULATIONS AND REFERENCES

- 6.1 No regulations or references exist that affect this policy.

7. RELATED WRITTEN POLICIES

- 7.1 No related policies are in force.

8. DELEGATIONS

8.1 Council may delegate some of its powers to the Chief Executive.

9. EXCEPTIONS

9.1 No exceptions.

10. REVIEW PROCESS

This policy will be reviewed in 5 years' time.

11. APPROVAL

This policy is for adoption by Council 26 July, 2018.