

AGENDA

Ordinary Council Meeting

**Council Chambers,
36 Weld Street
Hokitika**

**Thursday 25 October 2018
Commencing at 11.00 am**

His Worship the Mayor R.B. Smith
Deputy Mayors Cr H.M. Lash and Cr L.J. Martin
Crs D.L. Carruthers, Gray Eatwell, D.M.J. Havill ONZM,
J.A. Neale, G.L. Olson, D.C. Routhan
Kw. Francois Tumahai, Te Rūnanga o Ngāti Waewae
Kw. Tim Rochford, Te Rūnanga o Makaawhio



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 25 OCTOBER 2018 COMMENCING AT 11.00 AM

19 October 2018

COUNCIL VISION

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

Purpose:

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

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

Health & Safety Snapshot

	Accidents	Incidents	Near Misses
December 2017	0	1	0
January 2018	0	0	0
February 2018	0	1	0
March 2018	0	1	0
April 2018	0	0	0
May 2018	0	0	0
June 2018	0	0	0
August 2018	0	0	0
September 2018	0	0	0
To 19 October 2018	0	0	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 September 2018 (Pages 6-15)

2.2 Dog Control Hearing Committee Meeting – 1 October 2018 (Pages 16-18)

3. PRESENTATIONS:

3.1 West Coast Wilderness Trail

Representatives from the West Coast Wilderness Trail will be in attendance at the meeting at 12 noon.

Lunch from 12.30 pm to 1.00 pm.

4. ACTION LIST:

The Action List is attached.

(Pages 19-23)

5. REPORTS FOR INFORMATION:

5.1 Chief Executive (Pages 24-31)

6. REPORTS FOR DECISION:

6.1 Road Naming for Lake Kaniere Developments Ltd Subdivision at Hans Bay and Unformed Road off State Highway at Taramakau. (Pages 32-37)

6.2 Adoption of Reviewed Dangerous and Insanitary Buildings Policy and the new priority thoroughfares for potentially earthquake prone buildings. (Pages 38-63)

7. ADMINISTRATIVE RESOLUTIONS:

Council is required to confirm its seal being affixed to the following documents:

7.1 Amended Warrant of Appointment - Kurt Francois JOHNSTONE

- An Officer pursuant to Section 174 of the Local Government Act 2002; AND

- An Authorised Officer pursuant to Section 222 of the Building Act 2004; AND
- An Enforcement Officer pursuant to Section 371b of the Building Act 2004; AND
- An Officer under the Westland District Council Bylaws; AND
- An Enforcement Officer pursuant to Section 38 of the Resource Management Act 1991.

7.2 Amended Warrant of Appointment - Daniel Alan John SCHUMACHER

- An Officer pursuant to Section 174 of the Local Government Act 2002; AND
- An Authorised Officer pursuant to Section 222 of the Building Act 2004; AND
- An Enforcement Officer pursuant to Section 371b of the Building Act 2004; AND
- An Officer under the Westland District Council Bylaws; AND
- An Enforcement Officer pursuant to Section 38 of the Resource Management Act 1991.

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 – 27 September 2018.

8.2 Dog Control Hearing Committee Minutes – 1 October 2018.

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 – 27 September 2018	Confidential Minutes	Good reasons to withhold exist under Section 7	Section 48(1(a) & (d)
8.2	Dog Control Hearing Committee Minutes – 1 October 2018	Confidential Minutes	Good reasons to withhold exist under Section 7	Section 48(1(a) & (d)

Date of next Ordinary Council Meeting – 22 November 2018
Council Chambers, 36 Weld Street, Hokitika

MINUTES OF AN ORDINARY MEETING OF THE WESTLAND DISTRICT COUNCIL, HELD IN THE COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA ON THURSDAY 27 SEPTEMBER 2018 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 Mayor H.M. Lash, Deputy Mayor Cr L.J. Martin
Kw. F.D. Tumahai, Te Rūnanga o Ngāti Waewae
Crs D.L. Carruthers, D.M.J. Havill (ONZM), J.A. Neale, G.L. Olson, D.C. Routhan

Apologies

Deputy Mayor H.M. Lash
Cr Gray Eatwell
Kw. F.D. Tumahai from 12 noon
Kw. T. Rochford, Te Rūnanga o Makaawhio

Moved Cr Routhan, seconded Cr Olson and **Resolved** that the apologies from Deputy Mayor Lash, Cr Gray Eatwell and Kw. Tumahai (from 12 noon), and Kw. Rochford be received and accepted.

Staff in Attendance:

S.R. Bastion, Chief Executive; L.A. Crichton, Group Manager: Corporate Services;
J.D. Ebenhoh, Group Manager: Planning, Community and Environment;
D.R. Inwood, Group Manager: District Assets; F. Scadden, Planning Manager;
D.M. Maitland, Executive Assistant.

1.2 Interest Register

The Interest Register was circulated and no amendments were noted for the Council Meeting.

Item 9.2 – Item of Business not on the agenda which cannot be delayed.

Moved His Worship the Mayor, seconded Deputy Mayor Martin and **Resolved** that the following item be added to the Council Agenda as Item 7.3 under Administrative Resolutions.

(a) the reason the item is not on the agenda

Council employed a Compliance Team Leader who commenced work on Monday 24 September 2018. The staff member is required to be a warranted officer across all of the legislation that is dealt with in the Council.

(b) the reason why the discussion of the item cannot be delayed until a subsequent meeting

Approving the Warrant of Appointment today would enable the staff member to deal with any major non-compliance issues that may occur without delay.

2. CONFIRMATION OF MINUTES

2.1 Ordinary Council Meeting – 23 August 2018

Moved Cr Havill, seconded Cr Neale and **Resolved** that the Minutes of the Ordinary Council Meeting held on the 23 August 2018, be confirmed as a true and correct record of the meeting.

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

4. ACTION LIST

The Chief Executive went through the Action List in the Agenda and various amendments and updates to the list were provided.

Deputy Mayor Martin and Kw Tumahai noted their Conflicts of Interest regarding Westland High School Sportshub.

Moved Cr Carruthers, seconded Deputy Mayor Martin and **Resolved** that the items identified as being completed, be removed from the list and the updated Action List be received.

5. REPORTS FOR INFORMATION

5.1 Annual Report to Alcohol Regulatory and Licensing Authority

The Group Manager: Planning, Community and Environment spoke to this report and advised the purpose of the report is to provide Council with a copy of its Annual Report on the Sale and Supply of Alcohol, which has been filed with the Alcohol Regulatory and Licensing Agency (ARLA) for the year ending 30 June 2018.

The issue has arisen from the requirement of Section 199 of the Sale and Supply of Alcohol Act 2012 for a Council to file an annual report on the activities of its District Licensing Committee (DLC) within three months of the close of any financial year.

Moved Deputy Mayor Martin, seconded Cr Carruthers and **Resolved** that Council receive the Annual Report to the Alcohol Regulatory and Licensing Agency, for the year ending 30 June 2018.

5.2 Annual Report on Dog Control Policy and Practices

The Group Manager: Planning, Community and Environment advised that the purpose of the report is to adopt an Annual Report on Dog Control Policy and Practices for the year ending 30 June 2018.

The issue has arisen from the statutory duty pursuant to the provisions of Section 10A of the Dog Control Act 1996 to provide an Annual Report.

Moved Cr Neale, seconded Deputy Mayor Martin and **Resolved** that the report on Dog Control Policy and Practices for the year ending 30 June 2018 be adopted, a copy forwarded to the Secretary for Local Government and the report be made available on Council's Website.

His Worship the Mayor extended his thanks to Jim Ebenhoh, Group Manager: Planning, Community and Environment for his work while in Council's employment, and wished Jim and his family all the very best for the future.

5.3 Verbal Update – Solid Waste Minimisation Plan

The Operations Manager provided an update on the Solid Waste Minimisation Plan and advised that four submissions to the Solid Waste Minimisation Plan had been received. The submissions received challenged the Council regarding reduction in waste, e-waste and batteries, working more closely with the community to deliver waste minimisation and provide more funding to Enviroschools.

The Operations Manager advised that this is the platform to put in changes for funding. Deputy Mayor Martin asked that the support for Enviroschools be increased throughout the District and Council partnering with the community.

The Chief Executive advised that the position of a Solid Waste Officer has been allocated to an existing role within the District Assets Group.

Moved Deputy Mayor Martin, seconded Cr Neale and **Resolved** that the verbal report from the Operations Manager be received.

6. REPORTS FOR DECISION

6.1 Christmas Decorations 2018

The Community Development Advisor advised that the purpose of the report is to make a recommendation to Council that they call for Expressions of Interest from community groups for funding for street decorations for Christmas 2018.

This issue has arisen from the Street Decorations budget 2018-2019 that has \$10,000 in it for street decorations.

Moved His Worship the Mayor, seconded Deputy Mayor Martin and **Resolved** that:

- A) Council call for Expressions of Interest (EOI's) for street decorations for Christmas 2018 from community groups and organisations throughout the Westland District with a closing date of 12 October 2018.
- B) Council instruct staff to allocate funds based on the EOI's received.
- C) As part of the process, Council look to encourage the communities to use the funds allocated as seed capital and seek to raise further funds against it from other organisations.

6.2 Draft Accessible Te Tai Poutini West Coast Strategic Plan

The Community Development Advisor spoke to this report and advised that the purpose of the report is to seek Council endorsement of the Draft Accessible Te Tai Poutini West Coast Strategic Plan.

The issue has arisen from the New Zealand Federation of Disability Information Centres who have expressed a desire to influence West Coast-based organisations and services to meet the needs for people with disabilities and keep accessibility in mind at all times.

Moved Cr Neale, seconded Deputy Mayor Martin and **Resolved** that Council endorses and supports the Draft Accessible Te Tai Poutini West Coast Strategic Plan 2018-2021 with Mayor Bruce Smith adding his signature to it at the next Mayors and Chairs meeting.

6.3 Soroptimist Proposal for Seat outside the Council Building

The Community Development Advisor advised that the purpose of this report is to provide Council with a recommendation from the Hokitika Reserves and Environs Community Group for the provision of a new seat in the Hokitika Central Business District.

This issue has arisen from a request from the Westland Soroptimist International Club to provide a seat outside the limited mobility access door to the Council building at 36 Weld Street, Hokitika.

Moved Deputy Mayor Martin, seconded Cr Olson and **Resolved** that:

- A) Council approves the recommendation of the Hokitika Reserves and Environs Community Group by approving the request from the Westland Soroptimists for a seat to be located outside the limited mobility access door to the Council building on the corner of Sewell and Weld Streets, Hokitika.
- B) In line with Council's policy on statues, monuments, memorials and public art, a Memorandum of Understanding between Council and the Westland Soroptimists be written for the maintenance of the seat which will include what needs to be done, how often it needs to be done and who will do it.

6.5 Class 4 Gambling Venues Review

The Community Development Officer spoke to this report and advised that the purpose of the report is seek Council approval of an amended draft policy on Class 4 Gambling Venues for public consultation.

The issue has arisen from the Gambling Act 2003, the Racing Act 2003 and the Gambling Amendment Act 2014, specifically the requirement of Section 102 (5) of the Gambling Act 2003 - that Territorial Authorities are legally required to review their current Class 4 Gambling Venue Policies every three years.

Moved Cr Carruthers, seconded Cr Havill and **Resolved** that Council adopt an amended draft Class 4 Gambling Venue Policy as set out in Appendix 5 of the Council Agenda for public consultation, the amendments consisting of the following.

- A) Clause 3.1 of the amended draft policy reads “The number of venues within the Westland District outside of Hokitika is capped at three, with two of these three venues being located in the Glacier Country.”
- B) Clause 3.3 of the amended draft policy reads “If an existing Hokitika venue closes and relinquishes machines, the permitted number of venues and machines would reduce as per a sinking lid policy, with the exception of a venue that is not funded by a nationwide trust or society. “
- C) Clause 3.6 of the amended draft policy reads “All venues must provide a restricted area for Class 4 Gambling.”
- D) Council undertake a Special Consultative Procedure as per S83 of the Local Government Act 2002 on the attached proposed policy in Appendix 5, with an opening date of 1 October and a closing date of 1 November 2018.
Cr Neale abstained from voting on this matter.

6.4 Proposed Road Naming Policy

The Information Services Manager spoke to this report and advised the purpose of the report is to adopt a Council Road Naming Policy.

The item has arisen due to the Council not having a Road Naming Policy.

Moved Cr Olson, seconded Deputy Mayor Martin and **Resolved** that Council adopt the Road Naming Policy as attached to the agenda.

6.6 Kokatahi Kowhitirangi Community Committee Request for Information and Funding Options to repair the Kokatahi Pavilion

The Group Manager: Corporate Services spoke to this report and advised that the purpose of the report is to address questions from the Kokatahi-Kowhitirangi Community Committee, and to consider options for funding the repair of the Kokatahi Pavilion.

Moved Cr Olson, seconded Cr Havill and **Resolved** that:

- A) Council direct staff to consult with the community and committee to facilitate discussion between Development West Coast (DWC) and the Kokatahi-Kowhitirangi Community Committee for loan funding the repair of the Kokatahi Pavilion.
- B) If the above consultation is progressed, Council require the repayments of the loan, servicing costs and legal fees to be paid directly from the Kokatahi Township Development Fund to Development West Coast.

- C) The term of the agreement does not require annual repayment and service costs of greater than \$8,000.

7. ADMINISTRATIVE RESOLUTIONS

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

Kw. Tumahai left the meeting at 12 noon and did not return to the meeting.

7.1 **Warrant of Appointment - Warren Godfrey**

- An Officer pursuant to Section 174 of the Local Government Act 2002; AND
- An Authorised Officer pursuant to Section 222 of the Building Act 2004; AND
- An Enforcement Officer pursuant to Section 371b of the Building Act 2004; AND
- An Officer under the Westland District Council Bylaws; AND
- An Enforcement Officer pursuant to Section 38 of the Resource Management Act 1991.

7.2 **Warrant of Appointment - Ana Elizabeth Coleman**

- An Officer pursuant to Section 174 of the Local Government Act 2002; AND
- An Authorised Officer pursuant to Section 222 of the Building Act 2004; AND
- An Enforcement Officer pursuant to Section 371b of the Building Act 2004; AND
- An Officer under the Westland District Council Bylaws; AND
- An Enforcement Officer pursuant to Section 38 of the Resource Management Act 1991.

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

7.3 Warrant of Appointment: Mark William DIXON (Compliance Team Leader):

- District Environmental Health Officer pursuant to s.28 Health Act 1956
- Local Authority Inspector pursuant to s.2 Food Act 1981
- Food Act Officer and/or accredited auditor to Ministry of Primary Industries pursuant to Food Act 2014
- Chief Licensing Inspector (or Licensing Inspector) pursuant to s.197 Sale and Supply of Alcohol Act 2012
- Litter Control Officer pursuant to s.5 Litter Act 1979
- Enforcement Officer and District Hazardous Substances Officer pursuant to s.98 and s.100 – Hazardous Substances and New Organisms Act 1996
- Officer under Housing Improvement Regulations 1947
- Enforcement Officer pursuant to s.38 – Resource Management Act 1991
- Authorised Officer pursuant to s.332 and s.333 – Resource Management Act
- Authorised Officer pursuant to s.174 – Local Government Act 2002
- Enforcement Officer pursuant to s.177 – Local Government Act 2002 for all offences under this Act, all offences against bylaw made under this Act and all infringement offences provided for by regulations made under s.259 of this Act
- Inspector and Authorised Officer to enforce Westland District Council Bylaws.
- Dog Control Officer and/or Dog Control Ranger pursuant to s.11 and s.12 of Dog Control Act 1996
- Officer under s.63 of Impounding Act 1955
- Authorised Officer pursuant to s. 222 of the Building Act 2004
- Enforcement Officer pursuant to Section 371b of the Building Act 2004.

3. PRESENTATIONS

3.1 Citizenship Ceremony – 12 noon

The following candidates were in attendance at the meeting to Swear Allegiance to Her Majesty the Queen of New Zealand and receive a Certificate of Citizenship before His Worship the Mayor:

NAME	NATIONALITY	FORM OF OATH
Mr Rizwaan ALI	Fijian	Affirmation
Master Qaiz Zeashaan ALI	Fijian	No Oath
Master Valmar Lucas MUNIZ SILVEIRA	Brazilian	Oath
Mr Jaspal SINGH	Indian	Affirmation

The meeting adjourned for lunch at 12.21 pm and reconvened at 12.43 pm.

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

Moved Cr Neale, seconded Deputy Mayor Martin and **Resolved** that:

- A) Council exclude the public in accordance with Section 48, Local Government Official Information and Meetings Act 1987 at 12.43 pm; and
- B) Kw. Tumahai remain in the Confidential part of the meeting in accordance with Clause 17.2 of Council's Standing Orders as a reflection of the Runanga Partnerships with Council.

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 – 23 August 2018

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 – 23 August 2018	Confidential Minutes	Good reasons to withhold exist under Section 7	Section 48(1)(a) & (d)

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

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

Moved Cr Havill, seconded Cr Neale and **Resolved** that the business conducted in the "Public Excluded Section" be confirmed, and accordingly, the meeting went back to the open part of the meeting at 1.38 pm.

**Date of next Ordinary Council Meeting – 25 October 2018
to be held in the Council Chambers, 36 Weld Street, Hokitika.**

MEETING CLOSED AT 1.38 PM

Confirmed by:

Mayor Bruce Smith
Chair

Date



DOG CONTROL HEARING COMMITTEE

MINUTES OF A MEETING OF THE DOG CONTROL HEARING COMMITTEE HELD IN THE COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA ON MONDAY 1 OCTOBER 2018 COMMENCING AT 8.03 AM

1. MEMBERS PRESENT, APOLOGIES AND INTEREST REGISTER:

1.1 Members Present

His Worship the Mayor R.B. Smith
Cr D.L. Carruthers (Chair)

Apologies

Cr G.L. Olson

Moved Cr Carruthers, seconded His Worship the Mayor, and **Resolved** that the apology from Cr G.L. Olson be received and accepted.

Also in Attendance:

L.A. Crichton, Acting Chief Executive; M. Dixon, Team Leader Compliance; W. Knightbridge, Environmental Health/Regulatory Officer; D.M. Maitland, Executive Assistant.

1.2 Interest Register

The Interest Register was circulated and no amendments were noted.

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

Moved Cr Carruthers, seconded His Worship the Mayor and **Resolved** that:

- A) Council exclude the public in accordance with Section 48, Local Government Official Information and Meetings Act 1987 at 8.05 am; and
- B) Council staff remain in attendance at the meeting; and
- C) Members of the public in attendance at the meeting that were affected by the alleged incident relating to a dog being retained under Section 71 of the Dog Contract Act 1996 may remain in the Confidential part of the meeting in accordance with Clause 17.2 of Council’s Standing Orders.

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

2.1 Application to Release Dog Retained under Section 71 Dog Control Act 1996

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
2.1	Confidential Report to Council	Application to Release Dog Retained under Section 71 Dog Control Act 1996	Good reasons to withhold exist under Section 7	Section 48(1(a) & (d)

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

No.	Item	Section
8.1	Protect the privacy of natural persons, including that of deceased natural persons.	Section 7(2)(a)
	Maintain legal professional privilege	Section 7(2)(g)

Moved Cr Carruthers, seconded His Worship the Mayor 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 8.44 am.

MEETING CLOSED AT 8.44 AM

Confirmed by:

Cr Carruthers
Chair – Dog Control Hearing Committee

Date

Council Meetings - Action List

Date of Meeting	Item	Action	Officer	Status
22.02.18	New Westland Sports Hub Covered Complex	Ownership of the covered courts being developed at WHS on the condition that a MOU be entered into on terms and conditions satisfactory to the Council	CE	Currently sitting with Westland High School.
28.06.18	Representation Review 2018	Commence an engagement process to discuss future representation of Māori representation	CE	Objection period 27 August to the 28 September 2018.
28.06.18	Draft Waste Assessment and Draft Waste Minimisation and Management Plan	Proceed to public consultation	GMDA	Submissions closed on the 18 August 2018.
28.06.18	Beachfront Development Plan	Inclusion of the concept of a sound shell at the Hokitika Beachfront	GMDA	Under discussion through CBD workgroup.
28.06.18	Kaniere School Students – Cycletrail	Council staff to get back to the Kaniere School Students regarding the proposal	GMDA	Options are being considered.
28.06.18	Fish on Drains	Council allowed additional blue fish to be installed on the drains in the Hokitika CBD. Council staff to get back to the Kaniere School Students and let them know.	GMDA	Under review with District Assets. District Assets working with Kaniere School.
26.07.18	Responsible Campers Bylaw	Draft for the 23 August Council Meeting	CE	Draft completed. Awaiting Regional alignment with Grey and Buller Districts. Extraordinary

Date of Meeting	Item	Action	Officer	Status								
				Council Meeting to be organised once finalised. A meeting to be organised in mid-October.								
23.08.18	Representation Review 2018	<p>A) Council adopt the representation arrangements as consulted.</p> <p>B) Council recognise Mana Whenua representation by inviting the Chairs of Te Rūnanga o Ngāti Waewae and Te Rūnanga o Makaawhio to attend and participate in Council Meetings and the Business of Council and a Memorandum of Understanding is developed to give effect to this partnership.</p> <p>C) MOU to be developed between Iwi and the Council.</p>	<p>GMCS</p> <p>Deputy Mayor Martin</p>	<p>Adopted</p> <p>In progress.</p>								
23.08.18	Review of Dangerous and Insanitary Buildings Policy	<p>A) Council adopt the Statement of Proposal for the Review of Westland District Council's Dangerous and Insanitary Buildings Policy as attached to the agenda; and</p> <p>B) Council undertake a Special Consultative Procedure as per Section 83 of the Local Government Act 2002 on the attached proposed Dangerous and Insanitary Buildings Policy, with an opening date of 29 August 2018 and a closing date of 1 October 2018.</p>	GMPCE	<p>Completed</p> <p>In progress.</p>								
23.08.18	Sale and Purchase of Two Parcels of Land in Franz Josef	<p>That approval be granted for the sale and purchase of the two parcels of land, Lot 5 DP 419200 and SEC 1 SO 11501 as follows:</p> <table border="1" data-bbox="622 1198 1561 1326"> <tbody> <tr> <td>State Highway 6</td> <td>25800 489 02</td> <td>\$240,000</td> <td>2018 QV Valuation</td> </tr> <tr> <td>Waiho River</td> <td>25800 493 01</td> <td>\$45,000</td> <td>2018 Preston Rowe Paterson</td> </tr> </tbody> </table>	State Highway 6	25800 489 02	\$240,000	2018 QV Valuation	Waiho River	25800 493 01	\$45,000	2018 Preston Rowe Paterson	CE	Documents have been signed.
State Highway 6	25800 489 02	\$240,000	2018 QV Valuation									
Waiho River	25800 493 01	\$45,000	2018 Preston Rowe Paterson									
23.08.18	Contribution to Establishment of First Permanent	A) Council contributes \$100.00 for each soldier from the Westland District that lost their lives in France to the New Zealand War Memorial Museum in Le Quesnoy, France.	CE	Feedback to the Hokitika Museum required from Te								

Date of Meeting	Item	Action	Officer	Status
	New Zealand War Memorial Museum in the French Town of Le Quesnoy	B) Council notes the contribution will be unbudgeted expenditure funded from general reserves.		Rūnanga o Makaawhio
27.09.18	Annual Report on Dog Control Policy and Practices	To be forwarded to the Secretary for Local Government and the report be made available on the Council Website.	CE	
27.09.18	Call for Expressions of Interest – Christmas Decorations 2018	A) Council call for Expressions of Interest (EOI's) for street decorations for Christmas 2018 from community groups and organisations throughout the Westland District with a closing date of 12 October 2018. B) Council instruct staff to allocate funds based on the EOI's received. C) To see as part of the process that Council look to encourage the communities to use the funds allocated as seed capital and seek to raise further funds against it from other organisations.	CE	Council called for Expressions of Interest.
27.09.18	Draft Accessible Te Tai Poutini West Coast Strategic Plan	Council endorsed and supported the Draft Accessible Te Tai Poutini West Coast Strategic Plan 2018-2021 with Mayor Bruce Smith adding his signature to it at the next Mayors and Chairs meeting.	CE	Agenda items Mayors and Chairs Meeting.
27.09.18	Soroptimist Proposal for Seat outside the Council Building	A) Council approved the recommendation of the Hokitika Reserves and Environs Community Group by approving the request from the Westland Soroptimists for a seat to be located outside the limited mobility access door to the Council building on the corner of Sewell and Weld Streets, Hokitika. B) In line with Council's policy on statues, monuments, memorials and public art, a Memorandum of Understanding between Council and	CE	

Date of Meeting	Item	Action	Officer	Status
		the Soroptimists be written for the maintenance of the seat which will include what needs to be done, how often it needs to be done and who will do it.		
27.09.18	Class 4 Gambling Venues Review	<p>Council adopted an amended draft Class 4 Gambling Venue Policy as set out in Appendix 5 of the Council Agenda for public consultation, the amendments consisting of the following.</p> <p>A) Clause 3.1 of the amended draft policy reads “The number of venues within the Westland District outside of Hokitika is capped at three, with two of these three venues being located in the Glacier Country.”</p> <p>B) Clause 3.3 of the amended draft policy reads “If an existing Hokitika venue closes and relinquishes machines, the permitted number of venues and machines would reduce as per a sinking lid policy, with the exception of a venue that is not funded by a nationwide trust or society. “</p> <p>C) Clause 3.6 of the amended draft policy reads “All venues must provide a restricted area for Class 4 Gambling.”</p> <p>D) Council undertake a Special Consultative Procedure as per S83 of the Local Government Act 2002 on the attached proposed policy in Appendix 5, with an opening date of 1 October and a closing date of 1 November 2018. See Appendix 6.</p>	CE	Special Consultative Procedure is underway.
27.09.18	Kokatahi-Kowhitirangi Community Committee Request for Information and Funding Options	<p>A) Council directed staff to consult with the community and committee to facilitate discussion between Development West Coast (DWC) and the Kokatahi-Kowhitirangi Community Committee for loan funding the repair of the Kokatahi Pavilion.</p> <p>B) If the above consultation is progressed, Council require the repayments of the loan, servicing costs and legal fees to be paid</p>	CE	Letter written to the Kokatahi-Kowhitirangi Community Committee.

Date of Meeting	Item	Action	Officer	Status
	to repair the Kokatahi Pavilion	<p>directly from the Kokatahi Township Development Fund to Development West Coast.</p> <p>C) The term of the agreement does not require annual repayment and service costs of greater than \$8,000.</p>		
27.09.18	Administrative Resolutions	<p>Council confirmed the Seal being Affixed to the following documents:</p> <p>A) Warrant of Appointment – Warren Godfrey B) Warrant of Appointment – Ana Elizabeth Coleman C) Warrant of Appointment – Mark William Dixon</p> <p>New Warrant Cards are required to be ordered.</p>	EA	Underway

Report



DATE: 25 October 2018
TO: Mayor and Councillors
FROM: Chief Executive

CHIEF EXECUTIVE'S QUARTERLY REPORT

1 SUMMARY

- 1.1** The purpose of this report is to:
 - 1.1.1 Provide an update on the positive aspects that are happening in the Westland District.
 - 1.1.2 Updates on any Matters of Significance & Priority.
- 1.2 Council seeks to meet its obligations under the Local Government Act 2002 and the achievement of the District Vision which is set out in the Council's Long Term Plan 2018-28. These are stated on Page 2 of this agenda.
- 1.3 This report concludes by recommending that Council receive the Chief Executive's report dated 25 October 2018.

2.0 MATTERS OF SIGNIFICANCE & PRIORITY LIST

2.1 Franz Josef Wastewater Treatment Plant (WWTP)

The contract for construction of an upgraded treatment pond is being tendered and closes Friday 19 October. Six tenderers attended the mandatory site meeting earlier in the month.

Equipment for the WWTP have been procured - the following photos are of our recently purchased wastewater inlet screen and aerator. These are expected to arrive and be installed in February 2019. The screen is designed to remove inorganic material from the wastewater inflow prior to entering the new oxidation pond. The Aerator will provide

supplementary oxygen to the new pond and promote flow movement and direction



Staff are working closely with all affected parties to ensure the plant is fully operational by April 2019.

2.2 Hokitika Wastewater Treatment Plant

Regarding upgrading the Hokitika ponds, a purchase order has been raised for Sindico Ltd to supply an Aerator and Inlet screen with septage receivable ability.

These units are expected to arrive January/February 2019 together with the units for the Franz Josef WWTP Upgrade.

During this financial year;

- Conceptual design drawings outlining basic improvements need to be reviewed and progressed.

- Updated sludge depth survey needs to be carried out.
- Contract prepared and tendered for upgraded works.

2.3 Kumara & Whataroa WTP upgrades

The Kumara WTP upgrade project has been delayed due to contractor availability. The new target program sees the commissioning and testing to be completed by early November and the takeover by mid-December. The Whataroa WTP upgrade targeted completion dates are the end of November with takeover from late January 2019.

2.4 Current & Future Tourism Infrastructure Funding (TIF) applications

Bruce Bay toilets

The toilet unit is built and awaiting installation. There have been multiple delays between government departments (DOC and NZTA) requiring approvals and negotiating access, setback and now car parking.

Haast toilets

The units for the Haast toilets has been built and ready for transportation and storage. Staff are now working on consenting documentation and planning the installation process that promises to be somewhat disruptive for the local community.

Preliminary discussions have taken place with suppliers and some communities to progress the installation of Kumara, Ross and Whataroa toilets.

2.5 Responsible Camping Initiatives

The Council has been successful in its application MBIE to fund infrastructure and operational costs for responsible camping initiatives as part of the New Zealand wide campaign to address shortcomings in supporting freedom camping.

Public submissions are now underway for the proposed Freedom Camping Bylaw. The bylaw has been drafted to be similar to Grey and Buller District Council bylaws so that it has very familiar content for the traveller.

The funds will be used to provide camping areas which will be fitted out with portable toilets and rubbish collection points. It also covers operational costs for servicing the facilities plus vehicles and resources for enforcement.

It is still expected that submissions will be received from other interested parties as a result of a number of public consultation meetings held prior to commencement of formal submissions.

The closing date for public submissions is 5.00pm on Friday the 16th of November 2018.

2.6 West Coast Wilderness Trail - completion of the Mahinapua section.

West Coast Wilderness Trail section for Mahinapua being open for riders from the 20 October. With the opening of the new trail alignment the historic Mahinapua Rail Bridge is accessible to the public following a successful joint project with Department of Conservation and Westland District Council.

The new off-road trail alignment will remove the road cycle on State Highway and be replaced with an amazing 3.6km off-road single track bush experience.



2.7 Franz Josef – Future Planning

Council is still awaiting announcement from Central Government around the Provisional Growth Fund (PGF) application for the masterplanning work for the Future Franz project.

2.8 Westland Economic Strategy

Two significant PGF applications have been made in the last quarter – one for the proposed NZ Pounamu Centre and Museum and the second the Culture & Heritage Tourism Development Project. Both projects are centred on Tourism and improving the customer experience within the district.

Announcements are expected prior to year-end on the success of these applications.

Staff is currently working with GNS and other stakeholders in regards to a Geothermal PGF application.

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

This work continues to address shortcomings on our documentation and asset information.

2.10 Hokitika Gorge

Work continues on the Hokitika Gorge carparking with the majority of earthworks completed. Sealing of the car park should be completed shortly.

3.0 OTHER ACTIVITIES

3.1 District Library

The library team is now fully staffed following the appointment of a Senior Library Assistant in August.

The Library has recently increased their social media presence, adding an Instagram account to run alongside the Library Facebook page, aiming to reach new audiences and increase customer engagement.

The Digital Learning Centre refurbishment continues to progress. The aim is to have it available as a basic meeting room and learning space shortly. However, technology has moved on since the plan was originally drawn up (August 2017) and the original specification has been reviewed and updated, this has moved the final completion date into December.

September was the E-Reading promotion month, with e-book / e-audio-book readers entered into a prize draw. The promotional campaign

resulted in a 21% increase in e-book / e-audio-book issues. The top prize was a Samsung Galaxy Tablet, additional prizes were donated by Mitre 10, Ellerys Hokitika and Westland Pharmacy.

To encourage some long overdue books to be returned to the library and to facilitate the renewed use of the library by some families with significant charges on their cards, there was a Library Amnesty for a month. This has successfully recovered many long overdue books or resulted in payment for lost books and with the remaining fines waived, encouraged some families back to the library.

Our Library Talks continue to be popular, with Bevan Hall talking about his travels in Palestine and Kerry-Jane Wilson's tales of Puffins, Guillemots and Vikings. A new adult book group, Café Books, is now up and running on a Saturday morning. Meanwhile, the Children's Book Club, Westland High School Book Club and Code Club have had a fantastic term.

3.2 Information Strategy

The work to implement the replacement servers has begun. It is unlikely that there will be any disruption to work, as this work will be undertaken over a weekend. Servers must be replaced every 3-5 years to ensure business continuity and no loss of records.

3.3 Annual Report

The audit of the Annual Report is in progress at the time of writing this report.

At this time we are still on target to meet the deadline to adopt.

3.4 Fraud Framework

The fraud framework report has been reviewed by the executive team and comments have been provided to PwC.

The executive team have also requested PwC to provide an external whistleblower service for staff, which will be a joint contractual arrangement with at least 2 of the other West Coast Councils (at the time of writing this report).

3.5 EDRMS

The project to implement an eDRMS system is progressing, with the Business Analyst now spending 50% of his time on this project.

The next stage is for the core project team to visit another Council who is using the preferred solution with the core MagiQ system, this will provide an understanding of the functionality between the two systems.

This project spans 2 reporting years and is therefore not expected to be completed this financial year.

3.6 New Financial Reporting System

The implementation of this system started at the end of September, with IBIS taking the lead, there will be a lot of work over the next quarter to get the accounts mapped and the system ready to use by end of January. It is expected that finance staff will be using this system initially, then training will be provided to budget managers.

3.7 The Office of the Auditor-General

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

4.0 STAFFING UPDATE

4.1 Office of the Chief Executive

A replacement for a new Community Development Officer is underway with the retirement of Derek Blight in December. We would like to bring someone on early to ensure there is a smooth handover.

4.2 District Assets

The search for a Capital Projects Manager is underway to support the full list of capital projects in our capital plan current and in the future.

District Assets are also currently recruiting for a Business Support Officer following the departure of Sarah Hawkins.

4.3 Corporate Services

The Accountant role has now been filled, and the successful applicant has now been in place since the beginning of September. The Strategy and Communications Advisor role has also now been filled, and there are several projects that will be undertaken under this role, including a LGNZ led 'Wellbeing' project. This is around the wellbeing of Communities and what Councils need to do to ensure Wellbeing.

4.4 Planning, Community and Environment

The Planning Community and Environment team has been restructured to now include only two groups being Planning and Regulatory Services, with the disestablishment of the Group Manager Role.

There is currently a vacancy for the Regulatory Services Manager. The position is currently being filled by Planning Manager in an Acting Capacity.

Dog Control Services have returned to Council, headed by the new position of Compliance Team Leader. A new Business Support role will be filled in the near future to support Compliance and Environmental Health.

The Planning Department has seen the resignation of Senior Planner and promotion of Planner to Senior Planner. Vacancies are being advertised for a Planner and a Senior Policy Planner to input to the One District Plan review.

Customer Services has two vacancies advertised.

5 RECOMMENDATION

- A) **THAT** the Quarterly Report from the Chief Executive dated 25 October 2018 be received.

Simon Bastion
Chief Executive

Report



DATE: 25 October 2018
TO: Mayor and Councillors
FROM: Transportation Manager

ROAD NAMING FOR LAKE KANIERE DEVELOPMENTS LTD SUBDIVISION AT HANS BAY AND UNFORMED ROAD OFF STATE HIGHWAY AT TARAKAKAU.

1 SUMMARY

1.1 The purpose of this report is to officially allocate road names to 2 as yet unnamed roads within the Westland District. The first such road is on a subdivision created by Lake Kanierere Developments Ltd a number of years ago off Stuart Street.

The second road is what was the State Highway approach to the South End of the old Taramakau Road Rail bridge. NZTA are gifting this road to Council.

1.2 This issue arises from neither of the above mentioned roads have ever been allocated official road names. The Lake Kanierere Subdivision involved the opening/forming of an existing unnamed paper road off Stuart Street. The Taramakau Bridge Road is an old section of State Highway. NZ State Highways are not normally named unless they are within urban areas.

1.3 Council seeks to meet its obligations under the Local Government Act 2002 and the achievement of the District Vision which is set out in the Council's Long Term Plan 2018-28. These are stated on Page 2 of this agenda.

1.4 This report concludes by recommending that Council formally resolves to adopt road names for the 2 affected roads as detailed further into this report.

1 BACKGROUND

2.1 Unnamed Road off Stuart Street, Hans Bay – This was an existing paper road prior to the land on either side being subdivided into rural residential lots a number of years ago. The subdivision consent required the formation of the road to Councils Standard. Unfortunately, at the time, the fact the road had no

official name was not picked up at any stage of the development. As such, Council is now faced with needing to adopt an acceptable road name.

The Developer was then approached for suggestions of a road name and the initial suggestion was “The Terrace”. Rules around road naming however prevent this being accepted so three other suggestions were then put forward. Those suggestions are as listed in order of preference below...

- a. Tuhua Terrace
- b. Tuhua Rise
- c. Tuhua Heights

2.2 Unnamed old Section of State Highway 6 on the Southern end of the Taramakau River – Because of the construction of the new Taramakau Road Bridge there is now a section of formed road that is no longer State Highway. Normal practice for this in past has been for the local Territorial Authority (in this case Westland District Council) to take over ownership of the old highway formation as part of the local road network. Three potential names for this piece of road are as listed in order of preference below...

- a. Gentle Annie Road
- b. River Access Road
- c. Rail Bridge Road

3 CURRENT SITUATION

3.1 There are 2 formed road within our District that presently have no official road name.

4 OPTIONS

4.1 **Option 1** – Status Quo. This isn’t really an option as roads need identifiers for emergency purposes.

4.2 **Option 2** – Adopt “Tuhua Terrace” (in recognition of Mount Tuhua) for the Road at Hans Bay as detailed in the included plan. And Adopt “Gentle Annie Road” (recognising/referencing the Gentle Annie Track that runs from the Bridge downstream along the edge of the Taramakau River) for the old section of State Highway that NZTA is gifting to Council.

4.3 **Option 3** – Adopt alternative road names (as decided by Council) for each road using options selected from 2.1 and 2.2 above.

4.4 **Option 4** – Publicly advertise for submissions/suggestions on both road names and decide on appropriate names at a subsequent Council meeting.

5 SIGNIFICANCE AND ENGAGEMENT

- 5.1 Road Naming is relatively minor in the realms of significance and falls within Councils already delegated authority under the Local Government Act. There is an option to go for wider public consultation in this report should Council decide it wishes to proceed down this path.
- 5.2 The developer at Hans Bay is the one that provided the suggested options for the first road. Council Staff have provided the suggestions for the second road. No wider consultation has (at this stage) been carried out.

6 ASSESSMENT OF OPTIONS (INCLUDING FINANCIAL IMPLICATIONS)

- 6.1 Whatever names are chosen there are really only limited advantages and disadvantages for all options. Not assigning a name is not an option and the disadvantage to not having a road name is that emergency services have no way of locating a property and we have no way of creating an address/RAPID number. Delaying and going to consultation is not a disadvantage simply a delay. Naming the roads gives us the ability to create address points that can then be used by the Emergency services and Postal delivery agents.
- 6.2 Financial implications for Council is really only around purchase of signage which is within current budget capability. Or the cost of public consultation which wouldn't necessarily be high and also likely covered under available budgets.

7 PREFERRED OPTION(S) AND REASONS

- 7.1 Option 2 above is the authors preferred option as it completes this process and finalises road names for these sections of road without delaying the process.

8 RECOMMENDATION(S)

- A) **THAT** in accordance with Option 2 the unnamed road at Hans Bay be named "Tuhua Terrace" as per the suggestion of the developer and that the former section of State Highway 6 at Taramakau River be named "Gentle Annie Road". or

- B) **THAT** in accordance with Option 3 the Council adopt alternative Road Names from the suggested lists. or
- C) **THAT** in accordance with Option 4 the Council request public submissions/suggestions on suitable road names.

Karl Jackson
Transportation Manager

Appendix 1: Unnamed Road at Hans Bay off Stuart Street

Appendix 2: Approximate alignment of Former State Highway Road section at Taramakau

Appendix 1

UNNAMED ROAD AT HANS BAY OFF STUART STREET



APPROXIMATE ALIGNMENT OF FORMER STATE HIGHWAY ROAD
SECTION AT TARMAKAU



Report



DATE: 25 October 2018
TO: Mayor and Councillors
FROM: Acting Regulatory Services Manager

ADOPTION OF REVIEWED DANGEROUS AND INSANITARY BUILDINGS POLICY AND THE NEW PRIORITY THOROUGHFARES FOR POTENTIALLY EARTHQUAKE-PRONE BUILDINGS

1 SUMMARY

- 1.1 The purpose of this report is to seek Council adoption of the revised policy for Dangerous and Insanitary Buildings and adopt a list of Priority Thoroughfares for Potentially Earthquake-prone buildings, following consideration of a submission received under the Special Consultative Procedure as per Section 83 of the Local Government Act 2002.
- 1.2 This arises from the Dangerous and Insanitary Building Policy being due for review, and MBIE requirements to identify priority thoroughfares for both vehicular and pedestrian access which may potentially be effected by Earthquake-prone buildings in a large seismic event.
- 1.3 Council seeks to meet its obligations under the Local Government Act 2002 and the achievement of the District Vision which is set out in the Council's Long Term Plan 2018-28. These are stated on Page 2 of this agenda.
- 1.4 This report concludes by recommending that Council adopt both the Dangerous and Insanitary Building Policy and the Priority Thoroughfares for Potentially Earthquake-prone Buildings.

2 BACKGROUND

- 2.1 The Dangerous and Insanitary Building Policy was last reviewed in 2011. Under Section 131 of the Building Act 2004 there is a requirement for territorial authorities to adopt a policy on dangerous and insanitary buildings, and to review this every five years, therefore it was overdue for review.

- 2.2 The provisions introduced in the Building (Earthquake-prone Buildings) Amendment Act 2016 which came into force 1 July 2017 meant the Dangerous and Insanitary Building Policy needed to be amended to meet legislative requirements.
- 2.3 To meet the provisions of the Building (Earthquake-prone Buildings) Amendment Act 2016, the Westland District Council proposed a list of thoroughfares that have sufficient vehicular or pedestrian traffic to warrant prioritisation, based on potential consequences if part of an unreinforced masonry (URM building) were to fall onto them in an earthquake.
- 2.4 At its 23 August 2018 meeting, the Council approved a Statement of Proposal for a Special Consultative Procedure under Section 83 of the Local Government Act 2002, allowing for a submission period on the policies.

3 CURRENT SITUATION

- 3.1 The Statement of Proposal was advertised in the Hokitika Guardian and on the Council's website, and in the Westland Matters newsletter. The consultation period ran from 29 August through 1 October 2018.
- 3.2 One submission was received on behalf of four parties being Malcolm Walker, Diana Curtis, Kay Lyes and Vaughan Bradley, which related to the Proposed Priority Thoroughfares for Potentially Earthquake Prone Buildings.

Summary of Submission

- 3.3 The submission had two objectives, firstly to outline principle for retention of the existing town fabric without resorting to demolition and secondly to discuss and outline the proposal for the Renton's building for which the submitters are owners and also for the Preston's building and Weld Lane.
- 3.4 The submission stated no objection to the document. While matters are relevant for Heritage Buildings they do not support or challenge the proposal, therefore the submission is considered neutral.
- 3.5 The submission did not request the right to be heard.

4 OPTIONS

- 4.1 The Council does not need to deliberate nor make a decision on the submission as the submission was neutral and did not seek the right to be heard.
- 4.2 Today's options are essentially as follows:
- **Option One: Adopt the updated Dangerous and Insanitary Building Policy, as attached and Adopt the Proposed Priority Thoroughfares for Potentially Earthquake-prone Buildings, as attached.** The content is the same as that proposed and subject to consultation.
 - **Option Two: Adopt the updated Dangerous and Insanitary Building Policy, as attached and Adopt the Proposed Priority Thoroughfares for Potentially Earthquake-prone Buildings with no amendments in relation to submissions, as attached, but with further amendment.** This is the option Council would choose if it felt that the attached versions did not adequately or accurately reflect its direction of 23 August 2018.
 - **Option Three: Do not adopt the updated Dangerous and Insanitary Building Policy, as attached and Adopt the Proposed Priority Thoroughfares for Potentially Earthquake-prone Buildings, as attached.** This option would mean that the requirements of the Building (Earthquake-prone Buildings) Amendment Act 2016 are not met.

5 SIGNIFICANCE AND ENGAGEMENT

- 5.1 Under the guidance of the Council's Significance and Engagement Policy, the decision to be made today is considered to be of medium significance. It deals with two regulatory issues throughout the District, which potentially have an impact on the District's residents and businesses specifically those who own unreinforced masonry buildings or buildings deemed to be dangerous or insanitary.
- 5.2 District-wide consultation has occurred through the Special Consultative Procedure under Section 83 of the Local Government Act. The submission period ran from 29 August to 1 October 2018.
- 5.3 The two Statements of Proposal inviting submissions were advertised in the Hokitika Guardian, in the Westland Matters electronic newsletter and on the Council website.

- 5.4 Submission forms, and the proposed documents, were made available on the Council website and at Council offices.
- 5.5 One submission was received in relation to the Proposed Priority Thoroughfares for Potentially Earthquake-prone Buildings document which indicated no wish to be heard.
- 5.6 After today's decision, there is a legislative requirement to place a public notice in a local newspaper advising of the Council's decision to adopt the Policies, and to make these documents available at Council's office and on its website.

6 ASSESSMENT OF OPTIONS (INCLUDING FINANCIAL IMPLICATIONS)

General options

6.1 The general options above have been assessed as follows:

- **Option One: Adopt the updated Dangerous and Insanitary Building Policy, as attached and Adopt the Proposed Priority Thoroughfares for Potentially Earthquake-prone Buildings, as attached.** The content is the same as that proposed and subject to consultation.
- **Option Two: Adopt the updated Dangerous and Insanitary Building Policy, as attached and Adopt the Proposed Priority Thoroughfares for Potentially Earthquake-prone Buildings with no amendments in relation to submissions, as attached, but with further amendment.** This is the option Council would choose if it felt that the attached versions did not adequately or accurately reflect its direction of 23 August 2018.
- **Option Three: Do not adopt the updated Dangerous and Insanitary Building Policy, as attached and Adopt the Proposed Priority Thoroughfares for Potentially Earthquake-prone Buildings, as attached.** This option would mean that the requirements of the Building (Earthquake-prone Buildings) Amendment Act 2016 are not met.

Financial Implications

6.2 The direct costs to Council of having a Policy on Dangerous and Insanitary Buildings may include staff time to monitor and enforce the policy. Should a building be deemed to be dangerous and or insanitary it may require Council intervention to remedy the issue. However, on balance, enabling dangerous and or insanitary buildings to remain in the District may risk life, health and surrounding properties, potentially including businesses.

6.3 The direct costs to Council of identifying priority thoroughfares for potentially earthquake-prone buildings is negligible.

7 PREFERRED OPTION AND REASONS

7.1 The preferred option is Option One, adopting the updated Dangerous and Insanitary Building Policy and the Proposed Priority Thoroughfares for Potentially Earthquake-prone Buildings, as attached.

7.2 This option is recommended because it allows the documents to meet recent legislative changes with regard to the Building Act.

8 RECOMMENDATIONS

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

B) **THAT** Council adopts the attached Dangerous and Insanitary Building Policy and the Proposed Priority Thoroughfares for Potentially Earthquake-prone Buildings.

Fiona Scadden

Planning Manager and Acting Regulatory Services Manager

Appendix 1: Dangerous and Insanitary Building Policy

Appendix 2: Priority Thoroughfares for Potentially Earthquake-prone Buildings Submission from Malcolm Walker, Diana Curtis, Kay Lyes and Vaughan Bradley



DANGEROUS AND INSANITARY BUILDINGS POLICY



Adopted by Council	Thursday 21 September 2006
Amended as a result of the special consultative procedure	Reviewed during 2011
Reviewed and amended as a result of the special consultative procedure and the Building (Earthquake-prone Buildings) Amendment Act 2016	25 October 2018
Next review due	July 2023

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1. INTRODUCTION AND BACKGROUND

Section 131 of the Building Act 2004 requires territorial authorities to adopt a policy on dangerous and insanitary buildings, and to review this every five years. The requirement for this document to also include a policy on earthquake-prone buildings was removed by the Building (Earthquake-prone Buildings) Amendment Act 2016 and replaced with new national provisions now residing in Subpart 6A of the Building Act 2004.

The policy is required to state:

1. The approach that the Westland District Council will take in performing its functions under the Building Act 2004;
2. Westland District Council's priorities in performing those functions; and
3. How the policy will apply to heritage buildings.

The policy is also now required by the Building Amendment Act 2013 to take into account affected buildings. "Affected buildings" are defined by section 121A of the Building Act 2004 as buildings adjacent to, adjoining, or nearby a dangerous building.

This document sets out the policy adopted by Westland District Council in accordance with the requirements of the Building Act 2004.

In developing, adopting and reviewing this policy, Westland District Council has followed the consultative procedure set out in section 83 of the Local Government Act 2002, as required by section 132 of the Building Act 2004.

In preparing and reviewing this policy, Westland District Council has made extensive use of the guidance documents provided by the Ministry of Business, Innovation and Employment and its predecessor agencies.

2. BUILDING ACT PRINCIPLES

Section 4 of the Building Act lays down the following principles to be applied in performing functions or duties or exercising powers under the Act:

- (2) *In achieving the purpose of this Act, a person to whom this section applies must take into account the following principles that are relevant to the performance of functions or duties imposed, or the exercise of powers conferred, on that person by this Act:*
 - (a) *when dealing with any matter relating to 1 or more household units,—*
 - (i) *the role that household units play in the lives of the people who use them, and the importance of—*
 - (A) *the building code as it relates to household units; and*
 - (B) *the need to ensure that household units comply with the building code:*
 - (ii) *the need to ensure that maintenance requirements of household units are reasonable:*
 - (iii) *the desirability of ensuring that owners of household units are aware of the maintenance requirements of their household units:*
 - (b) *the need to ensure that any harmful effect on human health resulting from the use of particular building methods or products or of a particular building design, or from building work, is prevented or minimized:*
 - (c) *the importance of ensuring that each building is durable for its intended use:*
 - (d) *the importance of recognizing any special traditional and cultural aspects of the intended use of a building:*
 - (e) *the costs of a building (including maintenance) over the whole of its life:*
 - (f) *the importance of standards of building design and construction in achieving compliance with the building code:*
 - (g) *the importance of allowing for continuing innovation in methods of building design and construction:*
 - (h) *the reasonable expectations of a person who is authorized by law to enter a building to undertake rescue operations or firefighting to be protected from injury or illness when doing so:*
 - (i) *the need to provide protection to limit the extent and effects of the spread of fire, particularly with regard to—*
 - (i) *household units (whether on the same land or on other property); and*

- (ii) *other property:*
- (j) *the need to provide for the protection of other property from physical damage resulting from the construction, use, and demolition of a building:*
- (k) *the need to provide, both to and within buildings to which section 118 applies, facilities that ensure that reasonable and adequate provision is made for persons with disabilities to enter and carry out normal activities and processes in a building:*
- (l) *the need to facilitate the preservation of buildings of significant cultural, historical, or heritage value:*
- (m) *the need to facilitate the efficient use of energy and energy conservation and the use of renewable sources of energy in buildings:*
- (n) *the need to facilitate the efficient and sustainable use in buildings of—*
 - (i) *materials (including materials that promote or support human health); and*
 - (ii) *material conservation:*
- (o) *the need to facilitate the efficient use of water and water conservation in buildings:*
- (p) *the need to facilitate the reduction in the generation of waste during the construction process.*
- (q) *the need to ensure that owners, designers, builders, and building consent authorities are each accountable for their role in ensuring that—*
 - (i) *the necessary building consents and other approvals are obtained for proposed building work; and*
 - (ii) *plans and specifications are sufficient to result in building work that (if built to those plans and specifications) complies with the building code; and*
 - (iii) *building work for which a building consent is issued complies with that building consent; and*
 - (iv) *building work for which a building consent is not required complies with the building code.*

3. DEFINITIONS OF BUILDINGS COVERED BY THIS POLICY

The definitions of dangerous, affected and insanitary buildings are set out in sections 121, 121A and 123 of the Building Act 2004 as follows:

121 Meaning of dangerous building

- (1) *A building is dangerous for the purposes of this Act if,—*
 - (a) *in the ordinary course of events (excluding the occurrence of an earthquake), the building is likely to cause—*
 - (i) *injury or death (whether by collapse or otherwise) to any persons in it or to persons on other property; or*
 - (ii) *damage to other property; or*
 - (b) *in the event of fire, injury or death to any persons in the building or to persons on other property is likely.*
- (2) *For the purpose of determining whether a building is dangerous in terms of subsection (1)(b), a territorial authority—*
 - (a) *may seek advice from employees, volunteers, and contractors of Fire and Emergency New Zealand who have been notified to the territorial authority by the board of Fire and Emergency New Zealand as being competent to give advice; and*
 - (b) *if the advice is sought, must have due regard to the advice.*

121A Meaning of affected building

A building is an affected building for the purposes of this Act if it is adjacent to, adjoining, or nearby—

- (a) *a dangerous building as defined in section 121; or*
- (b) *a dangerous dam within the meaning of section 153.*

(Note: Dangerous dams are dealt with by Regional Councils, so are not covered by this policy.)

123 Meaning of insanitary building

A building is insanitary for the purposes of this Act if the building—

- (a) *is offensive or likely to be injurious to health because—*
 - (i) *of how it is situated or constructed; or*
 - (ii) *it is in a state of disrepair; or*
- (b) *has insufficient or defective provisions against moisture penetration so as to cause dampness in the building or in any adjoining building; or*

- (c) *does not have a supply of potable water that is adequate for its intended use; or*
- (d) *does not have sanitary facilities that are adequate for its intended use.*

4. OVERALL APPROACH

4.1 Policy Principles

Westland District Council has noted that provisions of the Building Act 2004 in regard to dangerous and insanitary buildings reflect the government's broader concern with the health and safety of the public in buildings.

- Council is committed to ensuring that the Westland District is a safe and healthy place to live and work while also ensuring that the District continues to develop and thrive.

Westland District Council has also noted that the development of dangerous and insanitary building policies is up to each territorial authority to determine and has responded accordingly.

4.2 History of the Policy

This policy was first developed and finalised after due consultation with Westland District Council ratepayers and stakeholders in accordance with Section 83 of the Local Government Act 2002. This process involved a submission period and an opportunity for submitters to be heard before the Council decided on final policy content. As a result of that consultative approach, the Council resolved that no part of this policy will apply to Council and Transit New Zealand (now New Zealand Transport Agency)_infrastructure covered by an Asset Management Plan.

The first review of the policy commenced in February 2011 with consultation with the public and building owners. The Council also took advice from a structural engineer who had experience with the aftermath and repair of buildings in Christchurch subsequent to the September 2010 and February 2011 earthquakes.

The second review was due by November 2016, but this review was delayed until 2018 due to the 2016 central government work that led to the Building (Earthquake-prone Buildings) Amendment Act 2016, which came into force on 1 July 2017. This legislative amendment removed the requirement for Council to have an Earthquake-prone Buildings Policy and removed the legal effect of any part of this policy applying to earthquake-prone buildings. The remaining parts of the policy relating to Dangerous and Insanitary Buildings have retained legal effect pending the 2018 review. Section 132 (5) of the Building Act 2004 makes it clear that "A policy does not cease to have effect because it is due for review or being reviewed."

4.3 District Characteristics

The built environment of the Westland District has developed over the last 150 years. European settlement has largely been based around the original early settlements. Construction of buildings has been according to the standards and styles of the period.

Local buildings comprise a range of types and ages with construction techniques ranging from wood and unreinforced masonry buildings to a few modern multi-storey steel and concrete buildings. The great majority of buildings are one or two-storey only.

Westland District Council has experienced a period of steady growth that reflected the confidence in greater agricultural productivity, a growth in tourist activity, increased land prices and an influx of new residents. Tourism activity in particular remains on the rise.

In developing this policy, the Westland District Council must balance the need to protect public health and safety against the economic implications of requiring significant remedial building work and the community's desire to protect heritage structures.

5. DANGEROUS AND INSANITARY BUILDINGS POLICY

5.1 Policy Approach

Conversions of existing buildings, lack of maintenance, lack of appropriate facilities, overcrowding and un-consented alterations can cause serious health and safety problems.

The failure to obtain a building consent or the use of buildings for unauthorised purposes can pose a danger to the occupants as well as users. Dangers may include danger of collapse, inadequate fire protection or means of escape.

The development of the New Zealand Building Code and associated standards has created, over time, an effective "raising of the bar" for the standards which buildings and Building Owners must meet. Existing buildings must be maintained appropriately in order to continue to meet such standards.

The Council is actively involved in educating the public on Building Act matters with a view to encourage owners to obtain building consent where necessary.

Westland District Council recognises that West Coasters have a range of financial circumstances and preferences as to the style and condition of buildings they want to

live and work in. At the same time, the Council treats building safety as a serious matter; buildings must be safe for their intended use and for Occupiers.

Accordingly, in applying the “offensive” trigger for insanitary building classification under Section 123 of the Building Act, the Council will prioritize human health and wellbeing rather than aesthetics. A building simply looking poorly maintained might offend some people, but would not normally trigger an insanitary building classification, unlike a building that released objectionable odours or discharges. The other triggers for an insanitary building classification, (“is...likely to be injurious to health”, “has insufficient or defective provisions against moisture penetration so as to cause dampness in the building...”, “does not have a supply of potable water that is adequate for its intended use”, or “does not have sanitary facilities that are adequate for its intended use”) are less subjective than the “offensive” trigger, and it is clear how the Council will be guided by these.

Similarly, the Section 121 definition of a dangerous building is focused on avoiding injury, death or property damage - more tangible and less subjective outcomes than avoiding offence – so the Council will be clearly guided by this definition.

5.2 Identifying Dangerous or Insanitary Buildings, and Affected Buildings

The Council will identify potentially dangerous or insanitary buildings, and affected buildings, on the basis of:

1. Complaints from members of the public.
2. Advice received from Council staff.
3. Complaints or advice from other agencies (e.g. local health providers, NZ Police, trades people).

5.3 Assessment/Prioritization Criteria

The Council will assess potentially dangerous or insanitary buildings, and affected buildings, in accordance with sections 121, 121A, or 123 of the Act as appropriate and in terms of the level of risk to public health, safety or property that is presented.

The Council will give priority to buildings that have been determined to present such a high level of risk as to warrant immediate action to remove the risk.

Options for such immediate action include:

- Prohibiting any person from occupying or using the building;
- If necessary, erecting barriers and warning signs, plus securing the building to prevent entry until such time as remedial action can be taken;
- Except in the case of affected buildings, undertaking remedial action under s129 of the Building Act. Note that, in the case of insanitary buildings, the Council

reserves the right to use its powers to abate nuisance available under s34 of the Health Act 1956.

Where the Council undertakes remedial action under either s129 of the Building Act or s34 of the Health Act, all costs will be recoverable from the building owner(s) as provided for in the relevant legislation.

Buildings that are determined to present a serious risk which is not immediate will be subject to the minimum timeframes for reduction or removal of the danger or preventing the building from remaining insanitary (being not less than 10 days) as set out in s125(1) (d) of the Act.

In addition to remedial action, the Building Act 2004 also empowers the Council to prosecute Building Owners. And this power may be considered at times by the Council.

5.4 Investigation and Enforcement Process – Dangerous, Affected or Insanitary Buildings

The Council will:

1. Respond to and investigate all building complaints received.
2. Identify from these investigations any buildings that are dangerous or insanitary.
3. Identify any ‘affected buildings’ that are (according to the definition in s121A of the Building Act) “adjacent to, adjoining or nearby...a dangerous building.” Simply being “nearby” to a dangerous building will not necessarily make a building “affected” if there is deemed to be a low likelihood of any impact on it from the dangerous building. Buildings that are “adjacent to” or “adjoining” the dangerous building are generally more likely to be considered affected. Each determination will be made on a case-by-case basis depending on the nature and extent of the danger, and the location and characteristics of the potentially affected buildings.
4. Assess the level of risk presented by the building (or, in the case of an affected building, to the building) and, if required, take immediate action.
5. Except in the case of an affected building, inform the owner and occupier of the building to take action to reduce or remove the danger or insanitary condition, as required by s124 and s125 of the Act.
6. Liaise with Fire and Emergency New Zealand when Council deems it appropriate, in accordance with s121 (2) of the Act which provides that:

“For the purpose of determining whether a building is dangerous in terms of subsection (1) (b), a territorial authority-

(a) may seek advice from employees, volunteers, and contractors of Fire and Emergency New Zealand who have been notified to the territorial authority by the board of Fire and Emergency New Zealand as being competent to give advice; and

(b) If the advice is sought, must have due regard to the advice.”

7. Where the building is a heritage building listed in Council’s District Plan or a building listed in the Heritage List / Rārangi Kōrero, Heritage New Zealand shall also be advised and consulted.

If the building is found to be dangerous or insanitary but does not present an immediate risk the Council may:

8. Put up a hoarding or fence to prevent people from approaching the building nearer than is safe.
9. Attach in a prominent place on, or adjacent to, the building a notice that warns people not to approach the building.

10. Issue a notice that complies with Section 125(1) of the Building Act 2004 requiring work to be carried out on the building, within a time stated in the notice being not less than 10 days, to reduce or remove the danger or prevent the building from remaining insanitary. Such a notice must be in writing, fixed to the building in question, state whether a building consent is required, and be given to the building owner, occupier and every person who has an interest in the land, or is claiming an interest in the land, as well as Heritage New Zealand, if the building is a registered heritage building.

11. Issue a notice that complies with Section 125(1A) of the Building Act, restricting entry to the building for particular persons or groups of persons. Such a notice must be in writing, be fixed to the building in question, and be given to the building owner, occupier and every person who has an interest in the land, or is claiming an interest in the land, as well as Heritage New Zealand, if the building is a registered heritage building.
12. Contact the owner at the expiry of the time period set down in the notice in order to gain access to the building to ascertain whether the notice has been complied with.
13. Where the danger is the result of non-consented building work, request the owner to provide an explanation as to how the work occurred and who carried it out and under whose instructions.

14. If notices are not complied with, pursue enforcement action under the Building Act 2004 and Health Act 1956 and recover actual and reasonable costs.

If the building is found to be an affected building, but does not present an immediate risk, the Council may:

15. Put up a hoarding or fence to prevent people from approaching the building nearer than is safe.
16. Attach in a prominent place on, or adjacent to, the building a notice that warns people not to approach the building.
17. Issue a notice that complies with Section 125(1A) of the Building Act, restricting entry to the building for particular persons or groups of persons. Such a notice must be in writing, be fixed to the building in question, and be given to the building owner, occupier and every person who has an interest in the land, or is claiming an interest in the land, as well as Heritage New Zealand, if the building is a registered heritage building.
18. If notices are not complied with, pursue enforcement action under the Building Act 2004 and recover actual and reasonable costs.

5.5 Interaction between this Policy and Related Sections of the Act

Section 41 of the Building Act 2004 provides for situations where, because of the urgency of the work to be done, it is not practical to apply for a building consent before the work is undertaken. In cases where a building is assessed as being immediately dangerous the Council may not require a building consent to be obtained for any building work considered to be immediately necessary to remove the danger. However, prior to any action being taken it is essential that building owners provide a written proposal of any proposed works to the Council for agreement on the matter.

5.6 Record Keeping

Any buildings identified as being dangerous or insanitary will have a requisition placed on the Council's records for the property on which the building is situated until the danger or insanitary condition is remedied.

In addition, the information will be placed on any Land Information Memorandum (LIMs) and will be available for public release in accordance with the provisions of Local Government Official Information and Meetings Act 1987.

6. HERITAGE BUILDINGS

Heritage buildings are those listed in Council's District Plan Schedule, Marae and buildings listed in the New Zealand Heritage List / Rārangī Kōrero. The Building Act 2004 recognises that special provision shall be made for such buildings. Westland District Council believes it is important that its heritage buildings are maintained so they are not dangerous or insanitary, in order to protect people and retain these important connections to the District's history and unique character. However, Westland District Council does not wish to see the intrinsic heritage values of these buildings adversely affected by building work.

Heritage buildings will be assessed in the same manner as other potentially dangerous or insanitary buildings (as per ss121-123 of the Act), and discussions will be entered into with the owner and Heritage New Zealand (pursuant to s125(2)(f) where the building is contained in their List) to identify a mutually acceptable way forward which meets heritage objectives and Building Act requirements included in this Policy as near as is reasonably practicable in the circumstances.

Council will serve notices requiring upgrading or demolition or part demolition within specified timeframes, and/or restricting entry, in consultation with building owners. A copy of any notice issued under s124 of the Act will be sent to Heritage New Zealand in the case of all heritage buildings. Any upgrading work must take into account the principles of the International Council on Monuments and Sites (ICOMOS) NZ Charter, any advice from Council's heritage staff or other heritage professionals or organizations where applicable, and should be designed to involve minimal loss to heritage fabric.

In addition and in consultation with the building owner, an option exists to close part or parts of a heritage building until such time as an appropriate remedial solution can be found.

Demolition is an option of last resort for heritage buildings.

7. OBJECTIONS

In the first instance, building owners or other directly affected parties who wish to object to a building being (or not being) declared dangerous, affected or insanitary should record their objections in writing to the Council's Chief Executive Officer, who will undertake an investigation of the circumstances of the building and the reasons behind the Council's decision on the matter and arrange for the Council or an appropriate Committee to review the decision and if necessary to hear evidence from parties involved. The Council's decision will be provided by way of response to an objection.

The Council reserves the right to recover actual and reasonable costs incurred in conducting review and objection processes, in accordance with fees set from time to time.

Priority will be given to objections where the building has been declared to be of such a risk as to require immediate remedial action so that no undue delays are caused.

8.1 Determinations

Further legal remedies and application to the Ministry of Business, Innovation and Employment for a Determination are also available to Building Owners. Building owners and a variety of other interested parties can formally object to the Council's decision through the right to apply to the Chief Executive of the Ministry of Business, Innovation and Employment for a determination. Determinations can be applied for concerning the Council's decisions to issue or not issue a consent or code compliance certificate, or to exercise its powers concerning dangerous, affected or insanitary buildings. Sections 176 – 190 of the Building Act lay out the requirements for determinations.

8. ECONOMIC IMPACT OF POLICY

The economic impact of this policy is assessed as being minor, since there are relatively few issues arising with respect to dangerous and insanitary buildings each year.

9. REVIEW

Pursuant to section 132 of the Building Act 2004 this policy is required to be reviewed by the Council every 5 years. Any amendment or replacement of the policy must be in accordance with the Local Government Act 2002 Special Consultative Procedure.

This policy was first adopted by the Westland District Council on Thursday 21 September 2006. It was first reviewed and amended in 2011 and was adopted on 25 August 2011 for the purposes of commencing the special consultative procedure pursuant to Section 132 of the Building Act 2004.

The revised Policy was adopted after amendments were made as a result of the special consultative procedure on 24 November 2011.

A further review was undertaken in 2018 and a proposed revised Policy was adopted on 23 August 2018 for the purposes of commencing the special consultative procedure. The revised Policy was adopted as a result of the special consultative procedure on 25th October 2018.

The policy is due for review by 25th October 2023.



Priority Thoroughfares for Potentially Earthquake- prone Buildings

1. Purpose:

Under the provisions of the Building (Earthquake-prone Buildings) Amendment Act 2016, the Westland District Council has compiled a list of thoroughfares that have sufficient vehicular or pedestrian traffic to warrant prioritisation, based on potential consequences if part of an unreinforced masonry (URM building) were to fall onto them in an earthquake.

2. Introduction

The system for identifying and managing earthquake-prone buildings changed on 1 July 2017, when the Building (Earthquake-prone Buildings) Amendment Act 2016 came into force. The new system ensures the way our buildings are managed for future earthquakes is consistent across the country, and provides more information for people using buildings. There are new requirements, powers and timeframes to address earthquake-prone buildings.

The new system prioritises identification and remediation of earthquake-prone buildings that either pose a high risk to life safety, or are critical to recovery in an emergency. Certain hospital, emergency, and education buildings that are earthquake prone will be 'priority buildings'. Other earthquake-prone buildings may be priority buildings due to their location, and the potential impact of their failure in an earthquake on people. These buildings must be identified with community input. Priority buildings must be identified and remediated in half the usual time, to reduce the risks to life safety more promptly.

Westland District Council sought community feedback on proposals for roads, footpaths and other thoroughfares that should be prioritised. This document includes the finalised priority thoroughfares based on the outcome of the consultation process.

This consultation was undertaken in accordance with section 133AF(2)(a) of the Building Act 2004, which requires Council to use the special consultative procedure in section 83 of the Local Government Act 2002 to identify certain priority buildings.

3. New system for managing earthquake-prone buildings

The Building (Earthquake-prone Buildings) Amendment Act 2016 came into force on 1 July 2017. It changed the current system for identifying and remediating earthquake-prone buildings.

The new system ensured the way our buildings are managed for future earthquakes is consistent across the country, and provides more information for people using buildings, such as notices on earthquake-prone buildings and a public register. Owners of earthquake-prone buildings will be required to take action within certain timeframes depending on the seismic risk area their building is located in. Affected owners will be contacted by Council.

Westland District has been categorised as a high seismic risk area. This means that Council must identify potentially earthquake-prone buildings within 5 years, and building owners must strengthen or demolish earthquake-prone buildings within 15 years¹.

More information about the new system can be found at:

<https://www.building.govt.nz/managing-buildings/managing-earthquake-prone-buildings/>

Priority buildings pose a high risk to life safety, or are critical to recovery in an emergency

The new system prioritises identification and remediation of earthquake-prone buildings that either pose a high risk to life safety, or are critical to recovery in an emergency. These buildings are called 'priority buildings'. Priority buildings must be identified and remediated in half the time allowed for other earthquake-prone buildings, to reduce the risks to life safety more promptly.

This means that Council must identify potentially earthquake-prone *priority* buildings in this district within 2.5 years, and building owners must strengthen or demolish earthquake-prone *priority* buildings within 7.5 years².

Certain hospital, emergency, and education buildings that are earthquake prone are likely to be priority buildings. Some other buildings may also be priority buildings due to their location, and the potential impact of their failure in an earthquake on people.

Further guidance on priority buildings is available at: <https://www.building.govt.nz/managing-buildings/managing-earthquake-prone-buildings/resources/>

¹ from the date the earthquake-prone building notice is issued.

² from the date the earthquake-prone building notice is issued.

4. Proposal

4.1 Vehicular and pedestrian thoroughfares with sufficient traffic to warrant prioritisation

Council has applied the following criteria to identify roads, footpaths or other thoroughfares to be prioritised:

1. High pedestrian areas (people not in vehicles)

Description of use	Description of potential area
Areas relating to social or utility activities	Areas where shops or other services are located, such as 'main street' and central business areas in larger towns, including adjacent educational and health facilities
Areas relating to work	Areas where concentrations of people work and move around, such as central business areas in larger towns
Key walking routes	Key walking routes that link areas where people are concentrated, such as walking routes from schools to shops and other services

and

2. Areas with high vehicular traffic (people in motor vehicles/on bikes)

Description of use	Description of potential area
Key traffic routes	Key traffic routes regularly used by vehicles including public transport, such as well-trafficked main streets or sections of state highways and other arterial routes

and

3. Potential for part of an unreinforced masonry building to fall onto the identified thoroughfare³.

³ An unreinforced masonry (URM) building has masonry walls that do not contain steel, timber or fibre reinforcement. URM buildings are older buildings that often have parapets, as well as verandas, balconies, decorative ornaments, chimneys and signs attached to their facades (front walls that face onto a street or open space).

Based on there being sufficient traffic and the potential for part of an unreinforced masonry building to fall, and the preliminary assessment that there are URM buildings on these thoroughfares, Council has identified that the following thoroughfares in central Hokitika be prioritised:


- Weld Street between Fitzherbert St and Revell St
- Weld Lane
- Revell Street between Stafford St and Hamilton St
- Tancred Street between Stafford St and Hamilton St,
- Sewell Street between Hampden St and Hamilton St
- Hamilton Street between Sewell St and Revell St

See map on next page which shows these proposed priority thoroughfares.



Hokitika CBD

**Proposed
Priority
Thoroughfares**

 Priority
Thoroughfare

Scale: 1 : 2000
 Sheet Size: A3
 Aerial photo: Mar 2017
 Projection: NZTM /
 New Zealand
 Transverse Mercator



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In addition to having URM buildings on them, these are the main shopping streets of the largest business area in Westland District, and thus have significant pedestrian and vehicular traffic. The section of Sewell Street north of Stafford St is included because of the traffic (pedestrian and vehicular) associated with St Mary's School. Hamilton Street is included due to having several shops as well as the Hokitika Museum complex.

Westland's other townships each have their own 'main street' environments, but generally do not have URM buildings; the few URM buildings that exist are either not situated on thoroughfares with the same amount of pedestrian and vehicular traffic as in central Hokitika, or are set back significantly from those thoroughfares.

5. Further information

Further information on the new system for managing earthquake-prone buildings can be found at: <https://www.building.govt.nz/managing-buildings/managing-earthquake-prone-buildings/>