

A G E N D A

Ordinary Council Meeting

**Council Chambers,
36 Weld Street
Hokitika**

**Thursday 24 August 2017
commencing at 11.00 am**

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



ORDINARY COUNCIL MEETING

AGENDA FOR AN ORDINARY MEETING OF THE WESTLAND DISTRICT COUNCIL, TO BE HELD IN THE COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA ON THURSDAY 24 AUGUST 2017 COMMENCING AT 11.00 AM

18 August 2017

COUNCIL VISION

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

This will be achieved by:

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

Purpose:

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

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

Health & Safety Snapshot

	Accidents	Incidents	Near Misses
August 2016	1	0	0
September 2016	0	1	0
October 2016	0	0	0
November 2016	0	0	0
December 2016	0	0	0
January 2017	0	0	0
February 2017	0	0	1
March 2017	0	0	0
April 2017	0	0	0
May	0	0	0
June 2017	0	0	0
July 2017	0	1	0
To 18 August 2017	0	2	0

1. MEMBERS PRESENT, APOLOGIES AND INTEREST REGISTER:

1.1 Apologies & Leave of Absence

1.2 Interest Register

2. CONFIRMATION OF MINUTES:

2.1 Ordinary Council Meeting – 27 July 2017

Pages 6-14

3. GENERAL BUSINESS:

3.1 Presentations

Presentations will be undertaken at 12 noon.

4. ACTION LIST:

The Action List is attached.

Pages 15-18

Lunch from 12.30 pm to 1.00 pm.

5. REPORTS FOR DECISION

- 5.1 Fox Glacier Township Development Funding Pages 19-26
- 5.2 Funding for local share of Regional Mid-Sized Tourism Facilities Grant Fund for Toilets Pages 27-30
- 5.3 Westland District Property Ltd Access to Museum Buildings (Carnegie Hall and Drummond Hall) Pages 31-46
- 5.4 Waterfront Development Plan Pages 47-55

6. REPORTS FOR INFORMATION:

- 6.1 West Coast Wilderness Trail – Project Update August 2017 Pages 56-59
- 6.2 Planning Update Through July 2017 Pages 60-69

7. ITEMS FOR DISCUSSION:

8. MATTERS TO BE CONSIDERED IN THE 'PUBLIC EXCLUDED SECTION':

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

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

- 8.1 Confidential Minutes
- 8.2 Tourism West Coast Representative
- 8.3 Update on Dog Control Contract

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

Item No.	Minutes/ Report of	General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under Section 48(1) for the passing of this resolution
8.1	Confidential Minutes	Confidential Minutes	Good reasons to withhold exist under Section 7	Section 48(1(a) & (d)
8.2	Tourism West Coast Nominations	Tourism West Coast Nominations	Good reasons to withhold exist under Section 7	Section 48(1(a) & (d)
8.3	Update on Dog Control Contract	Update on Dog Control Contract	Good reasons to withhold exist under Section 7	Section 48(1(a) & (d)

**Date of next Ordinary Council Meeting – 28 September 2017
to be held in the Council Chambers, 36 Weld Street, Hokitika**

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



Council Minutes

MINUTES OF AN ORDINARY MEETING OF THE WESTLAND DISTRICT COUNCIL, HELD IN THE COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA ON THURSDAY 27 JULY 2017 COMMENCING AT 11.00 AM

1 MEMBERS PRESENT, APOLOGIES AND INTEREST REGISTER:

1.1 Members Present

His Worship the Mayor R.B. Smith (Chair)
Deputy Mayors Crs H.M. Lash and L.J. Martin (from 11.59 am)
Crs D.L. Carruthers (part of the meeting), R.W. (G) Eatwell, D.M.J. Havill (ONZM), J.A. Neale, G.L. Olson, Cr D.C. Routhan.

Apologies:

Deputy Mayor Martin for lateness
Cr J.A. Neale leave of absence for the September Council Meeting

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

- a) The apology for lateness from Deputy Mayor Martin be received and accepted.
- b) Leave of absence for the September Council Meeting for Cr Neale be accepted.

Also in Attendance:

R.F. Reeves, Chief Executive; J.D. Ebenhoh, Group Manager: Planning, Community and Environment; L.A. Crichton, Group Manager: Corporate Services; D.M. Maitland, Executive Assistant.

1.2 Interest Register

The Interest Register was circulated and no amendments were noted.

2. CONFIRMATION OF MINUTES:

2.1 Ordinary Council Meeting – 22 June 2017

Moved Cr Routhan, seconded Cr Carruthers and **Resolved** that the Minutes of the Ordinary Meeting of Council, held on the 22 June 2017 be confirmed as a true and correct record of the meeting.

2.2 Extraordinary Council Meeting – 5 July 2017

Moved Cr Routhan, seconded Cr Olson and **Resolved** that the Minutes of the Extraordinary Council Meeting, held on the 5 July 2017, be confirmed as a true and correct record of the meeting.

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

4. ACTION LIST:

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

Moved Deputy Mayor Lash, seconded Cr Havill and **Resolved** that the Action List as reviewed be accepted as a true and correct record.

PRESENTATION TO MELISSA ALEXANDER

His Worship the Mayor presented Melissa Alexander with a gift on behalf of the Westland District Council for her service as Council's representative on Tourism West Coast.

Deputy Mayor Martin attended the meeting at 11.59 am.

3. GENERAL BUSINESS:

3.1 Tourism West Coast

Kelly McLeod and Alicia Ulrich from Tourism West Coast, and Melissa Alexander, Council's representative on Tourism West Coast attended the meeting and provided a Powerpoint Presentation regarding:

• New Branding – West Coast – Untamed Natural Wilderness	• Moving Billboards	• Merchandise
• Tourism West Coast Workshop	• SOUTH Group and Christchurch Airport	• Gateway Magazine
• RTONZ Event on 4-5 April in Auckland	• KiaOra South and the Chinese Market	• The Main Icons on the West Coast
• Future Tourism Strategy, Target Markets	• West Coast Tourism Statistics and Targets	• Car Decals, Labelling Produce, Imagery, Road Signage

His Worship the Mayor thanked the group for attending the meeting and providing and update to Council.

3.3 Citizenship Ceremony

The following new Citizens for Westland District attended the meeting to undertake their Form of Oath and Swear Allegiance to Her Majesty the Queen of New Zealand before His Worship the Mayor and Councillors as follows:

NAME	NATIONALITY	FORM OF OATH
Mr Mohammad Yousef H.A. ALHIH	Jordanian	Oath
Mr Raghav ANAND	Indian	Oath
Mr Kevin Alan ENGLAND	British	Affirmation
Mrs Linsey Anette EVANS	British	Affirmation
Mr Raul IANCHICI	Romanian	Oath
Mrs Alina IANCHICI	Romanian	Oath
Mrs Sheila Diane JULIAN	American	Oath
Ms Ilana Shira YANNAI	British Israeli	Affirmation
Mr Thompson GURALAUA	Solomon Islander	Oath
Mr Marc Bennett ZUCKERMAN	American	Affirmation
Mrs Janet ZUCKERMAN	American	Affirmation

The meeting then adjourned at 12.30 pm for lunch with the new citizens, families and supporters. The meeting recommenced at 1.00 pm.

Cr Carruthers was not in attendance for this part of the meeting.

3.2 Foreshore Development Plan

The Property and Projects Supervisor was in attendance for this part of the meeting and provided a visual presentation on the Foreshore Development Plan.

Cr Carruthers attended the meeting at 1.15 pm.

Councillors asked that they be given the opportunity to visit Sunset Point after a Council Meeting.

Moved Cr Neale, seconded Deputy Mayor Lash and **Resolved** that the verbal presentation from the Property and Projects Supervisor be accepted with thanks.

5. REPORTS FOR DECISION

5.1 Hokitika-Westland Returned Services Association (RSA) Shortfall of Funds

The Community Development Advisor spoke to this report and advised by using the Returned Services Association (RSA) Restricted Reserve Funds obtained under the lease agreement from West Coast Concepts Ltd from carparking, the shortfall to pay the outstanding invoices for the new RSA building could be met.

Moved Cr Olson, seconded Deputy Mayor Martin and **Resolved** that the \$24,378 held in the War Memorial Restricted Reserve Funds be released to the Hokitika-Westland RSA to enable them to draw down their final MDI allocation of \$14,973.73, pay their outstanding invoices, and meet other upcoming project costs.

5.2 Road Naming – Airport Lane and Grassy Creek Road

The Group Manager: Corporate Services advised that the purpose of the report is to obtain Council approval for the naming of two formed roads:

- A) *The road adjacent to Lot 3 DP 3407 at Haast.*
- B) *The road intersecting with Grassy Creek, Haast.*

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

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

5.3 Left over funds from the construction of the new Harihari Community Centre

The Community Development Advisor spoke to this report and advised there is left-over funding from the construction of the Harihari Community Centre and direction from Council is sought as to where it should be allocated.

Moved Cr Havill, seconded Deputy Mayor Lash and **Resolved** that the timber skirting in the toilets be fixed, curtains purchased and the remainder of the funds, after consultation with the community, be retained in the Harihari Complex Reserve Fund, tagged for a future Harihari project.

6. REPORTS FOR INFORMATION:

6.1 West Coast Wilderness Trail – Project Update July 2017

Moved Deputy Mayor Lash, seconded Cr Neale and **Resolved** that the report from the Group Manager: District Assets/Project Manager: West Coast Wilderness Trail be received.

6.2 Planning Update Through June 2017

The Group Manager: Planning, Community and Environment spoke to this report and provided an update on Council's planning activities under the Resource Management Act 1991, including resource consent processing, monitoring and enforcement, and policy developments, including the view of the Westland District Plan.

It was noted that on Tuesday 1 August 2017, the transfer of mining applications to the West Coast Regional Council takes effect.

The item of one Joint District Plan for the West Coast is still progressing, however there is uncertainty about the position of Buller District Council at this stage.

Moved Cr Deputy Mayor Lash, seconded Cr Eatwell and **Resolved** that the report from the Group Manager: Planning, Community and Environment be received.

7. ITEMS FOR DISCUSSION:

7.1 Update on the Local Government Conference.

His Worship the Mayor provided an update on the Local Government Conference that he attended with Deputy Mayor Martin. At the AGM following the conference, the local government sector voted on five remits which were passed to become LGNZ policy:

1. *Giving Councils greater powers to combat littering*
 - *The remit was passed with 95% of the sector*
2. *Returning a portion of GST to the district it was generated in*
 - *The remit was passed by 68% of the sector*
3. *National legislation to manage cats*
 - *The remit was passed with 51% voting in favour*
4. *Development of a Sugar Sweetened Beverages Policy*
 - *The remit was passed with 61% voting in favour.*
 - *Suggestion from the Mayor that Westland District develops a Sugar Sweetened Beverages Policy.*
5. *Drivers Licence Programme*
 - *The remit was passed with support of 79% of votes.*

A Mayors Taskforce for Youth Meeting with Stephen Tindall.

The Crown Fibre Holdings Excellence Award for Best Practice Contribution to Local Economic Development went to the West Coast Regional Council – Untamed Natural Wilderness.

A meeting was held on the 26 July 2017 with Tonkin Taylor, MBIE, NZTA, Ernst and Young. The meeting was to discuss Franz Josef and a way forward. A paper will be prepared to take to the Ministers for a briefing.

7.2 Ambassador representing Council with the Chinese Community

His Worship the Mayor advised that Michael Keenan finishes his role with Kumara and Ross Community Groups and is going to continue to be involved with a number of Chinese Groups in Westland District.

Moved Cr Havill, seconded Cr Olson and **Resolved** that Michael Keenan be appointed Westland's Ambassador to the Chinese Community.

7.3 Waiho River

A general discussion was held on the progress on the Waiho River protection works.

7.4 Museum Seismic Strengthening:

Cr Carruthers spoke to this item and advised that there has been progress on the Hokitika Museum. Gurden Consulting Ltd was appointed to provide options analysis and advice to Council. Archives expert Ashley Francis has also viewed the Museum and provided some advice. The proposal at this stage is to proceed to seismically strengthen the Carnegie Building and leave decisions on Drummond Hall until further work is done on its future, including options for archiving facilities. With the \$500,000 in MDI funding, there will be a shortfall of \$400,000 for the Carnegie Building strengthening, which will need to be met by sources such as Lotteries and the Ministry of Culture and Heritage. The next Lotteries round closes 9 August 2017.

It was noted that a report will come back to the Council Meeting.

*Moved Cr Carruthers, seconded Cr Havill and **Resolved** that Council proceed to strengthen the Carnegie Building as recommended by Kevin Simcock and Les Singer to 100% NBS IL2.*

Cr Routhan abstained from voting on this matter.

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

Moved His Worship the Mayor, seconded Deputy Mayor Martin and **Resolved** that Council exclude the public in accordance with Section 48, Local Government Official Information and Meetings Act 1987 at 3.19 pm.

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

8.1 Confidential Minutes

8.2 Chief Executive Appointment

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

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

This resolution is made in reliance on Section 48(1)(a) and 48(2)(a)(i) and (ii) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by Section 6 or 7 of that Act which would be prejudiced by the holding of the whole or relevant part of the proceedings of the meeting in public are as follows:

No.	Item	Section
8.1, 8.2	Protection of privacy of natural persons/organisations.	Section 7(2)(a)

Moved His Worship the Mayor, seconded Cr Olson and **Resolved** that the business conducted in the "Public Excluded Section" be confirmed. The meeting was adjourned at 3.20 pm to 8.30 am on Friday 28 July 2017.

RECONVENED MEETING – FRIDAY 28 JULY 2017 AT 8.30 AM

Moved His Worship the Mayor, seconded Cr Carruthers and **Resolved** that the meeting be reconvened.

Apologies:

Deputy Mayor Martin

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

Moved His Worship the Mayor, seconded Cr Eatwell and **Resolved** that the business conducted in the "Public Excluded Section" be confirmed and accordingly the meeting went back to the open part of the meeting at 10.54 am.

MEETING CLOSED AT 10.54 AM ON FRIDAY 28 JULY 2017

Confirmed by:

Mayor Bruce Smith
Chair

Date

Action List

Date of Meeting	Meeting	Item	Action	Who Responsible	Timeframe	Status
26.01.17	Council	74 Revell Street	Carparking for commercial premises to be revisited.	GMDA		Carry forward
26.01.17	Council	Revenue to Council for services provided by Westland District Property Limited	CE and GMCS to review the policy for consistency, ensuring no disconnect between the companies and Council	CE, GMCS		Goldmining revenue for people mining legal road without agreement. Review transfer deeds to WDPL. Ongoing discussions with WDPL Ltd maximum return from that revenue. Underway.
26.01.17	Council	Events Liquor Licensing	Meeting required between His Worship the Mayor, Deputy Mayor Lash, Cr Eatwell and Cr Olson with Crown Public Health, and the West Coast Police regarding licensing impacts – Kumara Racing Club and Hokitika Wildfoods Festival.	GMPCE		New Zealand Police and Public Health have asked for a meeting with the Mayor and Environment Health/Regulatory Officer.
26.01.17 and 23.02.17	Council	Hokitika Carparking Plan	Priority and staff to bring back a concept plan to Council for parking in the CBD. Item to come back to Council for further discussion/input. Further update: District Assets and Planning Teams to peruse the plan with Deputy Mayor Martin and bring it back to Council	GMDA District Assets, Planning and Deputy Mayor Martin		No further action from Planning team in absence of GMDA. On hold.
26.01.17	Council	Update on Review of CCO Structure	Mayor and GMCS invite the Tax Team to meet with Elected Members to discuss tax advice.	Mayor & GMCS		LTP Workshops

Date of Meeting	Meeting	Item	Action	Who Responsible	Timeframe	Status
23.02.17	Council	Proposed Sale of Land at Blue Spur to the adjoining landowner	Dispose of the land to the adjoining landowner for no less than \$3,000 with all associated costs to be borne by the purchaser.	GMCS		The sale was completed in July 2017.
23.03.17	Council	Sunset Point/Beach – Theme and Working Group	CAD design software for staff member required to enable a design proposal to be prepared. Interested parties then to meet to work through the issues and recommendations with the plan to come back to Council.	District Assets		Presentation provided to the 27 July Council Meeting. Report to the 24 August Council Meeting.
22.06.17	Council	Hokitika Museum	Council proceed to strengthen the Carnegie Building as recommended by Kevin Simcock and Les Singer to 100% NBS IL2.	GMPCE		Report to the 24 August Council Meeting.
27.04.17	Council	Household Street Access	Change in policy from sealing driveways to concreting driveways when a street is upgraded or a new house is build. Staff to provide a revised policy on a way forward, including costings.	GMDA		Two driveways were approved to concrete. Work to be done on the policy as the matter is more complex.
29.05.17	Council	Industrial Land – Hokitika and Ross	Look at industrial land options around Hokitika and Ross.	GMPCE		District Plan Review. Carry forward.
29.05.17	Council	Kumara and Whataroa Water Supply Contract	Discussions with the unsuccessful tenderer of the contract.	CE		Meeting held with MWH and next preferred tenderer.
29.05.17 22.06.17	Council	MDI Funding - WHS	Timeframe be sought from Westland High School for their proposed project.	GMPCE		Report to Council. MDI Applications to be accompanied by confirmation of external funding from other sources to ensure that 65% criteria can be met and that detailed timeframes be provided by the applicants/community groups. Carry forward.

Date of Meeting	Meeting	Item	Action	Who Responsible	Timeframe	Status
29.05.17	Council	Freedom Camping	CE to work with Buller and Grey District Councils and Tasman District Council to develop a freedom camping policy for the West Coast.	CE		Discussion is underway. Discussions with Buller, Department of Conservation and Tasman District Councils is underway.
22.06.17	Council	Airbnb's	Staff to come back with the existing internal policy on Commercial Rating to the July meeting, including feedback from other Councils.	GMCS, GMPCE		Referred to the Long Term Plan Workshop.
27.07.17	Council	Sunset Point	Councillors asked for an opportunity to visit Sunset Point	Mayor & CE		
27.07.17	Council	Hokitika Westland RSA – Shortfall of Funds	That the \$24,378 held in the War Memorial Restricted Reserve Funds be released to the Hokitika-Westland RSA to enable them to draw down their final MDI allocation of \$14,973.73, pay their outstanding invoices, and meet other upcoming project costs.	GMPCE		
27.07.17	Council	Road Naming – Airport Lane and Grassy Creek Lane	Council approved the name for the road vested in Council adjacent to Lot 3 DP 3407 at Haast as Airport Lane. Council approved the name for the road vested in Council intersecting with Grassy Creek, Haast as Grassy Creek Road.	GMCS		
27.07.17	Council	Harihari Community Centre	That the timber skirting in the toilets be fixed, curtains purchased and the remainder of the funds, after consultation with the community, be retained in the Harihari Complex	GMPCE		

Date of Meeting	Meeting	Item	Action	Who Responsible	Timeframe	Status
			Reserve Fund, tagged for a future Harihari project.			
27.07.17	Council	Sweetened Beverages Policy	Suggestion that a policy be developed.	CE		
27.07.17	Council	Franz Josef	A paper to be prepared to take to the Ministers for a briefing.	CE		
27.07.17	Council	Ambassador to the Chinese	Appointment of Michael Keenan as Westland's Ambassador to the Chinese Community.	CE		

Report



DATE: 24 August 2017
TO: Mayor and Councillors
FROM: Community Development Advisor

Fox Glacier Township Development Funding

1 SUMMARY

- 1.1 The purpose of this report is to seek Council's approval to fund Fox Glacier's Township Development Fund (TDF) for the current financial year at the same rate of \$35,000 as in previous years, while also allocating \$12,000 to the Bruce Bay Community Hall Incorporated Society (BBCHIS) from the Reserves Development Fund.
- 1.2 This issue arises from concerns originally expressed by the BBCHIS that a portion of their rates collected in the Fox Glacier Rating District for TDF always went to the Fox Glacier Community Development Society (FGCDS), and that they never gained any benefit from having paid their share of the TDF in their rates.
- 1.3 Council seeks to meet its obligations under the Local Government Act 2002 and the achievement of the District Vision adopted by Council as part of the Long Term Plan 2015-25. These are stated on Page 2 of this agenda.
- 1.4 This report concludes by recommending that Council funds the extra \$12,000 for the Bruce Bay Hall upgrade out of the Reserves Development Fund.

2 BACKGROUND

- 2.1 The previous Chief Executive Tanya Winter, previous Group Manager: Corporate Services Gary Borg and myself attended a specially called meeting of both Bruce Bay residents and Fox Glacier residents on 28 September 2016 to discuss the TDF in the Fox Glacier Rating District, of which Bruce Bay is part. The BBCHIS discussed how they had contributed significantly towards the new Fox Glacier Community Centre but their own public hall needed an upgrade and asked if their share of TDF could come to Bruce Bay. (See

Appendices 1 and 2.) Council staff understood from the meeting that FGCDs agreed in principle that that was the right thing to do, considering the distance between the two communities. There were no meeting notes taken. Carrol Browne, Chair of FGCDs, made a comment about possibly increasing their community rate to allow the Fox Glacier share to be retained at its current level, but the discussion went no further than that.

3 CURRENT SITUATION

- 3.1 When the TDF agreements were distributed on 13 July 2017, the FGCDs were advised that their TDF would be reduced to \$23,000 based on what was thought to be the agreed outcome of the September 2016 meeting. Carrol Browne immediately wrote back, suggesting that there must be some mistake. She indicated that they had budgeted for the full \$35,000 allocation for 2017/18.
- 3.2 Regardless of whether there was or wasn't a mistake, when the Council's budgets were set for the present financial year, no allowance was made for the FGCDs to continue to receive the same rate of \$35,000 along with the \$12,000 allocation for Bruce Bay. The amount for the entire Fox Glacier Rating District including Bruce Bay was retained at \$35,000.

4 OPTIONS

- 4.1 Option One is to find another source for the BBCHIS's hall project, specifically to allocate \$12,000 to the BBCHIS from the Reserves Development Fund for its hall upgrade project. This would allow the FGCDs to receive the full \$35,000 TDF for the Fox Glacier Rating District in 2017/18.
- 4.2 Option Two is to reduce the allocation of TDF to the FGCDs to \$23,000, so that the \$12,000 for the BBCHIS can come from the \$35,000 TDF for the Fox Glacier Rating District in 2017/18.
- 4.3 Option Three is to retain the allocation of TDF to the FGCDs at \$35,000 in 2017/18, and to not fund BBCHIS at all at this time.

5 SIGNIFICANCE AND ENGAGEMENT

- 5.1 Under Council's Significance and Engagement Policy, the issue can be considered to be of low significance, as Council has already agreed to review all TDF in this current financial year, which will include a review of the boundaries of all rating areas. The impact of today's decision will only impact on two communities, for one year, with a maximum financial impact of \$12,000.

5.2 Both affected communities have already engaged in the discussion.

6 ASSESSMENT OF OPTIONS (INCLUDING FINANCIAL IMPLICATIONS)

6.1 Option One has the advantage of providing both BBCHIS and FGCDs the funding they seek this year. The BBCHIS would be able to undertake its kitchen upgrade, and the FGCDs would be able to honour its financial commitments.

6.2 The Reserve Development Fund is a legitimate source of funds for a hall upgrade, as its source is financial contributions from subdivisions to contribute toward growing recreation needs of the District. Generally the Reserves Development Fund is spent in the area of subdivision activity, there is no specific requirement for funds to be spent in the areas in which they were collected.

6.3 The disadvantage to Option One is it would reduce the amount in the Reserves Development Fund, which currently has a balance (after accounting for Council's stated commitments to various groups) of approximately \$347,000 (see table below). This \$12,000 amount is considered minor in relation to the amount remaining in the fund.

Reserve Development fund	
Balance 30 June 2017	\$ 567,301.72
Commitments:	
Franz Josef Urban Revitalisation	\$ 100,000.00
Marks Road reserve (Haast)	\$ 10,000.00
Hokitika waterfront development	\$ 110,007.00
Available balance	\$ 347,294.72

6.4 Option Two has the advantage of not tapping into the Reserves Development Fund, but it has the disadvantage of not fully funding the FGCDs, with the likelihood that they will not be able to keep their financial commitments.

6.5 Option Three also has the advantage of not tapping into the Reserves Development Fund, but it has the disadvantage that the Bruce Bay Community Hall will likely fall into a further state of disrepair, leading to increased costs for its eventual upgrade.

7 PREFERRED OPTION AND REASONS

7.1 The preferred option is Option One: to fund a \$12,000 allocation in 2017/18 to Bruce Bay Community Hall Incorporated Society from the Reserves Development Fund, and to retain the \$35,000 Township Development Fund allocation to Fox Glacier Community Development Society in 2017/18, in order to meet the needs of both communities.

8 RECOMMENDATIONS

- A) **THAT** the Fox Glacier Community Development Society's share of the Township Development Fund be retained at \$35,000 for the 2017/18 financial year, noting that future years' allocations are subject to the upcoming review of the overall Township Development Fund as part of the development of the Council's 2018-2028 Long Term Plan; and
- B) **THAT** the Bruce Bay Community Hall Incorporated Society be allocated \$12,000 from the Reserves Development Fund in 2017/18 for repairs and upgrade of the Bruce Bay Community Hall.

Derek Blight
Community Development Advisor

Appendix 1: 12 August 2017 email from Brenda Monk regarding upgrade of the toilet roof and kitchen in the Bruce Bay Hall

Appendix 2: September 2016 statement from Carol Scott of Bruce Bay Community Hall Incorporated Society

Appendix 1: Email from Brenda Monk regarding upgrade of the toilet roof and kitchen

From: Brenda Monk [mailto:paringamonk@farmside.co.nz]

Sent: Saturday, 12 August 2017 3:59 PM

Subject: FW: AGM 22 August

Good afternoon all. A quick update on hall happenings

- The new roof is on, and it looks great! Thanks to Dean, John, Reg, Geoff and team. While they were toiling they identified that the toilet roof needs replacing and the verandah roof needs painting the same colour as the new roof.
- Planning is well underway for the sports day. Please let us know if you can help, donate, goods, vouchers, etc, for raffles and prizes, or have any suggestions.
- **Planning is underway for upgrading the kitchen. This is going to be a significant expenditure and we need to get it right. Do you have any ideas/suggestions/ input for this? Let us know!**
- Working Bee
Chatto Creek Motorcycle Club are coming on the 1st September! Be great to welcome them back, especially after the amazing contribution they made last year in painting the exterior of the hall.
Is there any time that suits everyone for a working bee close to the day to tidy up the hall and wash all the kitchen stuff – again!
- AGM and General Meeting on the 22nd August. Minutes, agendas soon.

Appendix 2: 28 September 2016 statement from Bruce Bay's Carol Scott.

From: Carol Scott [mailto:pine_grove@xtra.co.nz]
Sent: Wednesday, 28 September 2016 4:12 PM
To: Derek Blight <derek.blight@westlanddc.govt.nz>
Subject: Re: today

Hi Derek

I have attached this for Tanya.

The last sentence about accessing funds from the Community Rate is probably not relevant after our discussion today.

We were never prepared to go to Fox and ask them for money from their Township Development Fund. Even though we have contributed a third we understood Fox Glacier had already budgeted on spending the money and asking them for some of it could have caused a lot of animosity between the two communities.

We will just look forward to having this resolved for next year's Annual Plan.

Thanks

Carol

On 9/28/2016 3:59 PM, Derek Blight wrote:

Hi Carol

Thanks for meeting with us today.

Can you email me a copy of what you read out this morning. Tanya would like a copy to include in the discussions around next year's annual plan.

Thanks

Derek Blight

Community Development Advisor
Westland District Council

I am Carol Scott the Secretary of the Bruce Bay Hall Board.

It has now been almost 12 months since the Bruce Bay Community met with Derek Blight as many were unhappy with the Fox Glacier Community Rate being charged as a Targeted Rate on their annual rates demand.

Derek's suggested that the Bruce Bay community approach Fox Glacier and ask for a share of the Township Development Fund they received as a portion of the Community Rate. We were not happy with this suggestion as we felt this would cause ill feeling between the two communities and at that stage we didn't even have any idea of how much was being collected from the area between the Ohinetamatea and Whakapohai which we considered the Bruce Bay area.

After a meeting of the Hall Board in February I was asked to pursue the matter on behalf of the community.

After many months of e mails backwards and forwards to council members we were disappointed with the difficulty we had in trying to find answers to our queries and our council member Greg Hope when asked to pursue the matter responded by saying

"I believe that given the challenges we have as a small district that we can only support certain key infrastructure. This is a budget driven opinion..... As a result we need to encourage development around small infrastructural nodes e.g. Haast, Fox, etc.

If people choose to settle outside of those nodes, then they are very welcome, but it is not the preferred outcome to grow the district.

This reply was neither helpful nor encouraging to those members of the Westland District Community who live outside the "nodes" involved in farming and tourist ventures amongst other activities while continuing to contribute to the Westland District. One of the districts largest industries Westland Milk Products would not be there if not for those living outside the "nodes"

Warner and Kaye Adamson did get a reply from Tanya with the following information: "The rating Units in the area specified contribute approximately 34.64% of the Fox Glacier Community Rate which equates to about \$12122.60 towards the Township Development Fund" However the amount Fox Glacier receives for its actual Township Development Fund has not changed with the extension of the boundary. I wouldn't imagine they would be very willing to donate a third of the funding they receive back to the Bruce Bay Community when there has been no change to the amount they get.

The TDF is just a proportion of the overall Community Rate. I have read the Councils Long Term Plan which states that The "Community Rates" are for "Activities where Council considers EVERY property in a community receives a benefit" and fund the following activities:

Community Halls, Township Development Funds, Swimming pools, I site, West Coast Wilderness Trail, Water Supply, Parks and Reserves, Land and Buildings, Transportation, Wastewater, Stormwater and Solid Waste.

It could be reasonably argued that the Bruce Bay Community receives little or no benefit from most of these activities and the ones we do are more than adequately funded from our General Rates. Personally I pay over \$1000 a year more in General Rates than a friend of mine who lives on the Main Road in Fox Glacier who has far greater benefit from the above activities as well as footpaths, street lighting and a rubbish bin and public toilets right across the road.

I also note those residents living in the townships of Hari Hari, Whataroa and Haast pay between \$91.50 and \$134.10 for their Community Rate which makes the amount collected from Bruce Bay residents even more unreasonable.

Two years ago (before we were rated for the fund) the transfer station for rubbish was removed from Bruce Bay with the council citing " financial reasons". The council agreed not to remove it until after discussion with the community and another form of collection was in place. This never happened and it is a bitter pill to swallow to find one of the few council funded facilities in this area removed and then to find we are contributing \$12122.60 towards this Community Rate.

We have never asked for money for "Township Development" and have always been very self-sufficient in raising funds to maintain and provide for our community and its assets. We all see the bigger picture in that we are also members of the Westland District and as such do need to contribute to facilities and infrastructure that benefit the whole area. We feel we do this through our general rates and if a targeted rate is to be struck we would like to be direct beneficiaries.

The Bruce Bay Community has begun discussions with Kevin Stratful the West Coast Economic Development Manager about the promotion of Bruce Bay and the surrounding area and attractions as a tourist destination in its own right. If this is going to require funding in the future we would like the opportunity to be able to request a Targeted Rate from this community. I was interested to discover that on the Westland Council Websites District Maps the Bruce Bay area is already identified as a separate district with local information about the area including some of the attractions we wish to promote.

Following a meeting with the Council at Hari Hari on the 28th of April we were disappointed to find out that even though some members agreed with our position it was too late to remedy it before the Annual Plan was adopted. We are requesting that the council reconsider our inclusion in the Fox Glacier Community and recognize we are a separate area with different aspirations for our community. We would like to see the boundary shifted back to its original position and ensure that this is included in the 2017 Annual Plan. We would also like to discuss with the Council how we are able to access funding for this year from the Community Rate as distinct from the Fox Glacier TDF which we believe is theirs to fund their own projects.

Carol Scott

28 September 2016.

Report



DATE: 24 August 2017
TO: Mayor and Councillors
FROM: Group Manager: Corporate Services

FUNDING FOR LOCAL SHARE OF REGIONAL MID-SIZED TOURISM FACILITIES GRANT FUND FOR TOILETS.

1 SUMMARY

- 1.1 The purpose of this report is to seek Council approval for draw down of a loan to fund the local share of the Regional mid-sized tourism facilities grant fund for Toilets in the district.
- 1.2 Council has to fund 10% of the total cost of toilets awarded by the Regional mid-sized tourism facilities grant fund. The Council share is \$187,006.
- 1.3 Council holds no reserves that are appropriate to fund this cost.
- 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 September 2014, which will be set out in the next Long Term Plan 2015-25. These are stated on Page 2 of this agenda.
- 1.5 This report concludes by recommending that Council approves draw down of loan to fund \$187,000 for Council share of the toilets.

2 BACKGROUND

- 2.1 Westland District Council has been awarded co funding for toilets in Bruce Bay, Fox Glacier, Franz Josef, Okarito and Kapitea from the second round of the Regional mid-sized Tourism Facilities Grant Fund.
- 2.2 The fund was established to provide support to Councils with high visitor numbers and low ratepayer base.

- 2.3 Infrastructure is necessary to support the growing tourism sector and is important for success. However, local communities face pressure from this tourism growth and require assistance.

3 CURRENT SITUATION

- 3.1 Council was successful in the application for co funding of toilets and car parking upgrades.
- 3.2 Having been successful in the application for funding of these projects, Council needs to fund the 10% local share.
- 3.3 The reserve development fund was considered for the purpose of funding the toilets, however the purpose of this fund is set out below.
- 3.4 **RMA 7.7.12 Contribution Towards Recreation Facilities.**
Circumstances and purposes:
- To upgrade public recreational facilities and reserves for public recreation and enjoyment where a subdivision results, or will result, in additional housing or commercial or industrial activities either in the urban or rural policy unit.
 - The fund cannot be used for maintenance purposes.
- 3.5 The toilets at Franz Josef, Fox Glacier and Bruce Bay will be sited along State Highway 6 (SH6). This land belongs to New Zealand Transport Agency (NZTA) therefore the toilets do not meet the criteria for consideration of funding from the Reserves Development Fund. Council share for these facilities is \$136,601.
- 3.6 The toilets at Kapitea will be sited on land owned by Trustpower, therefore the toilets do not meet the criteria for consideration of funding from the Reserves Development Fund. Council share for these facilities is \$17,690.
- 3.7 The toilets at Okarito will be sited on Council road reserve, however the criteria set out above in 3.4 for funding from the Reserve development fund are unlikely to be met. Council share for these facilities is \$32,715.
- 3.8 This will increase Councils debt forecast for 2017-18 financial year by \$187,000 to \$22,834,452.
- 3.9 The approximate repayment of principle and interest at the current service costs would be \$18,700 for the first year, and would reduce over the life of the loan.

4 OPTIONS

- 4.1 **Option 1:** Approve draw down of the loan to fund the local share of the grant.
- 4.2 **Option 2:** Do not approve the drawdown of the loan to fund the local share of the grant.
- 4.3 **Option 3:** Council could direct staff to look for alternative funding options.

5 SIGNIFICANCE AND ENGAGEMENT

- 5.1 As per Councils Significance and Engagement Policy, this matter is assessed as being of low significance therefore consultation is not required.

6 ASSESSMENT OF OPTIONS (INCLUDING FINANCIAL IMPLICATIONS)

- 6.1 **Option 1:** Approve draw down of the loan to fund the local share of the grant. Loan funding the local share will provide intergenerational funding as the benefit to ratepayers will be across future generations. Loan funding provides a lower cost solution. This option will not deplete Council cash reserves. Reserve Development funding is not appropriate as the criteria for use of this fund are not met.
- 6.2 **Option 2:** Do not approve the draw down of the loan to fund the local share of the grant. Cash reserves could be depleted if the local share remains unfunded. This could put pressure on Councils future cash requirements.
- 6.3 **Option 3:** Council could direct staff to look at alternative funding methods. Council staff have considered alternative funding options and are unlikely to find other sources.

7 PREFERRED OPTIONS AND REASONS

- 7.1 The preferred option is Option 1. Approve draw down of the loan to fund the local share of the grant.
- 7.2 This is a low cost solution, that allows intergenerational funding and will preserve Councils cash reserves for operational funding.
- 7.3 Rates funding is generally used for Council operational funding, if cash reserves are depleted Council may have to resort to draw down loans for operational reasons.

8 **RECOMMENDATIONS**

- A) **THAT** Council approves draw down of the loan to fund the local share of the Regional mid-sized tourism facilities grant fund.

Lesley Crichton
Group Manager: Corporate Services

Report



DATE: 24 August 2017

TO: Mayor and Councillors

FROM: Group Manager: Planning, Community and Environment

WESTLAND DISTRICT PROPERTY LTD ACCESS TO MUSEUM BUILDINGS (CARNEGIE HALL AND DRUMMOND HALL)

1 SUMMARY

- 1.1 The purpose of this report is twofold: (1) to seek a Council decision on whether to renew the current management agreement with WDPL for the Carnegie Building; and (2) to seek a Council decision on whether to grant Westland District Property Ltd (WDPL) access to the exhibition area of Hokitika Museum's Drummond Hall, which is temporarily closed to the public.
- 1.2 This issue arises from the current management agreement for the Carnegie Building expiring in September, as well as from a May request by WDPL in relation to Drummond Hall (see Appendix 1), which was previously considered and deferred by Council at its May meeting.
- 1.3 Council seeks to meet its obligations under the Local Government Act 2002 and the achievement of the District Vision adopted by Council as part of the Long Term Plan 2015-25. These are stated on Page 2 of this agenda.
- 1.4 This report concludes by recommending that Council renew the current management agreement with WDPL for the Carnegie Building for another 6 months with the same terms as the previous agreement (i.e. a \$20,000 management fee plus Council to cover power and security costs). It is also recommended that the Council grant WDPL access to the exhibition space of the Hokitika Museum's Drummond Hall for the purpose of allowing public access, subject to the conditions outlined in this report.

2 BACKGROUND

- 2.1 The background to the closure of the Carnegie Building and the adjacent Drummond Hall (including Museum staff offices) is detailed in a 23 March 2017 report to Council from the Chief Executive.
- 2.2 To summarise briefly here, the Carnegie Building was closed on 22 September 2016 due to a detailed seismic assessment (DSA) result of 12% of the national New Building Standards (NBS), compared with anything under 34% NBS being considered earthquake-prone. The adjacent Drummond Hall exhibition space and audio-visual theatre were closed to the public at the same time, due to being within the 10m exclusion zone around the Carnegie Building. In mid-November 2016, Museum staff working in the exclusion zone were relocated to leased premises on Revell St due to safety concerns.
- 2.3 Subsequent peer review and consideration of the Carnegie Building at a lowered Importance Level (2 vs 3) resulted in an assessment by one engineering firm that the Carnegie Building slightly exceeded the 34% NBS and could be opened to the public. At its 23 February 2017 meeting, Council transferred the management of the Carnegie Building to WDPL for a six-month period, and the building opened to the public soon afterwards. Drummond Hall was not reopened at that time.
- 2.4 At the March Council meeting it was resolved that a management fee of \$20,000 + GST would be provided to WDPL for its six-month management period (early March – early September), and that the Council’s existing budget for the Museum’s operating costs in relation to the Carnegie Building would remain in place while the building was under WDPL management. That budget was reduced somewhat in the 2017/18 Annual Plan to account for reduced opening hours, but is still available to pay for the costs associated with the Carnegie Building being open.
- 2.5 In May 2017, in response to a request from WDPL (Appendix 1), the Council considered allowing WDPL to provide public access to the exhibitions in Drummond Hall. After consideration of the officer report, the Council resolved to defer a decision on this matter until August 2017. The rationale was to wait until the quiet winter months were over, and to see how planning for the upgrade of the Museum complex progressed.
- 2.6 At its June Council meeting, Council provisionally allocated \$500,000 of Major Development Initiative (MDI) funding to the upgrade of the Carnegie Building. It also requested a comprehensive report on the Hokitika Museum Upgrade Project including options analysis to be brought to Council as soon

as possible, so that Council can decide on its preferred project option and begin the detailed design and fundraising processes.

- 2.7 At its July 2017 meeting, Council received initial cost estimates for seismic strengthening of both the Carnegie Building and the Drummond Hall complex, and resolved to upgrade the Carnegie Building to 100% of the New Building Standard at Importance Level 2.

3 CURRENT SITUATION

- 3.1 In relation to the Carnegie Building, WDPL opens the building to the public for four hours per day (generally 10am – 2pm), 7 days per week. There are some WDPL-provided exhibition items in the main entrance room, a pounamu display and some Museum-loaned interpretive materials in the Pounamu Room, changing exhibitions in the Carnegie Gallery (currently the Luminaries exhibition on loan from the Museum), and a mixture of WDPL-provided items and Museum-loaned items in the Westland Room. WDPL has requested some additional items be loaned from the Museum, including historic photos of the Carnegie Building. Museum staff have assisted with this and are continuing to do so.
- 3.2 WDPL reports a significant number of visitors to the Carnegie Building, as well as an appreciation from visitors at being able to see (at no cost) some exhibition items as well as the interior of the building itself.
- 3.3 In relation to Drummond Hall, as reported to the Council in May, WDPL seeks expansion of the WDPL's Carnegie Building management into Drummond Hall, for the purpose of allowing public access to the exhibition space. WDPL is not requesting ownership or management of the Museum collection in Drummond Hall, merely access and management of that portion of the building so that the public can view the Museum's collection items on display there. These include the whitebait exhibition, a diorama of historic Ross village, a replica miner's hut, a stagecoach, an aviation-related display, and a Meccano dredge, among other items. This public area can be accessed separately from the Museum's archives and temporarily unoccupied staff offices in other parts of this complex.
- 3.4 It has been clarified through a discussion with WDPL that the only increase in budget allocation requested is for adjustment of the security system and removal of the temporary plywood wall separating the Carnegie Building from Drummond Hall, as well as any additional running costs (electricity, etc.) already met by Council. There would not be an increase in staffing costs.

- 3.5 In terms of the Museum Upgrade project, the way forward for the Carnegie Building's seismic strengthening is relatively clear, with the design and fundraising stage now beginning. However, it is likely to be at least a year before the building is strengthened and ready for the Museum to move back in (and into adjacent Drummond Hall). Applications to central government and to Lotteries for capital funding require detailed construction drawings and multiple quotes or a Quantity Survey (QS), which have not yet been done. The applications to these funding sources are expected to be made later this year and in early 2018, with strengthening work then potentially taking place during winter 2018.
- 3.6 The way forward for the Museum as a whole, including the Drummond Hall complex and the internal configuration and offerings of the Carnegie Building, is less clear at this stage as there are a multitude of options. A detailed options report is being prepared, as per Council's request at its June meeting, and will be presented to the Council in September. An application has been made to Lotteries for funding to support this options analysis and feasibility study.

4 OPTIONS

- 4.1 In relation to the renewal of the agreement with WDPL for management of the Carnegie Building, there are essentially three main options:
- Option One is to renew the agreement with the same conditions as the current agreement (6 months, \$20,000 plus building-related costs).
 - Option Two is to renew the agreement but with different conditions such as a different duration or management fee.
 - Option Three is to not renew the agreement with WDPL, and essentially to close the Carnegie Building to the public at the end of the agreement in early September.
- 4.2 In relation to allowing WDPL access to Drummond Hall, there are essentially two main options:
- Option One is allow WDPL to access the public exhibition space of Drummond Hall during the term of its management agreement for the Carnegie Building, with conditions.
 - Option Two is to decline WDPL access to Drummond Hall.

- 4.3 In the May report, there was a third option around deferring the decision until after the winter months and to allow for the possibility of quick strengthening of the Carnegie Building allowing Museum staff to move back at the expiration of their Revell Street lease in November. This option is not relevant now, as the winter months are nearly over and the Carnegie Building will not be strengthened until 2018 at the earliest.

5 SIGNIFICANCE AND ENGAGEMENT

- 5.1 Under the Council's policy on Significance and Engagement, this decision is considered to be of low significance, as it does not have a large financial impact and does not deal with the transfer of ownership or management of any significant assets. The issue is simply whether WDPL can access and manage the Carnegie Building and a section of the 1970s-era Museum building Drummond Hall.
- 5.2 Accordingly, no public engagement or consultation is deemed necessary at this time. Some discussion has occurred with WDPL, and Museum staff views have also been obtained to inform this report.

6 ASSESSMENT OF OPTIONS (INCLUDING FINANCIAL IMPLICATIONS)

- 6.1 In relation to the Carnegie Building, Option One (renew with same terms) has the advantage of continuing to provide the public with an opportunity to see the inside of the Carnegie Building and its display items. It has the disadvantage of costing \$20,000 for six months plus additional electricity costs, which could be seen as out of proportion to the value of public access.
- 6.2 Option Two (renew with different terms) has not specifically been requested by WDPL or Council staff but would provide the Council with the ability to modify the management fee and duration for whatever reasons it considers relevant. The advantage of lowering the fee would be a cost savings to Council, but the disadvantage would be that WDPL might not agree to manage and staff the Carnegie Building, or it might need to reduce opening hours.
- 6.3 Option Three (do not renew) has the advantage of saving the Council \$20,000 plus electricity costs. It has the disadvantage of closing the building and not allowing the public to see its interior or its display items. From a public and staff safety perspective, this could be seen as an advantage, given that the most positive seismic assessment of the building is only slightly above earthquake-prone status.

- 6.4 In relation to Drummond Hall, a number of advantages and disadvantages have been identified to providing WDPL with access. Some of the disadvantages can be mitigated to a degree through conditions of any access agreement.
- 6.5 The main advantage to allowing access is that it would provide visitors with a more satisfying experience by allowing them to see some existing Museum displays in Drummond Hall, and potentially some items that had been shifted from the Carnegie Building. Through word of mouth, this could result in more visitors and hopefully more donations for the strengthening of the Carnegie Building.
- 6.6 Another advantage is that it would not require additional staffing, or the immediate return of Museum staff, as the existing staff contracted by WDPL to manage the Carnegie Building would be responsible for providing access to and supervising activity in Drummond Hall.
- 6.7 Potential disadvantages include the following, many of which could be managed through conditions.
- 6.7.1 **Shifting of Museum collection material.** Drummond Hall and its AV theatre are currently being used to store items that have been removed from the Carnegie Building for safekeeping (see photos attached as Appendix 2). The collections store is already at capacity and could not hold more items without hindering staff access for curatorial purposes. The material in Drummond Hall would need to be shifted into either the remaining space in the AV theatre (for high-value items) or the Carnegie Building (for interpretive material or relatively low-value items). Museum staff would require physical assistance with this shifting, presumably at a cost.
- 6.7.2 **Timing.** The Museum staff are currently very busy with preparation for the upcoming Passchendaele exhibition at the Hokitika RSA in September, and the work involved in shifting and reconfiguration will be too much for Museum staff to undertake until mid- to late October, even with WDPL assistance. This could be addressed by opening Drummond Hall in late October after Labour Weekend, which is when the Museum traditionally would start its longer summer hours.
- 6.7.3 **Reconfiguration costs.** The security cameras and alarms would need to be adjusted so that the Drummond Hall exhibition space is connected to the Carnegie Building system and separated from the administration / research centre and collections store. New locks would be required to prevent public access to the AV room and the administration / research

centre. The temporary wooden barrier between the Carnegie Building and Drummond Hall would need to be removed. Estimates have not yet been obtained for these costs but WDPL does not expect them to be substantial.

- 6.7.4 **Public toilet and courtyard cleaning and maintenance costs.** Museum visitors have typically used the public toilets accessible from the courtyard between Drummond Hall and the collection store, and the courtyard itself has also been accessible to the public. If these are to be re-opened to the public, there will be an associated cost for toilet cleaning, and courtyard tidying including collection and removal of cabbage tree leaves. These costs have not been estimated but could be mitigated by requiring use of the public toilets outside the building on Tancred Street, and keeping the courtyard closed. Staff could still use the small staff toilet in the Carnegie Building.
- 6.7.5 **Public safety.** The Carnegie Building is currently at best 36% of NBS, compared with the earthquake-prone threshold of 34%. Drummond Hall itself has been assessed at only 38% NBS, in addition to being substantially within the “fall zone” surrounding the Carnegie Building. If visitor numbers increase as a result of allowing access to Drummond Hall and its displays, there is a corresponding increase in risk of injury or fatality in the event of a significant seismic event. This risk could be partially mitigated through appropriate signage at the entrance to the Carnegie Building.
- 6.7.6 **Potential loss of brand value and funding opportunities.** The facility will not be the Hokitika Museum, as it will not contain all the previous displays and, with due respect, will not be managed by skilled Museum curators and researchers. If it were called the “Hokitika Museum”, it would potentially diminish the Hokitika Museum brand as well as send a signal to potential funders that the strengthening of the Carnegie Building and entire Museum complex is no longer required because it is already open to the public. These risks could be mitigated by giving the facility the temporary title such as the “Carnegie Building Heritage Centre.”
- 6.8 Option Two, to decline Drummond Hall access to WDPL, has as its advantages the avoidance of Option One’s disadvantages (mostly costs), and has as its disadvantages the non-realisation of Option One’s advantages (potential increased visitors and donations). It is essentially the status quo option.

6.9 The following list of conditions, most of which have already been informally agreed by the General Manager of WDPL, could help address some of the disadvantages above:

- The access agreement to take effect from Labour Weekend, which would coincide with the traditional end of the Museum's winter hours and, more importantly, would allow Museum staff to assist with shifting and reconfiguration of the exhibition space after the Passchendaele exhibition they are currently preparing for.
- WDPL to arrange for assistance to Museum staff in shifting necessary material from Drummond Hall, under Museum staff supervision.
- WDPL to arrange for reconfiguration of security camera and alarm system, and installation of necessary locks to keep public out of the closed research centre and A/V theatre.
- WDPL to keep the courtyard and the public toilet that is accessed from the courtyard closed to the public, and require use of the public toilet accessed from Tancred Street.
- WDPL and Council to refrain from calling the temporary expanded facility a "Museum" or "the Hokitika Museum" – and to instead use a title like "Carnegie Building Heritage Centre" or similar.
- WDPL to avoid charging an entry fee, and to devote all entry donations to the Carnegie Building strengthening project.
- WDPL and its staff / contractors to not reconfigure, move, maintain or otherwise handle Museum collection items unless under Museum curatorial staff supervision.
- WDPL to provide appropriate signage at the entrance to the Carnegie Building. Even if the Council does not consider the Carnegie Building earthquake-prone, it would be appropriate to advise visitors that at best the Carnegie Building is currently at 36% of NBS and Drummond Hall at 38% of NBS, compared with the earthquake-prone threshold of 34%. Visitors can then make their own informed decision as to whether they wish to enter and how long they wish to spend there. This would reduce Council's liability in the event of a seismic event.

7 PREFERRED OPTION AND REASONS

- 7.1 The preferred option in relation to the Carnegie Building is Option One, to renew the management agreement with WDPL for another six months with the same terms as the current agreement, i.e. for a \$20,000 management fee and with the Museum budget covering electricity and other building-related costs. This option is preferred because it is the status quo and seems to be working well, with visitors appreciating the opportunity to view the interior of this historic building and see some displays relating to Westland's heritage.
- 7.2 If the Council feels that public access to the Carnegie Building is not value for money at \$20,000 for a six month period, it could choose to offer a reduced management fee, though this could lead to WDPL reducing opening hours or declining to manage the building altogether.
- 7.3 The preferred option in relation to Drummond Hall is Option One, to grant WDPL access to the exhibition space of Drummond Hall for the purpose of allowing public access, subject to the conditions outlined above. This is the preferred option because it is a natural extension of WDPL's current temporary management role of the Carnegie Building. It would allow a more satisfying visitor experience which could result in higher visitor numbers and increased donations for the strengthening of the Carnegie Building. Drummond Hall already has some existing displays, and some other material that had been moved out of the Carnegie Building could be moved back.
- 7.4 In relation to this option, the conditions outlined above are considered necessary to protect the Museum's collection and reputation, manage workload for Museum staff, reduce costs, and promote public safety. Most have been informally agreed with the WDPL General Manager and are not considered onerous.

8 RECOMMENDATIONS

- A) **THAT** the Council renew the agreement with Westland District Property Ltd for management of public access to the Carnegie Building for another six months, with the Council paying a \$20,000 management fee and covering electricity, caretaking and cleaning, security and any necessary repairs from existing Council budgets; and
- B) **THAT** the Council grant Westland District Property Ltd access to the exhibition space of the Hokitika Museum's Drummond Hall, for the purpose of allowing public access, from Labour Weekend 2017 until the expiry of the

temporary management agreement for the Carnegie Building, subject to the conditions outlined in Section 6.9 of this report.

Jim Ebenhoh

Group Manager: Planning, Community and Environment

Appendix 1: Memorandum from WDPL, 15 May 2017

Appendix 2: May 2017 photos of Drummond Hall, A/V room and collections store

Memorandum

To: WDC Chief Executive
Robin Reeves

From: WDPL General Manager
Marion Smith

Date: 15 May 2017

Subject: Extension of activity at Carnegie Building

Background

Since taking over management of the Carnegie Building on 6th March 2017 over 1,500 people have visited the building which has been open 4 hours a day, every day. We have 4 enthusiastic, skilled, part time staff, managed by 1 very capable part time supervisor who is guiding the development of further activity within the building. Donations received in the last month have exceeded \$1,000.

Current situation

We seek Councils support to expand our activity into a section of the Drummond Hall. There are local historical displays in that area, ie stage coach, model miners camp and miners hut, among others, which build on the Luminaries exhibition which has been a major attraction. We understand access to this area is securely separate from the Museum's archives and administration office.

It will take minimal time and effort to return this area to operation however there will be ancillary costs incurred to adjust the security system.

Should you approve this request the Carnegie Building Management Agreement (27th April 2017) may need to be adjusted to provide for a proportional increase in budget allocation. As per the agreement, all other running costs will remain with Council.

I look forward to hearing from you.

Cc WDC Mayor
Bruce Smith

Appendix Two: Current photos of Drummond Hall, A/V Theatre and Collections Store

Photos of Drummond Hall







Photos of A/V Theatre



Photos of Collections Store







Report



DATE: 24 August 2017
TO: Mayor and Councillors
FROM: Property and Special Projects Supervisor

WATERFRONT DEVELOPMENT PLAN

1 SUMMARY

- 1.1 The purpose of this report is to inform Council of the Waterfront Development Plans and request adoption of the concept.
- 1.2 This issue arises because basic planning is now complete and formalisation of the design is required to both apply for funding and spend annual budget allowance on the project.
- 1.3 Council seeks to meet its obligations under the Local Government Act 2002 and the achievement of the District Vision adopted by Council as part of the Long Term Plan 2015-25. These are stated on Page 2 of this agenda.
- 1.4 This report concludes by recommending that Council adopt the design and encourage its execution.

2 BACKGROUND

- 2.1 There has been multiple projects and proposals for developing the Hokitika Waterfront and Town Centre:
 - Hokitika Foreshore Development Feasibility Study - 2000 (Liam Farrell)
 - Hokitika Foreshore issues and options study (Liam Farrell) - 2001 for the Vision 2010 Group.
 - Hokitika Town Centre Concept Plan - 2005 (OPUS)

In 2013, the Hokitika beachfront was subject to severe erosion and the West Coast Regional Council stepped in creating a 700m long rock wall to protect the commercial zone of town the full length of Beach Street. The rock wall protection provided security to the recreational area along the beachfront.

Local desire was then stirred to see the Waterfront areas developed and tidied up, aiming at developing the recreation areas to make them into areas both locals and visitors are proud of and can enjoy.

Community groups began individually proposing small scale works throughout the recreational area and under approval started to appear. Concern was raised about the ad hoc style development. Council was asked to provide a large concept ensuring any future works, and projects were planned and monitored working towards a cohesive design outcome.

WAI (Westland Arts Incorporated) with Council Staff called community meetings, developed a design brief and began to work on the concept plan.

In January 2015, the Starting Point Concept plan was presented and feedback was requested during the Driftwood and Sands Sculpture Competition by way of display boards.

Capital expenditure was requested to finance further design work in the 2015-2016 Annual Plan and again capital expenditure was requested and made available for construction work on the plan in the 2016-2017 Annual Plan.

Sunset Point began to suffer erosion damage further complicating any planning as the previous Council decided to defer any decision regarding maintenance or development to the new Council post 2016 Election.

Design-thinking around Sunset Point was deferred until a clear direction on its future was decided. In the meantime, design work was completed for the area at the end of Weld Lane in 2016. This area was identified as significant in all previous consultation and design-thinking. The design proved to need additional work when considering how the design might expand to fit the whole waterfront picture.

The current Council was elected in October 2016 and rock protection works began at Sunset Point immediately, increasing the land level and installing new rock protection.

A developed design model was created by Council staff encompassing both Sunset Point and the Hokitika Beachfront area north to the end of Beach Street. This was presented for direction and discussion at the July 2017 Council Meeting updating Council on the project's direction.

3 CURRENT SITUATION

- 3.1 A developed design has been completed outlining the key foundational structure of the area from Sunset Point up to the North end of Beach Street. The current design simplified a number of design features originally outlined in the starting point concept plan created with members of WAI. Further thought and rationalisation was required to ensure the project was financially feasible yet still achieve many of the core elements originally conceived. The plan remains very sparse of decorative items and street furniture. The intent is to construct the foundations and core landscape features of the area so that smaller scale and decorative items can be worked out and installed as further project funding becomes available.
- 3.2 Council has seen and discussed the design, encouraging its implementation at the July 2017 meeting.
- 3.3 There is significant government funding available for tourism infrastructure projects available and the current round of funding requests closes early September 2017. It is envisioned that Council request funding to complete the access, car park and new public toilets at Sunset Point. Funding assistance of this size will allow Council's current annual plan funding allocation to be maximised by using the funding to lay foundational works along Beach Street.

4 OPTIONS

- 4.1 Option 1- Do not adopt the proposed plan.
- 4.2 Option 2 – Adopt the proposed plan.

5 SIGNIFICANCE AND ENGAGEMENT

- 5.1 This matter is of low significance as it merely provided Council with an update on progress on a project that is already approved and funded.
- 5.2 Significant community consultation has already taken place through the course of this project. For example, community meetings were held inviting interested parties to gather a design brief. The starting point concept was displayed during the Driftwood and Sands competition with feedback gathered, and the waterfront working party was established with key representatives from stakeholder community groups invited. The Reserves and Environs Community Group has had ongoing presentations during the course of the project and will continue to be engaged via quarterly meetings about the design ideas and to provide project updates.

6 ASSESSMENT OF OPTIONS (INCLUDING FINANCIAL IMPLICATIONS)

6.1 Option 1 - Do not adopt the proposed plan

Advantages:

- There are no advantages to not adopting the design plan.

Disadvantages:

- The Council will find it difficult to secure external funding for any stages of the project.
- The community frustration will continue to grow at Councils perceived lack of planning and direction for this project.
- Council staff will need to bring another report before the Council requesting the plans adoption.

6.2 Option 2 - Adopt the Proposed Plan

Advantages:

- Council will be able to apply for external funding assistance.
- Through promotion, the community will see the Council is making progress on the plan and development.
- Council staff can meet tight grant application time frames to assist with the project's implementation.
- Council staff can begin construction planning and works.

Disadvantages:

- There are no advantages to not adopting the design plan.

There has been \$125,000.00 allocated to the project so far through the annual plan with expenses of design fees, survey and photos totalling \$15,000.00. There is currently \$110,000.00 available for the project coming from the Reserves Development Fund.

6.3 Financial implications.

This project is already included in the annual plan but the project will require further funding requests in the years to come. These request will be best included in the Long Term Plan and pricing will be worked on for the 2018 Long Term Plan. Every effort will be made to leverage grants and any other forms of funding available to minimise the cost to the ratepayer including in kind works, labour and supplies from community groups. The advantage of this is that Council can complete a greater amount of work at little additional expense to the ratepayer. This also requires a great level of involvement with the community to achieve a shared vision.

7 PREFERRED OPTION(S) AND REASONS

7.1 The preferred option is Option 2 because accepting the concept plan gives the Council a plan they are committed to and can reference back to as a base should planning or changes be requested. Applications for the current round of MFF funding close in early September 2017 and to include an application the Council needs to have committed to the project. A formal acceptance of the plan provides clear commitment to the project. The community are excited to see a plan and even more excited to see a plan being implemented as the project has been in progress over multiple years in various forms.

8 RECOMMENDATIONS:

- A) **THAT** the following engagement and consultation will be undertaken. The concept plans be put on display for the communities interest.
- B) **THAT** the basic animation be made available for the community via the Council Website.
- C) **THAT** the Council adopt the Waterfront Development Plan and indorse its construction.
- D) **THAT** the Council includes the construction of the access, car parking areas and toilets at Sunset Point in the current round of MFF funding.

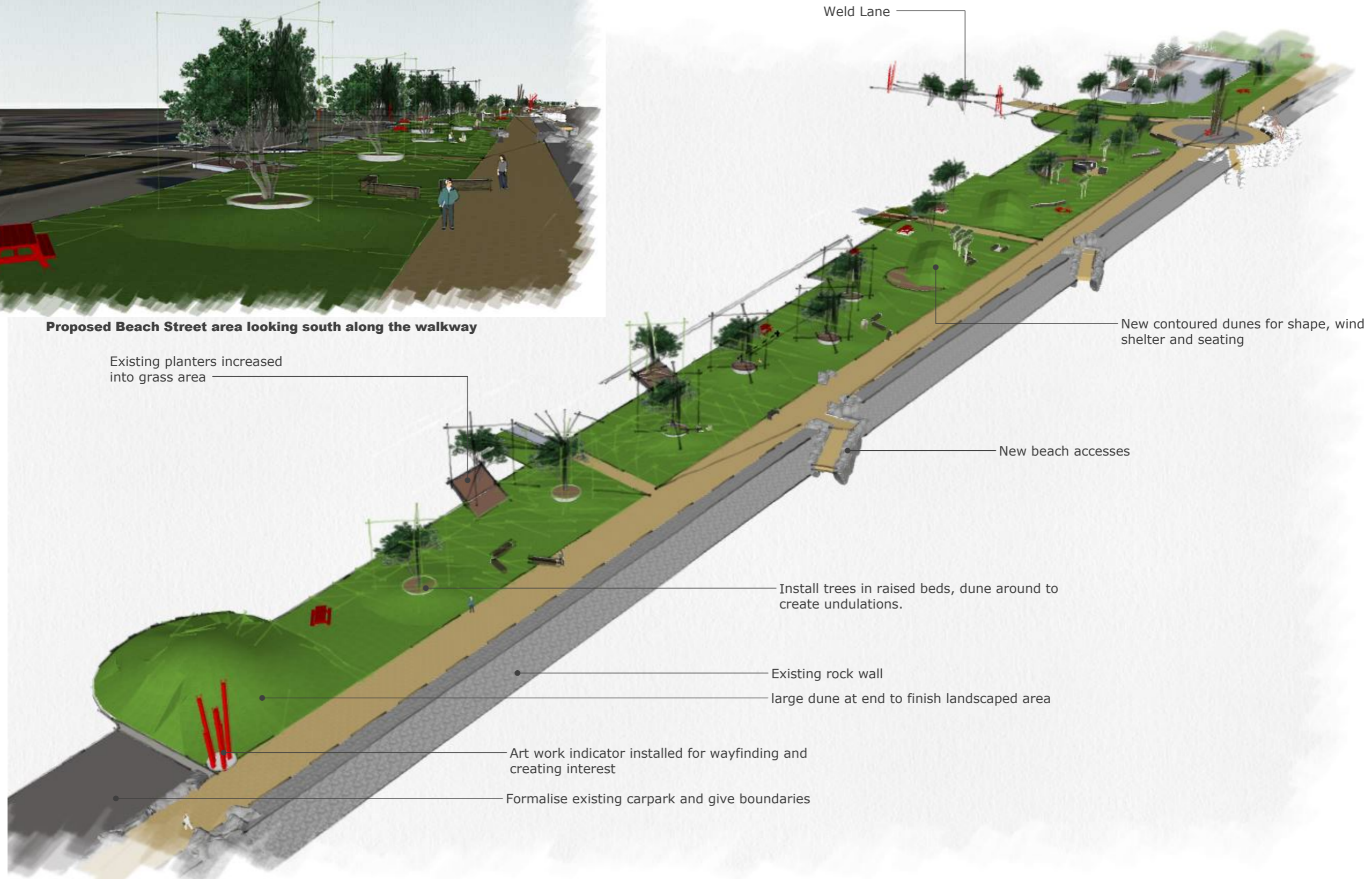
Simon Eyre

Property and Special Projects Supervisor

Appendix 1: Pages A1-A4 Hokitika Waterfront Development Plan



Proposed Beach Street area looking south along the walkway



Existing planters increased into grass area

Weld Lane

New contoured dunes for shape, wind shelter and seating

New beach accesses

Install trees in raised beds, dune around to create undulations.

Existing rock wall

large dune at end to finish landscaped area

Art work indicator installed for wayfinding and creating interest

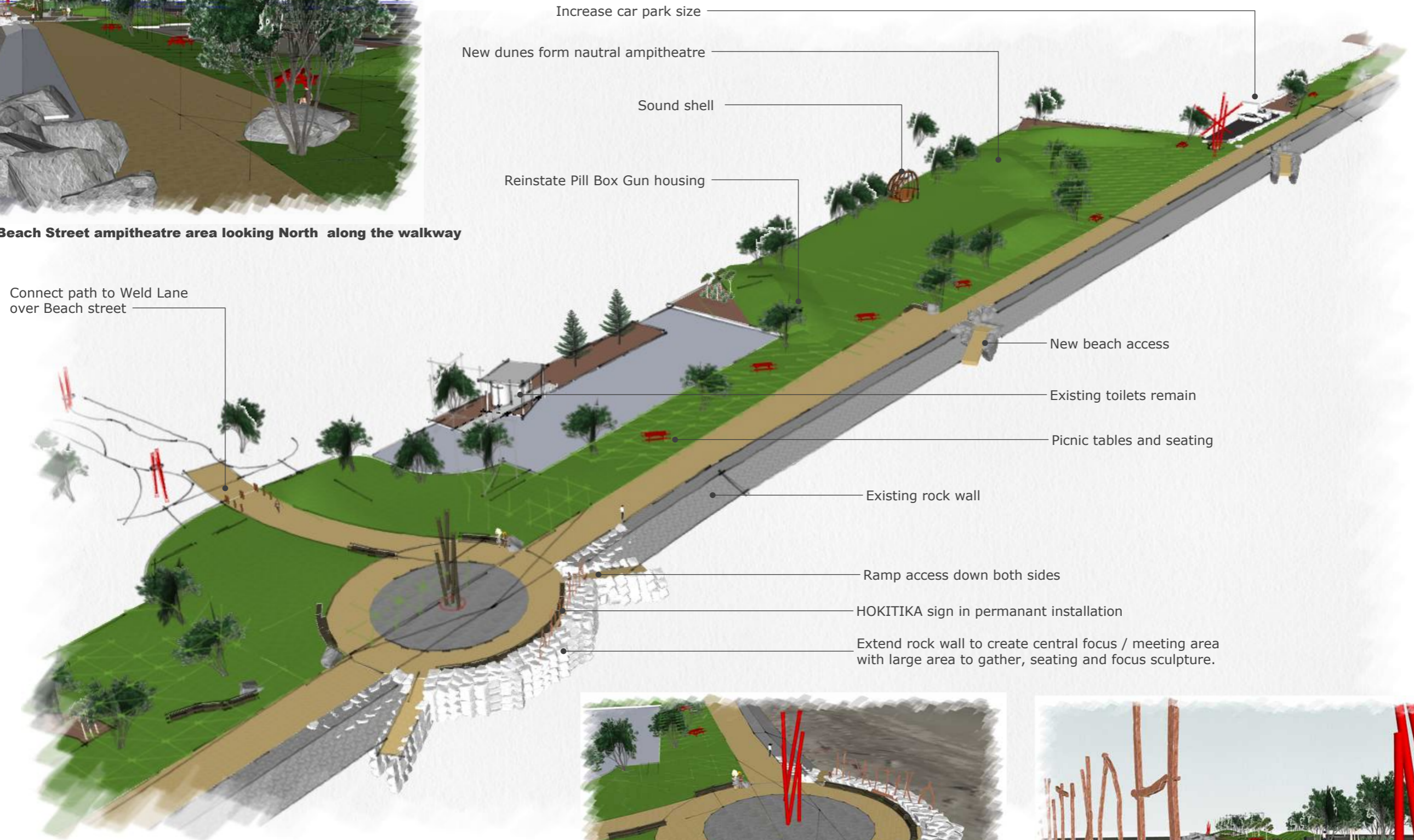
Formalise existing carpark and give boundaries

NORTH BEACH STREET TO WELD LANE CONCEPT

01



Proposed Beach Street amphitheatre area looking North along the walkway



Connect path to Weld Lane over Beach street

WELD LANE / REYNOLDS PARK CONCEPT

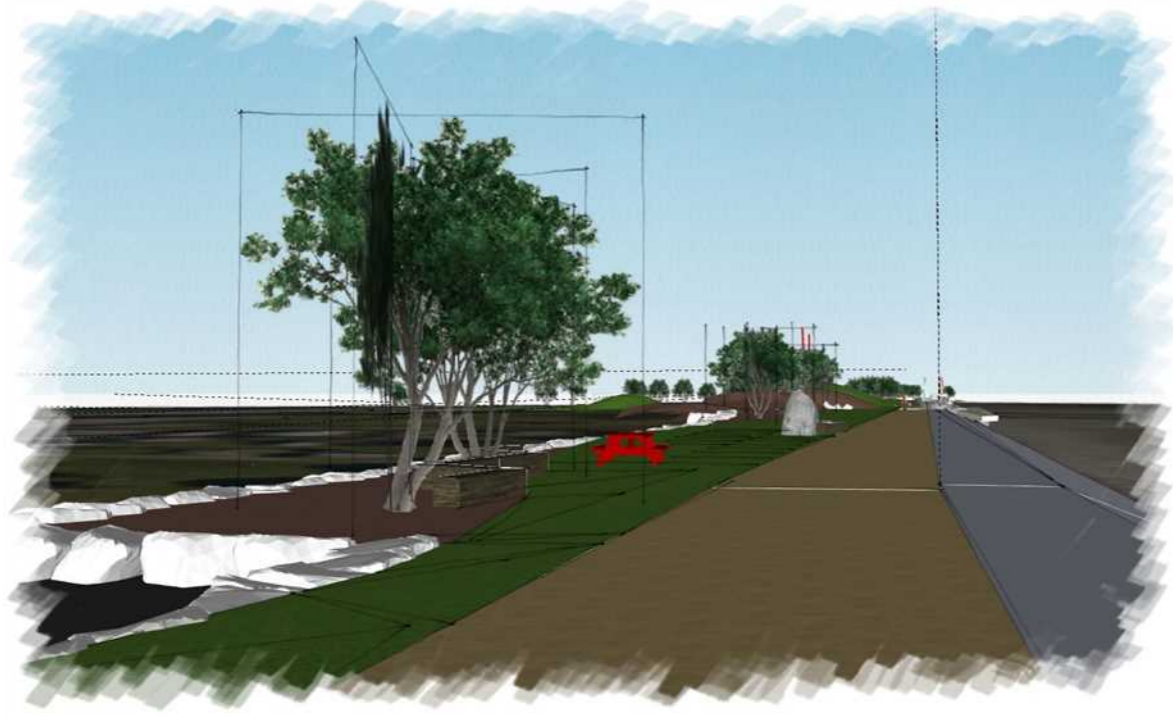


Weld lane bulb looking from north



Weld lane bulb looking north along the walkway

se

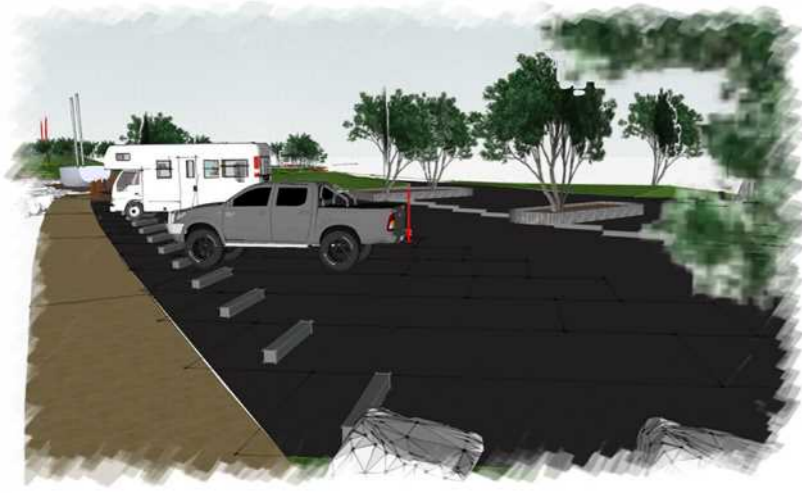


Proposed Beach Street south area looking south along the walkway



BEACH STREET SOUTH CONCEPT

99



Proposed Sunset Point car parking area looking North



SUNSET POINT CONCEPT



Proposed large mound with sculpture, looking south

SE

Report



DATE: 24 August 2017
TO: Mayor and Councillors
FROM: Project Manager: West Coast Wilderness Trail

WEST COAST WILDERNESS TRAIL – PROJECT UPDATE AUGUST 2017

1.0 SUMMARY

- 1.1 The purpose of this report is to provide an update to Council on the West Coast Wilderness Trail (WCWT) project.
- 1.2 This report arises from the obligation to keep Council fully informed on the progress of the project. In particular it aims to provide Council with reassurance that the adopted Project Completion Plan and project management framework is in place for the remaining milestones that require completion in order for it to be declared officially open.
- 1.3 Council seeks to meet its obligations under the Local Government Act 2002 and the achievement of the District Vision adopted by Council as part of the Long Term Plan 2015-25. These are stated on Page 2 of this agenda.
- 1.4 This report concludes by recommending that Council receives the report.

2.0 BACKGROUND

- 2.1 A report was submitted to Council in September 2016 providing an update status on the outstanding cycleway activities required to be actioned for completion by mid-August 2017. This included five (5) projects identified by MBIE that need to be actioned. Four (4) of those projects requiring action relate directly to the trail being on State Highway 6 and the need for a safer trail alignment.
- 2.2 Monthly report updates will continue to be provided to Council for the period of the Project Completion Plan that was to be delivered by August 2017, and the trail will then be capable of achieving 'Great Ride' status. This date now requires review due to Council resourcing and project challenges. A realistic deadline is mid October 2017, subject to approvals being granted immediately by MBIE for further financial assistance and NZTA for licence to occupy at Ruatapu.

- 2.3 Nga Haerenga (the journeys) Great Rides currently consists of 22 trails throughout New Zealand covering 2,600km. In addition to the 'Great Rides' there are also 2,600km of 'Heartland Rides', a vision to link the trails with the support of NZ Cycle Trail Inc (NZCT) and NZ Transport Agency (NZTA).

3.0 CURRENT SITUATION

Project Completion Plan

- 3.1 Item 1 Taramakau. This section of cycle trail has now been completed in the form of 'temporary' and 'permanent' portions and a Licence to Occupy has been granted by NZTA. There has been ongoing discussion with NZTA to get approval to retain most of the temporary trail as permanent trail.
- 3.2 Item 2 Hokitika-Kaniere Tramway. The trail construction has been completed by Westroads in Contract 16-17-10 and they were recently successful with the bridges tender 16-17-17. Expected completion time is late September 2017.
- 3.3 Item 3 Golf Links Road. Contract 16-17-11 was successfully completed by Westroads within the engineer's estimate. A financial claim for the construction cost was lodged with NZTA to seek recompense for the work, and Licence to Occupy has been granted by NZTA.
- 3.4 Item 4 Mahinapua. Contract 16-17-14 was recently awarded to Westroads Ltd and they have made reasonable progress in the past fortnight with exceptionally wet weather affecting the site. This is a complex trail construction and has been split into four zones. Zone four is the most complex at the southern leg as there is no formal road access to the site. Two bridges were also recently tendered and we await confirmation of funding assistance before this can be awarded. A decision outcome is expected from MBIE in the next few weeks. Expected completion date will be determined by the contract award date but is being targeted for early October 2017.
- 3.5 Item 5 Ruatapu. There has been further delay with the State Highway section of the trail while a safety audit outcome is determined. Neither the Licence to Occupy nor physical work can be actioned until the outcome of the Safety Audit has been agreed with NZTA. A response was received recently which doesn't favour Council and we await further instruction from MBIE and NZTA about how this project may be delivered within budget and before mid-October 2017.

4.0 OPTIONS

- 4.1 The options available to Council are that Council can choose to receive this report or not receive it.

5.0 SIGNIFICANCE AND ENGAGEMENT

5.1 This matter is of low significance as it merely provides Council with an update on progress on a project that is already approved and funded.

5.2 Engagement and consultation is not required.

6.0 RECOMMENDATION

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

David Inwood

Group Manager: District Assets

Project Manager: West Coast Wilderness Trail

Appendix 1: Photos of Trail Construction Taramakau and Mahinapua



Taramakau realignment by NZTA (Retaining wall posts)



Mahinapua wet zone construction technique with Westroads and WCWTT Chair



Mahinapua Tramway swimming holes during construction after >400mm rainfall

Report



DATE: 24 August 2017

TO: Mayor and Councillors

FROM: Group Manager: Planning, Community and Environment

PLANNING UPDATE THROUGH JULY 2017

1 SUMMARY

- 1.1 The purpose of this report is to provide the seventh in an ongoing series of monthly reports to the Council on its planning activities under the Resource Management Act 1991, including resource consent processing, monitoring and enforcement, and policy development including the review of the Westland District Plan.
- 1.2 This issue arises from Elected Members' request to be better informed on planning matters, as well as positive and constructive feedback on the reports to date.
- 1.3 Council seeks to meet its obligations under the Local Government Act 2002 and the achievement of the District Vision adopted by Council as part of the Long Term Plan 2015-25. These are stated on Page 2 of this agenda.
- 1.4 This report concludes by recommending that Council receives this report.

2 BACKGROUND

- 2.1 Council's planning department performs a number of functions under the Resource Management Act 1991 (RMA), including resource consent processing, monitoring and enforcement, and policy development including the review of the Westland District Plan.
- 2.2 Currently, in addition to this monthly report, Elected Members receive a weekly list of resource consents received, and a quarterly report on performance and statutory timeframes for the issuance of resource consents.

2.3 Since February, the Council has received written monthly reports covering the matters below, which are also the subject headings for this month's report:

- Resource consent applications received, by type and location
- Resource consents issued, by type and location, and compliance with statutory timeframes
- Resource consent applications notified (limited or full public), by type and location
- Resource consent applications that went to or are going to a hearing (due to submitters wishing to be heard)
- Status of significant resource consent applications not otherwise covered by the above
- Number of 'live' consent applications
- Commissioners
- Significant compliance monitoring and enforcement activity
- Progress with the District Plan Review
- Process improvements of note
- Resourcing issues
- Transfer of RMA functions in relation to mining to the West Coast Regional Council (WCRC)

2.4 Like monthly financial reports, the monthly planning report focuses on the previous calendar month – in this case the month ending 31 July.

3 CURRENT SITUATION

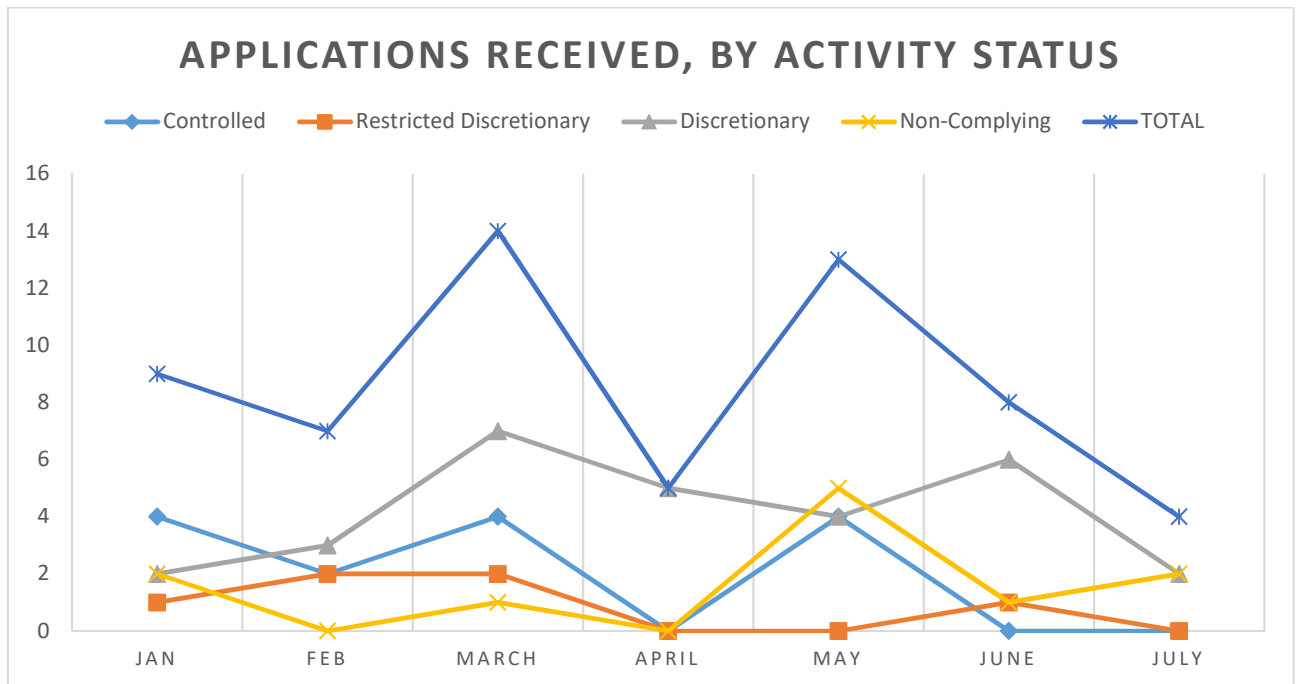
3.1 Resource consent applications received

3.1.1 A total of 4 complete applications were received in July 2017, down from 8 in June and 13 in May. To some degree this is a typical seasonal slowdown, and it may also reflect mining applicants waiting until August to lodge their applications in anticipation of the transfer of functions to the West Coast Regional Council.

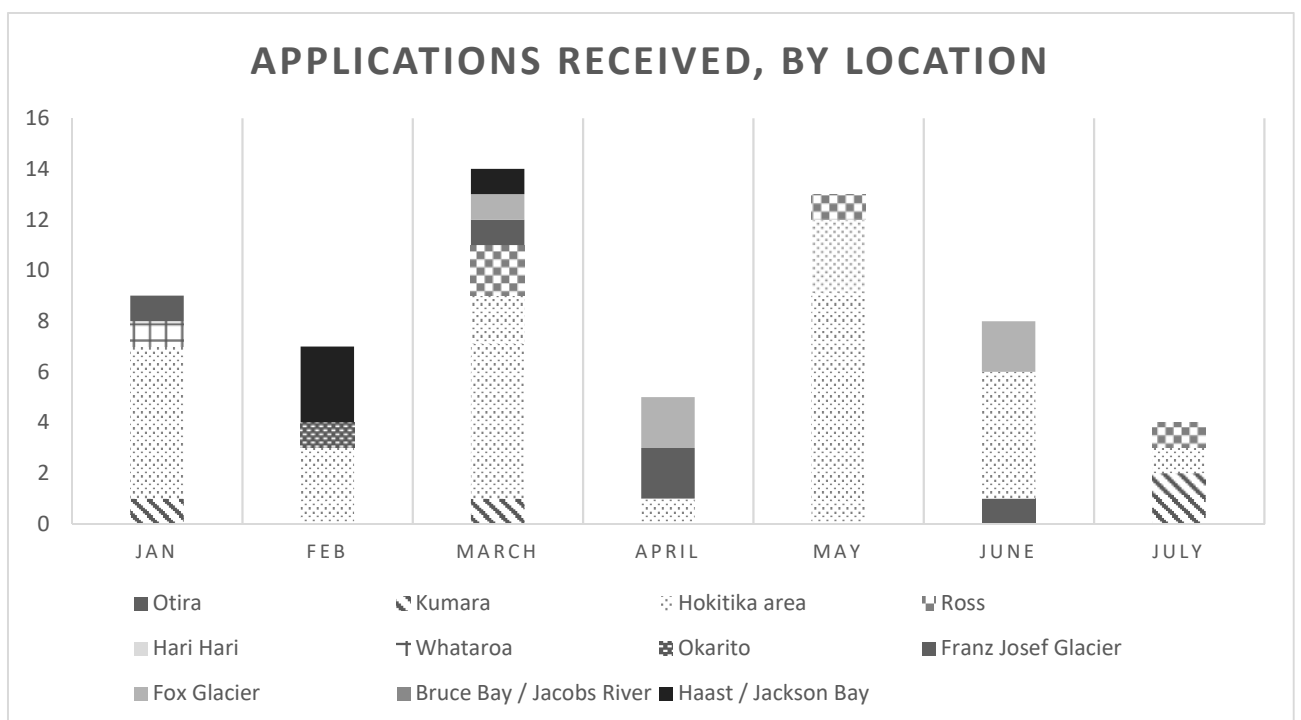
3.1.2 In terms of their activity status under the District Plan:

- Two are for discretionary activities (the Council can approve or decline them). One is for a three-lot subdivision at Kumara Junction, and the other is to build a new dwelling on one of those new lots.
- Two are for non-complying activities (the Council can approve or decline them, but to be approved they must not be contrary to the objectives and policies of the District Plan). One is for an

off-site sign for a campground at Three Mile, Hokitika, and another is for an additional non-farming building at Birchfield's Ross Mining headquarters.



3.1.3 Summarising by location: 1 is in the wider Hokitika area (Three Mile), 1 is in Ross, and 2 are in the Kumara area (Kumara Junction).

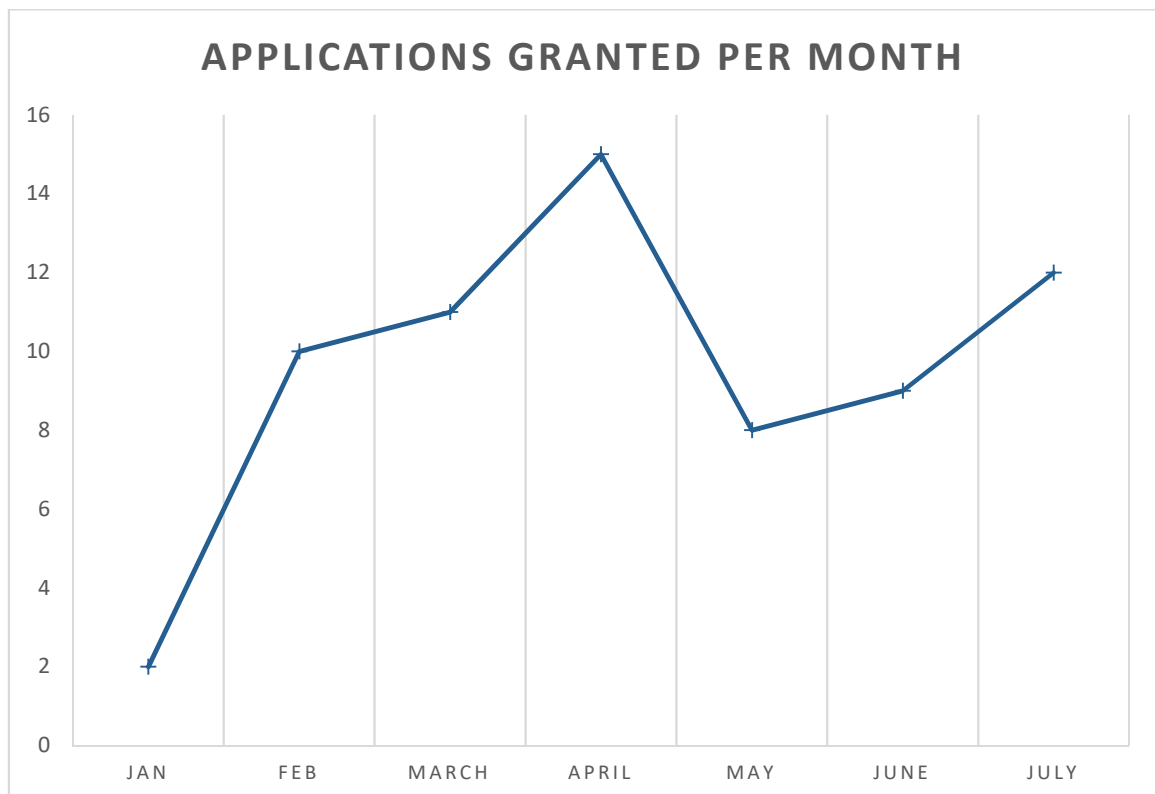


3.1.4 Further details of each application received are not provided in this report but have been included in the weekly e-mail updates to Elected Members on the consents received. The updates include the name of the applicant, the location, and the proposed activity.

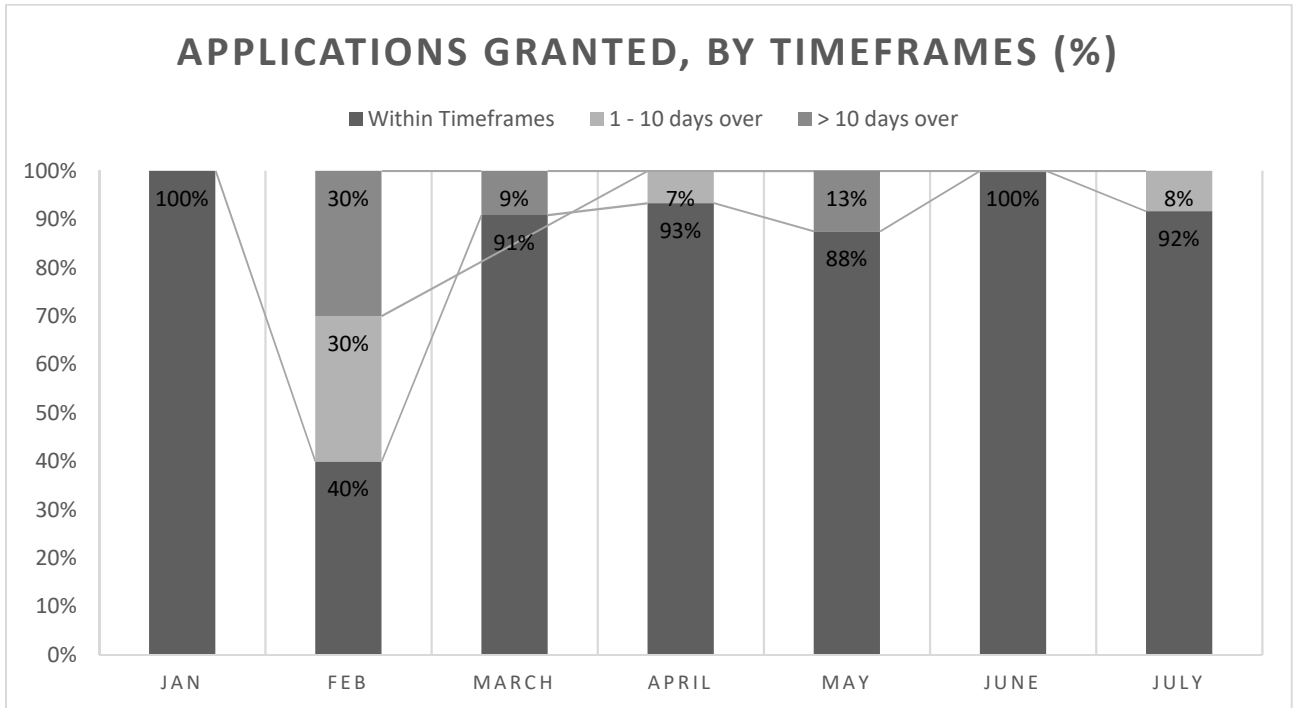
3.2 Resource consents issued

3.2.1 A total of 12 consents were issued in June, up from 9 in May and June. The breakdown of these consents is as follows:

- One for the WestREAP building extension (commissioner decision)
- Two mining consents: one for Phoenix Mining at Stafford (commissioner decision), and one for Brownsgold Ltd at Stafford
- One for ground floor commercial and first floor residential at Revell St, Hokitika (former Bradley's panelbeaters)
- One for a relocated dwelling at Kowhitirangi
- One for a second dwelling at Three Mile
- One for a two lot subdivision in Hokitika, and another for a house on one of those lots that would encroach on a recession plane
- One for a boundary adjustment subdivision at One Mile
- One recession plane encroachment at Lake Kaniere
- One setback encroachment at Lake Kaniere
- One to replace 2 new power poles near Otira



3.2.2 Of these 12 consents, 11 (92%) were issued within statutory timeframes. The boundary adjustment at One Mile went over time by 8 working days.



3.3 Resource consent applications notified

3.3.1 Applications found to have potentially affected parties only proceed to limited notification if the applicants do not attempt or are unsuccessful in gaining affected party approval (APA). Applications are only fully publicly notified (wider than specified parties) if effects on the wider environment are deemed to be more than minor.

3.3.2 In July, no applications were limited notified to potentially affected neighbouring parties. This is the same as in May and June. To put this in context 17 applications were limited notified in the calendar year 2016.

3.3.3 No applications were fully publicly notified in July, or in the calendar year 2017 to date. To put this in context, only 1 application was fully publicly notified in the calendar year 2016 (modification of St Mary's Church in Hokitika), 1 in 2015 (Renton's building demolition in Hokitika), and 1 in 2014 (Westland Milk Products expansion in Hokitika).

3.4 Resource consent applications that went to or are going to a hearing

- 3.4.1 The outcome of notification is not always that a hearing occurs. Sometimes there are no submitters, or the submitters are in support of the project. Other times the submitters and the applicant agree to consent conditions before a hearing.
- 3.4.2 Mediation took place on 17 August between all parties (applicant, appellants, and Council) in relation to the Environment Court appeal against the commissioner's decision to approve the Tuffy Investments Ltd application (for a campground in Davie St, Hokitika). Any outcome is not yet public information.
- 3.4.3 The appeals period has now closed, with no appeals, for both the Phoenix Mining application at Stafford and the WestREAP building extension application in Hokitika.
- 3.4.4 Commissioner Don Turley released his decision on 14 August, approving the Godfreys' helipad at Kowhitirangi. The appeals period closes on 5 September.
- 3.4.5 Following a pre-hearing meeting, an application for mining near Blue Spur (Prospect Resources) is still on hold while the applicant considers its options.

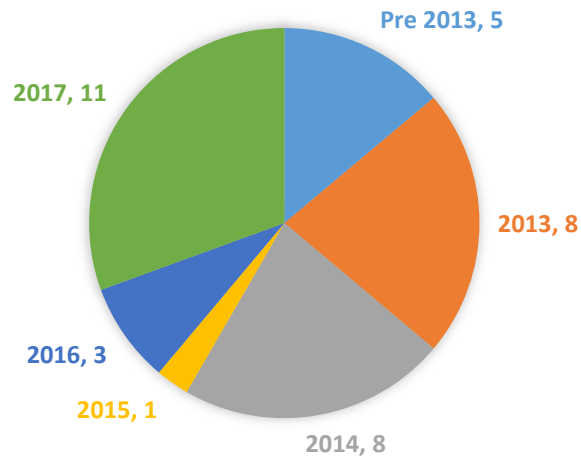
3.5 Status of other significant consents not otherwise covered above

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

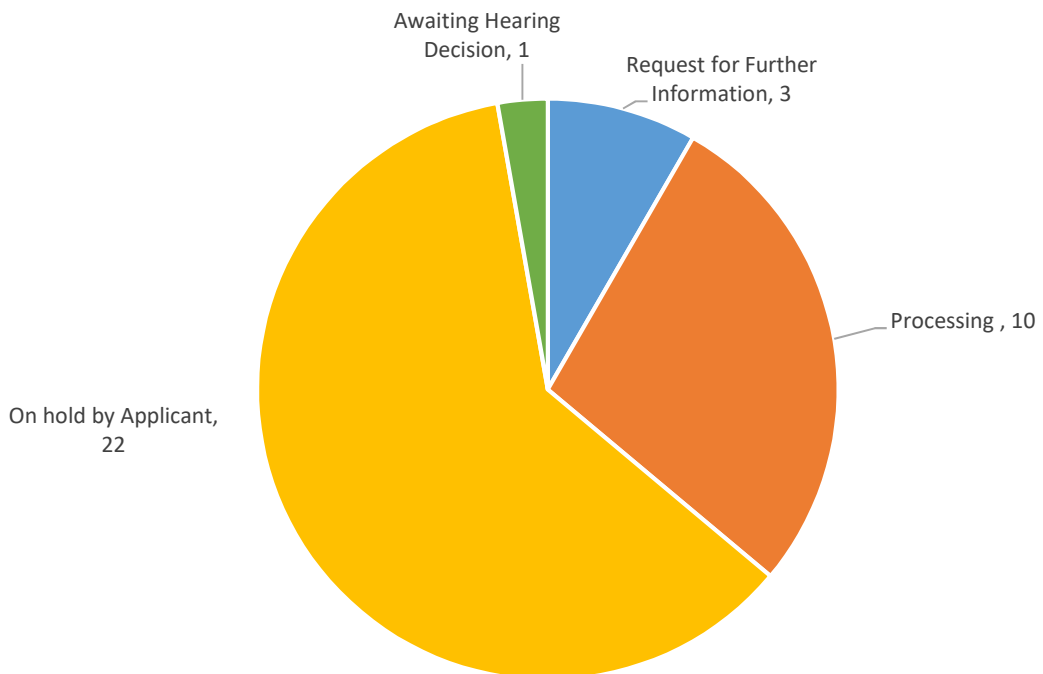
3.6 Number and type of 'live consents' including historic backlog

- 3.6.1 As at 18 August 2017, there are currently 36 resource consent applications showing in the Council's system as 'live,' i.e. a decision has not yet been made. Of these, over 60% are pre-2016, which indicates that there are a number of applications that have stalled for one reason or another.

**OUTSTANDING CONSENTS BY YEAR OF APPLICATION,
18 AUG 2017**



3.6.2 The status of the live applications is shown below, indicating that being on hold by the applicant (including for seeking affected party approvals) is a common status. This is especially the case for older applications.



Outstanding Consents by Status, 18 August 2017

3.6.3 The pre-2016 backlog decreased by 1 since the last report. Once the Senior Planner vacancy is filled, the Planning Department's goal is to reduce the historic backlog through a combination of correcting any erroneous or incomplete data in the Council's electronic consent tracking system, and progressing any applications that have stalled. This will include encouraging applicants with older applications to move forward with their applications or withdraw them.

3.7 Commissioners

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

3.8 Significant compliance monitoring and enforcement activity

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

3.8.2 Significant monitoring and enforcement activity is likely to remain on hold, aside from the most urgent complaint-based issues, until the Planning team's resource is bolstered by the appointment of a Senior Planner.

3.9 Progress with the District Plan Review

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

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

3.9.3 In June the Council agreed to contribute \$25,000 per year for the next two years (2017/18 and 2018/19) for a project management role to achieve one District Plan for the West Coast Region. This has since also been agreed by Grey District Council but was not agreed to by Buller District Council at its 26 July meeting.

- 3.9.4 Each District including Westland will still need to conduct significant work on its own mapping and analysis; for example, in identifying significant natural areas or significant landscapes. Because of this, any regional effort should be seen as additional to, rather than in place of, the Council's District Plan Review work. The remaining District Plan Review budget after any regional Project Manager is funded will likely need to be supplemented to ensure timely progress including input to the regional process.
- 3.9.5 At this stage the District Plan Review is awaiting additional resource through the appointment of a Senior Planner, and a final decision from all West Coast Councils on whether a shared project management resource will be made available. Buller District Council's position on the regional effort (namely, their lack of support for the regional Project Manager role) is subject to discussions at the Mayor / Chair and CE level.

3.10 Process improvements of note

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

3.11 Resourcing issues

- 3.11.1 The closing date for applications for the vacant Senior Planner position was 31 July, and interviews were scheduled for 21 August.
- 3.11.2 A few consents are still required to be outsourced to planning contractors due to workload and resourcing issues. Contractors with West Coast experience and familiarity are being used.

3.12 Transfer of functions (mining)

- 3.12.1 The transfer of certain RMA functions for mining (consent process, and compliance monitoring and enforcement) to the West Coast Regional Council officially occurred on 1 August 2017. Our Council is still assisting with processing recent mining consents that are partway

through the process, but any decisions will need to be signed off by the Regional Council.

4 OPTIONS

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

5 SIGNIFICANCE AND ENGAGEMENT

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

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

6 ASSESSMENT OF OPTIONS (INCLUDING FINANCIAL IMPLICATIONS)

6.1 There are no significant differences between the options of receiving the report or not, aside from a possible perception that receiving the report would signal that the Council is interested in these matters and finds the information useful.

7 PREFERRED OPTION AND REASONS

7.1 The preferred option is that Council receives this report.

8 RECOMMENDATIONS

A) THAT Council receives this report.

Jim Ebenhoh

Group Manager: Planning, Community and Environment