



AGENDA

RĀRANGI TAKE

NOTICE OF AN ORDINARY MEETING OF

COUNCIL

to be held on **Thursday 24 February 2022** commencing at **1.00 pm** in the Council Chambers, 36 Weld Street, Hokitika and via Zoom

Chairperson: His Worship the Mayor

Members: Cr Carruthers (Deputy)

Cr Hart

Cr Keogan

Cr Neale

Kw Madgwick

Cr Davidson

Cr Hartshorne

Cr Martin

Kw Tumahai



In accordance with clause 25B of Schedule 7 of the Local Government Act 2002, members may attend the meeting by audio or audiovisual link.

Council Vision:

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

Purpose:

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

- (a) To enable democratic local decision-making and action by, and on behalf of, communities; and
- (b) To promote the social, economic, environmental, and cultural well-being of communities in the present and for the future.

1. KARAKIA TĪMATANGA

OPENING KARAKIA

2. NGĀ WHAKAPAAHA

APOLOGIES

3. WHAKAPUAKITANGA WHAIPĀNGA

DECLARATIONS OF INTEREST

Members need to stand aside from decision-making when a conflict arises between their role as a Member of the Council and any private or other external interest they might have. This note is provided as a reminder to Members to review the matters on the agenda and assess and identify where they may have a pecuniary or other conflict of interest, or where there may be a perception of a conflict of interest.

If a member feels they do have a conflict of interest, they should publicly declare that at the start of the meeting or of the relevant item of business and refrain from participating in the discussion or voting on that item. If a member thinks they may have a conflict of interest, they can seek advice from the Chief Executive or the Group Manager: Corporate Services (preferably before the meeting). It is noted that while members can seek advice the final decision as to whether a conflict exists rests with the member.

4. NGĀ TAKE WHAWHATI TATA KĀORE I TE RĀRANGI TAKE

URGENT ITEMS NOT ON THE AGENDA

Section 46A of the Local Government Official Information and Meetings Act 1987 states:

- (7) An item that is not on the agenda for a meeting may be dealt with at the meeting if –
 - (a) the local authority by resolution so decides, and
 - (b) the presiding member explains at the meeting at a time when it is open to the public, -
 - (i) the reason why the item is not on the agenda; and
 - (ii) the reason why the discussion of the item cannot be delayed until a subsequent meeting.
- (7A) Where an item is not on the agenda for a meeting, -
 - (a) that item may be discussed at the meeting if –
 - (i) that item is a minor matter relating to the general business of the local authority; and
 - (ii) the presiding member explains at the beginning of the meeting, at a time when it is open to the

public, that the item will be discussed at the meeting; but

(b) No resolution, decision, or recommendation may be made in respect of that item except to refer that item to a subsequent meeting of the local authority for further discussion.

5. **NGĀ MENETI O TE HUI KAUNIHERA MINUTES OF MEETINGS**

Minutes circulated separately via Microsoft Teams.

- **Ordinary Council Meeting Minutes – 9 December 2021**
- **Extraordinary Council Meeting – 21 December 2021**

6. **ACTION LIST**

(Pages 6-10)

7. **NGĀ TĀPAETANGA PRESENTATIONS**

Nil

8. **PŪRONGO KAIMAHI STAFF REPORTS**

- **Kumara Junction Community – Request for access to Reserve Funds**
Fiona Scadden, Planning Manager (Pages 11-15)

Hecta Williams representing the Kumara Junction Community will be providing a presentation to Council at 1.15 pm as part of the above item.

- **West Coast Civil Defence and Emergency Management – Revised Partnership Agreement**
Simon Bastion, Chief Executive (Pages 16-40)
- **Speed Limits Consultation Document Approval**
Karl Jackson, Transportation Manager (Pages 41-48)
- **Three Waters Update Report**
Scott Baxendale, Group Manager: District Assets (Pages 49-55)
- **Renaming Portion of Greenstone Road, between Union Street and Stafford Loop Road**
Karl Jackson, Transportation Manager (Pages 56-59)
- **Local Government Funding Authority – Loan to Westland Holdings Limited**
Joanne Conroy, Chairperson, Westland Holdings Limited (Pages 60-62)

9. **KA MATATAPU TE WHAKATAUNGA I TE TŪMATANUI RESOLUTION TO GO INTO PUBLIC EXCLUDED**

(to consider and adopt confidential items)

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

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

Item No.	General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under Section 48(1) for the passing of this resolution
1.	Confidential Minutes – 9 December 2021	Good reason to withhold exist under Section 7	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists. Section 48(1)(a)
2.	Transfer of Aged Care Land and Buildings – Depreciation Fund Issue	Good reason to withhold exist under Section 7	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists. Section 48(1)(a)
3.	Proposed Sale of Municipal Reserve, Pt Res, Town of Hokitika	Good reason to withhold exist under Section 7	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists. Section 48(1)(a)
4.	Proposed East Town Belt Road Exchange by Westland Milk Products	Good reason to withhold exist under Section 7	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists. Section 48(1)(a)
5.	Planning Matters – Signage, Planning Matters, Resource Consents	Good reason to withhold exist under Section 7	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists. Section 48(1)(a)



This resolution is made in reliance on sections 48(1)(a) and (d) of the Local Government Official Information and Meetings Act 1987 and the particular interests or interests protected by section 7 of




that Act, which would be prejudiced by the holding of the relevant part of the proceedings of the meeting in public are as follows:



Item No.	Interest
1,3,5	Protect the privacy of natural persons, including that of deceased natural persons (Section 7(2)(a))
1,4	Protect information where the making available of the information: (i) would disclose a trade secret; and (ii) would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information (Section 7(2)(b)).
3	Maintain legal professional privilege (Section 7(2)(g))
2,4	Maintain the effective conduct of public affairs through— (i) the free and frank expression of opinions by or between or to members or officers or employees of any local authority, or any persons to whom section 2(5) applies, in the course of their duty. (Section 7(2)(f))
3,4,5	Enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities. (Section 7(2)(h))
1,4	Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) (Section 7(2)(i))




**DATE OF NEXT ORDINARY COUNCIL MEETING – 24 MARCH 2022
COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA AND VIA ZOOM**


25.11.21 - Council Meeting - Action List

Item No.	Date of Meeting	COMPLETED IN PROGRESS OVERDUE	Item	Action	Completion Date/Target Date	Officer	Status
1	28.06.18		Kaniere School Students – Cycle trail 1. Crossing Progress 2. Crossing Placement 3. Site Visit (3 Actions merged 26.11.20 and updated)	Council staff to get back to the Kaniere School Students regarding the proposal.	Oct 2020	GM, KJ & CE	<p>The site for the crossing has been revised based on a site visit by Mayor, CE & GMDA.</p> <p>As part of the works planned at the crossing, additional footpaths are to be created and the road is to be realigned and changed to a T-intersection.</p> <p>Project held up again due to contractor commitments. Awaiting confirmation of actual start and completion dates for the intersection work. Westland District Council (WDC) to liaise with the school re an official opening in 2022.</p>
2	10.12.20		Speed Limit Register Review – Stage 2	Review of the speed limits on the below roads/areas: <ul style="list-style-type: none"> • Kokatahi/Kowhitirangi Area • Old Christchurch Road • Kaniere Road • Lake Kaniere Road and surrounding areas (Hans Bay, Sunny Bight, Lake Kaniere) 	2021	GM,SB, KJ	<p>This item is on hold awaiting Waka Kotahi NZ Transport Agency speed limit review.</p> <p>A review was presented to Council on the 30th September 2021. Stage 2 is to be reviewed and presented to Council in February 2022 to begin public consultation with the intended implementation scheduled for April/May. This is in line with Waka Kotahi’s review period.</p> <p>Waka Kotahi has advised okay to start having conversations and consulting with the public in the lead-up to rule changes being finalized toward mid-2022. Changes should not be made until new rules set.</p> <p>A paper to council in February requesting for feedback on other roads within WDC that wish the speed limits reviewed.</p>

Item No.	Date of Meeting	COMPLETED IN PROGRESS OVERDUE	Item	Action	Completion Date/Target Date	Officer	Status
3	10.12.20		Ross Chinese Gardens – Flooding issues	Update to Council on progress	Feb 2021	CE	<p>Lake level management – a meeting has been held, an engineering design will be completed, and an application for a resource consent has been submitted to the West Coast Regional Council.</p> <p>Lake Level Project – onsite meeting with Department of Conservation was held. The engineering design will be completed and application for resource consent will be submitted to the West Coast Regional Council, with an endeavour to have this completed through the summer period.</p> <p>WDC resource consent application completed and approved. WDC staff working with the community group to complete the diversion.</p>
4	25.03.21		Kumara Gardens	Update to Council at the next meeting.	On going	CE	<p>A meeting with representatives of the Kumara Community Group held on the 13 August 2021.</p> <p>WDC supported the group with the tender process. Tenders have been received and are being review by the community.</p>
5	24.06.21		Revell Street Trial – Stage 2	<p>The following items were agreed upon:</p> <p>A) The concept for Revell Street be workshopped with Councillors within a three week period, incorporating a breakdown of costings to date being provided to Councillors.</p> <p>B) The repainting of the traffic lines, traffic</p>		SB/FS	<p>Revell Street trial has one month to go for assessment. Full report to be tabled at the March Council meeting to determine next steps.</p>

Item No.	Date of Meeting	COMPLETED IN PROGRESS OVERDUE	Item	Action	Completion Date/Target Date	Officer	Status
				<p>calming mechanisms and pedestrian crossing work to be paused and deferred to the workshop for discussion.</p> <p>C) The seating areas and elevated platforms (decking structure) be progressed with urgency.</p>			
6	26.08.21		Old Christchurch Road seal extension	The Chief Executive to investigate the cost of finishing the proposed sealing of the Old Christchurch Road up to the 12kms.	In progress	CE	<p>A review including a desk top exercise, site visits and contractor liaison to be completed by 31st December 2021. Investigation into sealing the remaining portion of the road is underway.</p> <p>Final scope of works for this project still to be completed to spend remaining available funding. Surveys have been carried out for last section not covered by current funding so designs and estimates could be developed if more funding is made available.</p>
7	26.08.21		Investigate costs to bring the WDC HQ & Pakiwaitara buildings up to 100% National Building standards	CE to discuss with Group Manager: District Assets	In progress	CE & SB	<p>Following preliminary structural surveys conducted by Simco, Josephs and Associates have been commissioned to arrange for the production of outline architectural drawings which will lead to the development of accurate costings.</p> <p>Council has requested a review of the strategic direction for both Council HQ & Pakiwaitara buildings to ensure the best case scenario if progressed. CE expectations is that the options review will be presented back to council in the future as an options report.</p>

Item No.	Date of Meeting	COMPLETED IN PROGRESS OVERDUE	Item	Action	Completion Date/Target Date	Officer	Status
8	26.08.21		Pakiwaitara Building Business Case Timeline	Business case and scope of work to be brought to Council after the structural elements of the work have been identified, costed and timelines finalised.	In progress	CE	As above.
9	30.09.21		Road Maintenance Action Updates:	<ol style="list-style-type: none"> 1. Write to Waka Kotahi requesting that the 50km speeds north and south be extended to the existing 80km sign north and the south side of the Hokitika Bridge. 2. Install visible signage at Kanieri-Kowhitirangi Corner indicating 50km speed area and 30km for Camp and St Albans Street. 3. Change Railway Terrace, Hokitika to a one way entrance from Weld Street with angle parking on both sides. 4. Change Hamilton Street, Hokitika to angle parking on both sides. 5. Pave the footpath area around Mitre 10 Hokitika with the recently approved stamped concrete surface to test its suitability for other parts of the CBD. 	Oct 2021	SB & KJ	<p>A parking presentation was delivered to Council on the 25th November.</p> <p>A report in regards to changing Railway Terrace was presented at the Council meeting in November and a resolution passed.</p> <p>We have tabled the speed limit review with Waka Kotahi previously and will continue to follow up current status.</p> <p>The footpath program of works and current status update was provided to the Capital Projects & Tenders Committee.</p>
10	25.11.21		Standing Committee Membership lists	Standing Committee Membership lists be	Completed	MS	Completed, Council Directory emailed 02.12.21

Item No.	Date of Meeting	COMPLETED IN PROGRESS OVERDUE	Item	Action	Completion Date/Target Date	Officer	Status
				distributed to the elected members.			
11	25.11.21		Resource Consent Correspondence Update to Council	An update will be provided at the December Council Meeting.	DEC 2021	CE	<p>Correspondence regarding a resource consent was received addressed to the Mayor and Councillors. This was circulated to the Elected Members and the CE, and an update will be provided at the December Council Meeting.</p> <p>A report to be tabled in confidential in February meeting</p>

Report to Council



DATE: 24 February 2022
TO: Mayor and Councillors
FROM: Planning Manager

KUMARA JUNCTION COMMUNITY - REQUEST FOR ACCESS TO RESERVE FUNDS

1. Summary

- 1.1. The purpose of this report is to consider a request from Kumara Junction Community Inc to access Reserve Funding, to provide recreational facilities for public use.
- 1.2. This issue arises from an approach by Kumara Junction Community Inc wanting to improve the recreational facilities while undertaking safety enhancements for the Community at and around Kumara Junction.
- 1.3. Council seeks to meet its obligations under the Local Government Act 2002 and the achievement of the District Vision adopted by the Council in June 2021, which are set out in the Long Term Plan 2021 - 31. Refer page 2 of the agenda.
- 1.4. This report concludes by recommending that Council approves the funding of \$100,000 to the Kumara Junction Community Inc.

2. Background

- 2.1. The reason the report has come before the Council is due to Kumara Junction Community Inc wanting to access funding from the Reserves Fund to create a walking track network for the local residents to safely access Serpentine Beach and the Gentle Annie Track.
- 2.2. Funds within the Reserve Fund have been gathered over time from subdivision contributions, in lieu of providing recreational facilities. This requires each new residential allotment created to contribute to the provision of recreational facilities in the District. A large portion of the contributions resulting in the Reserve Fund have been gathered from the development of properties at Kumara Junction.

3. Current Situation

- 3.1. The current situation is that Kumara Junction Community Inc have developed a five year plan (attached as appendix 1) to increase pedestrian connectivity to Serpentine Beach and Gentle Annie Track.
- 3.2. The first stage of their plan is to provide safer pedestrian connectivity from Sanctuary Place to Serpentine Beach. This will reduce the foot traffic on the State Highway and create a more pleasant walking track for users.

3.3. The Kumara Junction Community Inc are requesting that \$100,000 (draft costs outlined in appendix 2) be released from the Reserve Fund to complete stage one of their project.

4. Options

4.1. Option 1: Approve the release of \$100,000 from the Reserves Fund to Kumara Junction Community Inc.

4.2. Option 2: Decline the release of \$100,000 from the Reserves Fund to Kumara Junction Community Inc.

5. Risk Analysis

5.1. Risk has been considered and no risks have been identified.

6. Health and Safety

6.1. Health and Safety has been considered and the following items have been identified.

6.2. The proposed works at stage one will have a health and safety benefit to residents and track users by taking the pedestrian traffic off the State and through private land to access Serpentine Beach.

7. Significance and Engagement

7.1. No public consultation is considered necessary.

8. Assessment of Options (including Financial Considerations)

8.1. **Option 1** – Approve the release of \$100,000 from the Reserves Fund to Kumara Junction Community Inc.

8.1.1. The community has developed a concept plan and has the support of the local community.

8.1.2. A lot of the work will be via volunteer labour and resources.

8.1.3. All access agreements etc. will be completed by the local community.

The following financial implications have been identified:

8.1.4. The item is unbudgeted expenditure and will be funded from the Reserves Fund.

8.1.5. The Reserves Fund has available funds for this purpose and the balance of this fund is adequate to allow the approval.

8.1.6. The use of this fund at Kumara Junction will remove that opportunity from the contestable fund to be utilised elsewhere.

8.2. **Option 2** - Decline the release of \$100,000 from the Reserves Fund to Kumara Junction Community Inc.

8.2.1. There would be no financial implications other than retaining \$100,000 in the Reserves Fund.

8.2.2. The funds would remain available for contestable application to be used on an alternative project.

9. Preferred Option(s) and Reasons

9.1. The preferred option is **Option 1**

9.2. **Option 1** has been identified as the preferred option as this is what this fund is designed for. To gather contributions from developers to create and support recreational facilities.

10. Recommendation(s)

- 10.1. That the report be received.
- 10.2. That Council approve the release of \$100,000 from the Reserves Fund to Kumara Junction Community Inc. for the purpose of providing recreational facilities by way of a walking track through private land between Sanctuary Place and Serpentine Beach Road.

Fiona Scadden
Planning Manager

Appendix 1: Kumara Junction Community Inc 5 year plan

Appendix 2: Kumara Junction Community Inc Costs

Table 1

	Lm	Digger @\$5/m	Base course topping @\$45/m	Structures		Total
Establish at south end					2500	
Grade incline west end 3.0	86	800				
Scrape track clear	320	1600				
Grade track at gully 2	100	900				
Bridge at gully 2				12,000		
Scrape track 1.3	298	1490				
Bridge gully 1.0				12,000		
Base / top course @\$45 supplied and spread	1200		54,000			
scrape track at north end	123	615				
New cross culverts pc 12 @200 each				2400		
		5405	54,000	26,400	2500	88305
		30 hrs digger time @\$180/hr				
Note 1 \$45/m includes excavation, screening and delivery of base course, delivery and spreading of top course, equipment hire.						
Note estimates based on actual rates for the Moana- Bain bay track.						



State Highway 6 - South end of Taramakau Bridge

Legend

--- EXISTING PUBLIC ROADS

--- STAGE 1 - Sanctuary Place to the beach via Serpentine Road:

Construction of new track on road reserve from Sanctuary Place along SHM6 then inland along Farm Rd to River Road then to Serpentine Road.

Preparation of easement over N & D Lee land and construction of agreed barrier between track and property.

Preparation of easement over Farm Rd property of I and H Lee.

--- STAGE 2 - Gentle Annie track from the south end of the Taramakau bridge along the existing trail to the Scout Lodge

Resurfacing of existing gully tracks and wet areas.

Placement of bridges/culverts as required.

Preparation of an easement over River Road I&H Lee's property.

--- STAGE 3 - Sanctuary Place to Gentle Annie

Construction of a new track inland from Sanctuary Place to the road reserve and thence looping back to the Gentle Annie Trail via River Road. Preparation of an easement over I&H Lee's property.

--- STAGE 4 - Construction of a new track from Stage 3 to the Robinson Memorial following the edge of the old growth forest to connect with the start of the trail adjacent SH6

Preparation of an easement or licence to occupy agreement over DOC reserve.

Report to Council



DATE: 24 February 2022
TO: Mayor and Councillors
FROM: Chief Executive

WEST COAST CIVIL DEFENCE & EMERGENCY MANAGEMENT– REVISED PARTNERSHIP AGREEMENT

1. Summary

- 1.1. The purpose of this report is to seek Council endorsement of the West Coast Civil Defence & Emergency Management – Partnership Agreement.
- 1.2. This issue arises from seeking Council to commit to improving the services the CDEM team provides and to reformatise the relationship and partnership all West Coast councils have in ensuring the communities are resilient and ready for future civil defence emergencies.
- 1.3. Council seeks to meet its obligations under the Local Government Act 2002 and the achievement of the District Vision adopted by the Council in June 2021, which are set out in the Long Term Plan 2021 - 31. Refer page 2 of the agenda.
- 1.4. This report concludes by recommending that Council receive the report and endorsement of the West Coast Civil Defence –Partnership Agreement. Note that formal ratification is via the CDEM Joint Committee.

2. Background

- 2.1. The reason the report has come before the Council is due to a full independent review of the West Coast Civil Defence Emergency Management as per the resolution of the CDEM Joint Committee on the 11th August 2021.
- 2.2. Chris Hawker who was the former manager of CDEM Otago was consulted as the independent reviewer. Chris completed his final report and submitted it via a workshop with the Joint Committee on the 5th Nov 2021.
- 2.3. The review resulted in 40 recommendations of which the review of the Partnership Agreement was pivotal foundation for a significant number of the recommendations.

3. Current Situation

- 3.1. The current situation is that a revised Partnership Agreement has been drafted which has been reviewed by the Coordinating Executive Group (CEG).
- 3.2. Each council will be seeking endorsement from their councils.
- 3.3. The CDEM Joint Committee will receive the report on the 2 March for ratification.

4. Options

- 4.1. Option 1: That Council endorse the draft West Coast Civil Defence & Emergency Management – Partnership Agreement.
- 4.2. Option 2: That Council does not endorse the draft West Coast Civil Defence & Emergency Management – Partnership Agreement.
- 4.3. Option 3: That Council request amendments to the draft West Coast Civil Defence & Emergency Management – Partnership Agreement.

5. Risk Analysis

- 5.1. Risk has been considered and the following risks have been identified:
 - Civil Defence and Emergency Management requires all councils and lifeline partners to be aligned in their effort to be match ready for events as they occur. If one or more councils are not aligned then there is a significant breach in the ability of CDEM to operate effectively.
 - If funding is not made available to ensure resources required to fulfil an optimum structure then there will be gaps in the ability to provide the required level of service.

6. Health and Safety

- 6.1. Health and Safety has been considered and the following items have been identified:
 - The health and wellbeing of our community, including our workforce is paramount particularly when a crisis hits. Having the support for a highly effective and efficient CDEM team will help alleviate support those communities during and post events.

7. Significance and Engagement

- 7.1. The level of significance has been assessed as being moderate.
- 7.2. No public consultation is considered necessary as Council needs to meet its responsibilities as a responsible partner in Civil Defence and Emergency Management Act 2002.

8. Assessment of Options (including Financial Considerations)

- 8.1. Option 1:
 - 8.1.1. Endorsing the draft West Coast Civil Defence & Emergency Management – Partnership Agreement as it has been reviewed drafted by the Director of Civil Defence West Coast, reviewed independently by a subject matter expert and reviewed by council CE's across the 4 councils.
 - 8.1.2. It has aligned the various roles and responsibilities of each entity to meet the expected outcomes of the CDEM Act and supporting statutory requirements or as agreed by all Parties (Councils and WCEM).
 - 8.1.3. There are no financial implications to this option based on the expectation that the West Coast Regional Council supports the plan and rates accordingly.
- 8.2. Option 2:
 - 8.2.1. Do not endorse the draft West Coast Civil Defence & Emergency Management – Partnership Agreement.
 - 8.2.2. There are no financial implications to this option.
- 8.3. Option 3.

- 8.3.1. If council decides there are modifications required to the document then these can be considered as part of the review however this would then require **ALL** councils to reconsider the document in light of the changes. There would be a time delay in getting the agreement finalised.
- 8.3.2. If there are any changes that affect council financially then this may require an adjustment to the annual planning which may require consultation.

9. Preferred Option(s) and Reasons

- 9.1. The preferred option is Option 1.
- 9.2. The reason that Option 1 has been identified as the preferred option is that the draft plan aligns with the CDEM review outcomes and meets the requirements.

10. Recommendation(s)

- 10.1. That the report be received.
- 10.2. That Council endorse of the West Coast Civil Defence –Partnership Agreement. (Note that formal ratification is via the CDEM Joint Committee).

Simon Bastion
Chief Executive

Appendix 1: Draft West Coast Civil Defence & Emergency Management – Partnership Agreement



WEST COAST CIVIL DEFENCE AND
EMERGENCY MANAGEMENT

PARTNERSHIP AGREEMENT

AGREEMENT dated this @@ day of @@@@



West Coast Regional Council ("WCRC")



Buller District Council ("BDC")



Grey District Council ("GDC")



Westland District Council ("WDC")

1. Definitions

Terms used in this Agreement (including Schedules) which are defined in the CDEM Act have the same meaning.

- 1.2. Administering Authority means the West Coast Regional Council¹.
- 1.3. Agreement means this West Coast CDEM Agreement signed by all Parties; and includes Schedules A, B and C that may be amended from time to time.
- 1.4. CDEM means Civil Defence Emergency Management
- 1.5. CDEM Act means the Civil Defence Emergency Management Act 2002.
- 1.6. West Coast Civil Defence Emergency Management Group region means the area covered by West Coast CDEM Group. This is based on the boundaries of the territorial authority members of the West Coast CDEM Group.
- 1.7. West Coast Civil Defence Emergency Management Group ('Group') means the joint standing committee² of representatives of local authorities within the West Coast CDEM Group.
- 1.8. CEG means the Civil Defence Coordinating Executive Group established in accordance with the CDEM Act.³
- 1.9. EMWC or Emergency Management West Coast are CDEM career professionals employed by the WCRC, responsible for delivering a range of services on behalf of the Group that enables the Group to fulfil its role and commitment to the wider West Coast Community.
- 1.10. Local Authority means both regional council and territorial authorities that are members of the Group, hereafter also referred to as Parties.
- 1.11. WCRC means the West Coast Regional Council
- 1.12. WCRC Chief Executive means the direct employment supervisor to the Manager and staff of Emergency Management West Coast.
- 1.13. TLA or Territorial Local Authority means a city council or a district council.
- 1.14. Lead means to be either accountable for, organise, direct, deliver or fund CDEM activity.
- 1.15. Support means to give direct or indirect assistance in the development and delivery of CDEM activity.
- 1.16. Coordinate means to bring different elements (resources, activities, or organisation) together for development of efficient and effective delivery of CDEM activity.

¹ Civil Defence Emergency Management Act, Section 23

² Local Government Act 2002, Schedule 7, Clause 30(1)(b) ³ CDEM Act, Section 20(1)

2. Background

- 2.1. In 2002, each the West Coast's Local Authorities signed a Constituting Agreement following the establishment of the West Coast Civil Defence Emergency Management Group ('Group') being the joint standing committee of the Local Authorities, as required by the CDEM Act³. This was replaced in May 2014 with a new Heads of Agreement.
- 2.2. The Local Authorities individually and the Group collectively have functions, powers, and responsibilities under the CDEM Act.
- 2.3. Following a comprehensive review of CDEM in the West Coast region in 2014, the Group resolved that its operational responsibilities for CDEM under the CDEM Act be combined and delivered through one body to be known as West Coast Emergency Management, with the intention that each Council is to be an active equal participant in the establishment, development, and control of West Coast Emergency Management.
- 2.4. A subsequent review of the West Coast CDEM Group (October 2021) further informed the Group around issues, challenges, and opportunities, and this agreement is intended to address key recommendations of the review, as endorsed by the Group on 10 November 2021.
- 2.4. This new Agreement, once signed by all Parties, supersedes all previous agreements associated with CDEM Group arrangements for the delivery of joint CDEM services.

3. Purpose of Civil Defence Emergency Management

The purpose of CDEM is to:

- 3.1. Improve and promote the sustainable management of hazards in a way that contributes to the social, economic, cultural, and environmental well-being and safety of the public and also to the protection of property
- 3.2. Encourage and enable communities to achieve acceptable levels of risk including, without limitation, identifying, assessing, and managing risks; consulting and communicating about risks; identifying and implementing cost effective risk reduction; and monitoring and reviewing the process.
- 3.3. Provide for planning and preparation for emergencies and for response and recovery in the event of an emergency.
- 3.4. Coordinate through regional groups, planning, programmes, and activities related to CDEM across the areas of reduction, readiness, response, and recovery and encourage co-operation and joint action within those regional groups
- 3.5. Provide a basis for the integration of national and local CDEM planning and activity through the alignment of local planning, with a national strategy and national plan.
- 3.6. Encourage the coordination of emergency management, planning, and activities related to CDEM across the wide range of agencies and organisations preventing or managing emergencies.

³ CDEM Act 2002, Section 12

4. Agreement Purpose

- 4.1 The purpose of this Agreement is to define the roles and responsibilities between the Group, CEG, the WCRC, and TLA's to deliver CDEM responsibilities for the Group's area under the CDEM Act.
- 4.2 WCRC is the Administering Authority for the Civil Defence Emergency Management Group and employs WCEM personnel. This agreement sets out the lines of command and control for WCEM in respect of the relationship between Group, CEG, and WCRC.

5. Vision, Goals, and Philosophy

- 5.1 This Agreement is intended to reflect and give effect to WCEM's Vision and goals as detailed in the Group Plan. WCEM's Vision is:

'To build a resilient and safer West Coast with communities understanding and managing their hazards and risk.'

- 5.2 WCEM's Goals are to:

- Increase community awareness, understanding, preparedness, and participation in civil defence emergency management.
- Reduce the risks from hazards in the region.
- Enhance the region's ability to respond to emergencies.
- Enhance the region's ability to recover from emergencies.

- 5.3 Further, the Group adopts the philosophy of *"We are Coasters and all in this together"*. We will work jointly to support each district and the communities that make up that district equally and equitably, and that when one is at risk, all possible support will be provided pro-actively.

6. Governance

- 6.1 The Group oversees the delivery of the functions, duties, and powers of the Group, under the CDEM Act.
- 6.2 The CEG is established under the CDEM Act to provide operational management oversight to West Coast CDEM.
- 6.3 The CEG is statutorily responsible for providing advice to the Group and implementing as appropriate, the decisions of the Group.
- 6.4 The CEG is statutorily responsible for overseeing the development, implementation, maintenance, monitoring, and evaluation of the West Coast CDEM Groups work programme in delivering the required outcomes of the CDEM Group Plan.
- 6.5 The Group agrees to re-establish an Operational Subcommittee with a membership approved by the CEG and with an approved Terms of Reference which will, on completion, be appended to this agreement.
- 6.6 That once re-established, the Operational Subcommittee are directed to develop a recruitment policy which is submitted to the CEG and Group for a doption. On completion the recruitment policy will also be appended to this agreement.

7. West Coast Regional Council's Role In relation to CDEM

- 7.1 WCRC has three responsibilities in respect to CDEM. The first is the statutory role as the administering authority for the Group as required by the CDEM Act⁴. The second is the role as employer of the Emergency Management West Coast staff. The third is an equal member of the Group and CEG (The role of WCRC on the CEG and Group is as for all members).
- 7.2 In its role as the Adminstrating Authority, the WCRC is responsible for the provision of administrative and related services that may from time to time be required by the Group.
- 7.3 In its role as the employer and facilitator of Emergency Management West Coast, the WCRC shall provide the following services in support of the entire Group.
- 7.3.1. The administration of Group finances and budgets, entering into contracts with service providers, and procurement on behalf of the Group.
 - 7.3.2. Staff management of WCEM staff, including oversight of Emergency Management West Coast's work programme, performance management, health and safety policy and systems, equipment, and fleet vehicles.
 - 7.3.3. Provision of a Group Office facility where EMWC will operate from as an identifiable base.
 - 7.3.4. For the avoidance of any doubt, all WCRC policies including but not limited to staff conduct, performance, health and safety, procurement, financial management and WCRC delegations apply to all WCEM staff at all times.
- 7.4 In its role as a member of the Group and CEG, the WCRC shall provide the following services in support of the entire Group.
- 7.4.1. An area adequate for the Group Emergency Coordination Centre role in a major regional level response⁵. This facility must have capacity, workspace, and a adequately trained staffing to support 24-hour extended operations when required.
 - 7.4.2. Expertise in hazard knowledge in the region.

8. Recruitment

- 8.1. Recruitment of all WCEM staff will be managed considering the requirements of the Group's Recruitment Policy.

9. Parties Specific Obligations

- 9.1 The functions, roles and responsibilities for Parties and West coast Emergency Management are set out in full in Schedule A to this Agreement. The mandate for these roles and responsibilities are in line with the CDEM Act, or as agreed by all Parties.
- 9.2 Schedule B to this Agreement sets out the roles and responsibilities with reference to CDEM revenue and finances.

⁴ CDEM Act (2002) Sections 23 & 24

⁵ Major regional level response as per CIMS 3rd edition

- 9.3 The Group commits to the prudent management of its annual operating budget (i.e., within a variance of no more than 105% at year-end). This commitment is subject to resource demands from civil defence emergencies⁶.
- 9.4 All Parties must use their best endeavours to implement and perform the duties outlined in Schedules to this Agreement.

10. General Obligations

- 10.1 Each Party must act in accordance with the purpose and principles of this Agreement.
- 10.2 Each Party must do all things necessary to give effect to this Agreement.
- 10.3 Each Party must make all necessary delegations to enable this Agreement to be implemented in full.

11. Indemnity

- 11.1 Each party must, on demand, fully indemnify the other parties for any liability or loss whatsoever which they incur as a result of any act or omission of the first party.

12. CDEM Staff Management

- 12.1 West Coast Emergency Management staff are CDEM career staff. All WCEM staff are employees of WCRC on behalf of the Group. West Coast TLA's, under this agreement, will not employ any career CDEM staff outside of this Agreement.
- 12.2 The WCRC Chief Executive will liaise with the CEG chair when conducting performance reviews of the Manager of West Coast Emergency Management so that the operational performance can be fairly assessed and reported on.

13. Finance

- 13.1 From the date of signing of this Agreement, the methodology for funding for the West Coast CDEM service to deliver CDEM functions outlined in this Agreement, specifically Schedule A, will be through:
- Group CDEM service delivery: CDEM Regional Targeted Rate⁷.
 - TLA CDEM service delivery: Respective Territorial Authority budget.
- 13.2 A revenue and financial statement is detailed in Schedule B of this Agreement.
- 13.3 A review of the financial methodology for funding CDEM services for the West Coast will be undertaken consistent with the duration and review under section 9 and schedules A & B of this Agreement.

⁶ Best practice promotes separate financial tracking of individual events should be undertaken

⁷ CDEM Regional Targeted Rate means the annual rate set by West Coast Regional Council under the Local Government (Rating) Act 2002 to fund the budget approved by the Group for CDEM services.

14. Duration and Review of this Agreement

14.1 The duration of this Partnership Agreement is 10 years from **the date of signing**, provided that the provisions of this Agreement shall continue to apply if the Parties agree that it shall continue for a specified period. This Agreement shall bind successors.

14.3 An operational review of this Agreement shall commence at the commencement of each Triennium, or as agreed otherwise by the Parties; the Group shall meet in good faith to negotiate the renewal or extension with or without amendments.

14.4 Review and amendments to the Schedules in this Agreement are to occur on changes to legislation impacting CDEM, or further policy guidance and procedures stemming from the National Emergency Management Systems Reform, CDEM Reviews, emergency event reviews or as a result of all Parties agreeing amendments for enhanced CDEM service delivery.

14.5 The Parties acknowledge review and amendment to the Schedules in this Agreement will be instigated, considered, and recommended by CEG. Amendments to the Agreement can only be authorised by the Parties in writing.

15. DISPUTES

The primary object of this section is to ensure that any dispute between Parties will be resolved as quickly and as informally as possible. Particular regard is to be had to that primary object in the interpretation or implementation of this section.

- 15.1 The purpose and principles of this Agreement must be applied by all Parties to try and resolve disputes.
- 15.2 Parties to any dispute must try in good faith to resolve that dispute by direct negotiation.
- 15.3 One Party must give written notice of a dispute on the other Parties(s).
- 15.4. If the dispute is not resolved within 10 working days of receipt of the notice of dispute, or such longer time as the Parties may agree, then the dispute must be referred to the Chairperson of CEG.
- 15.5 The Chairperson of the Group will attempt to facilitate agreement. If no agreement is reached within a further 10 working days, then the dispute must be referred to mediation.
- 15.6 If referred to mediation, then such mediation will be conducted by a mediator jointly appointed by the Parties. If the Parties fail to agree on a mediator within 10 working days of the expiry of the date in clause 10.7, then the mediator shall be appointed by the President of the New Zealand Law Society, or his or her nominee.
- 15.7. The costs of mediation must be paid equally by the Parties to the mediation.
- 15.8 Nothing in this section precludes any party seeking interim relief from any Court or initiating legal proceedings. However, Parties must utilise the dispute procedures in clauses 10.1 to 10.9 before taking legal action(s).

Commented [CH1]: This section needs to be deleted as there is no opportunity under the legislation for a council to withdraw from the Group.

CDEM Act S13 - Membership of Civil Defence Emergency Management Groups

(1) Every local authority must be a member of a Civil Defence Emergency Management Group.

My apologies for leaving this in the draft initially.

16. NOTICES

- 16.1 Any notice under this Agreement is to be in writing and may be made by email, personal delivery, or post to the address of each Local Authority.
- 16.2 No communication shall be effective until received. A communication shall be deemed to be received by the addressee, unless the contrary is proved:
- 16.3 In the case of a transmission by email on receipt of confirmation of receipt by the sender of the email,
- 16.4 In the case of personal delivery, when delivered, and
- 16.5 In the case of post, on the third working day following posting.

DRAFT

18. COUNTERPARTS

This Agreement may be signed in any number of identical counterpart copies and transmitted in hard copy or electronically, all of which taken together shall make up one agreement.

SIGNED by WESTLAND DISTRICT COUNCIL

By affixing its common seal in the presence of:

Mayor Bruce Smith

Westland District Council

(Name of authorised signatory)

(Signature of authorised signatory)

SIGNED by GREY DISTRICT COUNCIL

By affixing its common seal in the presence of:

Mayor Tania Gibson

Grey District Council

(Name of authorised signatory)

(Signature of authorised signatory)

SIGNED by BULLER DISTRICT COUNCIL

By affixing its common seal in the presence of:

Mayor Jamie Cleine

Buller District Council

(Name of authorised signatory)

(Signature of authorised signatory)

SIGNED by West Coast Regional Council

By affixing its common seal in the presence of:

Alan Birchfield (Chairman)

West Coast Regional Council

(Signature of authorised signatory)

Schedule A West Coast CDEM Roles and Responsibilities

The functions, roles and responsibilities by function for West Coast CDEM Group member Councils and Emergency Management West Coast (WCEM) are set out in full in this Schedule. The mandate for these roles and responsibilities are in line with the CDEM Act and supporting statutory requirements or as agreed by all Parties (Councils and WCEM).

This Schedule details the following functions and respective roles and responsibilities for each of these functions:

<p>Business Continuity Management</p> <p>Disruptions are an expected part of business, so it's important to be prepared for when they occur. Disruptions can be internal events that impact on organisation alone (e.g.: IT system failure), or external events that could impact across several organisations and locations (e.g. earthquake).</p>		
Emergency Management West Coast	West Coast Regional Council	Territorial Authorities
<ul style="list-style-type: none"> Undertake business continuity planning for Emergency Management West Coast to be capable of delivering essential services and a functioning GECC during a crisis / emergency event and through the recovery. 	<ul style="list-style-type: none"> Undertake business continuity planning for West Coast Regional Council to be capable of delivering essential services and a functioning GECC during a crisis / emergency event and through the recovery 	<ul style="list-style-type: none"> Undertake business continuity planning for the territorial authority to be capable of delivering essential services and a functioning EOC during a crisis / emergency event and through the recovery
<p>Capability Development, Training and Exercises</p> <p>Training and exercising progressively enhances individuals, local authorities, and the West Coast CDEM Group's capability to prepare for and manage emergencies and resources, using lessons learnt. The CDEM Group and each member of the Group are to take all steps necessary on an ongoing basis to maintain and provide, or to arrange the provision of, or to otherwise make available suitably trained and competent personnel, including volunteers, and an appropriate organisational structure for those personnel, for effective civil defence emergency management.</p>		
Emergency Management West Coast	West Coast Regional Council	Territorial Authorities
<ul style="list-style-type: none"> Develop, deliver, and report on training and exercise programmes for all local authority staff with a CDEM role. Coordinate professional development of all CDEM career staff. 	<ul style="list-style-type: none"> Make all staff identified in CDEM roles available for, attend and complete all competencies associated with training and exercises in accordance with the agreed training schedule. 	<ul style="list-style-type: none"> Make all staff identified in CDEM roles available for, attend and complete all competencies associated with training and exercises in accordance with the agreed training schedule. Support community training and exercises

Community Resilience and Partnership		
Community resilience in the Civil Defence and Emergency Management context, can best be described as the community's ability to cope with, bounce back and learn from a diversity encountered during and after disasters. There are activities to support in building community resilience. These activities are community engagement, community planning, public education, monitoring and evaluation to measure community resilience. The integration and inclusion of iwi in community resilience activities cements the West Coast CDEM principles of Iwi / Māori partnership.		
Emergency Management West Coast	West Coast Regional Council	Territorial Authorities
<ul style="list-style-type: none"> • Development and implementation of community planning guidance documents and templates to support local CDEM Community Resilience activities and planning processes. • Support regional and local level Community Resilience activities and planning. • Support the development of Community Response Plans for local communities with relevant Territorial Authority as required. • Ensure that the CDEM component of iwi and hapū management plans are coordinated at Group and local level (as required). 	<ul style="list-style-type: none"> • Support WCEM and local level Community Resilience activities by commitment of staff resources and technical information to assist in local Community Resilience activities (hazard specific) as required. • Ensure whole-of-council approach to Regional Council Community Resilience activities. 	<ul style="list-style-type: none"> • Partner with WCEM planning for all Community Resilience activities at the local level. • Commitment of staff resources to conduct Community Resilience activities. • Support CDEM engagement with local communities. • Support the development of Community Response Plans. • Ensure whole-of-council approach to local level Community Resilience activities. • Consider the CDEM component of iwi and hapū management plans and coordination at local level (as required).

Equipment		
All equipment to support readiness, response, and recovery activities.		
Emergency Management West Coast	West Coast Regional Council	Territorial Authorities
<ul style="list-style-type: none"> • Provide and implement guidance and set policy on minimum specifications and standards, and functionality of CDEM equipment required for EOCs/ GECC across the region. • Ensure procurement and maintenance of equipment, software and Information Communications and Technology (ICT) systems owned by West Coast Regional Council in accordance with West Coast Regional Council policies. • Coordinate all CDEM Group responsibilities for effective interoperability with National CDEM systems 	<ul style="list-style-type: none"> • Fit out and provide associated Information Technology (IT) equipment and infrastructure for WCEM staff and GECC facilities (and alternate sites). • Implement minimum equipment standards required for GECC in line with CDEM Group policy. • Own equipment and associated infrastructure, to cover costs to maintain it to an operational standard and to manage and conduct maintenance programme. • Provide WCEM with furniture and equipment for staff located at West Coast Regional Council offices. • Undertake fleet management of all Emergency Management West Coast vehicles. • Procure any priority equipment required by the activated GECC to ensure effective operational capability of the GECC. 	<ul style="list-style-type: none"> • Fit out and provide associated Information Technology (IT) equipment and infrastructure for EOC facilities (and alternate sites). • Implement minimum equipment standards required for EOC, ICPs and CDCs as required in line with CDEM Group policy. • Own equipment and associated infrastructure, to cover costs to maintain it to an operational standard and to manage and conduct maintenance programme. • Provide WCEM with furniture and equipment for Emergency Management Officer staff embedded within districts. • Provide ICT and property support, procure any priority equipment required to the EOC or Recovery Office in activation to ensure effective operational capability of the EOC equipment.

Facilities		
Includes any facility to support readiness, response, and recovery activities.		
Emergency Management West Coast	West Coast Regional Council	Territorial Authorities
<ul style="list-style-type: none"> • Serve as custodians of the GECC to ensure operational readiness. • Provide guidance on functionality and safety of EOC and GECC facilities. • Activation of GECC facility as required for response. 	<ul style="list-style-type: none"> • Provide and maintain GECC facilities (and alternate facilities) for operational response. • Provide WCEM with fit for purpose office space. • Support the activation of the GECC facility if required for response if requested by the Group Controller. 	<ul style="list-style-type: none"> • Provide council based WCEM staff with fit for purpose office space. • Provide and maintain EOC (and alternate) facilities for operational response. • Provide facilities or enter into agreements for the provision of facilities to serve as Civil Defence Centres (CDCs). • Activation of EOC facility as required for response.

Financial Management		
The CDEM Group is to ensure allocation of financial budget to ensure effective delivery of the of CDEM services as outlined in the Group Plan.		
Emergency Management West Coast	West Coast Regional Council	Territorial Authorities
<ul style="list-style-type: none"> Develop and submit draft budgets (OPEX and CAPEX) to the Group and CEG in accordance with Council planning requirements Administer and report financial activity to CEG at each scheduled meeting Manage costs in line with budget delivery Deliver community training and exercises in accordance with budget allocations. Provide staff time and travel and accommodation costs for training and education in accordance with budget allocation 	<ul style="list-style-type: none"> Oversee the development of the CDEM budget in line with WCRC requirements, as detailed in Schedule B. Fund CDEM activities through a regionally targeted rate in accordance with the approved Group budget Develop and agree WCRC administrative charges to the Group Provide WCEM support services through agreed Group administrative charges Provide in kind support services to WCEM, i.e., GIS, technical advice, ICTS etc Fund all costs associated with training and exercises for WCRC staff involved in CDEM support activities Provide, resource and fund operational costs of the Group ECC Engage and fund contractors/ consultants from approved budget as necessary to support Group activities Establish a new event charge code for each new response event and report implications to the Group Provide funding for appointment, training and retention of volunteer Group Controllers (if necessary) 	<ul style="list-style-type: none"> Fund the provision, resourcing, and operating costs of the District EOC Fund all costs associated with the provision of training of volunteers Provide staff time and travel and accommodation costs of training and education in accordance with local budget Provide facility and locally required resources to support locally focused EMO Establish a new event charge code for each new response event and report local implications to the Group Provide funding for appointment and retention of volunteer Local Controllers (if necessary)

Commented [SB2]: I suggest this should refer to Schedule B

Commented [CH3R2]: Agreed and text added

Commented [SB4]: This is deferent from previous costs. So basically what this says is that we support all local controller recruitment and training

Commented [CH5R4]: This relates specifically to Volunteer Controllers. Where a Controller is a Council Officer it is straightforward, but a structure and funding arrangement needs to be in place for Controllers who are not council employees.

Governance and Management		
Emergency Management West Coast	West Coast Regional Council	Territorial Authorities
<p>Joint Committee</p> <ul style="list-style-type: none"> • Implements the CDEM Group Plan on behalf of the Joint Committee. • Coordination, management and preparation of all agendas, reports, supporting papers and presentations on Group matters to the Joint Committee. <p>Coordinating Executive Group (CEG)</p> <ul style="list-style-type: none"> • Supports the CEG in carrying out its directions from the Joint Committee and its obligations under the CDEM Act. • Coordination, management and preparation of all agendas, reports, supporting papers and presentations to CEG. <p>CEG Operations Sub-committee</p> <ul style="list-style-type: none"> • Coordinates those activities arising from the CEG Sub-Committees and reports to them on a regular basis. • Coordination, management and preparation of all agendas, reports, supporting papers and presentations to CEG Operations Sub-committee. 	<p>Joint Committee</p> <ul style="list-style-type: none"> • Active participation through appointed designates. • As Adminstrating Authority provide governance and secretarial support to the Joint Committee. • Provide reports and recommendations on Regional Council matters to the Joint Committee. • Provide reports, decisions, and recommendations back to Regional Council on CDEM Group matters <p>Coordinating Executive Group (CEG)</p> <ul style="list-style-type: none"> • Active participation through appointed designates and provide support as agreed to lead delivery of the regional CDEM work programme. • Develop and implement specific Regional Council Annual Plan tasking in a Regional Council CDEM work programme with alignment to CDEM Group Annual Plan. <p>CEG Operations Sub-committee</p> <ul style="list-style-type: none"> • Active participation through appointed designates and support the CEG Sub-committees. • Ensure the alignment of CDEM Group Annual Plan and Regional CDEM work programmes. 	<p>Joint Committee</p> <ul style="list-style-type: none"> • Active participation through appointed designates. • Provide reports and recommendations on Territorial Authority matters to the Joint Committee. • Provide reports, decisions, and recommendations back to Territorial Authorities on CDEM Group matters. <p>Coordinating Executive Group (CEG)</p> <ul style="list-style-type: none"> • Active participation through appointed designates and provide support as agreed to lead delivery of local CDEM work programme. • Develop and implement specific Territorial Authority Annual Plan tasking in a local level CDEM work programme with alignment to CDEM Group Annual Plan. <p>CEG Operations Sub-committee</p> <ul style="list-style-type: none"> • Active participation appointed designates and support the CEG Subcommittees. • Ensure the alignment of CDEM Group Annual Plan and local CDEM work programmes.

Hazard and Risk Management		
<p>In relation to relevant hazards and risks: identify, assess, and manage those hazards and risks; consult and communicate about risks; identify and implement cost-effective risk reduction. Identification of the hazards and risks in a Group area that may result in an emergency that requires national-level support and co-ordination.</p>		
Emergency Management West Coast	West Coast Regional Council	Territorial Authorities
<ul style="list-style-type: none"> • Ensure effective planning and response to all hazards and risks in line with legislated responsibilities. • Develop and monitor the hazard profile for the West Coast CDEM Group as per the hazardscape detailed in the West Coast CDEM Group Plan. • Lead effective planning for response through collaboration on hazard risk management for hazards with cross regional and national impacts. 	<ul style="list-style-type: none"> • Lead identification of hazards (as required) in accordance with the hazard scape outlined in the CDEM Group Plan at the regional level. • Own and manage the hazards (as required) and risk within the appropriate area of responsibility as mandated through the Regional Policy Statement in alignment with the hazardscape detailed in the West Coast CDEM Group Plan. • Fund and manage hazard research within the appropriate area of responsibility as mandated through the Regional Policy Statement in alignment with the hazardscape detailed in the West Coast CDEM Group Plan • Support effective planning for response through collaboration on hazard risk management for hazards with cross regional and national impacts. 	<ul style="list-style-type: none"> • Own and manage the hazards and risk (as required) within the appropriate area of responsibility as mandated through the Regional Policy Statement in alignment with the hazardscape detailed in the West Coast CDEM Group Plan. • Fund and manage hazard research within the appropriate area of responsibility as mandated through the Regional Policy Statement in alignment with the hazardscape detailed in the West Coast CDEM Group Plan • Support communicating hazards and risks to respective communities.

Lifeline Utilities		
<p>Lifeline's failures can disrupt and endanger the wellbeing of local and regional communities. Effective relationships, priority of response protocols and lead agency role definition can reduce the risk such failures may pose. Lifeline utility means an entity named or described in the CDEM Act 2002 in Part A of Schedule 1, or that carries on a business described in the CDEM Act, Part B of Schedule 1</p>		
Emergency Management West Coast	West Coast Regional Council	Territorial Authorities
<ul style="list-style-type: none"> • Support Lifelines Utilities in the hazard risk assessment and planning for hazard risk reduction activities on lifelines utilities infrastructure in alignment with the hazardscape detailed in the West Coast CDEM Group Plan. • Provide administrative and project management support, networking, development opportunities and exercising for to the West Coast Lifelines Group. • Represent the West Coast Lifelines Group and West Coast CDEM Group at National forums. 	<ul style="list-style-type: none"> • Lead hazard risk assessment and planning for hazard risk reduction and response activities on key Regional Council services and infrastructure. • Support lifelines projects and activities. 	<ul style="list-style-type: none"> • Lead hazard risk assessment and planning for hazard risk reduction and response activities on key Territorial Authority services and infrastructure defined as Lifeline Utilities under Schedule 1 of the CDEM Act. • Support lifelines projects and activities through appointing a lifelines representative to the West Coast Lifelines Group and active participation of its key lifelines managers. • Provide LUCs for services defined under the CDEM Act. • Activate staff to lead, coordinate and support the delivery of Lifeline Utilities (Territorial Authority) functions in response and recovery at the local level.

<p>Planning</p> <p>Fundamental to any successful undertaking is attention to planning and preparation. Whilst we pay attention to the plans that are produced, the process of planning is important to ensure that the plans developed meet the needs of the people affected.</p>		
Emergency Management West Coast	West Coast Regional Council	Territorial Authorities
<p>CDEM Groups and agencies are expected to routinely incorporate CDEM arrangements into their business planning and risk management processes, and to regularly monitor and report on their progress as appropriate. This is an important role to play in making progress towards the vision of a 'Resilient New Zealand'.</p>		
<p>West Coast CDEM Group Plan</p> <ul style="list-style-type: none"> Lead the development, implementation, maintenance, monitoring and evaluation of the West Coast CDEM Group Plan using approved processes. <p>West Coast CDEM Business Plan</p> <ul style="list-style-type: none"> Lead the development, implementation, maintenance, monitoring and evaluation of the West Coast CDEM Business Plan. Provide advice and guidance on the development of regional and local level CDEM work programmes in alignment to the West Coast CDEM Business Plan. <p>Pre-event response action planning</p> <ul style="list-style-type: none"> Lead CDEM Group response planning. Support the development, implementation, maintenance of consistent regional and local level response plans. <p>Standard Operating Procedures</p> <ul style="list-style-type: none"> Lead the development, implementation, maintenance of CDEM Group Standard Operating Procedures as required. <p>Recovery planning</p> <ul style="list-style-type: none"> Lead the development, implementation, maintenance of the West Coast CDEM Group Recovery Plan. Provide advice and guidance on the development of the Local Recovery Plan. <p>Financial planning</p> <ul style="list-style-type: none"> Lead the development, implementation, maintenance of a CDEM Group policy on the management of response and recovery claims. 	<p>West Coast CDEM Group Plan</p> <ul style="list-style-type: none"> Support, the development, implementation, maintenance, monitoring and evaluation of the West Coast CDEM Group Plan. Ensure alignment between the West Coast CDEM Group Plan and Regional Council Long Term Plans. <p>Pre-event response action planning</p> <ul style="list-style-type: none"> Support development, implementation, maintenance of CDEM response planning for Regional Council. <p>Standard Operating Procedures</p> <ul style="list-style-type: none"> Support the development, implementation, maintenance of CDEM consistent Standard Operating Procedures as required <p>Recovery planning</p> <ul style="list-style-type: none"> Support the development, implementation, maintenance of Regional Council Recovery Plan for key council infrastructure and assets. <p>Financial planning</p> <ul style="list-style-type: none"> Support the development, implementation, maintenance of CDEM Group policy on the management of response and recovery claims. 	<p>West Coast CDEM Group Plan</p> <ul style="list-style-type: none"> Support, the development, implementation, maintenance, monitoring and evaluation of the West Coast CDEM Group Plan. Ensure alignment between the West Coast CDEM Group Plan and Territorial Authority Long Term Plans. <p>Pre-event response action planning</p> <ul style="list-style-type: none"> Support development, implementation, maintenance of CDEM response planning for Territorial Authorities. <p>Standard Operating Procedures</p> <ul style="list-style-type: none"> Support the development, implementation, maintenance of consistent CDEM Standard Operating Procedures as required. <p>Recovery planning</p> <ul style="list-style-type: none"> Support the development, implementation, maintenance of Local Recovery Plan with alignment to Group Recovery Plan. <p>Financial planning</p> <ul style="list-style-type: none"> Support the development, implementation, maintenance of CDEM Group policy on the management of response and recovery claims.

Public Education		
<p>Engaging with communities is a critical component to building resilience. An effective public education programme needs to be targeted, evidence based and provide clear information and recommendations for the community prior to, during, and after adverse events. A Coast wide, consistent, and pro-active engagement programme must be developed to achieve this.</p>		
Emergency Management West Coast	West Coast Regional Council	Territorial Authorities
<ul style="list-style-type: none"> Lead the planning for and coordination of Public Education activities at the Group level. Support local level Public Education activities. Fund and maintain Group resources for Public Education. Develop and maintain a West Coast CDEM Group website and social media presence. 	<ul style="list-style-type: none"> Support the infrastructure provision of public education channels <ul style="list-style-type: none"> Ensure WCRC's messaging around natural hazards and risks are joined up and consistent with WCEM's programme 	<ul style="list-style-type: none"> Support Public Education activities at the local level. <ul style="list-style-type: none"> Ensure messaging is consistent with WCEM's programme. Fund and maintain local resources for Public Education.

Public Information Management		
<p>Public information management (PIM) enables people affected by an emergency to understand what is happening and take the appropriate actions to protect themselves. This is achieved by making sure that timely, accurate, and clear information is shared with the public in an emergency. Strategic communications are a core component of Public Information Management activities.</p>		
Emergency Management West Coast	West Coast Regional Council	Territorial Authorities
<ul style="list-style-type: none"> Work with the Territorial authorities to develop a cadre of public information managers Coordinate the provision of a 24/7 duty Group PIM function. <p>Public Information Management planning</p> <ul style="list-style-type: none"> Lead and manage all Group level PIM activities. Develop and implement consistent messages in line with national messaging and where required develop SOPs for the Group and provide coordination and advice for Group and Local PIMs. Administer and maintain Group level PIM forums and meetings. Conduct PIM for CDEM Group and support local PIMs (if established) during response and recovery. 	<ul style="list-style-type: none"> Alternate Group Public Information Managers provided by Regional Council. Provide staff to support a 24/7 duty Group PIM function. Provide communications/ media staff to receive training and support the Group and local PIM functions, including strategic communications. <p>Public Information Management planning</p> <ul style="list-style-type: none"> Support all CDEM Communications and Social Media activities at the Group and local level as required. Support consistent CDEM messaging across all Regional Council social media platforms and websites. Provide communications/ media staff to support the Group and Local PIM function during response and recovery if required. 	<ul style="list-style-type: none"> Local Public Information Manager and alternates provided by Territorial Authorities. Contribute to the creation of a cadre of PIM staff for Group level responses Provide the agreed number of PIM staff to receive training and assist with the dissemination of CDEM information via any platform as required. <p>Public Information Management planning</p> <ul style="list-style-type: none"> Lead and manage all local level PIM activities. Support all CDEM Communications and Social Media activities at the Group and local level as required. Support consistent CDEM messaging across all Territorial Authority social media platforms and websites. Ensure effective delivery of PIM in response and recovery at the local level.

Reporting, Monitoring and Evaluation		
<p>All members of the CDEM Group must provide reports that may be required by the Group. Monitoring and evaluation provide a method for learning from experience, analysing capability, planning and allocating resources, and demonstrating results as part of accountability to stakeholders.</p>		
Emergency Management West Coast	West Coast Regional Council	Territorial Authorities
<p>Reporting</p> <ul style="list-style-type: none"> Facilitate agreed reporting to Joint Committee, CEG and CEG Operations Subcommittee. Coordinate and publish annual report against the West Coast CDEM Group Annual Plan and the West Coast CDEM Group Plan. Provide reporting to Territorial Authorities and Regional Council on staff training registration, attendance and completion of competencies associated with training. <p>Monitoring and Evaluation</p> <ul style="list-style-type: none"> Lead and implement Monitoring and Evaluation process for CDEM Group. Monitor progress against the goals, objectives and outcomes of the CDEM Group Plan on behalf of the Joint Committee. Develop and implement a framework for conducting post-event reviews and corrective action plans for the CDEM Group. 	<p>Reporting</p> <ul style="list-style-type: none"> Ensure Elected Officials and Leadership Team are informed of Joint Committee and CEG resolutions, directions, and decisions. Provide reporting to Joint Committee, CEG and CEG Subcommittee on specific Regional Council Annual Plan tasks related to CDEM. <p>Monitoring and Evaluation</p> <ul style="list-style-type: none"> Support, contribute and implement a lessons learned/knowledge management process for CDEM Group. Support Monitoring and Evaluation process for CDEM Group. 	<p>Reporting</p> <ul style="list-style-type: none"> Ensure Elected Officials and Leadership Team are informed of Joint Committee and CEG resolutions, directions and decisions. Provide reporting to Joint Committee, CEG and CEG Sub-Committee on specific territorial authority Annual Plan tasks related to CDEM. <p>Monitoring and Evaluation</p> <ul style="list-style-type: none"> Support, contribute and implement a lessons learned/knowledge management process for CDEM Group. Support Monitoring and Evaluation process for CDEM Group.

Staff		
<p>All staff with CDEM responsibilities including CDEM career staff, CDEM appointed staff, Regional Council and Territorial Authority staff fulfilling CIMS functions as part of an Emergency Coordination Centre (ECC) or Emergency Operations Centre (EOC) and any CDEM volunteers providing support to any CDEM function.</p> <p>The CDEM Group and each member of the Group are to take all steps necessary on an ongoing basis to maintain and provide, or to arrange the provision of, or to otherwise make available suitably trained and competent personnel, including volunteers, and an appropriate organisational structure for those personnel, for effective civil defence emergency management.</p>		
Emergency Management West Coast	West Coast Regional Council	Territorial Authorities
<p>CDEM career staff</p> <ul style="list-style-type: none"> • Manager WCEM to appoint CDEM career staff to deliver CDEM outlined in the CDEM Group Plan and this Agreement in accordance with Group and WCRC Policies. <p>24/7 Duty staff</p> <ul style="list-style-type: none"> • Provide a adequate 24/7 staff cover for duty roster for the West Coast CDEM Group. • Ensure support to 24/7 Local Duty Controller capability. <p>Business Planning</p> <ul style="list-style-type: none"> • With the support of relevant committees, develop the annual business plan and supporting work programme and submit for approval by CEG by 30 May annually for commencement on 1 July. <p>CDEM Forums</p> <ul style="list-style-type: none"> • Appoint staff to represent the West Coast CDEM Group at national, regional and local CDEM forums as required. <p>Staff for CIMS functions</p> <ul style="list-style-type: none"> • Lead the development and implementation of the competency, capability and capacity criteria for EOC/GECC staff in CIMS functions. • Make recommendations on staff to fulfil GECC CIMS functions. • Provide CDEM career staff to support Group and Local Controllers. • Management and coordination of a database of all CDEM personnel at the Group and local level. <p>Activation in response / recovery</p> <ul style="list-style-type: none"> • Activate CDEM career staff to support delivery of response. • Activate GECC staff for delivery of response as required. 	<p>CEG Operations Sub-committee</p> <ul style="list-style-type: none"> • Appoint a Senior Manager as CDEM designate to represent Regional Council. <p>CDEM career staff</p> <ul style="list-style-type: none"> • The West Coast Regional Council is the employer of CDEM career staff (WCEM) to deliver CDEM outlined in the CDEM Group Plan and this Agreement. <p>24/7 Duty staff</p> <ul style="list-style-type: none"> • Provide staff to support a 24/7 duty Group Controller capability. <p>Staff for CIMS functions</p> <ul style="list-style-type: none"> • Group Emergency Coordination Centre Incident Management Team and alternates provided by Regional Council. • Provide staff to CIMS functions within the GECC. • Consult with WCEM on appointments of staff to CIMS functions for the GECC. • Ensure all CDEM GECC staff have respective CDEM role included in Job Description, KPI in annual performance plan, required training and exercising in annual professional development plan and be allocated the time for active participation. <p>Activation in response / recovery</p> <ul style="list-style-type: none"> • Ensure availability and prioritisation of staff to conduct GECC operations and deliver 24/7 response. • Support the provision and deployments of surge regional council CDEM staffing to support Group and Local level response and recovery within the West Coast or across New Zealand. 	<p>CEG Operations Sub-committee</p> <ul style="list-style-type: none"> • Appoint a Senior Manager as CDEM designate to represent Territorial Authority. <p>24/7 Duty staff</p> <ul style="list-style-type: none"> • Provide a 24/7 Duty Local Controller capability. <p>Staff for CIMS functions</p> <ul style="list-style-type: none"> • Local Incident Management Team and alternates provided by Territorial Authorities. • Provide staff to all CIMS functions within the EOC. Consult with WCEM on key appointments to their EOCs. • Ensure all CDEM EOC staff have respective CDEM role included in Job Description, KPI in annual performance plan, required training and exercising in annual professional development plan and be allocated the time for active participation. <p>Activation in response / recovery</p> <ul style="list-style-type: none"> • Ensure availability and prioritisation of staff to conduct EOC operations and deliver 24/7 response. • Support the provision and deployments of surge territorial authority CDEM staffing to support Group and Local level response and recovery within the West Coast or across New Zealand

Warning Systems		
When there is an imminent threat to life, health or property from hazard events the issue of official warnings is the responsibility of CDEM agencies.		
Emergency Management West Coast	West Coast Regional Council	Territorial Authorities
<ul style="list-style-type: none"> Develop, implement and maintain CDEM Group warning systems and protocols. Procure, maintain, promote, test and activate CDEM Group public alerting systems. Ensure the functioning of an effective GECC/EOC staff activation system. Monitor and respond to emergencies 24/7 on behalf of the CDEM Group including the dissemination of warnings and coordinating response in accordance with CDEM Group warning systems and protocols. 	<ul style="list-style-type: none"> Ensure an effective flood event monitoring and information system. <p>Promote the flood warning system to partners, emergency services and communities.</p> <ul style="list-style-type: none"> Support the dissemination of warnings from the CDEM Group to communities. 	<ul style="list-style-type: none"> Support West Coast CDEM Group in promoting the public alerting systems. Maintain, test and activate local public alerting systems. Support the dissemination of warnings from the CDEM Group to communities.
Welfare Management		
Management of welfare across all welfare services and clusters: Registration, Needs Assessment, Inquiry, Care and protection services for children and young people, Psychosocial support, Household goods and services, Shelter and accommodation, Financial Assistance and Animal welfare.		
The objective of the welfare services function is to carry out activities across the 4Rs to provide for the needs of people affected by an emergency and to minimise the consequences of the emergency for individuals, families and whānau, and communities.		
Emergency Management West Coast	West Coast Regional Council	Territorial Authorities
<ul style="list-style-type: none"> Lead planning for the delivery of welfare services for the West Coast CDEM Group. in accordance with Director's Guidelines. Appoint Group Welfare Manager to deliver and coordinate Group welfare functions across the '4Rs'. Lead the development, implementation, maintenance of a West Coast CDEM Group Welfare Plan. Support local welfare planning. Provide relevant reporting and recommendations at Group level on Welfare to CEG and Joint Committee. 	<ul style="list-style-type: none"> Support Group (GECC) and local (EOC) welfare activities in response. 	<ul style="list-style-type: none"> Lead planning and delivery of local welfare arrangements in accordance with Director's Guidelines. Appoint Local Welfare Managers (Primary and Alternates) to deliver and coordinate welfare functions to local communities across the '4Rs'. Support, contribute and implement the West Coast CDEM Group Welfare Plan. Ensure coordination for the delivery of welfare at the local level in accordance with the National CDEM Plan Order and Group Welfare Plan. Ensure coordination and delivery of welfare at the local level in response and recovery.

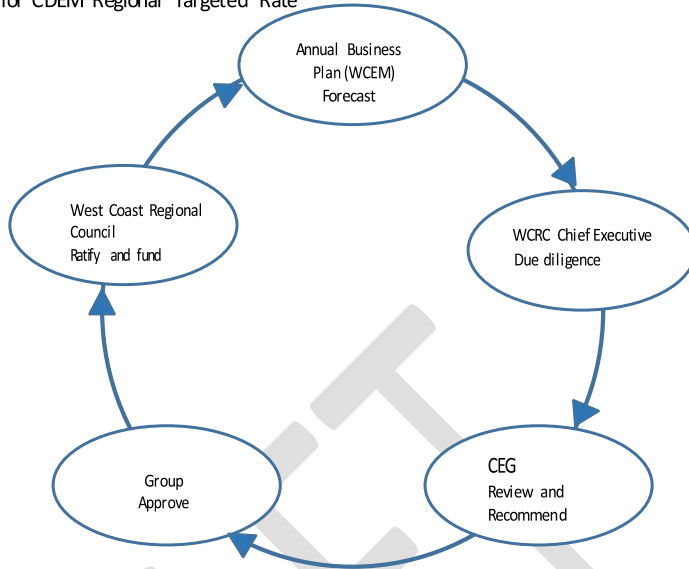
Schedule B

West Coast CDEM Financial Arrangements

The financial revenue and management of CDEM budgets for the West Coast CDEM Group and the members is provided for as stated below:

ENTITY	West Coast CDEM Group	West Coast Regional Council	Territorial Authorities
Revenue	CDEM Regional Targeted Rate. ¹	To be determined in consultation with the Group and during the Annual Plan or Long-Term Plan process by Regional Council.	To be determined during the Annual Plan and Long-Term Plan process by District Councils.
Budget Development	Emergency Management West Coast.	Regional Council.	District Councils.
Budget Approval	West Coast CDEM Group.	Regional Council.	District Councils.
Operating Variance	Transferred to West Coast CDEM Group Reserve Account. Note: Surplus funds from previous years (in the form of reserves) may be used to fund expenditure.	At discretion of West Coast Regional Council.	At discretion of District Councils.

Budgeting process for CDEM Regional Targeted Rate



1

A targeted rate may be set on a uniform or differential basis in accordance with Sections 16, 17 and 18 of the Local Government (Rating) Act 2002.

Report to Council



DATE: 24 February 2022
TO: Mayor and Councillors
FROM: Transportation Manager

SPEED LIMITS CONSULTATION DOCUMENT APPROVAL

1. Summary

- 1.1. The purpose of this report is to seek Council approval for the Speed Limits Consultation Document.
- 1.2. This issue arises from Councils desire to further review speed limits within the Westland District Council (WDC) Roothing network. Advice from Waka Kotahi is that consultation can be carried out but final decisions should be deferred until all current ongoing changes in speed limits legislation are finalised.
- 1.3. Council seeks to meet its obligations under the Local Government Act 2002 and the achievement of the District Vision adopted by the Council in June 2021, which are set out in the Long Term Plan 2021 - 31. Refer page 2 of the agenda.
- 1.4. This report concludes by recommending that Council resolves to approve the speed limits public consultation document for public consultation.

2. Background

- 2.1. The reason the report has come before the Council is due to the Council's desire to further review other speed limits within the district that were not originally reviewed.

3. Current Situation

- 3.1. The current situation is that Council have recently reviewed many speed limits within the district. That review was not exhaustive and Council now wishes to review all others. Advice from Waka Kotahi is that Council should not be further altering limits so soon following the most recent review however it is able to seek feedback through public consultation for other speed limits/matters within the WDC roading network.

4. Options

- 4.1. Option 1: Council resolves to approve the speed limits public consultation document.
- 4.2. Option 2: Council resolves not to continue with any further consultation over speed limits until such time as all current legislative changes have been finalised and implemented.

5. Risk Analysis

5.1. Risk has been considered and no risks have been identified.

6. Health and Safety

6.1. Health and Safety has been considered and no items have been identified.

7. Significance and Engagement

7.1. The level of significance has been assessed as being medium for this particular consultation process but will increase for later stages due to the potentially controversial nature of proposals that come out of the initial consultation.

7.2. In line with the present rules around speed limit reviews full public consultation for this activity is required to be carried out prior to alteration of any speed limit. This engagement is wide ranging and not just limited to residents and ratepayers, it also extends to other transport industry parties and community groups, as such the nature of this engagement is considered significant.

8. Assessment of Options (including Financial Considerations)

8.1. **Option 1** – Council resolves to approve the speed limits public consultation document. This will aid in informing the later stages of the speed limit review process.

8.1.1. There are no financial implications to this option.

8.2. **Option 2** – Council resolves not to continue with any further consultation over speed limits until such time as all current legislative changes have been finalised and implemented.

8.2.1. There are no financial implications to this option.

9. Preferred Option(s) and Reasons

9.1. The preferred option is **Option 1** Council resolves to approve the speed limits public consultation document. This will aid in informing the later stages of the speed limit review process.

9.2. The reason that **Option 1** has been identified as the preferred option is that it is line with Council's preference to continue the speed limit review process.

10. Recommendation(s)

10.1. That the report be received.

10.2. That the Council resolves to approve the speed limits public consultation document.

Karl Jackson
Transportation Manager

Appendix 1: Speed Limits CD 2022

Appendix 2: Speed Limit 2022 Submission form – hard copy



Statement of Proposal:

2022 Review of Westland District Council Speed Limits

THE PROPOSAL:

Following a successful review of speed limits in 2020 it is Council's intention to once again engage with the wider public over speed limits within the Westland District Road Network. Unlike the previous review this is simply part 1 of a multi staged process that is seeking public feedback on other areas within the network that could/should have altered speed limits. This process serves to inform stages that Council will look towards engaging in when legislation changes allow. At this stage the exact timelines for future stages isn't clear as there is a transition from the present system to the proposed system of speed limit change taking place between now and 2024.

Submissions open 8am, Monday 7 March 2022

Submissions close 5.00pm, Friday 5 August 2022

Reason for the Proposal

Council is seeking community feedback to further inform speed management options within the Westland District Roding Network. This process is not to create changes as it was last time in 2020 but to engage with the wider public to seek views and attitudes towards speed changes we have made as well as to identify future areas where changes may be investigated.

Due to ongoing legislative changes in the area of speed management it is important that we as a Council have a greater understanding of what our customers want for our roading network as well as a plan for speed management in the future.

A fully revised system for Speed Management is being transitioned in between now and 2024. This involves the creation of Regional Speed Management Plans. In creating these plans we need to better understand our customers and their views. This consultation is part of that process.

What is being reviewed?

This time around, nothing is being formally reviewed. We are seeking views and feedback of all kinds of matters relating mainly to speed within our network.

As a result of ongoing changes in rules and regulations around speed limits Waka Kotahi have advised Council not to look towards altering any speed limits at this present time but we are still open to have conversations with our customers regarding speed and that is just what we are intending with this process.

KEY DATES

SUBMISSIONS OPEN: 8am, Monday 7 March 2022

SUBMISSIONS CLOSE: 5pm, Friday 5 August 2022

Summary of the Submissions: A summary of submissions will be presented to Council on October 27 2022

SHARE YOUR FEEDBACK

ONLINE You can make your submission online. Go to: <https://www.westlanddc.govt.nz/speed-limit-review-consultation-submission-form>

IN WRITING You can make a written submission by post or by sending us an email, or complete, scan and email the printable submission form.

POST: Westland District Council, 36 Weld Street, Hokitika 7811

EMAIL: consult@westlanddc.govt.nz

OVER THE PHONE: If using the online submission form or sending an email is not an option, you can make a submission by calling Council on the number below.

PHONE: 03 756 9010

FREEPHONE: 0800 474 834

Please note, submissions will be publicly available on the council's website, through inclusion in council agendas, and/or retrievable by request under the Local Government Official Information and Meetings Act 1987. Contact details will redacted under the Privacy Act 1993.

All enquiries (not submissions) should be directed to the Transportation Manager: Karl Jackson, at 03 756 9032 or karl.jackson@westlanddc.govt.nz.

SHARE YOUR FEEDBACK

SUBMISSIONS CLOSE 5PM, FRIDAY 5 AUGUST 2022

We would like to know your thoughts on speed limits within the Westland District Road network. Full details of what we're consulting on can be found in our [Consultation Document](#).

Please **scan and email**, or **post** this form to the Council.

You can also **call** us with your submission and use the form to help you.

Email: consult@westlanddc.govt.nz

Phone: 03 756 9010

Freephone: 0800 474 834

Post: Westland District Council,

36 Weld Street

Private Bag 704

Hokitika 7842

Name _____

Organisation (if applicable) _____

Email _____

Address _____

Do you support further review of speed limits? If yes or no, please explain why.

Continue overleaf.

More pages can be attached if necessary.

Do you support further review of speed limits? If yes or no, please explain why.

More pages can be attached if necessary.

Are there areas/roads that you would like us to review in future? And what speed limits would you consider safe and appropriate in these areas?

More pages can be attached if necessary.

We'd love to hear your general thoughts and ideas around speed management in general. What works for you, what doesn't?

More pages can be attached if necessary.

Please note, submissions will be publicly available on the council's website, through inclusion in council agendas, and/or retrievable by request under the Local Government Official Information and Meetings Act 1987. Personal contact details will redacted under the Privacy Act 1993 or by request.

Report to Council



DATE: 24 February 2022
TO: Mayor and Councillors
FROM: Group Manager District Assets

THREE WATERS UPDATE REPORT

1. Summary

- 1.1. The purpose of this report is to update Council regarding the performance on three waters and to outline the latest position regarding national changes in the three waters regulatory environment.
- 1.2. Council seeks to meet its obligations under the Local Government Act 2002 and the achievement of the District Vision adopted by the Council in June 2021, which are set out in the Long Term Plan 2021 - 31. Refer page 2 of the agenda.
- 1.3. This report concludes by recommending that Council notes the report.

2. Background

- 2.1. The reason the report has come before the Council is due to the changes in the three waters regulatory environment and to outline for Council the historic and current investment in three waters in Westland. The report also outlines the number of water shut downs and boiled water notices since 2018.

3. Current Situation

- 3.1. The current situation is at a national level the governments approach to three waters remains unchanged with current plans to transfer services from local Councils into four entities in July 2024. At a political level a number of Councils including Westland District Council (WDC) have come together as “Communities 4 Local Democracy”, to challenge the Government’s four entity model, propose alternatives and to support the legal challenge to the Government’s approach to the transfer of assets.

3.2. Regulation

- 3.2.1. Historically, three waters was regulated by the Ministry of Health. In order to comply with the regulations, Councils undertake water quality assessments at predetermined intervals and report water quality through to the regulator.

3.2.2. Council is also required to report incidences where water quality falls below the required standards and situations where boiled water notices are required. The table below outlines water notifications and Ecoli readings since 2018.

Water notifications and Ecoli readings since 2018		
Issue / fault	Water Shutdown - network fault or plant outage. Planned or Not	Boil water Notice - Ecoli or other
Kumara	3	4
Arahura	4	Plant on continuous boil water due to new processing required.
Hokitika	3	0
Ross	5	0
Harihari	3	0
Whataroa	3	0
Franz	3	3
Fox	4	10
Haast	5	2

3.3. Water Testing

3.3.1. As per regulation, all water processing facilities need to be monitored for compliance via a testing regime. If any of the testing is not processed in time for any reason; even by one day; then WDC is classified as non-compliant for the whole of the year for that scheme. The regulations do not take account of weather events, slips and road closures that may impede Council's ability to take readings.

3.3.2. Water sampling is outsourced to Westroads Ltd who forward water samples on laboratories for testing. Council takes a cautious and conservative approach to water quality. The regulations state that boiled water notices apply when e-coli levels are registered at +1. WDC will apply boiled water notices at level registering +1 which is the standard specified by the Ministry of Health, the previous regulator.

3.3.3. The Ministry of Health regulations remain in force until the new regulator introduces replacement regulations later this year.

3.4. In November 2021 the New Regulator, Taumata Arowai, took over the responsibility for regulating water services from the Ministry of Health. This was widely welcomed by Councils across New Zealand including WDC. Council's experience of the new regulator, as anticipated, is that they are more thorough in their engagement when any issues are reported.

3.5. In November 2021 the Regulator engaged with water services providers regarding proposals for new regulations. Following this preliminary engagement, in January 2022 the Regulator issued formal consultation to water service providers on new draft regulations, which are due to come into force in July 2022. The draft regulations outline expectations on water quality standards, methods of water treatment and revised testing regimes. The implication for WDC is a required increase in testing, which will increase operational costs and a need for Council to invest in additional capital for the delivery of chlorination and potentially fluoridation.

- 3.6. In late December 2021 the Chief Executive received a letter from the Ministry of Health proposing the introduction of fluoridation into local water supplies. The proposals relate to communities with a population of over 500 and this is still at the consultation stage.
- 3.7. In January 2022, The Ministry of the Environment wrote to WDC outlining proposals for regulating water sources which Council are examining. In late January 2022 the DIA transition team made its initial requests for information relating to 3 waters staff, outsourcing and union agreements.
- 3.8. Over a three-month period three different government departments have all engaged with Council regarding changes to three waters future delivery mechanisms. These approaches appear to be uncoordinated but have resourcing implications. This is in addition to a new regulator and draft regulatory rules which will not be formally agreed until April 2022 but go live in July 2022.

4. Investment

4.1 The following table outlines recent and current capital investment that Council has put into 3 waters:-

Projects - Water	Total budget
Fox Glacier Water Treatment Plant upgrade	\$1,073,425 incl. TIF funding
Arahura Water Treatment Plant establishment	\$498,918
Ross Water Treatment Plant (New Intake)	\$75,000
Kumara Mains Replacement	\$176,200
Hokitika Watermains Replacement	\$444,156
Ross Watermains Replacement	\$108,121

Project – Waste Water	Total budget
Hokitika WWTP upgrade	\$1,180,604
Fox Glacier WWTP Improvements	\$177,790
Kaniere Road Catchment & Pump upgrade	\$164,514
Hokitika Z-Line Replacement	\$112,831

Project - Stormwater	Total budget
Livingstone Street pump station and pipeline upgrade	\$ 1,400,342
Hokitika Mains Replacement	\$157,400
Beach Street realignment	\$ 380,000
Jollie St Stormwater Extension	\$262,111
Tancred St Pump Upgrade (Wharf Street)	\$166,827
Sewell Street	\$100,000

4.2 In addition, Council also obtained \$6.8m three waters stimulus funding, all of which is programmed to be completed within the government deadlines. All except 2 schemes will be completed by the end of March 2022 and the final two schemes will be completed by the end of June 2022. The table below outlines an extract of the more substantive schemes and their current status.

Project	Total budget	Status
Ross Watermains Replacement	\$200,000	Completed.
Harihari Watermains Replacement	\$200,000	Completed.
Franz Josef Watermains Replacement	\$100,000	Completed.
Fox Glacier Watermains Replacement	\$250,000	95% completed.
Fox - Kerr Rd Watermain Replacement	\$35,000	Completed.
Haast Watermains Replacement	\$80,000	95% completed.
Harihari New Reservoir	\$250,000	Reservoir complete.
Haast Wastewater Mains Replacement	\$100,000	Complete
Franz Wastewater Mains Replacement	\$180,000	Complete
Fox Wastewater Mains Replacement	\$500,000	Complete

WWTP's - new septage receiving area	\$229,168	Septage receivers for Fox and Haast WWTP's on site and waiting to be installed.
Wastewater CCTV	\$100,000	Haast and Fox Glacier networks completed.
Stormwater CCTV	\$275,000	Franz Josef network completed. Hokitika network on-going. Programmed for completion by end of Feb.

Project	Total budget	Status
Franz Josef Wastewater CCTV and I & I	\$250,000	Completed.
Hokitika Wastewater CCTV and I & I	\$500,000	Programmed for completion end of Feb.
WTP & WWTP Generators	\$320,000	All four (Ross, Franz Josef, Whataroa and Haast) generators are on site and are programmed to be wired in by end of Feb.
Haast Wastewater Pump Station Upgrade	\$100,000	Pumps and electrical installation programmed mid-late Feb.
Various WTP and WWTP component / telemetry upgrades	\$90,000	Completed
WTP and WWTP security cameras	\$30,000	Installation programmed for mid Feb.
Hokitika WWTP Feasibility Study	\$600,000	Next meeting date for project workshops to be confirmed.
Haast WTP Rockwork	\$96,000	Completed
Haast WWTP Infiltration Gallery	\$54,000	Gallery re-covered. Now waiting on geotech report from Stantec.

Town Belt East Stormwater	\$650,000 plus estimate \$700K for install.	Pipes on site at WMP storage. Contract documents waiting on final design from Stantec.
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4.3 In addition to the recent and current investment Council has an ambitious plan for future investment in three waters. Council has plans to invest \$28m in three waters over the next ten years. The significant projects are outlined in the table below. Please note the table does not include all proposed capital expenditure.

Drinking Water \$10m	Stormwater \$2.8m	Wastewater \$15.2m
Hokitika watermains replacement \$1,372k	Hokitika Stormwater mains replacement \$877k	Hokitika wastewater lines replacement \$596k
Hokitika water treatment plant improvements \$1,811K	Livingstone street pump upgrade \$1,603k	Fox Glacier wastewater mains \$594k
Franz Josef new water treatment plant \$3,610k		Hokitika wastewater treatment plant \$10,167k
		Hokitika wastewater mains replacement \$2,245
		Haast wastewater treatment plant upgrade \$970k

4.4 In conclusion there continues to be significant change within the three waters sphere at Westland DC. Council is prudent in its management of water assets and services. It has invested significantly in water services, continues to invest and has significant future investment plans. The next twelve to twenty-four months are going to be a very busy period for Council in the three waters environment and further operational and capital costs are envisaged to address the changes in the new regulatory environment.

5. Options

5.1 Option 1: Council receives the report and notes its contents.

5.2 Option 2: Council does not receive the report.

6 Risk Analysis

6.1 Risk has been considered and no risks have been identified.

7 Health and Safety

7.1 Health and Safety has been considered and no items have been identified.

8 Significance and Engagement

8.1 The level of significance has been assessed as being low as this is an information report.

9 Assessment of Options (including Financial Considerations)

9.1 **Option 1** – Council receives the report and notes its contents

9.1.1 There are no financial implications identified.

9.2 **Option 2** – Council does not receive the report.

9.2.1 There are no financial implications identified.

10 Preferred Option(s) and Reasons

10.1 The preferred option is Option 1, Council resolves to receive the report as it is an information item.

11 Recommendation(s)

11.1 That the report be received.

Scott Baxendale
Group Manager District Assets

Report to Council



DATE: 24 February 2022
TO: Mayor and Councillors
FROM: Transportation Manager

RENAMING PORTION OF GREENSTONE ROAD BETWEEN UNION STREET AND STAFFORD LOOP ROAD

1. Summary

- 1.1. The purpose of this report is to rename a section of Greenstone Road between Union Street in Kumara and Stafford Loop Road.
- 1.2. This issue arises from an anomaly in property numbering that was created in approximately 2001 when Rural Access Property ID's (RAPID) numbers were allocated within Kumara Township along Greenstone Road. There was already an existing urban numbering system in place starting at approximately Union Street and heading north. The RAPID numbering however was started at the opposite end. Since the 2 systems opposed each other there has been a refusal from the locals to adopt the RAPID system.
- 1.3. Council seeks to meet its obligations under the Local Government Act 2002 and the achievement of the District Vision adopted by the Council in June 2021, which are set out in the Long Term Plan 2021 - 31. Refer page 2 of the agenda.
- 1.4. This report concludes by recommending that Council adopts a new name for the section of Greenstone Road between Union Street and Stafford Loop Road.

2. Background

- 2.1. The reason the report has come before the Council is due to the increase in property demand, there have been more small scale developments and sales of individual land titles within this area. This in itself has created extra demand for new property numbers to be allocated to the titles being developed and sold. With the dual opposing numbering in place this has created confusion and irregularity in the numbering of some of these titles.
- 2.2. To remove the confusion and create consistency it has been proposed to rename the section of Greenstone Road from Union Street to Stafford Loop Road. This will then enable Council staff to remove all previous RAPID numbers within the "Urban" portion of Greenstone Road and continue use of the previous existing numbering. It will also allow for correct numbering to be carried out for the "Rural" section of Greenstone Road by renaming this road.
- 2.3. In September 2021 an option of Pounamu Road was presented to both Council's Iwi partners as an alternative. Both Iwi partners declined that offer but instead suggested "Kumara Cemetery Road" and "Sandys Hill Road" as acceptable alternatives. These options were presented to the general Kumara Community for consideration over the Christmas/New Year period as well as a

request for other alternatives and the following list of potential road names was created: (listed in order of preference):

- **Sandys Hill Road** (A widely used local name)
- **Kumara Cemetery Road** (another locally used name)
- **Pearns Road** (suggested by one respondent in recognition of an old brewery that used to be on this road)
- **8 Mile Block Road** (of uncertain origin but suggested by one respondent).

It should also be noted that public feedback was extremely limited.

3. Current Situation

3.1. The current situation is the entire length of Greenstone Road carries a dual numbering system that is starting to cause problems for both Council and other agencies.

4. Options

- 4.1. Option 1: Council resolves to rename the section of Greenstone Road that runs from Union Street to Stafford Loop Road to “Sandys Hill Road”.
- 4.2. Option 2: Council resolves to rename the section of Greenstone Road that runs from Union Street to Stafford Loop Road to “Kumara Cemetery Road”.
- 4.3. Option 3: Council resolves to rename the section of Greenstone Road that runs from Union Street to Stafford Loop Road to “Pearns Road”.
- 4.4. Option 4: Council resolves to rename the section of Greenstone Road that runs from Union Street to Stafford Loop Road to “8 Mile Block Road”.

5. Risk Analysis

5.1. Risk has been considered and no risks have been identified.

6. Health and Safety

6.1. Health and Safety has been considered and no items have been identified.

7. Significance and Engagement

7.1. The level of significance has been assessed as being low as this is merely a correction of an administrative problem.

7.2. Public consultation was undertaken during the Christmas/New Year period with the Kumara Community and feedback was collected via email. This was used to present the options for consideration.

8. Assessment of Options (including Financial Considerations)

8.1. **Option 1** – Council resolves to rename the section of Greenstone Road that runs from Union Street to Stafford Loop Road to “Sandys Hill Road”. Even though there was a small number of responses received this was the most preferred option and from the details provided appears to be the most “locally appropriate” suggestion. Given that local favour it is least likely to cause problems for affected parties.

- 8.1.1. The following financial implications have been identified. Small administrative costs and the creation and installation of 2 new road name signs (approximately \$600)
- 8.1.2. The item is unbudgeted expenditure and will be funded from Council's subsidised Land Transport funding. Particularly Traffic Services.
- 8.2. **Option 2** – Council resolves to rename the section of Greenstone Road that runs from Union Street to Stafford Loop Road to “Kumara Cemetery Road” This is an acceptable alternative to Sandys Hill Road although less favoured.
 - 8.2.1. The following financial implications have been identified. Small administrative costs and the creation and installation of 2 new road name signs (approximately \$600).
 - 8.2.2. The item is unbudgeted expenditure and will be funded from Council's subsidised Land Transport funding. Particularly Traffic Services.
- 8.3. **Option 3** – Council resolves to rename the section of Greenstone Road that runs from Union Street to Stafford Loop Road to “Pearn Road”. Suggested by only one submitter. Whilst research does indicate the presence of the Brewery along this road the exact location is not clear so to use this could be incorrect for the locality.
 - 8.3.1. The following financial implications have been identified. Small administrative costs and the creation and installation of 2 new road name signs (approximately \$600).
 - 8.3.2. The item is unbudgeted expenditure and will be funded from Council's subsidised Land Transport funding. Particularly Traffic Services.
- 8.4. **Option 4** – Council resolves to rename the section of Greenstone Road that runs from Union Street to Stafford Loop Road to “8 Mile Block Road”. The reference to “8 Mile Block” seems more of an obscure land reference and is difficult to validate the origin or validity of this suggestion.
 - 8.4.1. The following financial implications have been identified. Small administrative costs and the creation and installation of 2 new road name signs (approximately \$600).
 - 8.4.2. The item is unbudgeted expenditure and will be funded from Council's subsidised Land Transport funding. Particularly Traffic Services.

9. Preferred Option(s) and Reasons

- 9.1. The preferred option is Option 1 that Council resolves to rename the section of Greenstone Road that runs from Union Street to Stafford Loop Road to “Sandys Hill Road”.
- 9.2. The reason that Option 1 has been identified as the preferred option is that from the feedback received it was the most favoured option.


10. Recommendation(s)

- 10.1. That the report be received.
- 10.2. That the Council resolves to rename the section of Greenstone Road that runs from Union Street to Stafford Loop Road to “Sandys Hill Road”

Karl Jackson
Transportation Manager

Appendix 1: Greenstone Road Name Split Location



 Scale: 1:3000
Original Sheet Size A4

Projection: NZGD49 / New Zealand Map Grid
Bounds: 2360117.80682534,5839555.12407871
2360790.00873466,5839925.88135749

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Report to Council



DATE: 24 February 2022

TO: Mayor and Councillors

FROM: Chairperson, Westland Holdings Limited

LOCAL GOVERNMENT FUNDING AUTHORITY – LOAN TO WESTLAND HOLDINGS LIMITED

1. Summary

- 1.1. The purpose of this report is to seek Council's approval for Westland Holdings Limited to borrow funds from the Local Government Funding Authority (LGFA) and to agree to guarantee such loans.
- 1.2. That Council agree to issue sufficient shares to cover the debt through uncalled capital.
- 1.3. This issue arises because it is beneficial for Westland Holdings Limited, on behalf of Westroads Limited and Destination Westland Limited to fund borrowings from the LGFA at a lower interest rate, and LGFA require Council's approval and guarantee.
- 1.4. Council seeks to meet its obligations under the Local Government Act 2002 and the achievement of the District Vision adopted by the Council in June 2021, which are set out in the Long Term Plan 2021 - 31.
- 1.5. This report concludes by recommending that Council approves Westland Holdings Limited borrowing funds from the LGFA, agrees to guarantee the loans and agrees to the issue of sufficient shares to cover the debt with uncalled capital.

2. Background

- 2.1. The reason the report has come before the Council is because the LGFA requires Council's approval before considering a loan to a CCO, and for Council to agree to guarantee such a loan using uncalled capital.

3. Current Situation

- 3.1. The LGFA was established in 2011 to benefit communities by providing efficient funding to Local Government and Council Controlled Organisations (CCO's).
- 3.2. Westland Holdings Limited are investigating borrowing directly from the fund on behalf of the subsidiary Companies so that debt funding can be secured at a much lower interest rate. This is the first step needed to secure such funding. If successful, funds would be drawn down as current loans mature, or for projects approved by Council. Westland Holdings Limited would be the borrower and would on-lend the funds to the subsidiary Companies with any expenses incurred paid by the subsidiaries.
- 3.3. A second option is for Council to borrow the funds from the LGFA and then lend it to the subsidiary Companies. Council Officers are not in favour of this option because it would create a significant

amount of work for very little benefit. Council would have no choice but to pass on the costs of consultants and staff which would likely add to the cost of the debt in the long run.

3.4. The current and future debt of the Companies is:

Westroads	\$6.6 million	Current average interest 4.07%
Destination Westland	\$1.5 million	Current average interest 4.82%
DWL Future investment (property)	\$4.5 million	
DWL Future investment (airport)	\$5 million	
Current Total Debt	\$8.1 million	
Potential Future Debt	\$9.5 million	

- 3.5 Annual Interest on the current debt is approximately \$337,669. The LGFA interest rate for April 2022 is 1.46%. Based on the current debt, the LGFA interest cost would be \$118,260, an annual saving of \$219,409. If future potential debt is included the total saving would be over \$500,000 per annum (using today's rates). Such savings could be used to reduce debt, pay dividends or reinvest in infrastructure and/or community assets.
- 3.6 The legal and accounting costs to establish debt with the LGFA will be significant and will be passed on to the subsidiaries (pro rata to the amount borrowed), but that cost would only be a fraction of the savings in interest each of the subsidiaries would enjoy in the first year.
- 3.7 As current bank loans are renewed or future funds are borrowed, it is likely savings potential will be even more significant with Bank lending rates forecast to increase significantly over the coming years.
- 3.8 Funds would only be borrowed from LGFA as current loans expire or once Council has approved business cases for future investment.

4. Options

- 4.1 Option 1: For Westland District Council (WDC) to approve Westland Holdings Limited borrowing an amount of up to \$17.6 million (as required) from the LGFA to replace current debt and allow for future growth, and for Council to agree to act as guarantee for the loans.
- 4.2 Option 2: For WDC to borrow directly from LGFA and loan the funds to the CCO's noting that any associated costs would also have to be passed on to the CCO's.
- 4.3 Option 3: For WDC not to approve the borrowing and guarantee, and for the CCO's to continue to use Banks to source loan funds.

5. Risk Analysis

- 5.1. The most significant financial and reputational risk for options 1 and 2 is if one or both of the CCO's face financial difficulties and are not able to meet interest and/or capital repayment obligations. This is mitigated through regular financial reporting to Council allowing early intervention if required and through rigorous credit analysis by LGFA prior to loaning any funds.
- 5.2. For option 2 there is an operational risk that the CCO loan would limited what Council can draw down for its own projects and needs.
- 5.3. For option 2 there is a credit risk to Council if WHL does not pay invoices when due.
- 5.4. For option 2 there is an operational risk of Council staff being overwhelmed with extra work when managing further demands on their time.

6. Health and Safety

6.1. Health and Safety has been considered and no items have been identified.

7. Significance and Engagement

7.1. The level of significance has been assessed as being medium.

7.2. Public consultation has not been undertaken and is not anticipated.

8. Assessment of Options (including Financial Considerations)

8.1. Option 1: For Westland District Council (WDC) to approve Westland Holdings Limited borrowing an amount of up to \$17.6 million (as required) from the LGFA to replace current debt and allow for future growth, and for Council to agree to act as guarantee for the loans

8.2. The current lenders have fully assessed the CCO's credit position before agreeing to lend funds. The LGFA will undertake its own credit analysis of the CCO's as part of their approval process. Those assurances, along with regular reporting of the CCO's financial performance to Council should ensure any financial tension is addressed early.

8.3. Option 2 – For WDC to borrow directly from LGFA and loan the funds to the CCO's noting that any associated costs would also have to be passed on to the CCO's.

8.4. Although LGFA would prefer this option, the assessment of Council officers is that it would create additional risk and work and therefore cost with no obvious benefit.

8.5. Option 3 – If Council does not approve the CCO's seeking loan funds from the LGFA, refuses to guarantee such a loan and/or issue uncalled capital, then the CCO's will continue to use bank borrowings at significantly higher interest rates. This would reduce profitability for the CCO's and reduce their ability to pay down borrowings, invest in future infrastructure or pay increased dividends.

9. Preferred Option(s) and Reasons

9.1. The preferred option is Option 1.

9.2. The reason that Option 1 has been identified as the preferred option is that approval and guarantee of a loan from LGFA to Westland Holdings Limited would reduce in significantly lower interest payments and therefore a greater ability to reduce debt, pay dividends and/or reinvest in infrastructure.

10. Recommendation(s)

10.1. That the report be received.

10.2. That Council approve Westland Holdings Limited borrowing up to \$17.6 million from the LGFA and guaranteeing the loan, such funds to be used by Westroads Limited and Destination Westland Limited on replacing current bank loans and on future projects as approved by Council.

10.3. That Council agrees to the issue of sufficient shares to cover the debt using uncalled capital as required by the LGFA.

Joanne Conroy
Chair, Westland Holdings Limited