

# A G E N D A

## Council Meeting

**Council Chambers  
36 Weld Street  
Hokitika**

**Thursday  
29 October 2015  
commencing at 9.00 am**

His Worship the Mayor, M.T. Havill (**Chairperson**)  
Cr. J.H. Butzbach, Cr. P.M. Cox, Cr. M.S. Dawson,  
Cr. D.G. Hope, Cr. L.J. Martin, Cr. M.D. Montagu,  
Cr A. P. Thompson, Cr. C.A. van Beek



## COUNCIL MEETING

NOTICE IS HEREBY GIVEN THAT AN ORDINARY MEETING OF THE WESTLAND DISTRICT COUNCIL WILL BE HELD IN THE COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA ON THURSDAY 29 OCTOBER 2015 COMMENCING AT 9.00 AM

*Tanya Winter*  
*Chief Executive*

*23 October 2015*

### COUNCIL VISION

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

This will be achieved by:

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

### **Purpose:**

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

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

**1. MEMBERS PRESENT AND APOLOGIES:**

**1.1 Apologies**

Cr. Greg Hope and Cr. Murray Montagu.

**1.2 Interest Register**

**2. CONFIRMATION OF MINUTES**

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

**2.1.1 Ordinary Council Minutes – 24 September 2015**

*(Pages 6-14)*

**3. PUBLIC FORUM**

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

**4. BUSINESS**

**4.1 Mayor's Report**

**4.2 Update from Councillors**

**4.3 Presentations to Council**

**i) 10.00 am - Gerry Commandeur – Ruby Rock**

*Gerry Commandeur, Ruby Rock, will be in attendance at the meeting at 10.00 am to provide a presentation regarding Ruby Rock and Goodletite.*

*Morning tea at 10.30 am.*

ii) **11.00 am - Rachel Roberts, Chairperson of Enterprise Hokitika**

*Rachel Roberts, Chair, Enterprise Hokitika will be in attendance at the meeting at 11.00 am to provide a presentation regarding Enterprise Hokitika.*

4.4 **Financial Report: August 2015** (Pages 15-22)

4.5 **Annual Report on Dog Control Policy and Practices** (Pages 23-29)

4.6 **Recreation Contributions** (Pages 30-58)

*Lunch at 12.30 pm.*

4.7 **Budget Variation – Franz Josef Water** (Pages 59-79)

4.8 **2016 Election - Appointment of Electoral Officer and Order of Candidates' Names on the Voting Documents** (Pages 80-84)

5. **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:

5.1 **Confidential Minutes**

5.2 **Plan Change 7**

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

<b>Item No.</b>	<b>Minutes/ Report of</b>	<b>General subject of each matter to be considered</b>	<b>Reason for passing this resolution in relation to each matter</b>	<b>Ground(s) under Section 48(1) for the passing of this resolution</b>
5.1	Minutes	Confidential Minutes	Good reasons to withhold exist under Section 7	Section 48(1(a))
5.2	Report	Plan Change 7	Good reasons to withhold exist under Section 7	Section 48(1(a)(i) and Section 48(2)(a)(i) and (ii)

**Date of Next Ordinary Council Meeting**  
**26 November 2015**  
**Haast**

**MINUTES OF AN ORDINARY MEETING OF THE WESTLAND DISTRICT COUNCIL, HELD IN THE COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA ON THURSDAY 24 SEPTEMBER 2015 COMMENCING AT 9.00 AM**

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

His Worship the Mayor, M.T. Havill (**Chairperson**)

Deputy Mayor P.M. Cox

Cr. J.H. Butzbach, Cr. M.S. Dawson, Cr. L.J. Martin, Cr M.D. Montagu, Cr A.P. Thompson, Cr. C.A. van Beek.

**1.1 Apologies**

Cr D.G. Hope.

Moved Deputy Mayor Cox, seconded Cr Dawson and **Resolved** that the apology from Cr D.G. Hope be received and accepted.

**Staff in Attendance**

T.L. Winter, Chief Executive; J. Bainbridge, Field Inspections Officer (for part of the meeting); G.J. Borg, Group Manager: Corporate Services; P. Cannell, Engineer – Water Services (for part of the meeting); L.A. Crichton, Finance Manager; J.D. Ebenhoh, Group Manager: Planning, Community and Environment; S. Eyre, Property & Projects Supervisor (for part of the meeting); V. Goel, Group Manager: District Assets; D.M. Maitland, Executive Assistant.

**1.2 Interest Register**

The Interest Register was circulated and one amendment was noted.

## 2. CONFIRMATION OF MINUTES

### 2.1 Confirmation of Minutes of Meetings of Council

#### 2.1.1 Ordinary Council Minutes – 27 August 2015

Moved Cr Montagu, seconded Cr Butzbach and **Resolved** that the Minutes of the Ordinary Council Meeting, held on the 27 August 2015 be confirmed as a true and correct record of the meeting, subject to the following amendment:

Page 10 – Report from Executive Committee Chair – August 2015.

Move from Page 10 to Page 11 the following wording *“His Worship the Mayor declared an interest in this item”*.

### 2.2 Minutes to be Received

#### 2.2.1 Executive Committee Minutes – 11 August 2015

Moved Cr Montagu, seconded Cr Butzbach and **Resolved** that the Minutes of the Executive Committee Meeting, held on the 11 August 2015 be received.

## 3. PUBLIC FORUM

The following member of the public attended the Public Forum Section of the Meeting:

### 3.1 Fiona Pollard

Ms Pollard made the following points:

- Thanked Council for their support.
- Noted that in Kumara there is not only the Kumara Residents Trust (KRT); it is a collective effort that is moving things forward in Kumara.
- Invitation to the public meeting on Tuesday 29 September, facilitated by Patricia Herd. It is an information meeting. KRT will be presenting the information from Council to update the public on their reserve proposal.
- Noted that the Land Transfer process is underway.

*His Worship the Mayor thanked Ms Pollard for the update to Council.*

## **4. BUSINESS**

### **4.1 Mayor's Report**

*His Worship the Mayor provided the following update:*

- Noted that Sam Whitelock, Dane Coles and Luke Romano of the All Blacks were welcomed at the Hokitika Airport on the 3 September 2015 on their way to Westport.
- Attended the KnowHow “Getting the best out of your CCOs” Workshop on the 7 September 2015 hosted by Selwyn District Council.
- Participated in the Special Olympics New Zealand Basketball Programme (Mayors’ Basketball Game) at the Civic Centre in Greymouth for special needs students on the 15 September 2015.
- Hosted a Citizenship Ceremony in the Council Chambers for seven attendees who undertook their Oath and Affirmation of Allegiance on the 16 September 2015.
- Congratulated the Chief Executive again on receiving a scholarship to the Mt Eliza Business School in Melbourne and wished her well for the course which takes place in October.
- Noted that Development West Coast has launched a \$5 million fund to stimulate business development and growth in the West Coast Region, and has also made \$1 million available to the West Coast Councils to improve access to ultra fast broadband and cell phone coverage for the region.

### **4.2 Update from Councillors**

*Councillors provided the following updates:*

#### **i) Deputy Mayor Cox**

- Attended the Executive Committee Meeting on the 9 September 2015.
- Welcomed Ashley Cassin as the Wildfoods Festival Coordinator.
- Noted the Development West Coast funds referred to by Mayor Havill.
- Congratulated the Customer Service Manager on the Association of Local Government Information Management (ALGIM) Award for her continuing contribution towards improving customer service.



ii) **Cr Martin**

- Enterprise Hokitika Annual General Meeting - Rachael Roberts was elected as Chair and Juergen Schacke as Vice Chair together with an executive committee.

Current matters of interest for EH are:

- **The rating review** and addressing anomalies to make the system fairer for all. In particular commercial businesses being conducted from residentially rated properties and therefore not paying the correct rates.
  - **Trading in public places** - this issue is two fold relating to 'hawkers' and markets and was raised last October. EH members have attended working party meetings with staff. This will be a focus for EH as the summer season is almost here. EH would like to see the outdoor markets relocated. EH's position on the markets is that they should work **with** the local retailers to enhance the town. The current location does not encourage people into the main retail area.
  - **On going beautification and maintenance** projects in and around the town. The latest hanging basket competition was very well supported.
  - **Education around the role of EH** plays and what they have achieved. This will include a presentation to Councillors outlining what EH has achieved for the district in the past five years.
  - Preparing for the **Luminaries** by ensuring Hokitika is ready for the worldwide attention created for when the film series will be made.
- Heritage Hokitika Meeting on Tuesday 22 September 2015.
    - Seeking a response from Council regarding the weighbridge and some other projects.
    - The group was heartened by the letter received from the Chief Executive regarding the statues and working in partnership with Council.
  - Grease performance attended by over 1200 people; congratulated all those involved in the production of the show. Asked that a letter of thanks be sent to the organisers of the production.
  - Queried when the report on the review of the stormwater catchment will come to Council?

- Attended the Executive Committee Meeting on the 9 September 2015.
- Attended a meeting on the 17 September 2015 with representatives of Westland District Council and the Westland Ratepayers and Residents Association to discuss the LTP and Rates Review Process.

**iii) Cr Butzbach**

- Attended the Executive Committee Meeting on the 9 September 2015.

**iv) Cr Thompson**

- Noted the visit of the All Blacks on the 3 September 2015.
- Showed Ian Collier, Regional Manager, Air New Zealand and Grace Jones, Marketing Manager from Air New Zealand around the District.
- Attended the Executive Committee Meeting on the 9 September 2015.

**v) Cr Montagu**

- Congratulated the Customer Service Manager on the ALGIM Award.
- Noted that the Ross Hall kitchen is taking shape.
- Reminded Councillors that they are Trustees of the Endowment Funds for Kumara and Ross.
- Noted that with regard to Ross Endowment money, a small portion of that money was taken out of the fund to leverage other funding avenues.

**vi) Cr van Beek**

- Attended the Safer Community Council Meeting on the 28 August 2015.
- Noted the visit of the All Blacks on the 3 September 2015.
- Attended the KnowHow “Getting the best out of your CCOs” Workshop on the 7 September 2015 hosted by Selwyn District Council.
- Attended the Executive Committee Meeting on the 9 September 2015.

- Attended the Kumara Residents Trust Meeting on the 15 September 2015.
- Thanked the Chief Executive for nominating the Customer Service Manager for the ALGIM Award.

**vii) Cr Dawson**

- Chaired the Executive Committee Meeting on the 9 September 2015.
- Thanked the Chief Executive for nominating the Customer Service Manager for the ALGIM Award.
- Noted that registrations are required for the KnowHow Workshop - Audit & Risk Committees - Roles & Functions on the 1 October 2015 hosted by Westland District Council.

Moved Cr van Beek, seconded Cr Dawson and **Resolved** that the verbal reports from the Mayor and Councillors be received.

**4.3 Financial Performance: July 2015**

*The Group Manager: Corporate Services spoke to this report.*

Moved Cr Dawson, seconded Cr Montagu and **Resolved** that Council receives the Financial Performance Report to the 31 July 2015.

**4.4 Financial Management System Enhancement**

*The Group Manager: Corporate Services spoke to this report.*

Moved Cr Dawson, seconded Cr van Beek and **Resolved** that Council approves an operating variance of \$18,100 for the proposed enhancements to the financial management system.

**4.5 Vehicle Based Camping in Franz Josef/Waiau**

*Cr Dawson declared an interest in this matter.*

*The Corporate Planner and the Group Manager: Planning, Community and Environment spoke to this report.*

*An email was tabled from Helen Lash, Franz Josef Community Development Officer asking that Council staff investigate other options and methods of controlling nuisance factors derived from freedom camping in Franz Josef as opposed to imposing a freedom camping bylaw of exclusion.*

Moved Cr Montagu, seconded Cr van Beek and **Resolved** that:

- A) Council approves staff investigating and then implementing the methods set out in Appendix 1 attached to the Agenda, in order to manage negative effects in Franz Josef/Waiau from both the use of motorhomes and vehicles being used as overnight accommodation, on Council owned or managed property.
- B) Council request that staff report back on progress by March 2016.

#### **4.6 Implementation of Online Building Consent Systems**

*The Group Manager: Planning, Community and Environment spoke to this report.*

Moved Cr Dawson, seconded Deputy Mayor Cox and **Resolved** that:

- A) Council approves a projected operating variance of \$30,000 for the 2015/16 financial year in the Building Control activity in order to license the appropriate software and obtain the training necessary to implement online building consent systems.
- B) Council acknowledges that there will be approximately \$11,000 in capital expenditure necessary to provide the Building Control team with the computer equipment (desk-based and mobile) necessary to use the new system. It was noted that this will be funded from capital reserves in 2015-16.

#### **4.7 Annual Report to Alcohol Regulatory and Licensing Authority**

*The Group Manager: Planning, Community and Environment spoke to this report.*

Moved Cr Martin, seconded Cr Butzbach and **Resolved** that Council receives the draft Annual Report to the Alcohol Regulatory and Licensing Agency, for the year ending 30 June 2015.

#### **4.8 Local Government Official Information and Meetings Act 1987 (LGOIMA) Report on Requests 1 July 2014 – 30 June 2015**

*The Chief Executive spoke to this report.*

Moved Cr Montagu, seconded Cr Martin and **Resolved** that Council receive the information on requests made under the Local Government Official Information and Meetings Act 1987 for the period 1 July 2014 to 30 June 2015.

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

Moved Cr Dawson, seconded Cr Martin and **Resolved** that Council exclude the public in accordance with Section 48, Local Government Official Information and Meetings Act 1987 at 10.00 am.

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

**5.1 Confidential Minutes**

**5.2 Confidential Report: Retrospective Approval - Land Purchase–Kaniere Upgrade to Blue Spur Water Treatment Plant**

**5.3 Confidential Report: Reseal Contract Approval**

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

Item No.	Minutes/ Report of	General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under Section 48(1) for the passing of this resolution
5.1	Minutes	Confidential Minutes	Good reasons to withhold exist under Section 7	Section 48(1)(a)
5.2	Retrospective Approval - Land Purchase–Kaniere Upgrade to Blue Spur Water Treatment Plant	Confidential Report	Good reasons to withhold exist under Section 7	Section 48(1)(a)
5.3	Reseal Contract Approval	Confidential Report	Good reasons to withhold exist under Section 7	Section 48(1)(a)

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

No.	Item	Section
5.1	Protection of privacy of natural persons/organisations.	Section 7(2)(a)
5.2 & 5.3	Protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or is the subject of the information	Section 7(2)(b)(ii)

Moved Cr Butzbach, seconded Cr Thompson 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 10.17 am.

**MEETING CLOSED AT 10.17 AM**

Confirmed by:

\_\_\_\_\_  
**Mike Havill**  
**Mayor**

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

**Date of Next Ordinary Council Meeting**  
**29 October 2015**  
**Council Chambers**

# Report



**DATE:** 29 October 2015

**TO:** Mayor and Councillors

**FROM:** Finance Manager

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## FINANCIAL PERFORMANCE: AUGUST 2015

### 1 SUMMARY

- 1.1 The purpose of this report is to provide an indication of Council's financial performance for one month to 31 August 2015.
- 1.2 This issue arises from a requirement for sound financial governance and stewardship with regards to the financial performance and sustainability of a local authority.
- 1.3 Council seeks to meet its obligations under the Local Government Act 2002 and the achievement of the District Vision adopted by Council as part of the Long Term Plan 2015-25. These are stated on Page 2 of this agenda.
- 1.4 This report concludes by recommending that Council receives the financial performance report to 31 August 2015, attached as **Appendix 1**.

### 2 BACKGROUND

- 2.1 Council receives monthly financial reporting so that it has current knowledge of its financial performance and position against targets and objectives adopted in the Long Term Plan 2015/25.

### 3 CURRENT SITUATION

- 3.1 Council now receives a monthly financial summary report in a consistent format.

3.2 The Financial Performance Report to 31 August 2015, is attached as **Appendix 1** and contains the following elements:

- 3.2.1 Segmental graphs for net cost of services, operating revenue and expenditure.
- 3.2.2 Actual Debt position compared to Forecast Debt position.
- 3.2.3 Update on Rates Debtors.
- 3.2.4 Whole of Council Cost of Service Statement, including Full Year Forecast.
- 3.2.5 2015/16 Project progress report.
- 3.2.6 Carry overs.

#### **4 OPTIONS**

- 4.1 Council can decide to receive or not receive the report.

#### **5 SIGNIFICANCE AND CONSULTATION**

- 5.1 This report is for information only and, while feedback is invited from Council in order for staff to continuously improve the quality of information provided, no assessment of significance or consultation and no options analysis is required.

#### **6 RECOMMENDATION**

- A) **THAT** Council receives the Financial Performance Report to 31 August 2015

**Lesley Crichton**  
**Finance Manager**

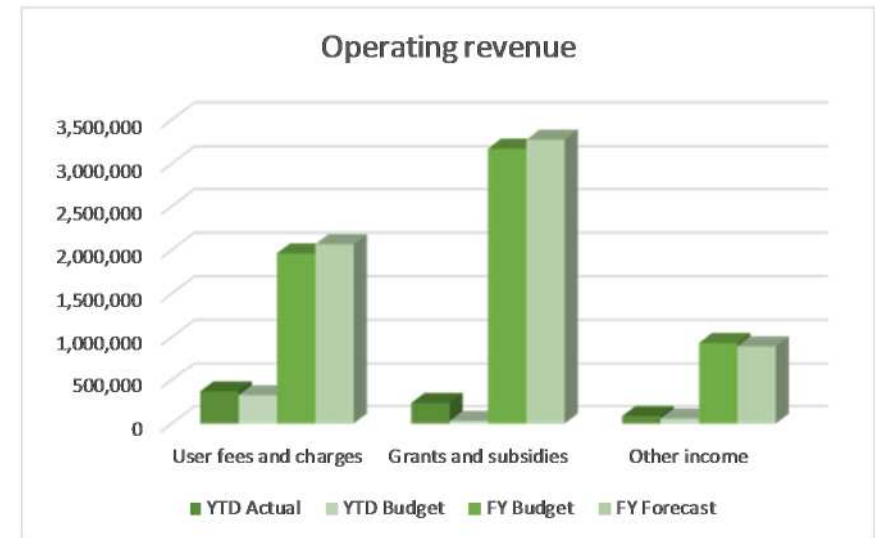
**Appendix 1:** Financial Performance August 2015



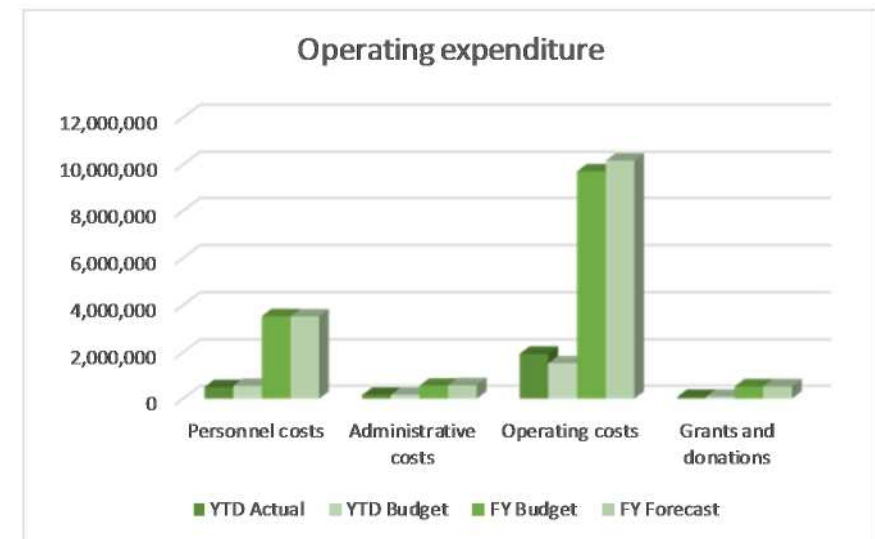


# Financial Performance August 2015

<b>Operating revenue</b>	<b>YTD Actual</b>	<b>YTD Budget</b>	<b>FY Budget</b>	<b>FY Forecast</b>
User fees and charges	369,466	325,771	1,963,303	2,067,728
Grants and subsidies	236,891	30,300	3,171,625	3,274,329
Other income	86,857	59,364	935,430	897,445

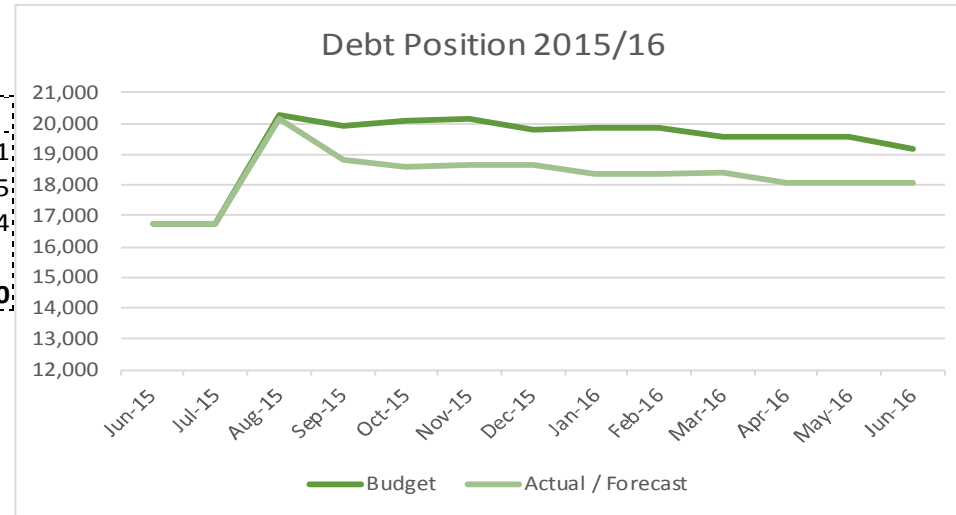


<b>Operating expenditure</b>	<b>YTD Actual</b>	<b>YTD Budget</b>	<b>FY Budget</b>	<b>FY Forecast</b>
Personnel costs	489,331	536,739	3,536,405	3,527,958
Administrative costs	158,143	160,445	549,224	565,749
Operating costs	1,938,247	1,536,187	9,713,013	10,169,012
Grants and donations	76,857	79,633	518,500	518,500



### Debt Position

Debt position 2015	Forecast	Actual
Balance July-15	16,711	16,711
Capex 2016	361	405
New Loans raised - WMP	3,100	3,044
Repaid	-1,105	
<b>Debt position June 2016</b>	<b>19,067</b>	<b>20,160</b>



### Rates debtors

<b>Rates debtors balance</b>	31/07/2015	4,312,542
Total rates arrears	31/08/2015	1,813,367
Reduction in previous arrears		(238,821)
Unpaid August installment		594,700
<b>Total rates debtors August</b>		<b>1,813,367</b>

Note: 1. Penalty notification letters were sent out shortly after August month end.

2. Letters to regular monthly direct debit payers were sent out requesting that they review their regular payments.

WESTLAND DISTRICT COUNCIL

Cost of service statement

WESTLAND DISTRICT COUNCIL	Year to August			Full year 2015-2016	
	Actual	Budget	Variance	Budget	FY Forecast
<b>Operating revenue</b>					
Rates (includes targeted rates and metered water)	2,796,024	2,754,954	41,071	14,033,643	14,097,606
User fees and charges	369,466	325,771	43,696	1,963,303	2,067,728
Grants and Subsidies	236,891	30,300	206,591	3,171,625	3,274,329
Other income	86,857	59,364	27,493	935,430	897,445
Overhead recoveries	786,570	939,027	(152,457)	6,318,673	6,113,356
<b>Total revenue (A)</b>	<b>4,275,808</b>	<b>4,109,415</b>	<b>166,393</b>	<b>26,422,674</b>	<b>26,450,464</b>
<b>Operating expenditure</b>					
Personnel costs	489,331	536,739	(47,409)	3,536,405	3,527,958
Administrative costs	158,143	160,445	(2,302)	549,224	565,749
Operating costs	1,938,247	1,536,187	402,060	9,713,013	10,169,012
Grants and donations	76,857	79,633	(2,776)	518,500	518,500
Overheads	789,903	939,027	(149,123)	6,103,673	6,084,072
<b>Total operating expenditure (B)</b>	<b>3,452,482</b>	<b>3,252,031</b>	<b>200,451</b>	<b>20,420,815</b>	<b>20,865,292</b>
<b>Net operating cost of services - surplus/(deficit) (A - B)</b>	<b>823,326</b>	<b>857,384</b>	<b>(34,058)</b>	<b>6,001,859</b>	<b>5,585,173</b>
<b>Other expenditure</b>					
Interest and finance costs	101,563	102,186	(623)	882,473	882,473
Depreciation	989,071	911,346	77,725	5,468,077	5,614,727
(Gain)/loss on investments	(13,516)	0	(13,516)	0	(13,516)
(Gain)Loss on swaps	124,061	0	124,061	0	200,000
(Gain)Loss on disposals	(4,530)	0	(4,530)	0	(4,530)
<b>Total other expenditure (C)</b>	<b>1,196,649</b>	<b>1,013,532</b>	<b>183,117</b>	<b>6,350,550</b>	<b>6,679,154</b>
<b>Total expenditure (D = B + C)</b>	<b>4,649,131</b>	<b>4,265,563</b>	<b>383,567</b>	<b>26,771,366</b>	<b>27,544,445</b>
<b>Net cost of services - surplus/(deficit) (A - D)</b>	<b>(373,323)</b>	<b>(156,149)</b>	<b>(217,174)</b>	<b>(348,691)</b>	<b>(1,093,981)</b>

Variance analysis

<b>Operating revenue</b>	
User fees and charges	
Grants and Subsidies	An unbudgeted subsidy for the Haast Water upgrade was received \$210k
Other income	
<b>Operating expenditure</b>	
Personnel costs	
Administrative costs	
Operating costs	Hokitika water upgrade project replacement membranes, an insurance claim has been submitted which if successful will offset the increase in operating costs \$385k
<b>Other expenditure</b>	
Interest and finance costs	
(Gain)/loss on investments	Further loss on swaps in August, however the loss over the period was less than previous months

# Project progress report

As at 31/08/2015						Legend - Key
		Forecast on Budget			Project Delayed - Will not be completed by 30th June 2016	
		Forecast over Budget			Project on-Track - Will be completed by 30th June 2016	
						Project Complete - 100% Progress
Project / Activity	YTD exp	2015-16	Forecast	Budget Track	Progress / Track	Progress comments
	\$0	\$0	\$0			
<b>Museum</b>						
Research Development Centre	-	22,000	22,000			not yet begun, but still expected to be on-track for completion by 30 June 2016
Retail Development	-	30,000	30,000			not yet begun, but still expected to be on-track for completion by 30 June 2016
Total	-	52,000	52,000			
<b>Corporate Services</b>						
Shelving for Council records and archives	-	10,000	10,000			Shelving has been ordered -- Date of Completion: TBA
<b>WATER SUPPLY</b>						
Mains Upgrade (on-going)	-	100,000	100,000			Hokitika. WIP
Replace Water meters (on-going)	-	200,000	200,000			Hokitika. Not started
Mains Upgrade (on-going)	-	80,000	80,000			Ross. Not started
Permanent Generator in Harihari	-	30,000	30,000			WIP
Water supply service assurance	-	100,000	100,000			Work in progress
Replacement of Water Meters	-	50,000	50,000			Fox Glacier meters. WIP
Total	0	560,000	560,000			
<b>WASTEWATER</b>						
West Dr Pump & Electrics Upgrade	-	40,000	40,000			Three Mile. WIP
WWTP Improvements at Franz	-	50,000	50,000			50% spent. Infiltration galleries repaired. Other treatment options being investigated
Total	0	90,000	90,000			
<b>STORMWATER</b>						
Mobile Generator	-	50,000	50,000			WIP
<b>SOLID WASTE</b>						
Landfills - Hokitika	327,525	350,000	350,000			In progress
Landfills - Butlers Site Shed - Hazardous Washdown Facility	-	15,000	15,000			Not started. Need to determine scope and drawings & water source.
Intermediate Capping for Butlers	-	50,000	50,000			Not started.
Landfill - Haast - Digout new Cell	-	10,000	10,000			After Xmas
Haast intermediate cap current cell	-	10,000	10,000			Not started.
Shed - Hazardous Facility	-	5,000	5,000			Haast. Portable shed WIP
Total	327,525	440,000	440,000			
<b>CEMETERIES</b>						
Hokitika Cemetery - Building Improvements	585	20,000	20,000			WIP
Hokitika Cemetery - Improvements	-	10,000	10,000			Complete
Berm Development	-	10,000	10,000			First stage complete.
Total	585	40,000	40,000			
<b>Community Halls and Buildings</b>						
Ross Hall - Upgrade/Replacement	-	90,000	90,000			Kitchen works completed in October -- WIP
Carnegie Building - Improvements	-	20,000	20,000			Security C/F. Earthquake report
Total	0	110,000	110,000			
<b>Community Township Development</b>						
Footpath - Sale street	-	10,000	10,000			Hokitika
Footpath Tiles replacements	-	12,000	12,000			Fox. Business area. Not started. Summer work
Footpath Tiles replacements	-	6,000	6,000			Fox. Business area. Not started
New Footpath	-	15,000	15,000			Franz. SH6/Cron southside. Not started
Upgrade footpaths and driveways over next three years	-	5,000	5,000			Kumara. Not started
Total	0	48,000	48,000			
<b>Elderly Housing</b>						
Pensioner Housing	-	45,000	45,000			
<b>Information Services</b>						
IT equipment Renewals	-	30,000	30,000			
<b>Inspection and Compliance</b>						
Noise Meter	-	10,000	10,000			
<b>Land &amp; Buildings</b>						
Improvements in Hokitika - Car Parks	-	15,000	15,000			Primary school traffic islands project.
<b>Parks &amp; Reserves</b>						
Cass Square - Turf Improvements	-	120,000	120,000			After Wildfood Festivals
Upgrade of Playground equipment	-	45,000	45,000			WIP. Scope to be agreed
Repair to Statues	-	5,000	5,000			Part of larger project. Pioneer statue, Robbie Burns. Heritage Hokitika
Marks road reserve improvements	-	10,000	10,000			Haast toilets.
Developments	-	30,000	30,000			Not started
Total	0	210,000	210,000			
<b>Transportation</b>						
Seal 4th Street Kumara	-	140,000	140,000			Scheduled after Xmas
<b>Vehicle Operations</b>						
Replacing pool vehicle	27,687	33,000	27,687			Complete
New Vehicle -	27,934	38,000	27,934			Complete
Total	55,621	71,000	55,621			
Total	383,731	1,921,000	1,905,621			

# Carry Over Schedule to 2015-16

Detail	Funded by	Approved \$	Actual \$	Forecast \$	Balance \$	Approved variance in 2016	Status
Museum Donations - for Exhibitions	Donations	- 11,167	- 11,167	- 11,167	-	Favourable income	Complete
Museum Donations - for Exhibitions	Donations	- 5,000	- 5,000	- 5,000	-	Favourable income	Complete
	<b>Donations Total</b>	<b>- 16,167</b>	<b>- 16,167</b>	<b>- 16,167</b>	<b>-</b>		
Creative New Zealand	External Grant	- 5,403	- 5,403	- 5,403	-	Favourable income	Complete
	<b>External Grant Total</b>	<b>- 5,403</b>	<b>- 5,403</b>	<b>- 5,403</b>	<b>-</b>		
Haast WTP	Subsidy (\$240k) & Depreciation (\$160k)	73,732	1,452	10,691	63,041	Capital	Complete
	<b>Subsidy/Depreciation Total</b>	<b>73,732</b>	<b>1,452</b>	<b>10,691</b>	<b>63,041</b>		
Franz Josef WWTP	Loan	99,474	-	99,474	-	Capital	Under review
Haast WWTP Improvements	Loan	35,167	8,094	8,094	27,073	Capital	Complete
Council HQ re-roofing	Loan	125,000	29,446	125,000	-	Capital	<i>Contract being prepared NZS3915</i>
Franz Josef Landfill	Loan	25,000	-	25,000	-	Capital	
	<b>Loan Total</b>	<b>284,641</b>	<b>37,540</b>	<b>257,568</b>			
Builder's Accreditation	Rates YE 2014	20,000	16,203	16,203	3,797	Operating adverse	Complete
Hokitika Cemetery Capital Development	Rates YE 2015	10,000	-	10,000	-	Capital	<i>Stage 1 completed</i>
Cass Square Statues	Rates YE 2014	10,000	-	10,000	-	Capital	
Cass Square Statues	Rates YE 2015	5,000	-	5,000	-	Capital	Heritage Hokitika approached
CCO review	Rates YE 2015	6,988	1,000	6,988	-	Operating adverse	\$1,000 committed
Kumara CAP	Targeted Rates YE 2015	5,712	-	5,712	-	Capital	<i>Complete</i>
	<b>Rates Total</b>	<b>57,700</b>	<b>17,203</b>	<b>53,903</b>	<b>3,797</b>		
Hokitika WWTP Resource Consent	Renewal reserve - Depreciation	29,552	52,241	79,552	- 50,000	Capital	Current
Upgrade fire-alarm system - Museum	Renewal reserve - Depreciation	30,000	-	30,000	-	Capital	Current
Rural Water supply	Renewal reserve - Depreciation	49,475	18,685	48,298	1,177	Capital	Complete
	<b>Renewal reserve - Depreciation Total</b>	<b>109,027</b>	<b>70,926</b>	<b>157,850</b>	<b>- 48,823</b>		
Hari Hari Community Facility	\$100k Reserves Development fund, \$190k Hari Hari Community complex reserve fund	225,972	52,328	225,972	-	Capital	In-progress
Franz Josef Cycle Trail	Reserves	48,000	-	48,000	-	Operating adverse	FJCC engaged
Franz Josef Urban Revitalisation plan	Reserves	100,000	-	100,000	-	Capital	
Fox Glacier Community Centre	Reserves	100,000	100,000	100,000	-	Capital	Complete
Hari Hari Township Development fund	Reserves	14,000	-	14,000	-	Operating adverse	
	<b>Reserves Total</b>	<b>487,972</b>	<b>152,328</b>	<b>487,972</b>	<b>-</b>		
Cycle Trail - Partner Programme Revenue	Stakeholder Contribution	- 21,125	- 21,125	- 21,125	-	Appropriation / operating	Establishing operational trust
Cycle Trail - Partner Programme Revenue	Stakeholder Contribution	- 6,808	- 6,808	- 6,808	-	Appropriation	Year end 2016
		<b>- 27,933</b>	<b>- 27,933</b>	<b>- 27,933</b>			
		<b>963,569</b>	<b>229,946</b>	<b>918,480</b>	<b>18,016</b>		

# Report



**DATE:** 29 October 2015

**TO:** Mayor and Councillors

**FROM:** Environmental Health / Regulatory Officer and Group Manager: Planning, Community & Environment

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## ANNUAL REPORT ON DOG CONTROL POLICY AND PRACTICES

### 1 SUMMARY

- 1.1 The purpose of this report is to adopt an annual report on Dog Control Policy and Practices for the year ending 30 June 2015.
- 1.2 This issue arises from the statutory duty pursuant to the provisions of Section 10A of the Dog Control Act 1996 ('the Act') to provide an annual report.
- 1.3 Council seeks to meet its obligations under the Local Government Act 2002 and the achievement of the District Vision adopted by Council as part of the Long Term Plan 2015-25. These are stated on Page 2 of this agenda.
- 1.4 This report concludes by recommending that Council adopts the annual report for the year ending 30 June 2015 on Dog Control Policy and Practices (attached as **Appendix 1**).

### 2 BACKGROUND

- 2.1 It is a requirement of Section 10A of the Dog Control Act 1996 to prepare a report on Dog Control Policy and Practices. It has been a statutory duty to supply such a report for eleven years. After the adoption of the report by Council, a copy is required to be notified in the newspaper as publicly available and then sent to the Secretary for Local Government within one month.

### **3 CURRENT SITUATION**

- 3.1 Council last adopted a report for the year ended 30 June 2014. That report has been available on Council's website and a copy was forwarded to the Secretary for Local Government.

### **4 OPTIONS**

- 4.1 This is a statutory duty and Council is required to adopt a report. The format of the report itself is up to the Council as long as it contains the information required by the Act. The options are therefore about the content of the report.

### **5 SIGNIFICANCE AND ENGAGEMENT**

- 5.1 There is some public interest in dog control generally, but the adoption of the annual report is considered to be administrative and therefore of low significance in accordance with Council's Significance and Engagement Policy.
- 5.2 The report is recommended to be adopted without consultation. It is available to inform and advise the public on the administration of Dog Control Policy and Practices in Westland.
- 5.3 The report must be made publicly available and its availability must be notified in a local newspaper. It is recommended that the report be posted on the Council's website as in previous years.

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

- 6.1 This is a statutory function, so the Council does not have any choice about whether or not to adopt a report. If no report is adopted, it is possible that the Department of Internal Affairs will pressure the Council for action and potentially "name and shame" the Council by expressing concern to the Auditor-General.
- 6.2 Council has a choice on the contents of the report. A draft report is attached for consideration, and recommended for adoption.



## **7      PREFERRED OPTION AND REASONS**

- 7.1      The adoption of the draft report is the preferred option so that the legislative requirement can be met. Amendments are permissible for clarity, as long as they are factually correct.

## **8      RECOMMENDATION**

- A)      **THAT** the attached report on Dog Control Policy and Practices for the year ending 30 June 2015 be adopted, forwarded to the Secretary for Local Government, notified in a local newspaper, and made available on Council's website.

**Wayne Knightbridge**  
**Environmental Health / Regulatory Officer**

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

**Appendix 1:**      Report on Dog Control Policy and Practices for year ended 30 June 2015



## **REPORT ON DOG CONTROL POLICY AND PRACTICES**

This report is prepared pursuant to the provisions of Section 10A of the Dog Control Act 1996 for the year ended 30 June 2015. This is the eleventh annual report prepared pursuant to the Act.

### **Statistics:**

	05-06	06-07	07-08	08-09	09-10	10-11	11-12	12-13	13-14	14-15
The number of registered dogs in the District.	1455	1449	1441	1489	1484	1511	1458	1561	1729	1777
The number of probationary owners and disqualified owners.	0	0	0	0	0	0	0	0	0	0
The number of dogs classified as dangerous.	0	0	0	0	0	0	0	0	0	3
The number of dogs classified as menacing.	0	0	0	0	0	0	2	9	9	9
The number of infringement notices issued by the Council.	26	10	11	18	26	19	16	70	60	53
The number of dog related complaints received by the Council and (since August 2007) the Contractor.	47	51	130	109	86	110	133	184	212	148
The number of prosecutions taken by the Council under the Act.	6	3	11	18	13	12	1	27	26	0

## **Staff**

The Council re-tendered the contract for dog control services throughout the District in March/April 2015. The contractor has, since August 2010, been the Hokitika Branch of the Royal New Zealand SPCA. Following the re-tender process the SPCA was successful in retaining the dog control contract which was renewed for a period of three years.

The new contractual arrangements will provide at least the same level of general service but with an increased number of patrols in key areas, an improved consistency of data collection/reporting and greater clarity around roles and processes.

The Council values the contractual relationship with the SPCA, as Council believes that a better standard of dog control can be achieved by having an emphasis on animal welfare and education as well as the statutory dog control function. The contractor's performance is monitored on a monthly basis.

## **Policy on Dogs**

The current Policy on Dogs was adopted in April 2010 after completing the Special Consultative Procedure.

The Policy highlighted the movement towards a more effective relationship with the SPCA, with a strategic alliance focusing on education and animal welfare. The Council has always regarded "dog control" as the statutory minimum, and the policy seeks an overall improvement in animal welfare knowledge and practice, leading to an improvement in dog control.

The Policy on Dogs has not been amended during the year ending 30 June 2015 and is considered to be accurate, with the exception of a couple of outdated references to the relationship with the SPCA.

## **Dog Control**

Dog Control is based in the Hokitika area, although increased numbers of dog patrols have been negotiated with the contractor for Kaniere, Kumara, Ross and Franz Josef. The sheer size of Westland makes the provision of the same levels of service at the southern extremity of our district very difficult to achieve.

The number of complaints received about dogs has dropped 28% from the previous year. This could simply reflect the manner in which this information is collected and forwarded to our contractor. Complaints to Council are now being directed through the Customer Service Centre which ensures that all complaints are recorded and forwarded to the contractor in the appropriate manner.

The availability of specialist contractor staff can be a challenge in a geographically remote area such as Westland. The contractor was without a full complement of staff for about three months during the year. With the appointment of replacement SPCA staff it is anticipated that the numbers of actions taken, particularly proactive work, will increase significantly.

There is some anecdotal evidence that people are becoming less tolerant of the damage and nuisance caused by dogs in the community as demonstrated by a rise in the number of complaints about dogs barking persistently or wandering regularly during the latter part of the year. The number of impounded dogs for example increased significantly from 76 in 2013-2014 to 125 in 2014-2015.

In the year ending 30 June 2015, Council focused on ensuring that all known dogs were registered and microchipped and on implementing a graduated enforcement system. This is based on the premise that education along with the provision of information is the best method of ensuring long term compliance for the vast majority of dog owners. Should that not prove effective, Council can then utilise a range of tools such as written warnings, infringement notices, classifications (menacing dog, dangerous dog), probationary dog ownership, through to disqualification as a dog owner or a prosecution in the District Court in order to obtain compliance with the Dog Control Act 1996.

The 2015/2016 year will see improved training of staff and the implementation of a procedures manual that will provide for a more consistent approach in terms of action taken across the district. We will also implement a programme to locate those dogs that are not currently known to Council and thus are not registered. It is widely accepted that unregistered dogs cause a disproportionately greater amount of harm and nuisance in the community than registered dogs.

### **Dog Registration**

Dog control fees for the year remained at \$74.00 for dogs registered within the Hokitika and Kaniere Townships and \$58.50 for dogs registered in other areas. Dog registration fees also included a 50% penalty additional to the registration fee for late payment. The costs associated with dog registration and dog control are funded entirely by dog registration fees.

### **External Satisfaction Survey**

An external satisfaction survey has generally been undertaken on a biannual basis but was not undertaken in 2014/2015 due to Council's financial constraints. The results of the last biannual external satisfaction survey in 2012 indicated that 35% of residents are 'very satisfied' or 'just

satisfied' with the control of dogs in the District, 27% were 'not very satisfied' or 'not at all satisfied,' and 38% did not know. The Council looks forward to the results of the next external satisfaction survey, planned for 2016.

# Report



**DATE:** 29 October 2015

**TO:** Mayor and Councillors

**FROM:** District Planner and Group Manager: Planning, Community & Environment

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## **RECREATION CONTRIBUTIONS**

### **1 SUMMARY**

- 1.1 The purpose of this report is to consider the request to reduce the recreation contribution charged on subdivision consent 140082, a ten lot subdivision at 131 Sewell Street, Hokitika. The applicant has requested that the financial contribution should be based on the value of unimproved land without excavation and backfill. This corresponds to a contribution of \$1,500 per allotment, as opposed to potentially \$3,000 per allotment for improved land with excavation and backfill.
- 1.2 This issue arises from an application for subdivision and land use consent by Alistair Cameron and Heather Mathers. As part of the processing of this application Mr Cameron has requested a reduction in recreation contribution. Council staff have agreed to bring the proposal to Council for consideration.
- 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 does not approve the reduction of recreation contributions.

### **2 BACKGROUND**

- 2.1 The Westland District Plan requires a contribution towards recreation facilities to be made during any subdivision that creates additional allotments to be utilised for housing, commercial, or industrial purposes. The maximum contribution is set within the Annual Plan or Long Term Plan and is not to exceed 5% of the value of each allotment including GST. The current

Long Term Plan has set a maximum amount of \$3,000 per allotment. This means that the majority of subdivisions are required to pay less than 5% of the value of the new allotment, because most new lots are valued at \$60,000 or above.

- 2.2 The purpose of the recreation contribution is stated within the District Plan as:

*'to upgrade public recreational facilities and reserves for public recreation and enjoyment where a subdivision results, or will result, in additional housing or commercial or industrial activities either in the urban or rural policy units. The level of contribution is set in recognition of the existing level of subdivision and the amount of funding required to upgrade recreational facilities.'*

- 2.3 Recreation contributions are spent at the discretion of Council, and utilised predominantly on projects in parks and reserves. Ideally, works utilising recreation contributions should occur within a similar area to the location of the subdivision growth providing the contributions. Recreation contributions have been allocated in Hokitika towards works on the Hokitika waterfront, in Franz Josef on implementation of the urban revitalisation plan and development of a cycle trail, and in Haast for improvement of the Marks Road Reserve.

- 2.4 A subdivision application was lodged with Council on 11 November 2014 to subdivide the currently empty section at 131 Sewell Street into ten allotments. An associated land use consent was also applied for to reduce the setbacks on seven of the resulting allotments. A Scheme Plan for the subdivision is attached as **Appendix 1**.

- 2.5 Within the application, the applicant included a valuation report from CVL Valuations, attached as **Appendix 2**; that calculated the value of the nine new allotments of the subdivision. This report specifically states that the valuation was based on *unimproved* land. The application stated that the developer was of the view that the contribution should be based upon the unimproved value, as the costs of excavation and backfilling of the section had been borne by the developer. It is the applicant's view that he chose to undertake additional excavation to achieve a higher standard of development than he believes is required, and he should not be penalised for this by having to pay a higher recreation contribution. Enabling a reduced contribution would assist the developer to offer a lower purchase price for the resulting eight new dwellings.

- 2.6 Council requested further information on the application on 24 November 2014, in relation to application plans, compliance with the District Plan, proposed easements, parking and landscaping and site earthworks. In this

letter, staff set out that it was Council's view that the recreation contribution related to each "new allotment" at the completion of subdivision rather than the original unimproved land, and invited the applicant to provide further comments on this matter in the applicant's response to the further information request.

- 2.7 During subsequent discussions with staff, it was suggested that Council would accept a valuation report based upon a minimum level of site work required for subdivision set out by the applicant's subdivision engineer. Staff also offered to undertake a desktop assessment of surrounding land values to calculate an average cost per square metre for the new allotments and utilise this to calculate an estimated value of allotments within the subdivision.
- 2.8 Discussions continued between staff and the applicant on a range of matters relating to the information request. This included Mr Cameron's intent to discuss the recreation contribution matter with Council if staff disagreed with his approach. On 26 March the consent was placed on hold at the applicant's request. Further information was supplied on 20 October 2015.
- 2.9 The information received has not adequately addressed the original further information request, and further clarification is currently being sought in relation to this information. A site visit to discuss these matters is scheduled for Wednesday 28 October. The amount of recreation contribution also remains unresolved and the consent remains on hold.

### 3 CURRENT SITUATION

- 3.1 The subdivision and land use consents will remain on hold pending further information following the resolution of the recreation contribution matter. The applicant has requested that Council agrees to accept the valuation report submitted within the application to calculate the recreation contributions.

### 4 OPTIONS

- 4.1 **Option One:** Approve the reduction in recreation contribution to be calculated by the value of unimproved land, which corresponds to approximately \$1,500 per allotment for 8 new allotments.
- 4.2 **Option Two:** Decline the request and require the contribution to be as set in the Long Term Plan at \$3,000 per each new allotment, based on the assumption that each lot would be worth at least \$60,000. Any valuation to dispute this assumption would need to be based on the value of improved



land that is filled and compacted to Council's satisfaction for the purpose of subdivision.

**4.3 Option Three:** Make no decision.

## **5 SIGNIFICANCE AND ENGAGEMENT**

- 5.1 This decision is a strategic decision in relation to the administration of the fees and charges set within the Long Term Plan and the Financial Contributions Policy set within the District Plan. It is strategic and of moderate significance because it would set a precedent for any future subdivisions where the applicant claims that recreation contributions should be reduced due to land improvements such as excavation and fill being undertaken. The precedent could extend to other cases (e.g. claims for reductions in fees based on housing location and/or typology) if these factors were cited in the decision or the supporting minutes.
- 5.2 Multiple discussions have been undertaken with the applicants and their agent, and Council management, consultants and planning staff. Adjoining parties to the application site were considered affected by the subdivision and associated setback reduction, however the reduction in recreation contribution is considered to have strategic importance rather than direct effects on adjoining parties.

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

- 6.1 Option One (allowing the reduction in recreation contributions), would provide financial assistance to a subdivision creating eight additional allotments within Hokitika. The applicants believe this would provide the appropriate recognition from Council for a higher standard of development and for addressing a perceived market gap for smaller, in-town housing units.
- 6.2 Council staff do not believe that it is necessary to provide this type of financial assistance to the development. Staff consider that the positive effects of the development, such as positive visual effects and increased housing choice, will be relevant during the processing of the non-complying set back land use component of the development. In other words, these positive attributes make it more likely that the consent will be improved despite the reduced setback. Staff also consider that the standard of development will be reflected in the final price able to be obtained, rather than necessitating a reduction in the only financial contribution charged by Council on subdivision.

- 6.3 The Council has set the recreation contributions within the Long Term Plan to be a minimum of \$1,000 and a maximum of \$3,000. The applicant's proposal is within these criteria. However, the Plan also states that the value should be 5% of the value of each new allotment. The 5% of allotment value is between the level of Buller District Council, which requires 7.5% for sites less than 1 hectare, and Grey District Council, which requires 2% of new allotment value. It is noted that these values are not capped; this means that 2% of a \$150,000 lot in Grey would be the same as the 5% that Westland would charge, due to the \$3000 cap.
- 6.4 A disadvantage to Option One, and an advantage to Option Two, is that reducing the amount of recreation contribution will create less income available to Council to utilise on the upgrade of recreation facilities throughout the District. Apart from the Kaniere sewer contribution, recreation contributions are the only financial contribution charged by Council on subdivision. Reducing the amount of recreation contributions collected in this case could set a precedent that could be detrimental to the level of service provided by Council's recreation facilities.
- 6.5 In terms of the valuation issue itself, the main argument against Option One and in favour of Option Two is that valuation based on a completely unimproved site is inappropriate in this case. Section 7.5 of the District Plan says the Council may place a condition on subdivision requiring "that filling and compaction of the land and earthworks be carried out to the satisfaction of the territorial authority." The engineer's report submitted with the application makes it clear that the land required further earthworks prior to being able to be utilised for residential purposes. Even the valuation report itself says "the underlying land that is proposed to be subdivided was part of a low lying swampy area necessitating excavation and backfilling prior to it being suitable for housing development." Therefore, the applicant's earthworks are necessary to be able to utilise the land, rather than solely to produce a higher standard of subdivision. This confirms that the applicant is not being 'penalised' for undertaking additional land improvements, as they were recommended by their subdivision engineer and some minimum improvements are required for subdivision.
- 6.6 Council staff have shown some flexibility around this valuation issue. Staff have communicated that they are willing to agree to a valuation report that sets out the new allotment value based on standard minimum site preparation, rather than Mr Cameron's proposed site preparation which in his view will be of a higher standard than required. This is distinct from the valuation report provided, which is for a completely unimproved site and which is inappropriate for the reasons outlined above. At the very least an

alternative valuation provided by the applicant should account for the improvements necessary to fill and compact the site to Council's satisfaction for the purpose of subdivision, but to date the applicant has been unwilling to provide a valuation on that basis.

- 6.7 With regards to demand for recreation facilities, it is noted that the proposed subdivision is located in close proximity to both the beachfront and Cass Square. It could be argued that the specific area is well catered for in terms of physical recreation land. However the recreation contributions will also go towards any upgrade of facilities within these areas required by increased demand created by nearby subdivision.
- 6.8 It is also noted that the potential residents of the allotments are intended to be elderly, and therefore may be less likely to place additional demand on the existing facilities. This type of resident is not guaranteed, however, and the residents could well place the usual demand on local recreation facilities. Smaller units do not necessarily attract only elderly residents, and even elderly residents may be reasonably fit and active and likely to enjoy local parks and reserves.
- 6.9 Regardless of the decision on this specific application, the Council retains the opportunity to review the requirement for financial contributions within the District Plan review, and also each Annual Plan or Long Term Plan. It is suggested that further guidance on the levying and use of recreation contributions may be beneficial in the future.
- 6.10 Option Three, making no decision at this time, would lead to the Council staff proceeding with the standard approach, with some flexibility as outlined in paragraph 6.6. The outcome would be similar to that of Option Two, but without a Council decision the applicant would potentially be more likely to formally object to the recreation contributions, as the staff decision would not have the backing of Council. Any objection would be heard by either the full Council, or by independent accredited hearing commissioners, and the decision of the hearing panel could then be appealed to the Environment Court. An objection and an Environment Court appeal could still occur under Option Two.

## **7 PREFERRED OPTION AND REASONS**

- 7.1 The preferred option is Option Two, that the Council rejects the application to reduce recreation contributions and proceeds with the standard methodology. Staff consider that the calculation of the recreation contribution should be based on the value of the new allotment, as set out in

the District Plan and Long Term Plan, rather than calculated on the value of the unimproved land.

- 7.2 The Council has set the contribution at 5% of land value capped at \$3,000 to fund the upgrade of facilities within the District. Any reduction in contribution will be detrimental to this fund and the service level it provides. The positive benefits of the proposed subdivision and land use can be recognised through the consideration of the non-complying setback and the granting of the consent, rather than a financial incentive.
- 7.3 A resolution by Council to support the recommended approach would potentially give greater weight to the staff decision and reduce the risk of an objection and an Environment Court appeal.

## **8 RECOMMENDATION**

- A) **THAT** the Council rejects the proposed reduction in recreation contribution and confirms that the resource consent should continue to be processed with the recreation contribution being calculated on the basis of the District Plan and Long Term Plan.

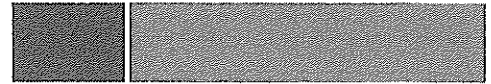
**Rebecca Beaumont**  
**District Planner**

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

**Appendix 1:** Scheme plan of the subdivision

**Appendix 2:** Valuation report





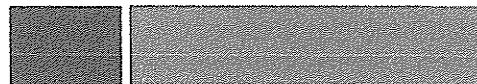
**VALUATION FOR  
ALISTAIR CAMERON  
PROPOSED SUBDIVISION OF LOT 6 DP 1988  
131 SEWELL STREET  
HOKITIKA – WEST COAST**



F

**Coast Valuations Limited**  
High Street Business Park  
64 High Street  
PO Box 238  
Greymouth 7840

**CVL Valuations**



Our Ref: 20818

1 October 2014

Alistair Cameron  
66 Acacia Avenue  
Rangiora 7400

Dear Sir

**SUBJECT**

**Valuation of Nine Proposed Sections being a  
Subdivision of Lot 6 DP 1988**

**ADDRESS**

**131 Sewell Street, Hokitika, West Coast**

In accordance with instructions received we have assessed the unimproved value of nine sections that are proposed to be part of a subdivision of Lot 6 DP 1988. The property was inspected on 30 September 2014, this being the effective date of valuation and we report as follows:-

**VALUATION BRIEF**

We have been asked to provide a valuation of nine proposed sections that will be part of a subdivision of Lot 6 DP 1988. This valuation is done on the basis that the sites are unimproved, ie: the land is in its original state before it was backfilled and improved by the owner.

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**West Coast Property Specialists**

**B.J. Blackman** Registered Valuer • **P.J. Hines** Registered Valuer • **M.L. Bolland** Registered Valuer • **C.D. Findlay** Registered Valuer

Phone 03 768 0397

Fax 03 768 7397

[www.coastval.co.nz](http://www.coastval.co.nz)

**VALUATION SUMMARY**

As at the date of inspection on the basis that the sections are unimproved we have assessed the values as follows:-

Proposed Section	Area	Value (inclusive of GST if any)
Lot 1	320m <sup>2</sup>	\$30,000 (Thirty thousand dollars)
Lot 2	320m <sup>2</sup>	\$33,000 (Thirty three thousand dollars)
Lot 3	370m <sup>2</sup>	\$32,000 (Thirty two thousand dollars)
Lot 4	300m <sup>2</sup>	\$30,000 (Thirty thousand dollars)
Lot 5	300m <sup>2</sup>	\$30,000 (Thirty thousand dollars)
Lot 6	300m <sup>2</sup>	\$30,000 (Thirty thousand dollars)
Lot 7	300m <sup>2</sup>	\$30,000 (Thirty thousand dollars)
Lot 8	300m <sup>2</sup>	\$30,000 (Thirty thousand dollars)
Lot 9	300m <sup>2</sup>	\$33,000 (Thirty three thousand dollar)

The above figures are inclusive of GST (if any).

**KEY VALUATION ASSUMPTIONS**

- Land is unimproved without backfilling or any improvements by the owner.



### LEGAL DESCRIPTION (UNDERLYING LAND)

**Legal:** Lot 6 Deposited Plan 1988  
**Area:** 3691m<sup>2</sup>  
**Certificate of Title:** 3D/849– Westland  
**Tenure:** Fee Simple  
**Registered Proprietor:** Alistair John Dugald Cameron

**Registered Interests:** ➤ Easements in relation to the rights to drain water sewage across the property

These registrations are reasonably standard and do not have any significant detrimental effect on the value of the property.

This valuation assumes the property is not subject to any unusual or especially onerous restrictions, encumbrances or outgoing except as may be disclosed by inspection of a current Certificate of Title (search copy attached).

### LOCALITY

**Surrounding Development:** This is a well established residential location where surrounding development comprises mixed aged houses and a number of recently constructed townhouses. A Housing New Zealand development is located on the north eastern boundary of the subject property.

**Distance from Town:** Within easy walking distance of most amenities offered within Hokitika being approximately 500 metres to the main commercial centre of town.

**General Overview:** Hokitika is the main service provider for the Westland District. State Highway 6 runs through the town and the main commercial airport for both the Westland and Grey District is based in Hokitika itself. It has a permanent population of just over 3,000 people with a high proportion of people who live in the area being employed both the dairy and tourism industries.

Amenities available in and around the town centre include supermarket, medical centre, Council offices, retail shops, banking and other professional services with high school and two primary schools located within the district.

## SERVICES

We assume each new section will have the following services supplied to the boundary:-

<b>Power:</b>	Reticulated
<b>Telephone:</b>	Yes
<b>Water Supply:</b>	Town
<b>Effluent:</b>	Sewer

The above services are generally available in this location and we have presumed the property to be fully connected and compliant. No warranty is given as to the condition or remaining economic life of any of these services.

## RESOURCE MANAGEMENT

<b>Local Authority:</b>	Westland District Council
<b>Status of plan:</b>	Operative 1 June 2002
<b>Zoning:</b>	Residential Mixed Zone under the Hokitika Policy Unit
<b>Current Use:</b>	Permitted Activity

## STATUTORY REQUIREMENTS

<b>LIM:</b>	As there are no buildings on site we have not obtained a Land Information Memorandum. This could be done at your request.
<b>Environmental Audit:</b>	A visual site inspection has not revealed any obvious pollution or contaminant. However, no environmental Audit has been obtained and no warranty is given that the site is free of environmental contamination. If such a report is carried out, the valuation may need to be amended to account for the results of such an Audit.

## RATING ASSESSMENT

<b>Valuation Reference:</b>	25860/14300
<b>Date:</b>	1 September 2011
<b>Value of Improvements</b>	\$ NA
<b>Land Value</b>	\$ 185,000
<b>Capital Value</b>	\$ 185,000

We point out that the rating valuations are carried out under statutory criteria and may not reflect the market value at any point in time. This rating valuation pertains to the underlying land that is proposed to be subdivided.

## LAND

The underlying land that is proposed to be subdivided was part of a low lying swampy area necessitating excavation and backfilling prior to it being suitable for housing development. It has been recently dug out to 2.5 metres and partly back filled in anticipation of the new development.

### Lot 1 Proposed subdivision of Lot 6 DP 1988:

<b>Dimensions:</b>	Frontage 13.6 metres. Depth 23.7 metres.
<b>Shape:</b>	Regular inside section.
<b>Area:</b>	320m <sup>2</sup>

### Lot 2 Proposed subdivision of Lot 6 DP 1988:

<b>Dimensions:</b>	Frontage 13.7 metres. Frontage 23.7 metres.
<b>Shape:</b>	Regular shaped corner section.
<b>Area:</b>	320m <sup>2</sup>

### Lot 3 Proposed subdivision of Lot 6 DP 1988:

<b>Dimensions:</b>	Frontage 6.9 metres. Depth 27.3 metres.
<b>Shape:</b>	Irregular shaped inside section.
<b>Area:</b>	370m <sup>2</sup>

**Lot 4 Proposed subdivision of Lot 6 DP 1988:**

**Dimensions:** Frontage 17.8 metres. Depth 17.1 metres.  
**Shape:** Regular shaped inside section.  
**Area:** 300m<sup>2</sup>

**Lot 5 Proposed subdivision of Lot 6 DP 1988:**

**Dimensions:** Frontage 18.4 metres. Depth 17.1 metres.  
**Shape:** Slightly irregular shaped inside section.  
**Area:** 300m<sup>2</sup>

**Lot 6 Proposed subdivision of Lot 6 DP 1988:**

**Dimensions:** Frontage 4 metres. Depth 20.1 metres.  
**Shape:** Regular shape inside section.  
**Area:** 300m<sup>2</sup>

**Lot 7 Proposed subdivision of Lot 6 DP 1988:**

**Dimensions:** Frontage 18.5 metres. Depth 16.6 metres.  
**Shape:** Slightly irregular shaped inside section  
**Area:** 300m<sup>2</sup>

**Lot 8 Proposed subdivision of Lot 6 DP 1988:**

**Dimensions:** Frontage 18.4 metres. Depth 16.6 metres.  
**Shape:** Regular shaped inside section.  
**Area:** 300m<sup>2</sup>

**Lot 9 Proposed subdivision of Lot 6 DP 1988:**

**Dimensions:** Frontage 18.4 metres. Depth 16.6 metres.  
**Shape:** Irreuglar shaped corner section.  
**Area:** 300m<sup>2</sup>

Please refer to the appended subdivision plan for a more detailed description of each section.

**IMPROVEMENTS**

We have valued the sections based on their unimproved value ie: unimproved without backfilling and any improvements made by the owner.

**MARKET CONSIDERATIONS**

In assessing our valuation we have noted current demand for properties as well as recent sales in the area.

In making comparisons, we have considered factors such as location, land size and other special features.

The most relevant registered sales include the following:-

Address		Date Sold	Sale Price	Area
Spencer Street, Hokitika		01/13	\$45,000	816 m2
8138 Davie Street, Hokitika		02/13	\$78,000	809 m2
99 Kaniere Road, Kaniere		08/13	\$88,000	1307 m2
6 Richards Drive, Kaniere		09/12	\$53,500	587 m2
16 Tudor Street, Hokitika	(for sale)	09/14	\$49,000	636 m2
11 Spencer Street , Hokitika	(for sale)	09/14	\$70,000	816 m2
11 Spencer Street, Hokitika	(for sale)	12/12	\$48,000	816 m2

For more information and photos of these sales, please refer to the appendix of this report.

## SALES COMMENT

The subject property comprises nine sections that are part of a proposed subdivision of Lot 6 DP 1988. We have been asked to value the sites as unimproved ie: without backfilling or any improvements made by the owner.

We have assumed for the purposes of this valuation that the roading and services component of the subdivision is completed but the sections have not been improved by backfilling.

In arriving at our market valuation for each of the individual sections we have placed most weight on section sales between Revell and Sewell Street.

Demand for sections in Hokitika has been strong over the past five years with there now being evidence of a slow down in demand.

It is generally accepted that the market has levelled off and demand for vacant land is not high. There are signs that there may be some recovery in the market with the Westland Milk Products investing \$102 million in its company at Hokitika. This has not yet lead to an increase in the prices but there is evidence the market is tightening. The demand is more for houses than for sections.

The most appropriate method in assessing the value of these sections is by the direct comparison approach whereby similar properties are compared with the subject. We have also used the unit metre frontage method as a check to the above sales comparison approach.

The sales quite pertinent to this valuation include the Spencer Street sale at \$45,000 and 6 Richards Drive at \$53,500 both of which are basically unimproved. These are both bigger sites.

There are also two properties for sale in Tudor Street and Spencer Street which support our level of value for the subject sites. 16 Tudor Street is currently offered on the open market for \$49,000. It is in an unimproved state and is considered superior due to size. The second property is 11 Spencer Street. This property is currently on the market for \$70,000. In 2012 it was offered on the market for \$48,000. Because it was not selling the owner excavated and backfilled the section with gravel hoping to increase its appeal to the market. This improvement saw the asking price increase to reflect work done. This section is also much larger.

We are aware there have been three sales of town house sections in the subject location. These sections would not require the same level of development (excavation and backfilling) to provide a suitable house platform and therefore are considered superior. They sold for \$50,000 - \$60,000 under vendor pressure.

Based on the quoted sales and after considering the various attributes of the sections, we believe their unimproved values lie between \$25,000 and \$35,000.

We have also approached the unimproved value on the basis of the "developed" value ie: excavated and backfilled and deducted the likely open market cost of that work to obtain "unimproved value".

**VALUATION**

After taking all factors into consideration and comparing it with the sales that have occurred, we have assessed the **Unimproved Values** at the date of inspection on the basis of a single sale of each individual section as follows:-

As at the date of inspection on the basis that the sections are unimproved we have assessed the values as follows:-

Proposed Section	Area	Value (Inclusive of GST if any)	\$/m2
Lot 1	320m <sup>2</sup>	\$30,000 (Thirty thousand dollars)	\$94
Lot 2	320m <sup>2</sup>	\$33,000 (Thirty three thousand dollars)	\$103
Lot 3	370m <sup>2</sup>	\$32,000 (Thirty two thousand dollars)	\$86
Lot 4	300m <sup>2</sup>	\$30,000 (Thirty thousand dollars)	\$100
Lot 5	300m <sup>2</sup>	\$30,000 (Thirty thousand dollars)	\$100
Lot 6	300m <sup>2</sup>	\$30,000 (Thirty thousand dollars)	\$100
Lot 7	300m <sup>2</sup>	\$30,000 (Thirty thousand dollars)	\$100
Lot 8	300m <sup>2</sup>	\$30,000 (Thirty thousand dollars)	\$100
Lot 9	300m <sup>2</sup>	\$33,000 (Thirty three thousand dollar)	\$110

The above figures are inclusive of GST (if any).

**KEY VALUATION ASSUMPTIONS**

- Land is unimproved without backfilling or any improvements by the owner.

## OVER-RIDING CONDITIONS

The report has been prepared in accordance with instructions received from Alistair Cameron for the purposes of determining the unimproved values of the individual sections once subdivided. It may not be used by any other party or for any other purpose without the express written consent of Coast Valuations Limited.

We certify that the Valuer signing the report has a current Practising Certificate and that Coast Valuations Limited holds current professional indemnity insurance.

The value provided in this report is our opinion of the market worth on a willing buyer/willing seller basis. That value may change in the future due to market conditions and changes to the state of the property the subject of this report.

Our valuation is subject to the attached Statement of General Valuation Policies.

This Valuation has been performed in accordance with the Australian and New Zealand Valuation and Property Standards. These include that:

- the statements of fact presented in the report are correct to the best of the Valuers knowledge;
- the analyses and conclusions are limited only by the reported assumptions and conditions;
- the Valuer has no interest in the subject property;
- the Valuer's fee is not contingent upon any aspect of the report;
- the valuation was performed in accordance with an ethical code and performance standards;
- the Valuer has satisfied professional education standards;
- the Valuer has experience in the location and category of the property being valued;
- the Valuer has made a personal inspection of the property;
- and no one, except those specified in the report, has provided professional assistance in preparing the report.

I trust this is of assistance to you. If you have any queries relating to my valuation, please do not hesitate to contact me.

Yours faithfully

**COAST VALUATIONS LIMITED**



M L Bolland  
B Com (VPM)  
MPINZ  
**REGISTERED VALUER**



## STATEMENT OF GENERAL VALUATION POLICIES

### 1.0 Publication

Neither the whole nor any part of this valuation report or any reference to it may be included in any published document, circular or statement without the written approval of Coast Valuations Limited as to the form and context in which it may appear.

### 2.0 Information

Information has generally been obtained from a search of records and examination of documents or by inquiry to Government Departments or Statutory Authorities. Where it is stated in the valuation 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 to be not so.

### 3.0 Limitations

Our valuation report is assessed only for the legal description and Rating Assessment provided. It does not take into account any additional land or property that may be held in the same ownership.

### 4.0 Confidentiality

Our responsibility in connection with this valuation report is limited to the person to whom the report is addressed and we disclaim all responsibility to any other party without reference to us.

### 5.0 Purpose of Valuation

The valuation report has been prepared for the specific purpose stated. It may not be used by any other party or for any other purpose without the express written consent of Coast Valuations Limited.

### 6.0 Market Value

Market Value is the estimated amount for which a property should exchange on the date of valuation between a willing buyer and a willing seller in an arm's-length transaction after property marketing wherein the parties had each acted knowledgeably, prudently, and without compulsion.

### 7.0 Date of Valuation

Unless otherwise stated the Date of Valuation shall be the date of inspection of the property.

### 8.0 Title Boundaries

We have made no survey of the property and no actual boundary pegs were sighted. Unless otherwise stated, it is assumed that all improvements lie within the legal parameters of the title. No guarantee is given that the land is not subject to statutory rights not recorded on the relevant Certificate of Title and not apparent from normal inspection of the property. This valuation is not a boundary survey and we accept no responsibility in connection with such foregoing matters.

## **9.0 Structural Survey**

This report is not a structural survey and should not be relied upon as such. While in the course of inspection due care is taken to note building defects, no structural survey has been made and no undertaking is given about the presence of rot, termite or pest infestation, deleterious substances such as asbestos or calcium chloride or other hidden defects including "Leaky Building Syndrome". We can give no guarantee as to outstanding requisitions in respect to the subject building and we recommend that an appropriate qualified professional be employed to ascertain the physical condition of all structures on the property.

## **10.0 Rating Assessment**

The Rating Assessment included in this report has been obtained from either the Quotable Value New Zealand website or relevant Local Authority. It is included for general information only and we have not audited its accuracy for any information contained in that report.

## **11.0 Ownership**

Legal and beneficial ownership of this report shall remain with Coast Valuations Limited until full payment has been made for it. Coast Valuations Limited reserves the right to withhold permission to use this report or request its return to Coast Valuations Limited until full payment is made.

## **12.0 Statutory Requirements**

We have not obtained a Land Information Memorandum and have consequently presumed that all buildings conform with By-Laws and there are no outstanding requirements over this property. It is recommended that a Land Information Memorandum be obtained and we could do so at your request.

## **13.0 Services**

In preparing the valuation no warranty is given that hot and cold water systems, drainage systems, septic tank / sewer, electrical systems, air conditioning or ventilating systems and other installations, devices, fittings and conveniences as are in the building are in proper working order and functioning for the purpose for which they were designed. Where a flush toilet is provided in a non sewered area, unless otherwise stated, we have presumed that the property is serviced with a septic tank.

Coast Valuations Limited accepts no responsibility for effluent disposal systems being used that do not comply with current codes and we recommend this factor be checked with the Local Council.

## **14.0 Site or Environmental Contamination**

A visual site inspection has not revealed any obvious pollution or contaminant. However, no environmental Audit has been obtained and no warranty is given that the site is free of environmental contamination. If such a report is carried out, the valuation may need to be amended to account for the results of such an Audit.

## **15.0 Registrations**

Unless stated otherwise, our report is subject to there being no detrimental or beneficial registrations affecting the value of the property other than those appearing on the title(s) so valued in this report. Such registrations may include Wahi Tapu registrations and Historic Places Trust registrations.

**16.0 Building Act 2004**

No warranty is given that the property complies with the Building Act 2004 or conforms to the requirements of the NZ Building Code contained in the Building Regulations 1992 (or any amendment or substitution thereof).

**17.0 Engineering and Technical Matters**

No responsibility is assumed for soil or subsoil conditions, engineering, retaining structures, or any other technical matters which might render the property more or less valuable than as stated in the report.

**18.0 Leases**

Where the 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. We do not give any warranty as to the legal validity of any Leases, including without limitation the length of the current term, the existence of any rights of renewal, or the financial strength or suitability of any tenant.

**19.0 Swimming Pools**

No warranty is given with respect to any swimming pools within the property being compliant with the requirements of the Fencing of Swimming Pools Act 1987 and any requirements under the Building Code enforced under the Building Act 2004 with respect to swimming pools.

**20.0 Terms of Engagement take Precedence**

These policies shall be read in conjunction with any signed letter of engagement between the Client and subject valuation entity. Where there is any conflict between the provisions of the letter of engagement and these policies, then the provisions of the letter of engagement shall prevail.

**21.0 Forecasts**

Every effort has been made to ensure the soundness and accuracy of the opinions, information and forecasts expressed in this report. While we believe statements in the report are correct, no liability is accepted for any incorrect they should be regarded solely as a general guide. No liability is accepted for any incorrect statement, information or forecast as provided by an outside party.

**22.0 GST**

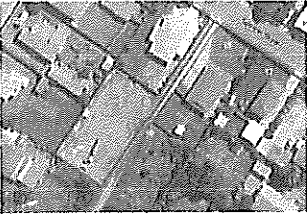



Unless otherwise stated all commercial and / or rural values contained in this report will be exclusive of GST while all residential and lifestyle properties will be inclusive of GST.

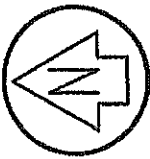
**23.0 Liability**

Coast Valuations Limited disclaim any liability, which may arise from any person acting on material outside of the scope of this valuation. In the event of any of the above assumptions being incorrect as a result of further information supplied, Coast Valuations Limited reserves the right to amend the report to take these matters into account.

**Appendix**

**Sales  
Proposed Subdivision Plan  
Maps  
Certificate of Title**

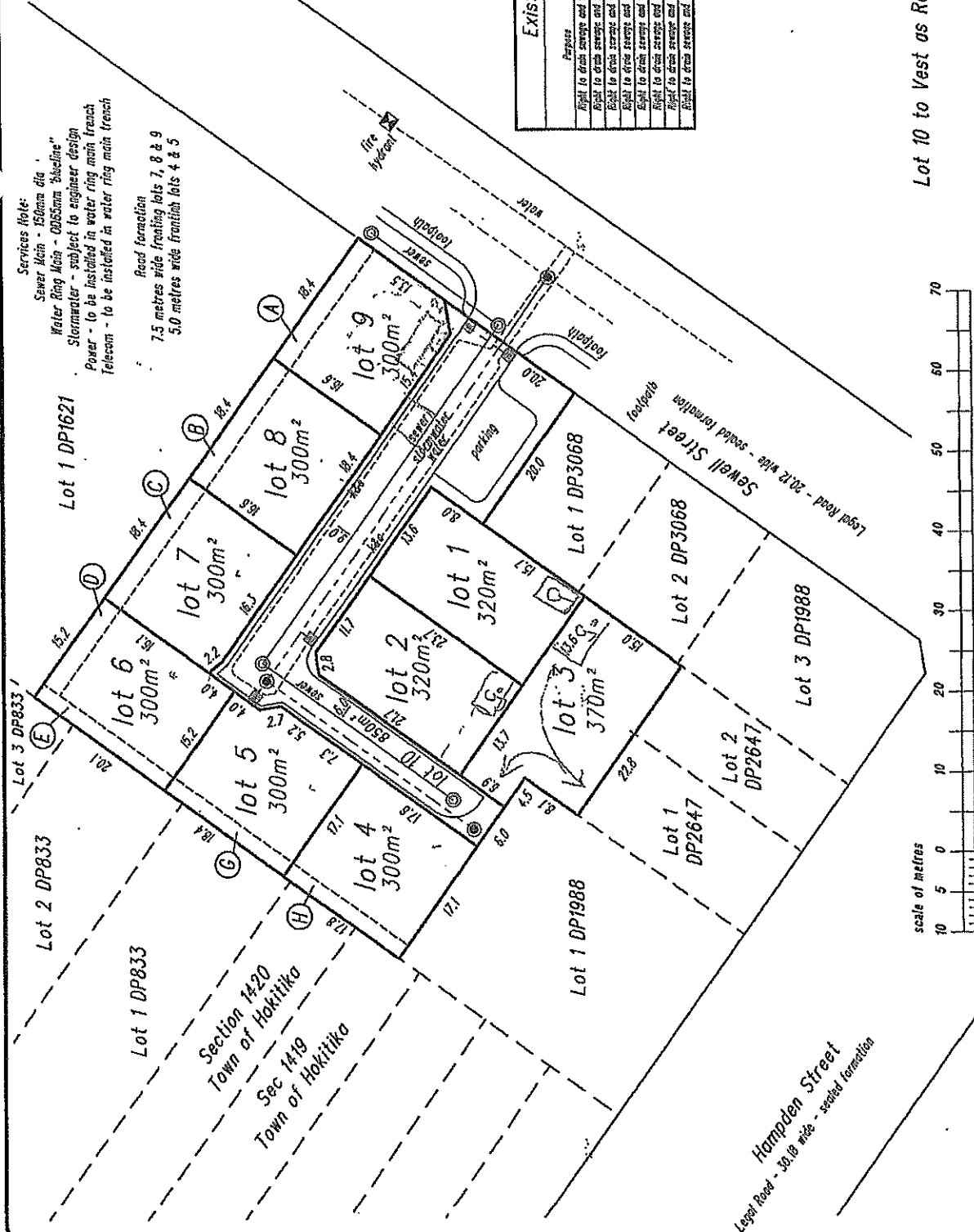
	<p><b>ADDRESS: <u>SPENCER ST</u></b> <b>Land: 0.0816 ha.</b></p> <p><b>Comments:</b> Vacant rear section of 816 m2 close to town. SOLD 2007 for \$55,000</p>
	<p><b>Sale Date:</b> 30/01/2013 <b>Total Sale Price:</b> \$45,000</p>
	<p><b>ADDRESS: <u>138 DAVIE ST</u></b> <b>Land: 0.0809 ha.</b></p> <p><b>Comments:</b> Vacant residential section of 809 m2 in central Hokitika.</p>
	<p><b>Sale Date:</b> 13/02/2013 <b>Total Sale Price:</b> \$78,000</p>
	<p><b>ADDRESS: <u>99 KANIERE RD</u></b> <b>Land: 0.1307 ha.</b></p> <p><b>Comments:</b> Sale of two unimproved sections along Kanieri Road. Lot 2 &amp; Lot 1 being a subdivison of Lot 4 Dp 409841</p>
	<p><b>Sale Date:</b> 21/08/2013 <b>Total Sale Price:</b> \$88,000</p>
	<p><b>ADDRESS: <u>6 RICHARDS DR</u></b> <b>Land: 0.0587 ha.</b></p> <p><b>Comments:</b> A vacant rear section of 587 m2 located within walking distance of Hokitika's beach.</p>
	<p><b>Sale Date:</b> 7/09/2012 <b>Total Sale Price:</b> \$53,500</p>



scale 1:500  
original size A3

Services Note:  
Sewer Main - 150mm dia  
Water Ring Main - 400mm dia  
Stormwater - subject to engineer design  
Power - to be installed in water ring main trench  
Telecom - to be installed in water ring main trench

Road formation  
7.5 metres wide fronting lots 7, 8 & 9  
5.0 metres wide fronting lots 4 & 5



Existing Easements (in Gross)			
Purpose	Shore	Section	Reserve
Right to drain sewage and water	A	Lot 9	EC 54/021 (Residential District Council)
Right to drain sewage and water	B	Lot 8	EC 54/021 (Residential District Council)
Right to drain sewage and water	C	Lot 7	EC 54/021 (Residential District Council)
Right to drain sewage and water	D	Lot 6	EC 54/021 (Residential District Council)
Right to drain sewage and water	E	Lot 5	EC 54/021 (Residential District Council)
Right to drain sewage and water	F	Lot 4	EC 54/021 (Residential District Council)
Right to drain sewage and water	G	Lot 3	EC 54/021 (Residential District Council)
Right to drain sewage and water	H	Lot 2	EC 54/021 (Residential District Council)

Lot 10 to Vest as Road in the Westland District Council



Proposed Subdivision of Lot 6 DP1988

Applicant: AJ Cameron

Sewell Street - Hokitika

Drawn by Mike Robbins	07/14

DATE: July 2014  
GM26342

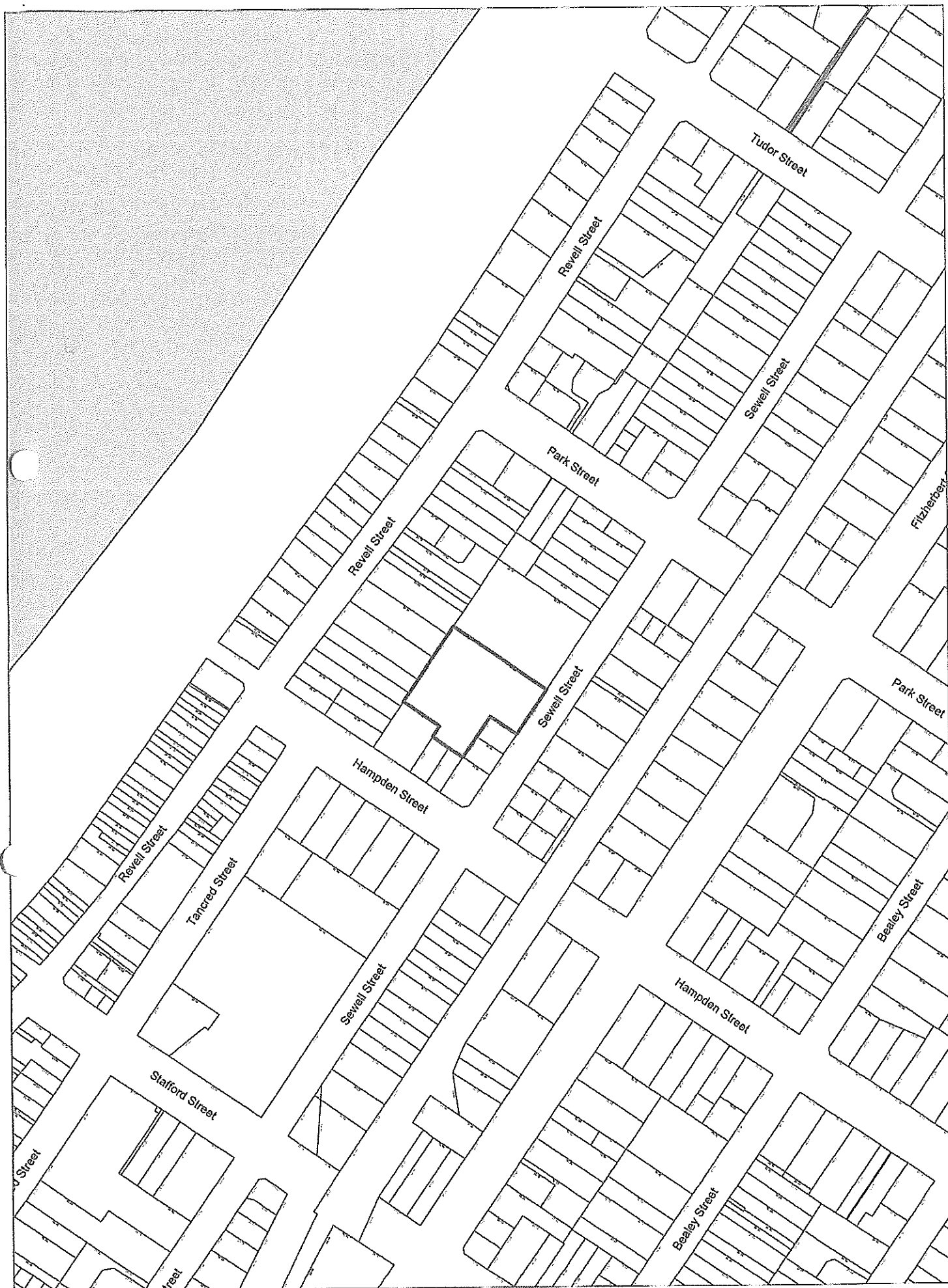


**QuickMap**  
Custom Software Ltd

Any person wishing to rely on the information shown on this map must independently verify the information

Scale 1:675

Topographical and Cadastral map derived from LINZ data. Printed: 1/10/2014 15:43.







## COMPUTER FREEHOLD REGISTER UNDER LAND TRANSFER ACT 1952



Guaranteed Search Copy issued under Section 172A  
of the Land Transfer Act 1952

R.W. Muir  
Registrar-General  
of Land

Identifier **WS3D/849**  
Land Registration District **Westland**  
Date Issued 18 August 1978

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Estate Fee Simple  
Area 3691 square metres more or less  
Legal Description Lot 6 Deposited Plan 1988  
Proprietors  
Alistair John Dugald Cameron

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### Interests

54179.1 Transfer creating the following easement in gross - 10.8.1978 at 2.03 pm

Type	Servient Tenement	Easement Area	Grantee	Statutory Restriction
Right to drain water and Right to Drain Sewage	Lot 6 Deposited Plan 1988 - herein	B and C DP 1988	The Hokitika Borough Council	

54179.3 Easement Certificate specifying the following easements - 10.8.1978 at 2.03 pm

Type	Servient Tenement	Easement Area	Dominant Tenement	Statutory Restriction
Sewage	Lot 3 Deposited Plan 1988 - CT WS3D/846	E DP 1988	Lot 6 Deposited Plan 1988 - herein	
Sewage	Lot 2 Deposited Plan 1988 - CT WS3D/845	D DP 1988	Lot 6 Deposited Plan 1988 - herein	

The easements specified in Easement Certificate 54179.3 when created will be subject to Section 351 E 1(a)  
Municipal Corporations Act 1954

Approved: \_\_\_\_\_

THE DISTRICT ENGINEER, HONG KONG

Registered Proprietor, \_\_\_\_\_

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# Report



**DATE:** 29 October 2015

**TO:** Mayor and Councillors

**FROM:** Group Manager: District Assets

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## **BUDGET VARIATION – FRANZ JOSEF WATER**

### **1 SUMMARY**

- 1.1 The purpose of this report is to seek Council approval for a \$75,000 variation to the budget for the Franz Josef Water Project approved in the Long Term Plan process for the 2015/16 financial year.
- 1.2 This issue arises as a result of the scope of works being finalised after the adoption of the Long Term Plan which has identified a shortfall of \$75,000 on the estimated cost of works.
- 1.3 Council seeks to meet its obligations under the Local Government Act 2002 and the achievement of the District Vision adopted by Council as part of the Long Term Plan 2015-25. These are stated on Page 2 of this agenda.
- 1.4 This report concludes by recommending that Council approves the variation of \$75,000 to the current budget of \$100,000 for the Franz Josef Water Project to be funded by loan.

### **2 BACKGROUND**

- 2.1 The community has experienced a number of dry spells coupled with an increase in demand for water due to increased tourist numbers in the last couple of years. This demand surpassing supply has resulted in water shortages within the township, especially last season.
- 2.2 Through the consultation and submission process for the Long Term Plan (LTP) 2015 – 2025 a project was identified for Franz Josef water supply service assurance at the request of the local community.

### 3 CURRENT SITUATION

- 3.1 The local community in Franz Josef identified a source of water potentially to be developed as a secondary source of water/intake to keep up with demand for the treated water supply.
- 3.2 This secondary water intake identified by members of the community was investigated and assessed by consultants Montgomery Watson Harza (MWH) and Council staff. A report has been included in Appendix 1<sup>1</sup>.
- 3.3 Unfortunately this source is too high risk for continuity of supply. Several other short term options were presented to the community at the Franz Josef / Waiau future planning working group meeting held on Wednesday 7<sup>th</sup> October. Refer Appendix 1.
- 3.4 The option agreed to, for the short term, is to go with a hybrid of the solutions. This option involves installing a number of raw water reservoirs at the old treatment plant site at the south end of Cron St, so that water from the Tatare River can be trucked to them without the delay of going up to the treatment plant site. Along with this there will be a number of raw water reservoirs added at the treatment plant site to provide an extra volume of 200m<sup>3</sup> of raw water.
- 3.5 The option chosen has been estimated at a cost of \$175,000, which is \$75,000 over the initial budget. Approval is now sought for the extra funding.

### 4 OPTIONS

- 4.1 **Option 1:** Status Quo. The variation is not approved and the budget of \$100,000 stays.
- 4.2 **Option 2:** Council approves the budget variation of \$75,000.

### 5 SIGNIFICANCE AND ENGAGEMENT

- 5.1 This matter is considered to be of moderate significance as per the Council's Significance and Engagement Policy, as it affects only one part of the District but does so in a way that has safety, amenity and nuisance implications for the Franz Josef/Waiau community.

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<sup>1</sup> MWH Report: Franz Josef Water Security of Supply

- 5.2 The project was identified as the result of submissions received in the special consultative procedure for the adoption of the Long Term Plan.

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

### **6.1 Option 1: Council does not approve the variation of \$75,000.**

The estimated costs of works is \$175,000. Without approving the variation in budget, only minor works could be undertaken which would not provide assurance of the treated water supply not running out. This is a high risk option which has the potential for negative feedback from the community and media.

### **6.2 Option 2: Approve a \$75,000 variation funded by loan.**

The option of approving the variation to a budget of \$75,000 will increase the confidence level around water supply assurance. With the variation approved, the scope of works outlined in 3.4 can be completed and commissioned in time for the peak tourist season. This is **THE PREFERRED** option.

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

7.1 Option 2 is the preferred option.

7.2 The option provides an opportunity to extend the raw water capacity at the treatment site ensuring a far better level of continued treated water supply for Franz Josef township during the peak tourist season.

## **8 RECOMMENDATION(S)**

- A) **THAT** Council approves the variation of an extra \$75,000 to the approved budget of \$100,000 for the project – Franz Josef Water Supply Assurance, funded by loan.

**Vivek Goel**

**Group Manager: District Assets**

**Appendix 1:** MWH Report: Franz Josef Water Security of Supply

## **Franz Josef Water Security of Supply**

Prepared for Westland District Council  
October 2015

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This disclaimer shall apply notwithstanding that the report may be made available to other persons for an application for permission or approval to fulfil a legal requirement.

## QUALITY STATEMENT

### PROJECT MANAGER

Simon M<sup>c</sup>Aulay

### PROJECT TECHNICAL LEAD

John Strange

### PREPARED BY

Simon M<sup>c</sup>Aulay, John Strange & Janan Dunning

...../...../.....

### CHECKED BY

John Strange

...../...../.....

### REVIEWED BY

Janan Dunning

...../...../.....

### APPROVED FOR ISSUE BY

Simon M<sup>c</sup>Aulay

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## REVISION SCHEDULE

Rev No	Date	Description	Signature or Typed Name (documentation on file).			
			Prepared by	Checked by	Reviewed by	Approved by
0	06-10-15	Workshop Held and Short Term Solution Options Identified for Discussion.	Simon M <sup>c</sup> Aulay	John Strange		
1	22-10-15	Post Community Meeting Update	Simon M <sup>c</sup> Aulay	John Strange		

# **Westland District Council**

## **Franz Josef Water - Security of Supply**

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2	The Problem .....	1
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4	Site Visit .....	1
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7	Long Term Solution .....	6
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8.1	Follow up work .....	7

### **APPENDICES**

Appendix A	Site Visit Report .....	
Appendix B	Existing Reservoir Pipework Schematic.....	
Appendix C	Short Term Solution - Option Schematics.....	
Appendix D	Short Term Solution - Option 1 - Cost Estimate.....	



# 1 Introduction

MWH were engaged to help Westland District Council resolve the issue with water supply in Franz Josef. During the previous tourist season (circa mid-November through early March) water demand exceeded supply and water had to be trucked into Franz Josef to prevent water shortages.

## 2 The Problem

Investigations by Council have determined that the inability to meet the water demand stemmed from low flows in the source stream. For a period of around 6 weeks additional water was extracted from the Tatare River and transported by truck to the raw water storage tanks at the Franz Josef Water Treatment Plant (WTP) site.

## 3 The Solution

A solution based on the findings of a report by Eliot Sinclair (Ref 403191, dated 30 April 2015) was adopted. This involved installing a second raw water intake on a second stream approximately 500m further into the bush from the existing raw water intake. This would provide additional water in the summer months during low rainfall, effectively increasing the minimum available flow to meet the demand.

## 4 Site Visit

A site visit was arranged and took place on Friday 4<sup>th</sup> September 2015. Participants on the site visit were John Strange (MWH); Vivek Goel (WDC); Jo Mead (DoC); Graham Berry (local community) and Peter Hanson (WestRoads – WTP operator).

The main finding from the site visit was that the site identified as a potential second source of water was not suitable.

While the site has enough water to make it feasible, there are many negative factors that detract from it being progressed as a solution:

- The location is difficult to get to which would add complexity and cost to the construction and hinder ongoing maintenance activities.
- The site is in a rugged, steep gorge section of stream that is generally unsuitable for installing a gravity pipe or a pump. A gravity pipe would need to travel downstream some distance before having sufficient elevation to exit the steep gorge.
- Evidence suggests that the site is subject to high wet-weather flows with heavy debris loads. This increases the risk of damage to any intake structure and potential for complete loss of an intake structure. This adds high risk of reconstruction of the intake works being required.

i.e. the cost of construction, risk of damage to the intake structure and site topography meant that this site is highly unlikely to be the best solution to address the problem of water shortages in Franz Josef.

Further details of the site visit are provided in Appendix A.



Photographs taken during the site visit of the potential second intake site:





## 5 Workshop

Following the site visit, WDC and MWH held a workshop to re-examine the problem and re-assess potential solutions. Participants were Vivek Goel (WDC); Petrina Cannell (WDC); John Strange (MWH); Janan Dunning (MWH) and Simon M<sup>c</sup>Aulay (MWH).

The following summarises the workshop discussions:

### Issue:

- During the previous peak season water supply was unable to meet demand for a period of around 6 weeks. Around 300m<sup>3</sup>/day of additional water was trucked in to the Franz Josef water treatment plant from the Tatare River. The estimated cost of this was \$150,000.
- The problem has been identified as low flows (around 10 l/s) from the raw water intake during a long spell of particularly dry weather.
- The desired solution is to provide security of supply by identifying a second source of raw water.

### Constraints:

- Existing infrastructure – pipe size & route and location of water treatment plant (Refer to Appendix B for a schematic of the reservoir pipework).
- Capital budget available
- Time – ideally a solution implemented prior to the coming tourist season.

### Basic information on the existing water treatment plant:

The following information has been provided by Council:

- The water treatment plant is designed for a throughput of approximately 1,450 m<sup>3</sup> /day, equivalent to 16 l/s. However, the plant can go up to 20 l/s for short periods.
- Raw water storage – 2 tanks, each 90m<sup>3</sup> (=180m<sup>3</sup> total volume).
- Treated water storage - 3 tanks each 600m<sup>3</sup> (=1800m<sup>3</sup> total volume).  
During the site visit it was noted by the plant operator that installation of the third potable water storage tank is at such a level that the top 30% of the existing two tanks can no longer be used. This has not been verified.
- Note – we recommend that Council carry out an audit of the information they have regarding the water treatment plant site, for example, the operator reports that there is a flowmeter on the raw water inlet but this doesn't seem to be linked to the site SCADA.

### Other relevant information:

- WDC have resource consent to abstract 300m<sup>3</sup>/day from the Tatare River.
- Peak season is considered to be around mid-November through to the beginning of March.
- The emergency provisions of the RMA are unlikely to apply to any solution as the scenario is considered foreseeable.
- Level of service requirements for provision water for fire-fighting purposes - Council considered that maintaining a minimum level of water storage for fire-fighting is something of a luxury compared with providing the general water demand as the fire trucks are able to abstract water direct from a river or stream sources and are not wholly reliant on the reticulated supply.

### Potential Solutions:

- Transport water from the Tatare River, as adopted during the water shortage. This is likely to be feasible only as a short term solution but is effectively provides a base-line solution against which others can be measured.
- Use of the redundant bore in the Waiho River was considered and dismissed. The bore was only a trial bore and was found that it could only provide water in times of heavy river flows and so was never fully developed.
- Move the existing intake further upstream (by around 150m, closer to a waterfall) to minimise water lost to the ground during dry spells. This was considered unlikely to provide an increase in benefit comparable with the associated costs.
- Maximise use of existing infrastructure:
  - Modify the raw water intake structure to maximise water take at times of during low flow.
  - Minimise leakage on the pipeline between the intake and the raw water storage tanks.
  - Increase raw water storage. Alter pipework to maximise the use of existing storage tanks.

Each of these is worth further investigation as they may bring benefits for small costs.

- Reduce demand associated with leakage in the water distribution network. Council understand that leakage in the supply reticulation is at 'average' levels and see no significant demand reduction benefits to be gained in attempting to reduce leakage levels. i.e. Council consider that there are better gains to be made elsewhere for the same 'level of effort'.
- While the stream investigated during the site visit was considered to be unsuitable, the principle behind adding a second source of raw water remains the preferred solution. Potential additional water sources were identified as:
  - An unnamed creek near the outlet of the old power station tunnel on the Tatare Stream. Perhaps raw water could be diverted in storage tanks by gravity from where it could be either pumped to the water treatment plant or transported by tanker when required. Potential issues include unknown land ownership; unknown minimum flows; a possible slip zone and non-ideal tanker access.
  - Straight from the Waiho River. Unlikely to be a preferred solution due to a combination of high sediment load and colour and the transient nature of the flow location (where exactly would we put an intake).
  - Straight from the Tatare Stream. Likely to be better raw water quality (than the Waiho) but further distance to transfer the flow. Potential locations are near the outlet of the old power station tunnel – would need a site visit to review viability.

### Short term and Long Term Solutions:

It was identified that there is likely to be a short term solution and a longer term solution. The short term solution would provide a plan to address the security of supply issue in time for the coming tourist season. The long term solution would look at the best long-term option to address the security of supply issue that would include options that would not be able to be implemented in time for the coming tourist season.

Short Term Solutions were discussed:

- Repeat last season's solution – abstract water from the Tatare River and transport by tanker to the raw water storage reservoirs at the water treatment plant site.
- Abstract water from the Tatare River and transport by tanker to new raw water storage tanks. An additional volume of 200m<sup>3</sup> was discussed, consisting of 8 number 25m<sup>3</sup> plastic storage tanks (these being readily available at a reasonable cost).
- The location of the additional raw water storage tanks could be at either the water treatment plant site (subject to there being available space) or at the 'old' treatment plant site on Cron Street.

- If the additional storage was provided at the 'old' treatment plant site on Cron Street then it would need to be transported to the existing water treatment plant. There are two main options for this:
  - The existing pipeline that is currently used to gravitate dirty backwash water down to the sewer could be repurposed to push raw water back up to the treatment plant site. There are two sub-options with this, either:
    - add suitable valving to enable the pipeline to be used for both gravity disposal of dirty backwash water to the sewer and also for pumped transfer of raw water between the two sites (note that the need for dual use would be for a limited 'drought' period). Or:
    - the pipeline could be used only to transfer raw water and dirty backwash water could be redirected to be collected in a 'septic tank' like arrangement with potential reuse of this water following settlement of collected solids.

There is feasibly a third option – a combination of the two sub options where a septic tank is provided for dirty backwash water and used only during the periods when additional raw water is required to be pumped to the water treatment plant.

- Construct a new dedicated rising main.

Council's preference was for the latter option – provision of a new rising main.

- There is an existing pump at the 'old' treatment site that may be able to be used to transfer raw water up to the treatment plant site. At least one additional (standby) pump would need to be procured.
- It was noted that a dedicated rising main between the two sites could be used to fill any raw water tanks down at the 'old' treatment site by gravity from the existing raw water intake during times where stream flows permit this.

Long term solutions were discussed briefly, being those already identified above related to identification of a second permanent source of raw water. The workshop was then brought to a close.

## 6 Short Term Solution

Following the workshop, four short term solutions were developed for further consideration. Each of these options is described below and shown schematically in Appendix C.

- Current Situation:
  - Use of the existing infrastructure with additional raw water being collected from the Tatare River and transported to the water treatment plant by tanker.
- Option 1:
  - Provide an additional 200m<sup>3</sup> (=8x 25m<sup>3</sup> tanks) of raw water storage at the 'old' treatment plant street on Cron Street.
  - Construct a new rising main from this site to the water treatment plant.
  - Procure a raw water pump to enable transfer of water from the new raw water tanks up to the existing water treatment plant site.
  - Additional raw water would be collected from the Tatare River and transported by tanker to the new raw water storage tanks at the 'old' treatment plant street on Cron Street. This avoids the need to drive tanker trucks up to the water treatment plant site.
  - Council has identified Option 1 as the preferred option, it has an associated capital cost estimate of \$175,000 (refer to Appendix D for a breakdown of this cost estimate).
- Option 2:
  - Provide an additional 200m<sup>3</sup> (=8x 25m<sup>3</sup> tanks) of raw water storage at the existing water treatment plant site (available space permitting).
  - Additional raw water would be collected from the Tatare River and transported by tanker to the water treatment plant.
- Option 3:
  - A hybrid solution of Options 1 and 2, with additional raw storage being provided but split between both sites.
  - Provide an additional 50m<sup>3</sup> (=2x 25m<sup>3</sup> tanks) of raw water storage at the 'old' treatment plant street on Cron Street.
  - Provide an additional 150m<sup>3</sup> (=6x 25m<sup>3</sup> tanks) of raw water storage at the existing water treatment plant site (available space permitting).
  - Construct a new rising main from this site to the water treatment plant.
  - Procure a raw water pump to enable transfer of water from the new raw water tanks up to the existing water treatment plant site.
  - Additional raw water would be collected from the Tatare River and transported by tanker to the new raw water storage tanks at the 'old' treatment plant street on Cron Street.

A meeting with the local community is scheduled for Thursday 8<sup>th</sup> October – these Options to be tabled at that meeting.

## 7 Long Term Solution

The short term solution doesn't meet the requirements of the long term solution, i.e. it does not provide a second permanent source of raw water.

Further scope of work on assessing and comparing the options for providing a second permanent source of raw water have not yet been agreed nor commenced.

## 8 Community Meeting

A community meeting was held in Franz Josef on Thursday 8<sup>th</sup> October with a focus was on 'resilience'.

Vivek Goel (WDC); Petrina Cannell (WDC) and John Strange (MWH) attended. Vivek presented the short term solution options and discussions ensued.

The following relevant comment was noted:

- Graham Berry reiterated his support of a solution involving the originally identified secondary source of water (as visited on Friday 4<sup>th</sup> September 2015 – refer Section 4 above). Graham suggested that a 50mm pipeline may provide a yield of 5 l/s. He also noted that the system was only needed to be temporary and likely to be operational for only around 6 weeks during low stream flow periods.
- Refer to Council's minutes of meeting for further details.

### 8.1 Follow up work

Following the Community Meeting MWH reassessed the hydraulics for transporting water between the originally identified secondary source of water and confirmed the following:


- Based on an elevation difference of around 30m between the second source intake and the existing stream intake point and a distance of around 550m a 63mm OD PE pipeline would be able to supply around 3 to 4 l/s of water. A duplicate pipe solution would therefore provide around 7 l/s.

This solution could be used as one costed option in a comparison with other long term solutions.


We consider that there is likely to be insufficient time to acquire the necessary consents required to construction this solution prior to the coming peak water use season.



## Appendix A Site Visit Report

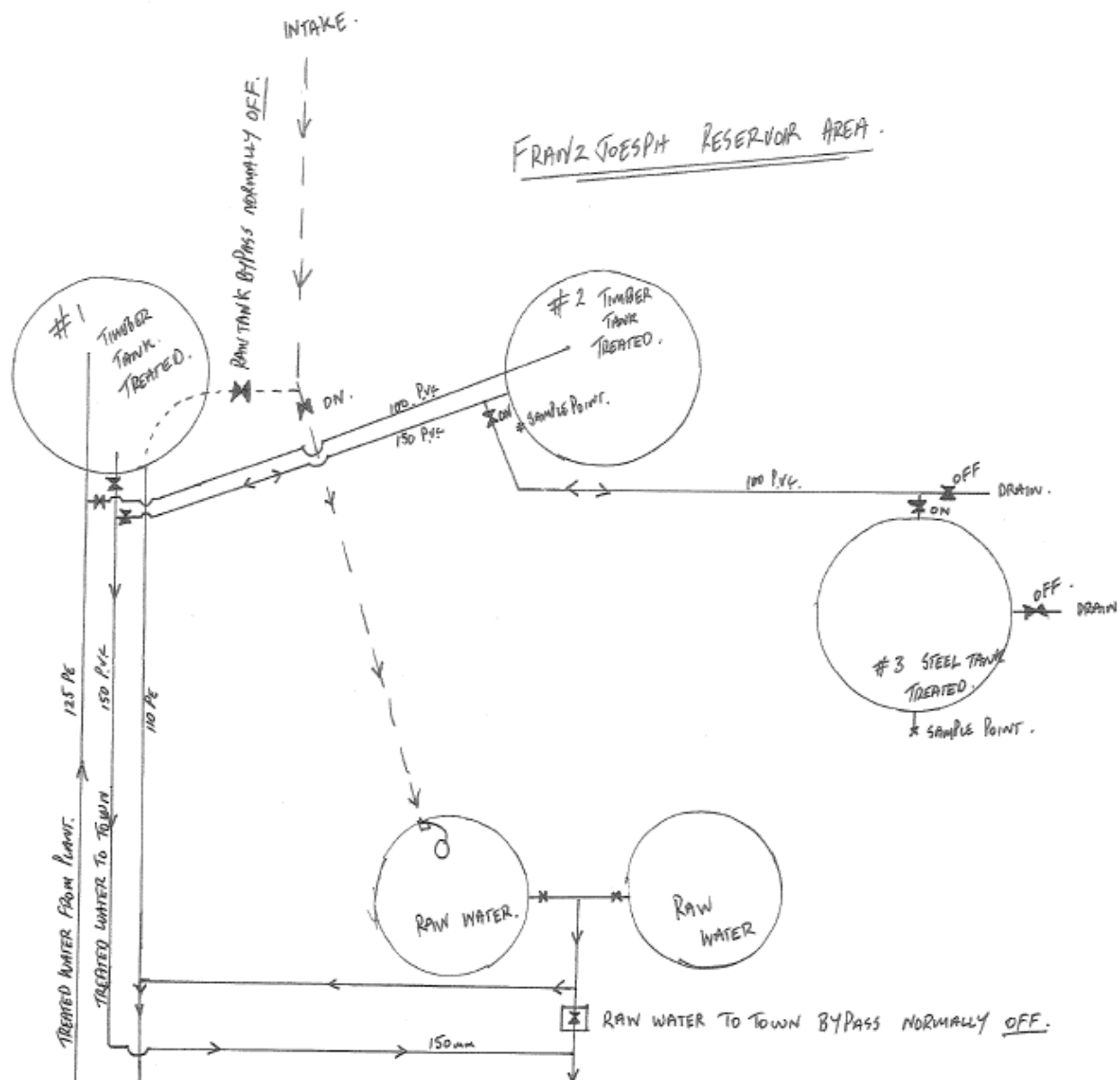
 <b>MWH</b> BUILDING A BETTER WORLD		MWH New Zealand Ltd - Construction Contracts Manual Form A18 <b>Site Visit and Inspection Record</b>	
Client, Contract No.:	WDC	Contract Name:	Franz Josef Water Supply
Date and time:	04/09/2015 10.30am - 12.45pm	Purpose of visit:	<ul style="list-style-type: none"> <li>Investigate possible new water intake location and associated pipe route.</li> <li>Inspect existing intake arrangements and deliver pipework to treatment plant (for the purpose of understanding what is there).</li> </ul>
Inspection by:	John Strange	Accompanied by:	Vivek Goel (VG) - WDC Peter Hanson (PH) - WestRoads Jo Mead (JM) - DOC Graham Berry (GB) - community representative
Weather at time of visit:		Cool, some drizzle.	
<b>General observation/discussion s:</b> <b>Intro</b> <ol style="list-style-type: none"> <li>Introductions made.</li> <li>Advised the group that MWH aim of the visit was to gain a good understanding of the existing intake and pipework system (including good points and weak points), and investigate the possible new water intake location and associated pipe route.</li> </ol> <b>Existing pipeline</b> <ol style="list-style-type: none"> <li>Walked up the road observing the pipeline between the tanks and existing intake.</li> <li>Section of pipe passing under the road is PVC 150dia.</li> <li>Section above this is laid in the roadside drain, AC pipe, appeared to be 150dia. Pipe is in water in places (drain holding water). Observed what appeared to be air relief valves in a couple of locations.</li> <li>Above the AC section of pipe, the pipe is steel, 200dia, all the way to the existing intake. Joints are clamped.</li> <li>Pipe laid on surface, in drain, then rises to ground surface where it heads the last section up to the intake.</li> <li>The road side drain was historically a water race (understood to be hydro related).</li> <li>Old concrete intake (no longer used) observed in the water race. The water race forks at this point, one arm heading up toward the existing intake, the other carrying around the contour line toward the Waioho. The pipe heads away from the roadway at this point.</li> </ol> <b>Existing screen</b> <ol style="list-style-type: none"> <li>Just before the existing intake is a rectangular screen chamber, built of timber, with 2 screens (one coarse, one fine) within. Screens appeared to be mesh fixed to old steel bed frame. PH noted too heavy to lift out. The arrangement is set up to continuously flush any debris along the screen. Grit builds up at the screen inlet. The screen requires weekly maintenance to clean out. Upstream end is now slightly lower than downstream end, so fines will not easily flush when cleaning it. Minor leaks observed through the boards the structure is built from. Screen has been there for around 20 years.</li> </ol> <b>Existing Intake</b> <ol style="list-style-type: none"> <li>Existing intake is a small concrete headwall connected to the steel pipe. Water flows in a slightly incised channel in the ground, to enter at the intake.</li> <li>Downstream of the intake the forest floor has been scoured in places due to water flow. This appeared when high flows carry past the intake (i.e. when the pipe is flowing full bore).</li> </ol> <b>Proposed new Intake</b> <ol style="list-style-type: none"> <li>After going back to the road (adj to the old intake), we walked southward on a narrow DOC walking track. JM noted this was an old gipiers track.</li> <li>The track dropped in an out of a couple of gullies, before arriving at a creek across which was a DOC footbridge.</li> <li>On the side of the walking track, at the bridge, was a large pile of what appeared to be freshly deposited timber debris from the creek. JM noted this debris was not there a week ago. Chainsaws had been used to clear a path through to the bridge.</li> <li>Distance from existing intake to this creek felt like 400-500m. The level that the bridge was at felt significantly lower than the level at the existing intake.</li> <li>The creek was observed to be a steep mountain creek, with near vertical sides incised below adjacent forest floor. Depth of incise estimated 6-8m. The evidence of recent high flood and debris accumulation gave an immediate feeling that this was a wild creek that would be unsuitable for a town water supply intake. JS noted to VG this was quite different to MWH's expectation/understanding that the proposed new intake was similar to the existing. The existing intake was a docile forest floor flow, whereas this was a wild steep mountain creek.</li> <li>At the bridge the creek had one defined channel. Above the bridge was a main channel (on TR side), and an old flow channel on the TL side. On the TR side bank was sign of recent scour/slippage into the creek.</li> <li>Walked up the creek to a location GB understood was higher than the existing intake, and could possibly be location for some form of intake. The old flow channel (now an overflow/flood channel) existed at this location. Using a GPS JM recorded RL at this location of 260m (GPS noting 8m accuracy).</li> </ol>			



 <b>MWH.</b> <small>BUILDING A BETTER WORLD</small>	<small>MWH New Zealand Ltd – Construction Contracts Manual, Form A13</small> <h2 style="margin: 0;">Site Visit and Inspection Record</h2>
<div style="border: 1px solid black; padding: 5px;"> <p>19. JS/GS walked higher to inspect nature of the creek; further up the two channels came back together, with bedrock exposed both sides. JS noted this appeared the safest place to consider any type of intake. GS agreed. Estimated this location approx. 15m elevation higher than where JM had recorded her level of 260m.</p> <p>20. JS/GS walked back down the TL flood channel. Fresh debris was observed in the head of this old flow channel.</p> <p>21. JM recorded level at bridge of 224m.</p> <p>22. GS intimated pipe size that was being discussed was around 175mm. JS noted it would be a major undertaking to install something of this nature in this environment. Getting a suitable excavator into this location would require forming a much wider track, destroying the historic walk that currently existed. Getting a machine up the creek to the intake area would be very difficult. Carrying out any maintenance would also be difficult.</p> <p>23. Observed the foundations of the bridge to be on stacked rock, which appeared to possibly be old foundations from a previous historic structure. Scour on both sides of the creek suggested protection works may be required at some point.</p> <p>24. Walked back via the track. Part way along GS indicated a steep slippery gully up which the likely pipe route would be. After leaving the steep gullies, JS/GS/JM left the track and walked through the forest to the existing intake. This section is nice gentle gradient through the forest. Discussed possible option of small pumped flow up to a location above the steep gullies, to a tank(s). [JM later emailed to say the walking track was valued for its quietness, so having a pump operating would not be suitable, and fuel in that area in National Park, would not be good].</p> <p>25. Walked back to the treatment site.</p> <p><b>Treatment plant site</b></p> <p>26. Observed small (100dia) PE section water supply pipe arriving into the site.</p> <p>27. Observed the 3 treated water tanks. PH noted the steel tank was built lower than the 2 timber tanks, and they are joined hydraulically, so the timber tanks cannot be filled full height anymore. (Lost approx. 30% of original timber tank volume as result).</p> <p>28. Observed the last section of supply pipe into the raw water tank is 100dia PVC rising out of the ground. This appeared very vulnerable to damage by vehicle. Suggest this be protected in some way.</p> <p>29. Had a general look inside the treatment building.</p> <p>30. PH noted the issue that occurred last summer when the filters 'blocked' was due to them not being backwashed, so they progressively packed up. This was due to filter system being operated 24 hours (auto backwash process did not operate due to an override). This has now been resolved. Key problem was needed to continuously treat 16L/S; flow in was lower than this. Came very close to running out of raw water to treat.</p> <p>31. PH noted <u>silty</u> material discharges from the filters. And <u>silty</u> debris collects in the first raw water tank; this is cleaned out periodically.</p> <p>32. JM recorded level at treatment site as 231m. Level at intake had been measured as 242m. [note: these RL measurements are approximate only; more accurate survey would be required for any design].</p> <p>Photographs taken - refer to separate photo sheet.</p> <p>Actions going forward – MWH to take this info and discuss further with WDC.</p> </div>	
<div style="border: 1px solid black; padding: 5px;"> <p><b>Instructions given:</b></p> <p>N/A</p> </div>	
<div style="border: 1px solid black; padding: 5px;"> <p><b>Further actions required:</b></p> <p>N/A</p> </div>	<div style="border: 1px solid black; padding: 5px;"> <p><b>To be actioned by:</b></p> </div>

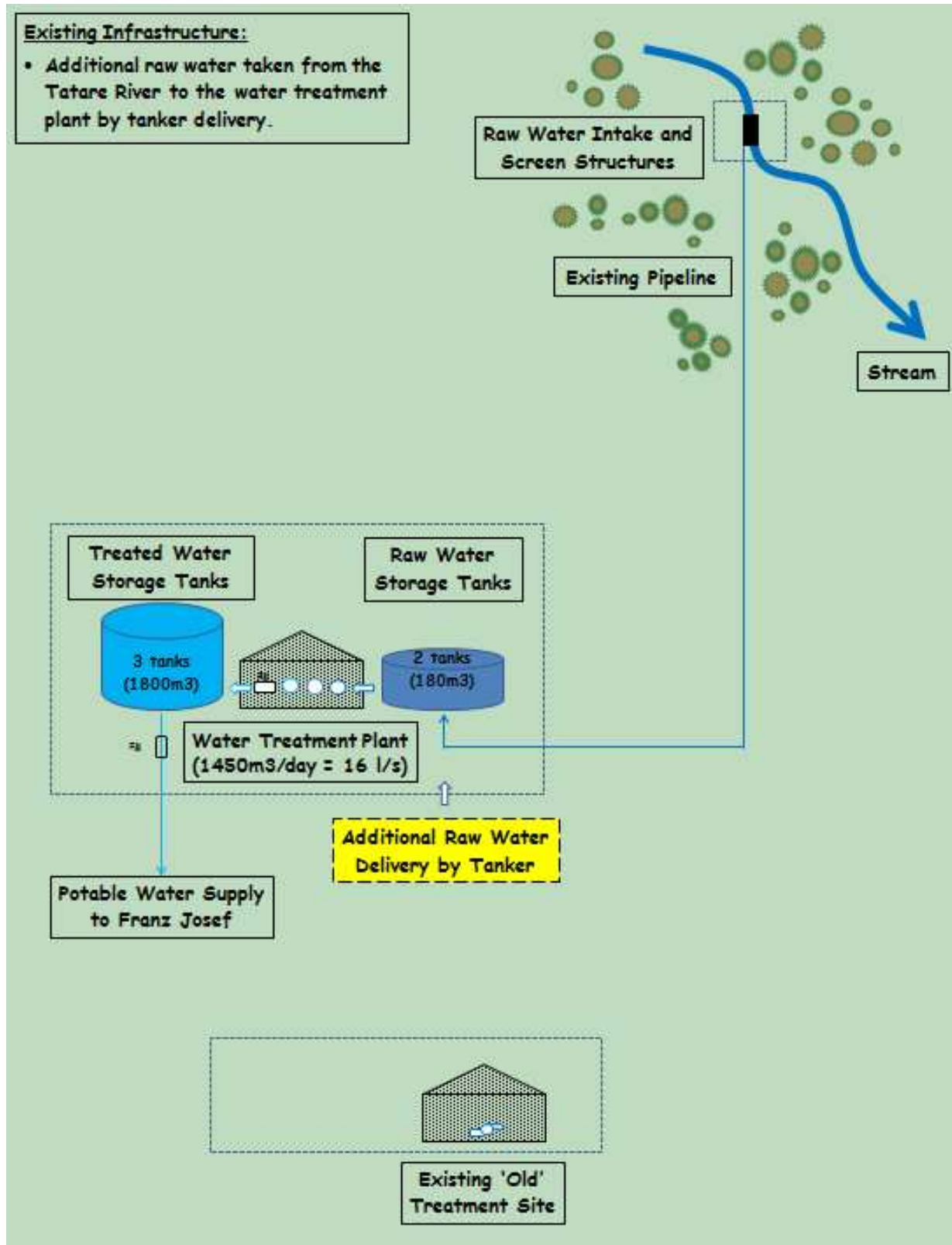
## Appendix B Existing Reservoir Pipework Schematic

Reservoir pipework schematic (as received from WDC):



## Appendix C Short Term Solution - Option Schematics

Current Situation:

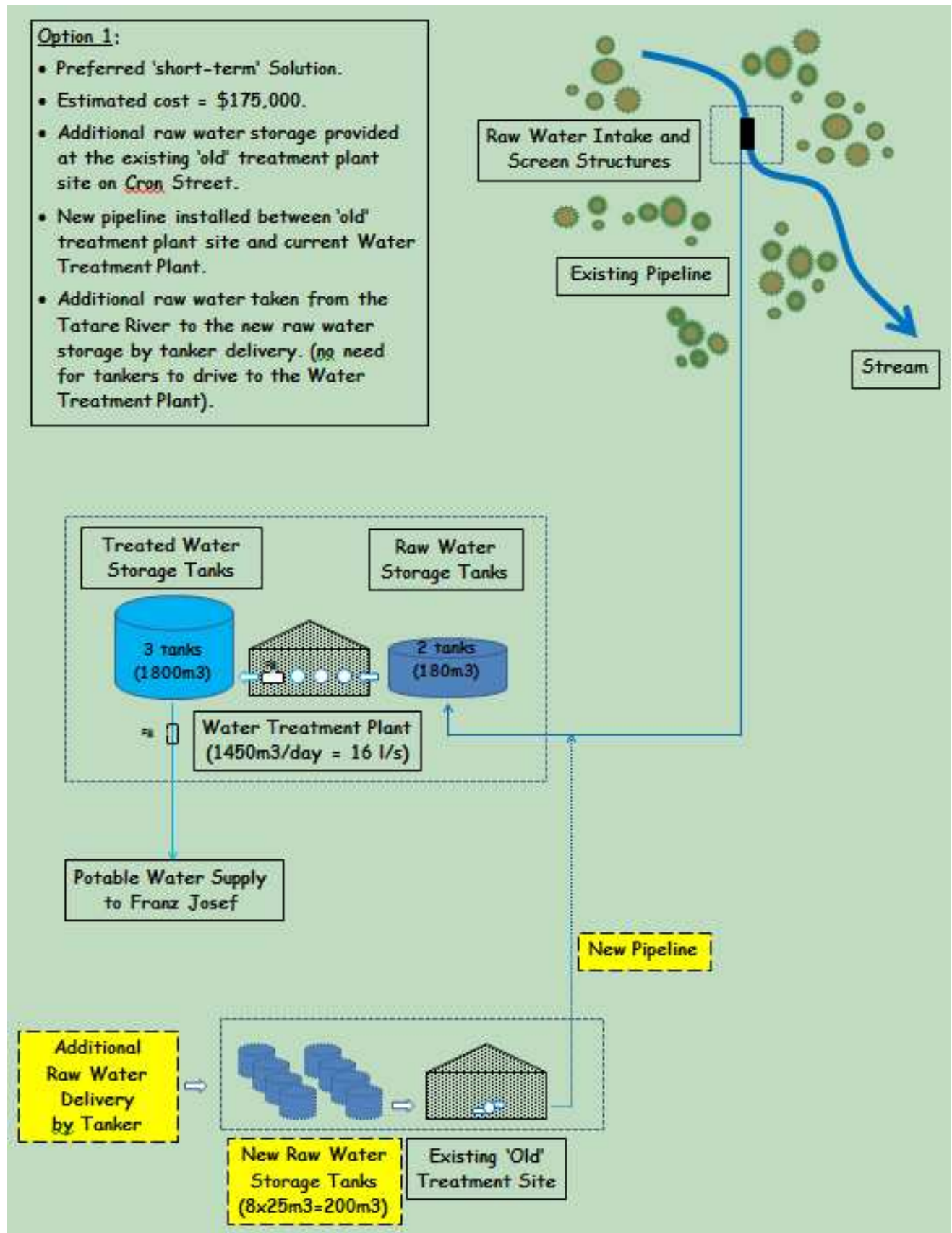




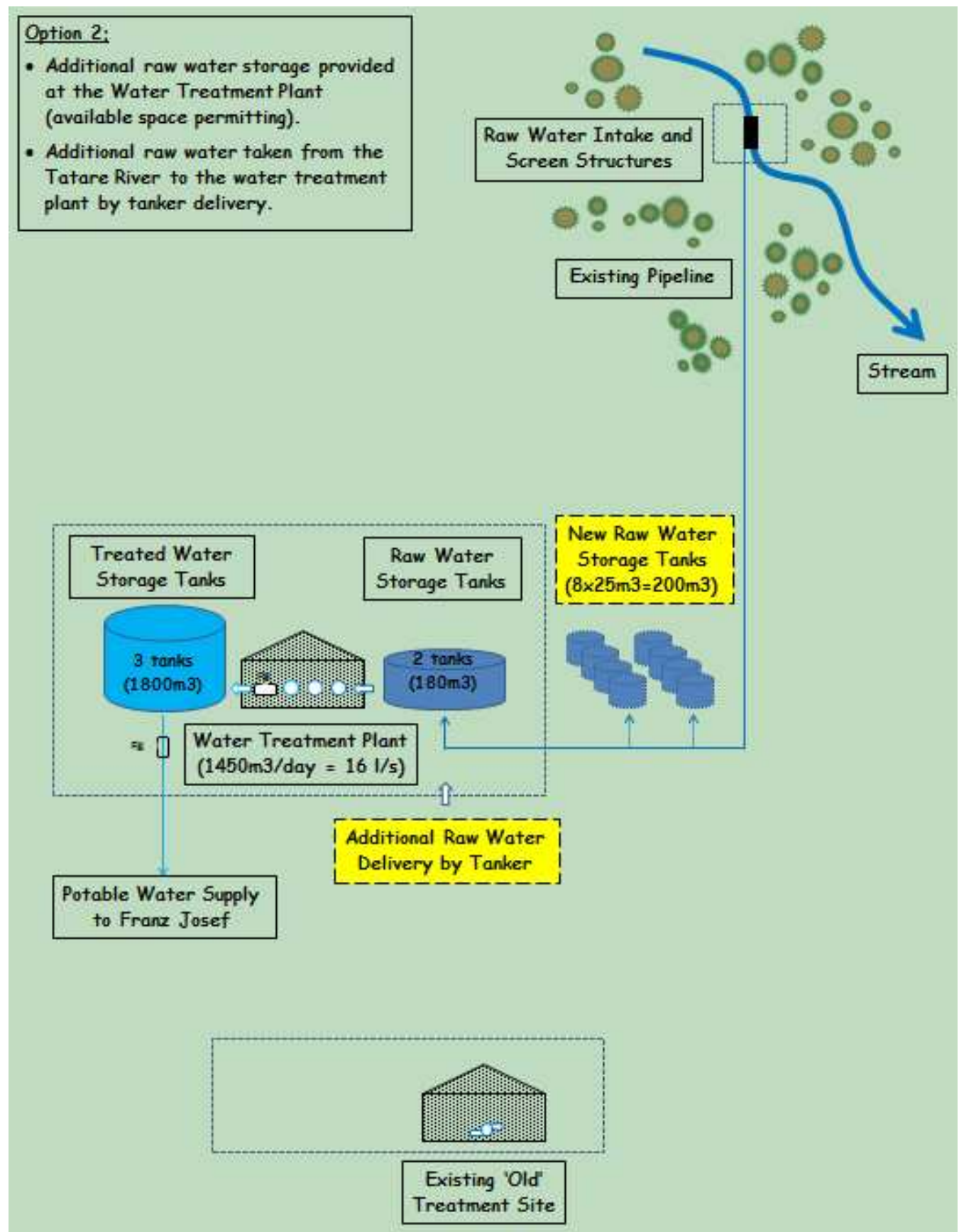
### Option 1:

#### Option 1:

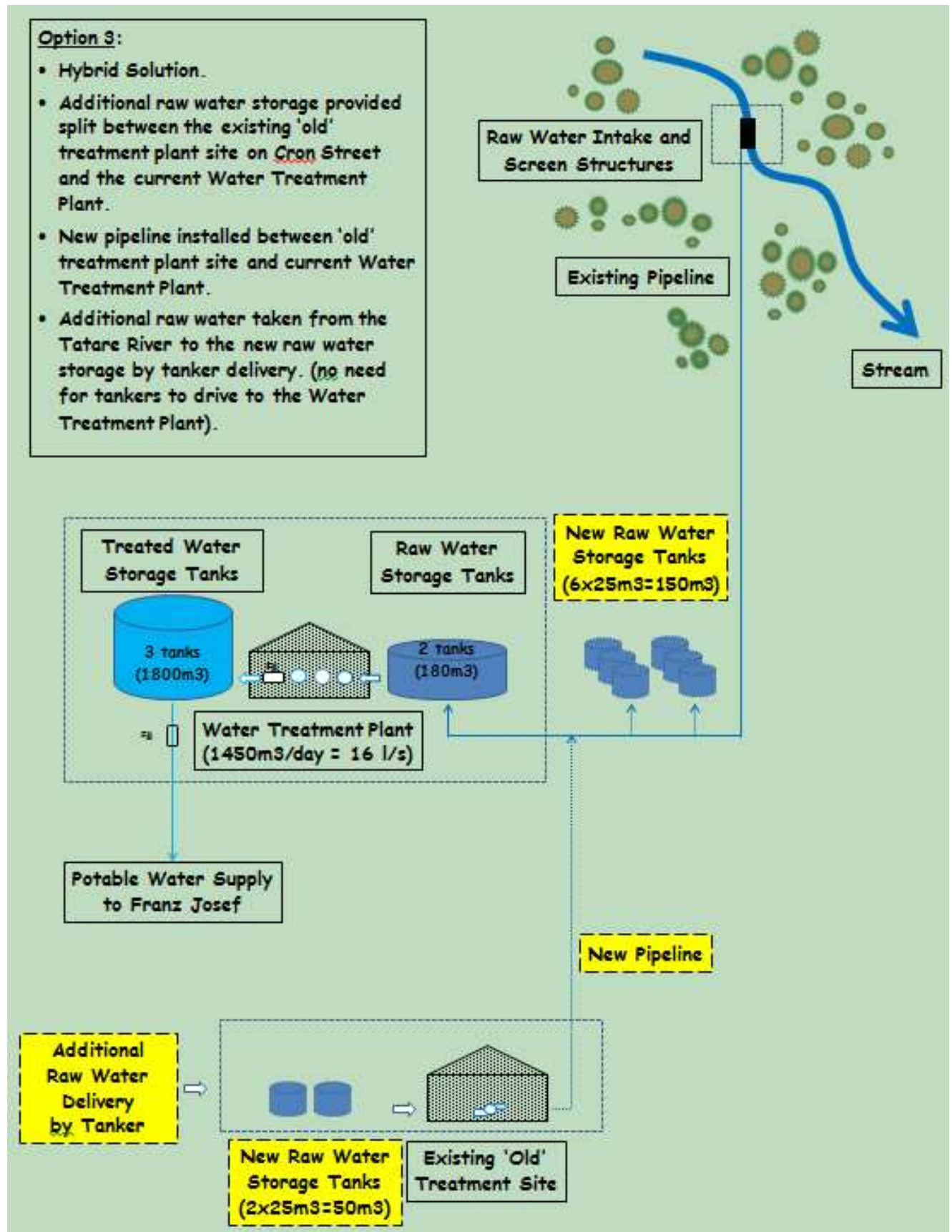
- Preferred 'short-term' Solution.
- Estimated cost = \$175,000.
- Additional raw water storage provided at the existing 'old' treatment plant site on Cron Street.
- New pipeline installed between 'old' treatment plant site and current Water Treatment Plant.
- Additional raw water taken from the Tatare River to the new raw water storage by tanker delivery. (no need for tankers to drive to the Water Treatment Plant).



### Option 2:




### Option 3:





## Appendix D Short Term Solution - Option 1 - Cost Estimate

 <b>MWH</b>  <b>Estimate for:</b> Franz Josef Water Supply : Provision of additional 200m3 of Raw Water Storage at 'old' treatment plant site (Cron St)		Project No: 80508321		Date: 22/09/2015	
		Prepared by		Checked by	
		SLM		JS	
		Status: Rough Order Cost			
		Confidence Limits: +/- 20%			
ITEM	DESCRIPTION	Unit	Qty	Rate	Amount
<b>1</b>	<b>200m3 storage</b>				
1.1	8 no 25m3 plastic storage tanks.	No.	8	\$ 3,150	\$ 25,200
1.2	transport of 25m3 tanks	No.	8	\$ -	\$ -
1.3	Site Prep - foundation formation	LS	1	\$ 5,000	\$ 5,000
1.4	Inter-tank pipework connections	LS	1	\$ 5,000	\$ 5,000
1.5	Security Fence	LS	1	\$ 7,500	\$ 7,500
1.6	Tanker parking & connection facility	LS	1	\$ 5,000	\$ 5,000
<b>2</b>	<b>Rising Main (100mm dia PN12 PE100)</b>				
2.1	Pipe - supply	m	550	\$ 25	\$ 13,750
2.2	Pipe - install	m	550	\$ 25	\$ 13,750
2.3	Pipe - trench dig & reinstatement	m	550	\$ 35	\$ 19,250
2.4	rising main connections	No.	2	\$ 1,000	\$ 2,000
<b>3</b>	<b>Pumps (approx 30 kW each)</b>				
3.1	raw water pumps (duty / standby)	No.	2	\$ 15,000	\$ 30,000
3.2	controls & instrumentation	LS	1	\$ 5,000	\$ 5,000
3.3	Pump shed	LS	1	\$ 1,000	\$ 1,000
<b>4</b>	<b>Preliminary &amp; General</b>	LS	15%	\$ 132,450	\$ 19,868
<b>5</b>	<b>Contingency</b>	LS	15%	\$ 152,318	\$ 22,848
<b>Total excluding GST</b>					<b>\$ 175,165</b>

### Assumptions:

- > there is sufficient space available to locate the 8 tanks
- > tank price includes delivery - up to 4 tanks per truck
- > rising main is laid above ground.
- > pump flow = 12 l/s
- > pump lift = 85m (=75m static + 10 dynamic)
- > existing treatment plant can be easily modified to house new pumps

# Report



**DATE:** 29 October 2015

**TO:** Mayor and Councillors

**FROM:** Chief Executive

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## **2016 ELECTION - APPOINTMENT OF ELECTORAL OFFICER AND ORDER OF CANDIDATES' NAMES ON THE VOTING DOCUMENTS**

### **1 SUMMARY**

- 1.1 The purpose of this report is to appoint an Electoral Officer for Westland District Council and determine the order of candidates' names on the voting documents for the 2016 Local Body Election.
- 1.2 This issue arises as a result of the need to conduct the triennial general election of the Mayor and members of the Westland District Council, members of the West Coast Development Trust, members of West Coast Regional Council (Westland Constituency) and members of the West Coast District Health Board to be held in October 2016 pursuant to the Local Electoral Act 2001 and the Local Electoral Regulations 2001 ("the Act and Regulations").
- 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 two measures that will ensure that there is a compliant and efficient election.

### **2 BACKGROUND**

#### **2.1 Appointment of Electoral Officer**

Council is required to appoint an Electoral Officer to conduct the 2016 Local Body Elections on behalf of Westland District Council.

This can be either an internal appointment or a contracted appointment.



Most councils now contract out the service. The function is performed generally once every three years so maintaining the capability in-house is difficult. Contracting out the service means that staff will be able to concentrate on their core activities.

It is proposed that Council contract the services of electionz.com to conduct the 2016 Election. electionz.com is currently the electoral and or deputy electoral officer for 25 Councils across New Zealand/Aotearoa. This includes all the Canterbury Councils as well as the Christchurch District Health Board and Environment Canterbury.

## **2.2 Order of Names on the Voting Paper**

The second issue for Council to consider is the order of names on the voting paper. Regulation 31 of the Local Electoral Regulations 2001 provides that the names on the voting paper may be in alphabetical order of surname, pseudo random order or random order.

Alphabetical order is quite straight forward and has been always been used by Westland District Council.

In the case of pseudo random order, the candidates' names are drawn out of a hat immediately after the close of nominations, and are printed on all papers in the order as drawn.

Where full random order is used, the printing process operates to select a new random order of names for each individual paper, i.e. every voting paper is different.

There is no difference in cost whether the papers are printed with the names in alphabetical, pseudo random or random order.

There is anecdotal evidence that having the candidates' names in a random or pseudo random order on the voting paper could provide a more level playing field, particularly in an election where there is a large number of candidates for a large number of vacancies.

## **2.3 Appointment of Deputy Electoral Officer**

The Chief Executive will appoint a Deputy Electoral Officer in-house.

### 3 CURRENT SITUATION

- 3.1 Council already has an appointed Electoral Officer who wishes to resign from this role. Should a representative of electionnz.com be appointed as Electoral Officer, the incumbent duties will cease.

### 4. OPTIONS

- 4.1 **Option 1:** Appoint an Electoral Officer in-house.
- 4.2 **Option 2:** Appoint Anthony Morton from electionnz.com as the Electoral Officer (preferred option).
- 4.3 **Option 3:** List the order of candidates' names on the voting documents as alphabetical (preferred option).
- 4.4 **Option 4:** List the order of candidates' names on the voting documents as pseudo random order.
- 4.5 **Option 5:** List of the order of candidates' names on the voting documents as full random order.

### 5 SIGNIFICANCE AND ENGAGEMENT

- 5.1 The decisions are administrative and are therefore assessed as being of low significance.
- 5.2 No consultation is required as a result of the matters addressed in this report.

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

- 6.1 Council has traditionally had an in-house Electoral Officer. This has worked well as the staff member responsible had years of experience and attended the training offered by SOLGM. Appointing a staff member to undertake this role afresh would mean time away from their job while they received training, as well as the time required to administer the election.
- 6.2 Appointing a representative from electionnz.com as Council's Electoral Officer takes the responsibility for the 2016 election almost entirely away from Council. All voting papers would be posted to electionnz.com's office in Christchurch, and they would be responsible for ensuring their staff were trained in managing the election process. The Chief Executive would appoint

a Deputy Electoral Officer in-house but electionnz.com staff have provided assurance that the time requirement of this role is minimal. Council would no longer need election staff to count or process votes, and a dedicated meeting space would no longer be required for the four weeks while voting is taking place.

- 6.3 In terms of the order of candidates' names on the voting papers, Council could resolve to list candidates by other than alphabetical order of surname. This would be a departure from the current practice over several elections. Studies do indicate that where a long list of candidates occurs then random or pseudo-random order of candidates' names has advantages over alphabetical listing.
- 6.4 Council has budgeted the amount of \$16,087 for the 2016 Election. In 2013 this amount was \$15,682 after recoveries. Electionnz.com have quoted an amount of \$21,915 gross fee. A proportion of this will be recovered from Development West Coast, the West Coast Regional Council and the West Coast District Health Board.

## **7 PREFERRED OPTION AND REASONS**

- 7.1 The preferred option for the order of candidates' names is alphabetical as this reflects what Council has done historically, and what the community is used to.
- 7.2 Contract Anthony Morton from electionnz.com as the Electoral Officer for the 2016 elections and to manage the 2016 Elections.
- 7.3 Electionnz.com will also run a candidate briefing session on the following:
- Electoral Team
  - Legislation – 2013 changes
  - Key Dates
  - Electoral Officer Duties
  - Nominations
  - Candidate Profile Statements
  - Campaigning and Expenditure Limits
  - Electoral Rolls
  - Voting Papers
  - Special Votes
  - Vote Processing
  - Election Results
  - Local government/pre-election report /protocols

This is included in the quoted price and is not something that Council has traditionally offered prospective candidates.

## **8 RECOMMENDATIONS**

- A) **THAT** Council appoint Anthony Morton from electionz.com as Electoral Officer to conduct the 2016 Local Body Elections on behalf of Westland District Council.
- B) **THAT** the order of candidates' names on the 2016 voting documents for Westland District Council be in alphabetical order of surname.

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