



AGENDA

RĀRANGI TAKE

NOTICE OF AN ORDINARY MEETING OF

COUNCIL

to be held on **Thursday, 26 August 2021** commencing at **1.00pm** via Zoom

Chairperson: His Worship the Mayor

Members: Cr Carruthers (Deputy)

Cr Hart

Cr Kennedy

Cr Martin

Kw Tumahai

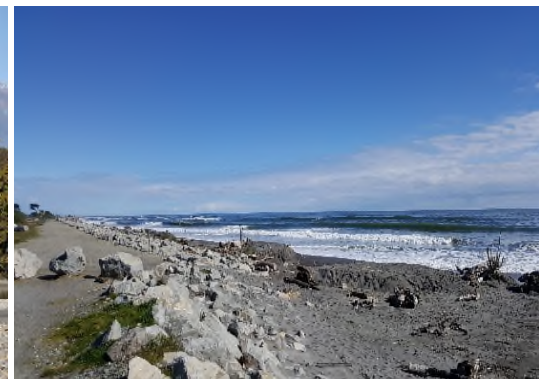
Cr Davidson

Cr Hartshorne

Cr Keogan

Cr Neale

Kw Madgwick



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

Council Vision:

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

Purpose:

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

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

1. KARAKIA TĪMATANGA

OPENING KARAKIA

2. NGĀ WHAKAPAAHA

APOLOGIES

3. WHAKAPUAKITANGA WHAIPĀNGA

DECLARATIONS OF INTEREST

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

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

4. NGĀ TAKE WHAWHATI TATA KĀORE I TE RĀRANGI TAKE

URGENT ITEMS NOT ON THE AGENDA

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

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

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

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

5. NGĀ MENETI O TE HUI KAUNIHERA MINUTES OF MEETINGS

Minutes circulated separately via Microsoft Teams.

Meeting Minutes to be confirmed.

- **Ordinary Council Meeting Minutes – 29 July 2021**

Meeting minutes to be received.

- **West Coast Wilderness Trail Subcommittee Meeting - 13 April 2021**
- **Capital Projects and Tenders Committee Meeting – 2 February 2021**
- **Extraordinary Capital Projects and Tenders Committee Meeting – 11 March 2021**
- **Extraordinary Capital Projects and Tenders Committee Meeting – 16 April 2021**
- **Audit and Risk Committee Meeting – 11 May 2021**

6. ACTION LIST

Pages 6-10

7. NGĀ TĀPAETANGA PRESENTATIONS

- **Forward Works Plan – Westland District Footpaths**
Scott Baxendale, Group Manager: District Assets, Westland District Council.
Winnie Dowell-de Quadros, Engineer, Westland District Council.

8. PŪRONGO KAIMAHI STAFF REPORTS

- **Financial Performance – July 2021**
Lynley Truman, Finance Manager. Pages 11-22
- **Application to install a plaque by Soroptimists to commemorate 100 years in New Zealand**
Scott Baxendale, Group Manager: District Assets. Pages 23-35
- **Reviewed Road Naming Policy**
Scott Baxendale, Group Manager: District Assets. Pages 36-51
- **Three Waters Reform – Engagement Process**
Scott Baxendale, Group Manager: District Assets. Pages 52-55

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

(to consider and adopt confidential items)

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

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

Item No.	General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under Section 48(1) for the passing of this resolution
1.	Confidential Minutes Ordinary Council Meeting - 29 July 2021	Good reason to withhold exist under Section 7	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists. Section 48(1)(a)
2.	Confidential Minutes West Coast Wilderness Trail Subcommittee Meeting – 13 April 2021	Good reason to withhold exist under Section 7	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists. Section 48(1)(a)
3.	Confidential Minutes Capital Projects and Tenders Committee Meeting – 2 February 2021	Good reason to withhold exist under Section 7	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists. Section 48(1)(a)
4.	Confidential Minutes Extraordinary Capital Projects and Tenders Committee Meeting – 11 March 2021	Good reason to withhold exist under Section 7	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists. Section 48(1)(a)
5.	Confidential Minutes Extraordinary Capital Projects and Tenders Committee Meeting – 16 April 2021	Good reason to withhold exist under Section 7	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists. Section 48(1)(a)




Item No.	General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under Section 48(1) for the passing of this resolution
6.	Confidential Minutes Audit and Risk Committee – 11 May 2021	Good reason to withhold exist under Section 7	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists. Section 48(1)(a)





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




Item No.	Interest
1,6	Protect the privacy of natural persons, including that of deceased natural persons (Section 7(2)(a))
1,2,3 4,5,6	Protect information where the making available of the information: (i) would disclose a trade secret; and (ii) would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information (Section 7(2)(b))
1,6	Enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities. (Section 7 (2)(h))
6	Maintain the effective conduct of public affairs through— (ii) The protection of such members, officers, employees, and persons from improper pressure or harassment. (Section 7(2)(f))
1,6	Maintain legal professional privilege (Section 7(2)(g))
1,2,3,4,5	Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) (Section 7(2)(i))
1,5	Prevent the disclosure or use of official information for improper gain or improper advantage. (Section 7(2)(j))







DATE OF NEXT ORDINARY COUNCIL MEETING – 30 SEPTEMBER 2021
COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA AND VIA ZOOM




26.08.21 - Council Meeting - Action List

Item No.	Date of Meeting	COMPLETED IN PROGRESS OVERDUE	Item	Action	Completion Date/Target Date	Officer	Status
1	28.06.18		Kaniere School Students – Cycle trail 1. Crossing Progress 2. Crossing Placement 3. Site Visit (3 Actions merged 26.11.20 and updated)	Council staff to get back to the Kaniere School Students regarding the proposal.	Oct 2020	GM, DA & CE	<p>The site for the crossing has been revised based on a site visit by Mayor, CE & GMDA.</p> <p>As part of the works planned at the crossing, additional footpaths are to be created and the road is to be realigned and changed to a T-intersection.</p> <p>Work started on the project on the 4th August. This work has now been suspended due to level 4 lockdown. An update will be provided on the estimated completion date once we know the impact of lockdown on the project timetable.</p> <p>Propose an opening invitation with Councillors and the Kaniere School.</p>
2	10.12.20		Speed Limit Register Review – Stage 2	Review of the speed limits on the below roads/areas: <ul style="list-style-type: none"> • Kokatahi/Kowhitirangi Area • Old Christchurch Road • Kaniere Road • Lake Kaniere Road and surrounding areas (Hans Bay, Sunny Bight, Lake Kaniere) 	2021	GMDA	<p>This item is on hold awaiting Waka Kotahi NZ Transport Agency speed limit review.</p> <p>An information report will be brought to the September Council meeting outlining the nature of the review that is being undertaken by Waka Kotahi NZ Transport Agency, and potential impacts for Westland DC.</p>
3	10.12.20		Ross Chinese Gardens – Flooding issues	Update to Council on progress	Feb 2021	CE	<p>Cr Keogan working on a Masterplan with the Ross Community.</p> <p>Lake level management – a meeting has been held, an engineering design will be completed, and an application for a resource consent will be submitted to the West Coast Regional Council.</p>

Item No.	Date of Meeting	COMPLETED IN PROGRESS OVERDUE	Item	Action	Completion Date/Target Date	Officer	Status
							Lake Level Project – onsite meeting with Department of Conservation was held. The engineering design will be completed and application for resource consent will be submitted to the West Coast Regional Council, with an endeavour to have this completed through the summer period.
4	25.03.21		Mark Davies, DOC to speak at an upcoming Council Meeting.	Invite Mark Davies to speak to Council as the Operations Director around the issues DOC are facing with the National Park Management Plan.	Completed	CE	Mark Davies, Director Operations (Western South Island) has been invited to attend the August-September Council meeting. Presenting at today's meeting.
5	25.03.21		Kumara Gardens	Update to Council at the next meeting.	On going	CE	A meeting with representatives of the Kumara Community Group held on the 13 August 2021. WDC supporting the group with the tender's process. Post the tender, the community group will provide an update to Council.
6	27.05.21		Road Naming Policy	To be reviewed	Completed	GMR & CS	Draft has been completed and reviewed by the ELT and has been reviewed by Westland DC Iwi representatives. Report at today's meeting.
7	15.06.21		LTP Action 1: Submission Emails	Replies to submitters to be actioned.	Completed	GM & CS	Draft response letter to submitters prepared. Finalising of responses to the 160 submitters in progress. Submission emails/letters have been completed and sent. <i>This action has been completed.</i>

Item No.	Date of Meeting	COMPLETED IN PROGRESS OVERDUE	Item	Action	Completion Date/Target Date	Officer	Status
8	24.06.21		Revell Street Trial – Stage 2	<p>The following items were agreed upon:</p> <p>A) The concept for Revell Street be workshopped with Councillors within a three week period, incorporating a breakdown of costings to date being provided to Councillors.</p> <p>B) The repainting of the traffic lines, traffic calming mechanisms and pedestrian crossing work to be paused and deferred to the workshop for discussion.</p> <p>C) The seating areas and elevated platforms (decking structure) be progressed with urgency.</p>		PM	Workshop with Councillors held on the 12 July 2021, and direction provided to staff on Stage 2 of the trial.
9	26.08.21		LTP Action 2. Stop sign at corner of Sewell and Hampden Street	Sign to be installed	Completed	DA & Transportation Manager	<p>Organising for the stop sign to be installed, coordinating with the road marking contractor to have this all completed at the same time.</p> <p><i>This action has been completed.</i></p>
10	26.08.21		Hokitika Waste Water Treatment Plant Project	Finalised Programme of work to be brought before Council at a future date and Council updated	In progress – Long Term Project 2026	CE	WWTP Project Workshop tentatively booked for 21 September 2021.

Item No.	Date of Meeting	COMPLETED IN PROGRESS OVERDUE	Item	Action	Completion Date/Target Date	Officer	Status
				during the stages of the project.			
11	26.08.21		Old Christchurch Road seal extension	The Chief Executive to investigate the cost of finishing the proposed sealing of the Old Christchurch Road up to the 12kms.	In progress	CE	
12	26.08.21		Footpath Forward Plan Report	Report to be presented to August Council Meeting.	Completed	DA	To be presented at this meeting 26.08.21.
13	26.08.21		Investigate costs to bring the WDC HQ & Pakiwaitara buildings up to 100% National Building standards	CE to discuss with Group Manager: District Assets	In progress	CE & DA	Preliminary figures have been supplied by the structural engineers based upon an outline brief. Architects are being commissioned to draft plans which will help identify additional works required to comply with the building code and what associated costs will go with this.
14	26.08.21		Pakiwaitara Building Business Case Timeline	Business case and scope of work to be brought to Council after the structural elements of the work have been identified, costed and timelines finalised.	In progress	CE	Preliminary figures have been supplied by the structural engineers based upon an outline brief. Architects are being commissioned to produce plans based upon proposed usage and a requirement to conform with ILM2. This will lead to more detailed costings, which will be brought to a future Council meeting.
15	26.08.21		New staff roles to Council	Update the elected members on the new staff roles to Council. Email to Councillors.	Completed	CE	<i>Emailed to Council 16.08.21. This action has been completed.</i>
16	26.08.21		Cass Square toilet extension.	Provide the TIF application for informational purposes	Completed	CE	Sent through via teams to the Councillor on 18 August 2021. <i>This action has been completed.</i>

Item No.	Date of Meeting	COMPLETED IN PROGRESS OVERDUE	Item	Action	Completion Date/Target Date	Officer	Status
				to Cr Davidson after the meeting.			
17	26.08.21		Letter to WCRC regarding flood protection works and continued follow up.	Chief Executive to write a letter to WCRC re seawall and river flood protection. Separation of priorities and offer of support and assistance.	Completed	CE	Letter emailed to WCRC 27.07.21. <i>This action has been completed.</i>
18	26.08.21		Seek Arborist advice on the removal and relocation to the 2 large palm trees outside the Hokitika Centennial Swimming Pool.	Recommended contacting Neil Challenger.	In progress	CE & DA	The District Assets team has reached out to arborists and we are awaiting advice. The trees will be left in situ until advice has been received and a clear path of action determined.
19	26.08.21		NZ Coastal Restoration Trust Annual Conference - March 2023	Cr Neale and Cr Davidson to take the lead on this project and make regular updates to Council.	2022 (Conference 2023)	Cr Neale	Noted and council supports – recommend to remove from action list.

Report to Council



DATE: 26 August 2021

TO: Mayor and Councillors

FROM: Finance Manager

FINANCIAL PERFORMANCE: JULY 2021

1. Summary

- 1.1. The purpose of this report is to provide an indication of Council's financial performance for one month to 31 July 2021.
- 1.2. This issue arises from a requirement for sound financial governance and stewardship with regards to the financial performance and sustainability of a local authority.
- 1.3. Council seeks to meet its obligations under the Local Government Act 2002 and the achievement of the District Vision adopted by the Council in June 2021, which are set out in the Long Term Plan 2021-31. Refer page 2 of the agenda.
- 1.4. This report concludes by recommending that Council receive the financial performance report to 31 July 2021.

2. Background

- 2.1. Council receives monthly financial reporting so that it has current knowledge of its financial performance and position against budgets. A more detailed performance report is presented to the Audit and Risk Committee on a quarterly basis which includes non-financial information against KPI's adopted through the Long Term Plan.
- 2.2 The Audit and Risk Committee received a report to the end of March 2021 and did not find any issues of concern.

3. Current Situation

- 3.1. The financial performance report has had some changes made to the format and the actual data presented.
- 3.2. The information in the report is now of a more summarised nature, with only permanent variances over \$25,000 having comments. Temporary differences which are mainly budget

phasing are not commented on as these will either approximate budget by the end of the financial year, or become a permanent variance which will be noted.

3.3. With the inclusion of the sustainability report, it is not necessary to include such detail to Council in the financial report, as the key business indicators are included in the sustainability report.

3.4. The financial performance report to 31 July 2021 is attached as **Appendix 1** and contains the following elements;

3.4.1. Sustainability report

3.4.2. Statement of Comprehensive Revenue and Expense

3.4.3. Notes to the Statement of Comprehensive Revenue and Expense

3.4.4. Revenue and Expenditure Graphs

3.4.5. Debtors

3.4.6. Debt position

4. Options

4.1. Option 1: The Council receives the Financial Performance Report to July 2021

4.2. Option 2: The Council does not receive the Financial Performance Report to July 2021

5. Risk Analysis

5.1. Risk has been considered and no risks have been identified in receiving the report, however if Council did not receive the report, it could be perceived that there was a lack of financial stewardship leading to reputational risk.

6. Health and Safety

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

7. Significance and Engagement

7.1. The level of significance has been assessed as being low as the report is for information purposes only.

7.2. No public consultation is considered necessary

8. Assessment of Options (including Financial Considerations)

8.1. Option 1: The Council receives the report. This report is to inform Council on the monthly financial position and to encourage financial stewardship.

8.2. There are no financial implications to this option.

8.3. Option 2: If the Council does not receive the report there will be no oversight of the financial position of Council or whether the costs of Council are being managed in line with budgets.

8.4. There are no financial implications to this option.

9. Preferred Option(s) and Reasons

9.1. The preferred option is Option 1

9.2. The reason that Option 1 has been identified as the preferred option is that the report is administrative in nature and to do nothing would create a financial risk to council. Council would be carrying out its administrative stewardship in receiving the report.

10. Recommendation(s)

10.1 That the Financial Performance Report for July 2021 be received.

Lynley Truman
Finance Manager

Appendix 1: Financial Performance to July 2021

Appendix 1



Financial Performance Year to July 2021

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Sustainability Report

Total revenue	Total expenditure	Total surplus/(deficit)
\$2.26M	\$1.87M	\$0.39M
Is 15.96% more than the total budget of \$1.95M	Is 13.14% less than the total budget of \$2.15M	Against a budgeted deficit of \$(0.2M)

SUSTAINABILITY

Rates to operating revenue **56.95%**

Rates Revenue	\$1.29M
Operating Revenue	\$2.26M

56.95% of operating revenue is derived from rates revenue. Rates revenue includes penalties, water supply by meter and is gross of remissions. Operating revenue excludes vested assets, and asset revaluation gains.

Balanced budget ratio **121.13%**

Operating revenue	\$2.26M
Operating expenditure	\$1.87M

Operating revenue should be equal or more than operating expenditure. Operating revenue excludes vested assets and asset revaluation gains. Operating expenditure includes depreciation and excludes landfill liability and loss on asset revaluations. Year to date revenue is 121.13% of operating expenditure.

Interest to rates revenue (LGFA Cov.) **3.48%**

Net interest and finance costs	\$0.04M
Rates Revenue	\$1.29M

3.48% of rates revenue is paid in interest. Our set limit is 25% of rates revenue. Net interest is interest paid less interest received. Rates revenue includes penalties, water supply by meter and gross of remissions.

Interest to operating revenue **1.98%**

Net Interest and finance costs	\$0.04M
Operating revenue	\$2.26M

1.98% of operating revenue is paid in interest. Our set limit is 10% of operating revenue. Net interest is interest paid less interest received.

Liquidity Risk (LGFA Cov.)**167%**

Gross debt	\$20.82M
Undrawn committed facilities	\$3.98M
Cash and cash equivalents	\$9.87M

The liquidity risk policy requires us to maintain a minimum ratio of 110% which is also an LGFA covenant. Council's current liquidity risk is 167%

Essential services ratio**112.47%**

Capital expenditure	\$6.96M
Depreciation	\$6.19M

Capital expenditure should be equal or more than depreciation for essential services. Year to date capex is 112.47% of depreciation. Essential Services are Water Supply, Wastewater, Stormwater, and Roding.

Statement of Comprehensive Revenue and Expense

Statement of Comprehensive Revenue and Expense

For the period ended July 2021

	Notes	Full Year Forecast (\$000)	Full Year Budget (\$000)	YTD Budget (\$000)	Actual YTD (\$000)	Variance YTD (\$000)	Var/Bud %
Revenue							
Rates	01	17,977	18,030	1,342	1,289	(53)	-3.97%
Grants and subsidies	02	11,002	10,750	291	543	252	86.66%
Interest Revenue		8	8	3	3		1.20%
Fees and Charges	03	1,828	1,801	173	200	27	15.78%
Other revenue	04.	1,094	1,009	143	229	86	59.74%
Total operating revenue		31,910	31,598	1,952	2,263	311	15.96%
Expenditure							
Employee Benefit expenses	05	5,446	5,474	454	426	(28)	-6.12%
Finance Costs		914	904	38	48	10	24.81%
Depreciation		7,864	7,864	655	655	-	0.00%
Other expenses	06	12,547	12,811	1,003	739	(264)	-26.36%
Total operating expenditure		26,770	27,053	2,151	1,869	(283)	-13.14%
Operating Surplus/(Deficit)		5,139	4,545	(199)	395	594	-297.97%

Notes to the Statement of Comprehensive Revenue and Expense

Comments were provided on permanent variances over \$25,000.

01 Rates

Rates income is lower than planned mainly due to decrease in metered water charges resulting from reduced tourism activities in the region.

02 Grants and subsidies

The variance is mainly due to a \$250k unbudgeted grant received for the Mayor's Task Force for Jobs.

03 Fees and charges

Actual income is higher than planned mainly due to increased building inspection and processing fees as a result of growing activity in the property market.

04 Other Revenue

Actual income is higher than planned mainly due to a gain on swaps (\$58k) as a result of movement in market forces such as interest rates; and unbudgeted recreation contributions to the Mayoral fund (\$20k).

05 Employee benefit expenses

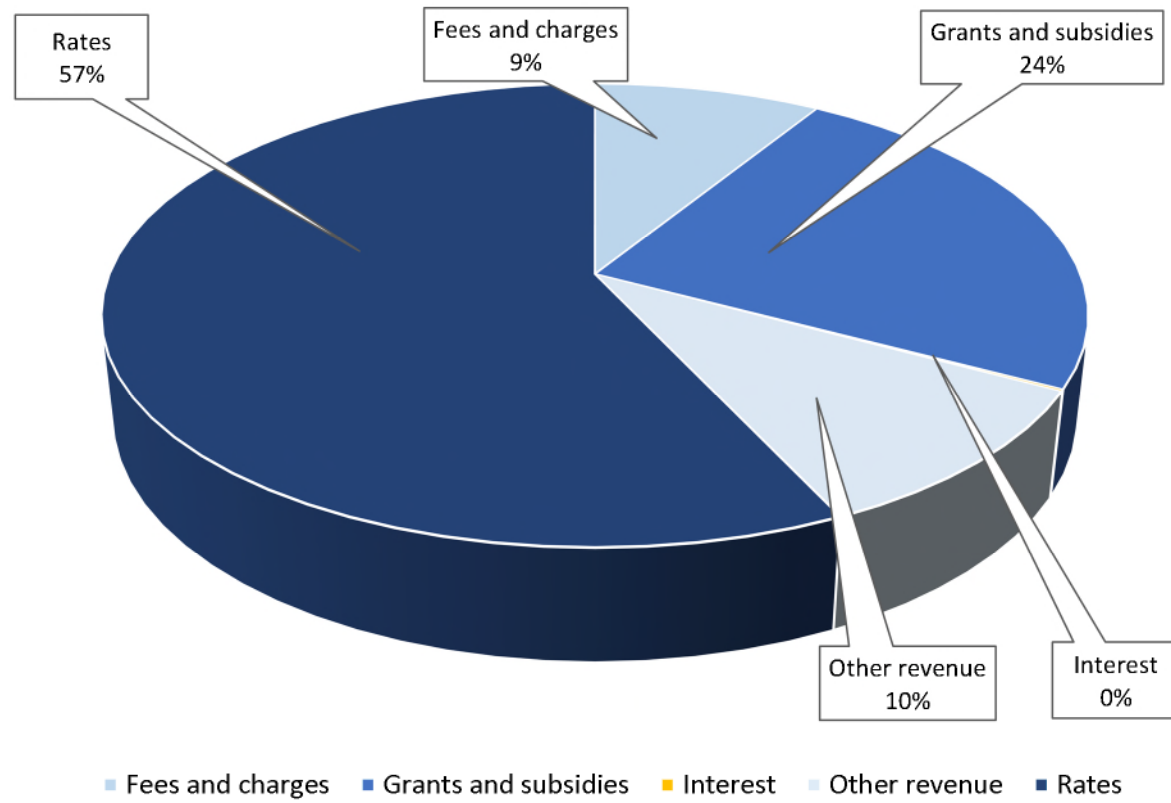
Actual salary cost is lower than planned due to vacant positions.

06 Other expenses

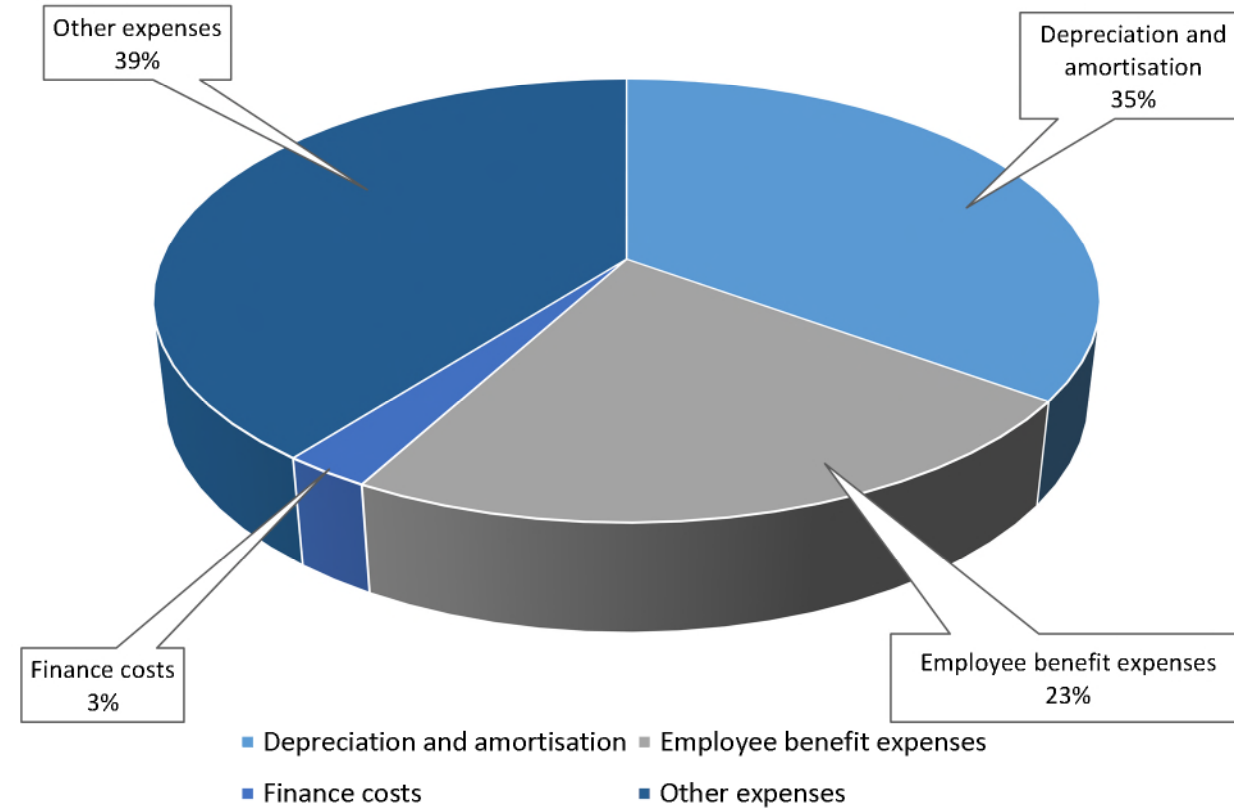
The variance is mainly due to non-recurring expenditure for which invoices have not been received.

Revenue & Expenditure Graphs

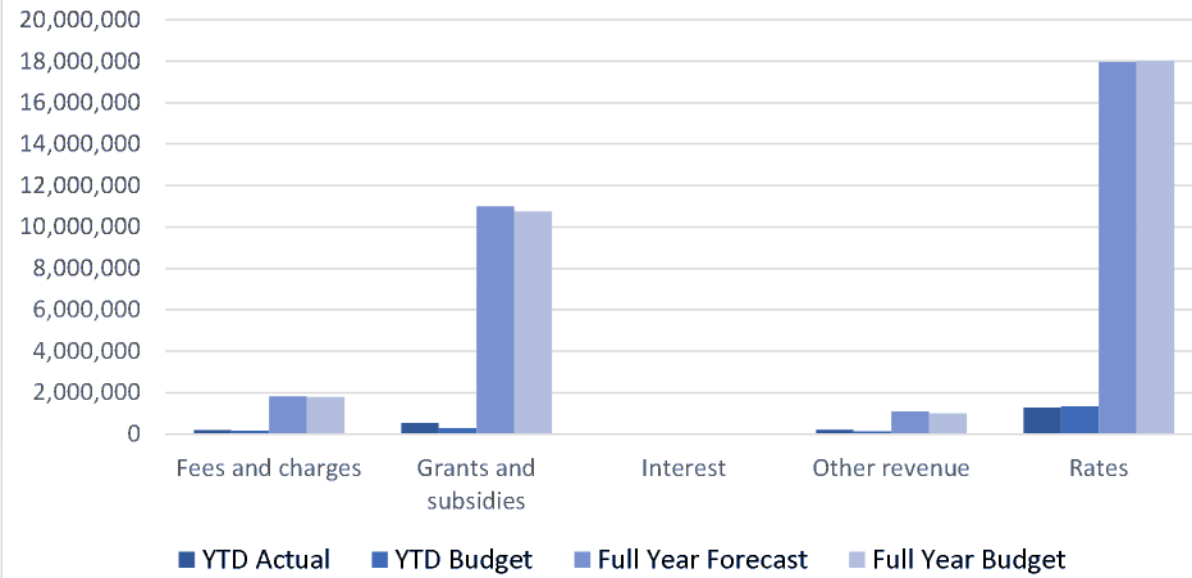
Operating Revenue Actual Year to July



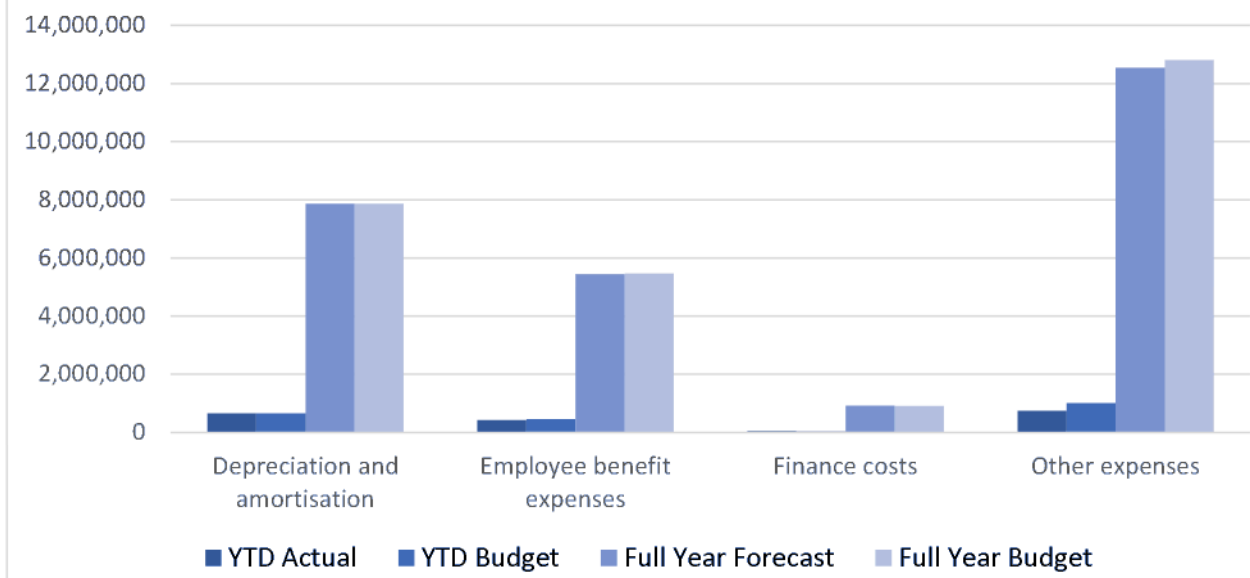
Operating Expenditure Actual Year to July



Operating revenue



Operating expenditure



Debtors as at 31 July 2021

Type	Over 90 Days	60-90 Days	30-60 Days	Current	Total (\$)
Building Consents	30,857	3,689	8,112	26,638	69,295
Building Warrants	-	300	2,922	6,550	9,772
Resource Consents	1,026	173	426	30,602	32,227
Sundry Debtors	44,766	11,453	2,285,197	132,858	2,474,274
Grand Total	76,648	15,614	2,296,657	196,649	2,585,568

Rates Debtors as at 31 July 2021

Rates Debtors at 30 June 2021	473,330
Rates instalment	4,607,489
Less payments received	-1,558,109
Paid in advance change	630,813
Previous years write off's	-18,726
Write off's	-123,112
Penalties	40,847
Discounts	-12,675
Court Cost	12,787
	3,579,314
Total Rates Debtors at 31 July 2021	4,052,644
Arrears included above at 31 July 2021	4,052,644
Arrears at 31 July 2020	3,557,469
Increase/(decrease) in arrears	495,175

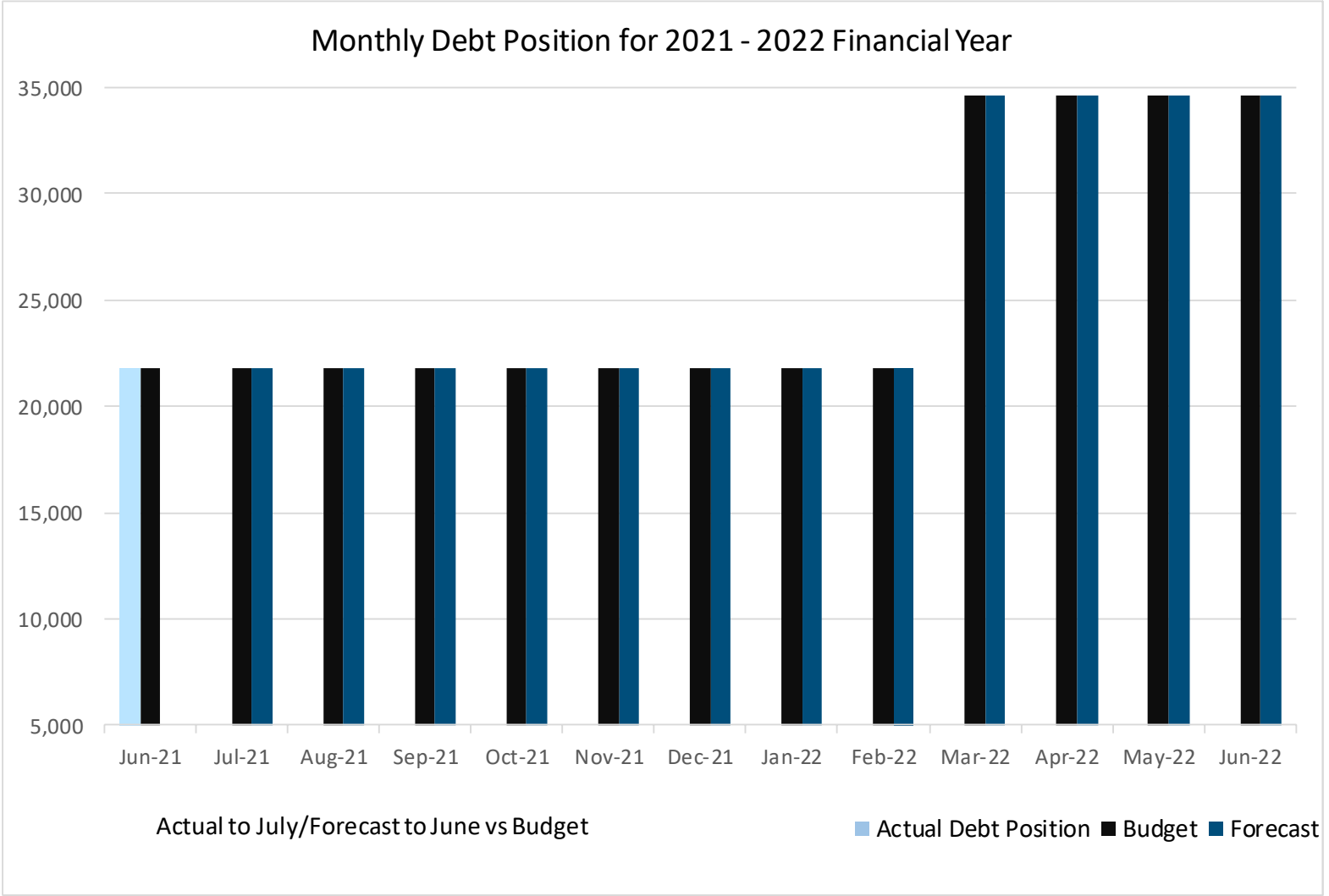
Debt Position

Debt Position 2021/2022 (\$000)

	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22
Actual Debt Position	21,818												
Budget	21,818	21,818	21,818	21,818	21,818	21,818	21,818	21,818	21,818	34,657	34,657	34,657	34,657
Forecast		21,818	21,818	21,818	21,818	21,818	21,818	21,818	21,818	34,657	34,657	34,657	34,657

Forecast Debt Position for 2021-2022 Financial Year

Forecast as at	Jun-22
Opening Balance	21,818
Loan funded capex forecast	13,789
Forecast repayments 2021-22	-950
Forecast balance June 2022	34,657



Report to Council



DATE: 26 August 2021

TO: Mayor and Councillors

FROM: Group Manager: District Assets

APPLICATION TO INSTALL A PLAQUE BY SOROPTIMISTS TO COMMEMORATE 100 YEARS IN NEW ZEALAND.

1. Summary

- 1.1. The purpose of this report is to seek permission from the Council to install a small plaque or story board in Weld Lane, Hokitika.
- 1.2. This issue arises because Soroptimists wish to commemorate 100 years of their organisation existing in New Zealand.
- 1.3. Council seeks to meet its obligations under the Local Government Act 2002 and the achievement of the District Vision adopted by the Council in June 2021, which are set out in the Long Term Plan 2021 - 31. Refer page 2 of the agenda.
- 1.4. This report concludes by recommending that Council approve the request by Soroptimists to install a plaque in Weld Lane, Hokitika.

2. Background

- 2.1. The Soroptimists organisation is a global movement of women, with members belonging to more than 3,000 clubs in 126 countries/territories, spread over 4 federations.

Members of Clubs represent a wide range of occupations, talents and interests. The theme "Soroptimists - Educate to Lead" with a focus to Education, Enable and Empower provides opportunities for members to improve the lives of women and girls world-wide.

Through international partnerships and a global network of members, Soroptimists inspire action and create opportunities to transform the lives of women and girls by: advocating for equity and equality; creating safe and healthy environments; increasing access to education; and developing leadership and practical skills for a sustainable future.

Soroptimists have existed in New Zealand for almost 100 years and the Centenary of the group is in October 2021 with major international celebrations to mark the occasion.

- 2.2. The organisation wishes to install an information panel or plaque to mark this important milestone in the local history of their organisation. They would like to have this request approved and have the information panel or plaque ready to unveil on the 3rd of October 2021.
- 2.3. The Hokitika Statues, Monuments, Memorials and Public Art Policy must also be considered and taken into account.

3. Current Situation

- 3.1 A request has been made to install a small plaque or information panel in the area of Weld Lane where there is already a small plaque mounted on the concrete kerb around a raised garden bed. There are some seats also commemorating Women in Westland. Pictures are attached at the end of this report as appendix 1 and 2.
- 3.2 Westland District Council has a policy that relates to Hokitika Statues, Monuments, Memorials and Public Art which outlines conditions which need to be clarified and agreed on before additional structures are placed on Westland parks and reserves (appendix 4).
- 3.3 The Soroptimists will comply with the Council's policy and have agreed the following; that the plaque will be installed at the cost of Soroptimists; it will remain in the ownership of Soroptimists and they will remain responsible for the maintenance and upkeep of the plaque. If it is damaged they will either repair or remove the plaque and reinstate the ground to the state that existed before the plaque was installed (appendix 3).

4. Options

- 4.1. Option 1: Install a story board at Weld Lane in the garden bed near the seats.
- 4.2. Option 2: Install a concrete boxed base with plaque attached on the kerb of the raised garden bed.
- 4.3. Option 3: Decline the request/application.

5. Risk Analysis

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

6. Health and Safety

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

7. Significance and Engagement

- 7.1. The level of significance has been assessed as low, no public consultation is considered necessary because of the nature of the group making the request and the small visual impact of the plaque.

8. Assessment of Options (including Financial Considerations)

- 8.1. Option 1 – the story board will be larger and more obvious, it will also be more likely to be damaged as it is not constructed of such permanent materials as option 2.

8.2. Option 2 – the concrete box base with the plaque will be less obvious or intrusive and will be less likely to be damaged.

8.3. Option 3 - That Council decline the request.

8.4. There are no financial costs to Council with either option.

9. Preferred Option(s) and Reasons

9.1. The preferred option is Option 2.

9.2. The reason that Option 2 has been identified as the preferred option is that it is constructed of more weather-proof permanent material, it is less likely to be damaged and creates less visual impact on the existing surroundings.

10. Recommendation(s)

10.1 That Council receive the report.

10.2 That Council approve the small concrete based plaque to be installed in the raised garden bed indicated in Appendix 2 (subject to Council Staff receiving a satisfactory maintenance plan before installation starts).

Scott Baxendale
Group Manager, District Assets

Appendix 1: Visual of the content of the plaque or story board.

Appendix 2: Visual of option 1 and 2 produced by Signlink Graphics and photographs of the Weld Land Garden Bed and area.

Appendix 3: Submissions from Soroptimists and background information.

Appendix 4: Policy on Hokitika Statues, Monuments, Memorials and Public Art.

Storyboard 500 mm x 350 mm

2 colours
blue on white board

Storyboard design +
"titled"



Wording
↓

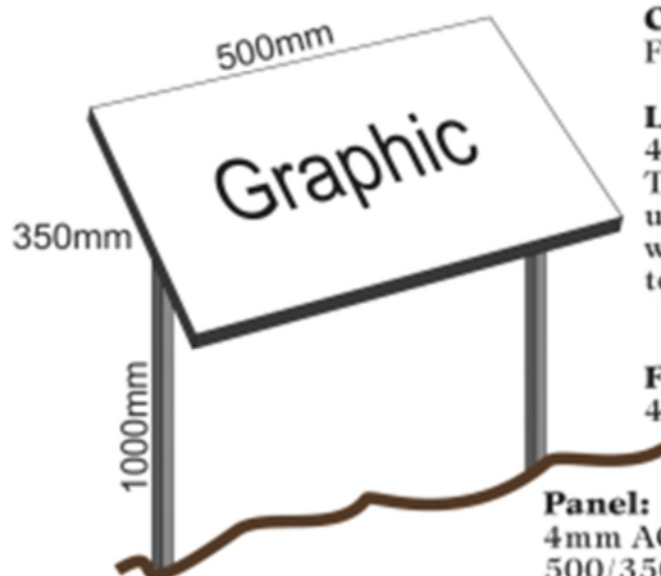
Soroptimist International
celebrates 100 years
of service to
Educate
Empower
Enable
Women and girls
to reach their potential
S.I. Westland was
chartered in 1982



Oct 3rd 2021

will be provided by Signlink + also the installation

Proposal for the construction & installation of the Soroptimists Storyboard in Weld Lane



Construction
Fully welded

Legs:
40/40/3mm boxed aluminium.
The leg section being concreted underground (500mm) will be coated with ALTEX Carbogaurd 635HAR to protect against corrosion.

Framing:
40/40/3mm angle aluminium.

Panel:
4mm ACM (aluminium composite material) 500/350mm, fully printed & laminated to protect against UV fading & normal weather conditions.

Life Span:

The framing will last indefinitely. The print will be 7 years and can be easily updated/reskinned



Submission for Soroptimist International Centenary Plaque

This year on Oct 3rd we celebrate 100 years of Soroptimist International which began in USA in 1921.

S.I. Westland based in Hokitika was formed 39 years ago but as we are a world wide organisation we will celebrate our centennial internationally.

The club here in Hokitika formed a committee in February where we decided that a plaque would be a way to celebrate this milestone and showcase it to our community and visitors to Hokitika. Unfortunately due to internal delays within the Council which began in March with my first contact being Lathan Martin, then Simon Eyres and now Vern Morris. I now submit the following on behalf of our club.

3.2 Attached - The symbol represents our centenary logo and the wording represents what Soroptimist stands for.

Materials - to come - provided by signlink

Construction and expected life – to come- provided by signlink

3.3 to come provided by signlink.

3.4 Would only be seen from one direction as the garden is at the rear of the sign.
Attached

3.5 no other site decided on as an alternate but will take your advice if Weld Lane not suitable. Reason why we choose this site was that it was in a prominent place with foot traffic to the beach and would compliment the Westland Women plaque and seating.

3.7 We are happy to own it or gift it to the council /community and we would maintain it as required.

3.8 - agree

3.9

SI Westland would clean and maintain the plaque regularly. If this is not adhered to Council has the right to remove it after negotiation with S.I. Westland



SOROPTIMIST INTERNATIONAL Of WESTLAND

Serving the local and international
community since 1982

Sorbitimist International's **MISSION** is to transform the lives and status of women and girls through education, empowerment and enabling opportunities.



Contact us at:

siwestland@siswp.org

Follow us on Facebook:

Sorbitimist International of Westland

Educate to Lead has been the international theme for 2011 - 2021.

SI Westland chartered The **Westland High Soroptimist School Club** in 2020, giving students the opportunity to serve their school community and contribute to the Sustainable Development Goals.



National Projects: SI Westland supports

1. **Tu Tonu – Rise Up** are camps where identified female teenage victims of sexual abuse, and a friend, attend a specialised retreat which focuses on activities to address wellbeing, safety, knowledge and self-esteem. It operates under the umbrella of the NZ Police Blue Light.



2. **BLSS Betty Loughhead Soroptimist**

Scholarship assists women to pursue an **educational** programme to enable them entry or re-entry into the workforce; or a change in occupations. SI Westland is delighted that two local women have been recipients in the last few years.

3. **YSSA Yvonne Simpson Soroptimist Award** supports a NZ Soroptimist to attend an international event related to Soroptimist work. Betty and Yvonne have been the New Zealanders to hold the international president's position.

International Projects: SI Westland supports the International President's Appeals.

2015 - 2017: Educate to Lead, Nepal. Education, skills and leadership development for women and girls made vulnerable by the 2015 earthquakes. SI Westland organises the sponsorship of the education of two Nepali girls.

2019 - 2021: The Road to Equality. Action and Advocating on issues affecting women and girls: eg Child Marriage, Female Genital Mutilation, Rights of Older Women and Human Trafficking.
www.sorbitimistinternational.org



Federation Project: Sanctuary Shelter for Women, who are victims of violence and natural disasters, Fiji. www.siswp.org

SI Westland and all Soroptimists put our hands up to



1. Make a personal difference locally. SI Westland provides annual scholarships at Westland High School and South Westland Area School for girls leaving high school for further study.

2. Connect globally: SI is present in 122 countries with 75000 Soroptimists. SI Westland is one of 20 NZ clubs. Aotearoa New Zealand, Papua



New Guinea, Samoa, Fiji, Australia, Indonesia, Malaysia, Singapore, Thailand, Hong Kong SAR, Myanmar, Cambodia belong to the same Federation which holds a conference every 2 years. May 2022 - Location: Fiji / Virtual. SI Westland has links with clubs in Japan, UK and Malaysia.

3. Advocate For Change: We report our grassroots projects which contribute to the Soroptimist voice to influence policy at the United Nations. SI Westland marks "Orange the World" and supports White Ribbon to raise awareness against gender based violence.



4. A Global Voice for Women since 1921 on gender equality and human rights for women and girls.

5. Be the Best Person You Can Be: Build meaningful relationships with those who share the same values, Share and develop new skills, Have fun and fellowship



Fundraising helps finance our projects:

SI Westland holds a very successful whitebait stall at the Wild Foods Festival. It's quite a team effort! 2020 we also had a whitebait stall at Agfest.

SI Westland has run a Soup kitchen in winter, and we hold two raffles a year.

We work in partnership and support like minded organisations: Eg We provide drinks at Kids Day in environmentally friendly cups and count votes at the Christmas parade.



We care for the Environment:

Members have held beach clean ups (followed by an enjoyable coffee together).

We planted a tree in commemoration of the March Mosque attacks and to affirm our desire for a peaceful world.

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

1. INTRODUCTION

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

2. POLICY APPLIES TO

- 2.1 Locations in Hokitika area (including Kaniere).

3. POLICY STATEMENT

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

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

4. DEFINITION

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

5. BACKGROUND

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

6. REGULATIONS AND REFERENCES

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

7. RELATED WRITTEN POLICIES

- 7.1 No related policies are in force.

8. DELEGATIONS

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

9. EXCEPTIONS

9.1 No exceptions.

10. REVIEW PROCESS

This policy will be reviewed in 5 years' time.

11. APPROVAL

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

ADOPTED 26 July 2018

Report to Council



DATE: 26 August 2021

TO: Mayor and Councillors

FROM: Group Manager District Assets

REVIEWED ROAD NAMING POLICY

1. Summary

- 1.1. The purpose of this report is to adopt a new Road Naming Policy (2021).
- 1.2. This issue arises from a review of the existing policy on road naming, first adopted in 2018, which is not fit for purpose.
- 1.3. Council seeks to meet its obligations under the Local Government Act 2002 and the achievement of the District Vision adopted by the Council in June 2021, which are set out in the Long Term Plan 2021 - 31. Refer page 2 of the agenda.
- 1.4. This report concludes by recommending that Council adopt the new Road Naming Policy as attached to this report (Appendix 1), and revoke the existing Policy on Road Naming 2018 (Appendix 2).

2. Background

- 2.1. The reason the report has come before the Council is to assist Council to fulfil its custodial responsibility for the ongoing maintenance, accuracy and quality of addresses in a manner that is consistent across New Zealand as prescribed within AS/NZS 4819:2011 Rural and Urban Addressing, and section 319(1)(j) and 319A of the Local Government Act 1974.

3. Current Situation

- 3.1. Following the receipt of requests to name unnamed roads within the Westland District, and subsequent reports to Council being deferred and requiring consultation with stakeholders, including Poutini Ngāi Tahu, Council determined the existing Policy on Road Naming (Appendix 2) was not fit for purpose, and requested a review.
- 3.2. A new Road Naming Policy (Appendix 1) is attached for Council's consideration.
- 3.3. The new policy addresses a number of inconsistencies, and absences in the existing policy, including defined processes/criteria for:
 - 3.3.1 Applying for road names, and information to be provided with applications.
 - 3.3.2 Changing existing road names.
 - 3.3.3 Engagement / Consultation with Poutini Ngāi Tahu (Te Rūnanga o Ngati Waewae and/or Te Rūnanga o Makaawhio).
 - 3.3.4 Decision making on road names.

- 3.3.5 Signage and style guide.
- 3.4 Three appendices have also been included with the proposed new policy:
 - 3.4.1 Appendix 1 – Guidelines for choosing a road name.
 - 3.4.2 Appendix 2 - Road Types.
 - 3.4.3 Appendix 3 – Application for placement of signage.

4 Options

- 4.1 Option 1: Revoke the existing Policy on Road Naming 2018, and adopt the new Road Naming Policy as attached to this report (Appendix 1).
- 4.2 Option 2: Retain the existing Policy on Road Naming 2018 (Appendix 2).

5 Risk Analysis

- 5.1 Risk has been considered and the following risks have been identified.
- 5.2 The existing Policy presents risk to Council in that it does not fully define a process for all eventualities that may arise in respect to the naming, or changing of existing names of roads. This could lead to inconsistencies in consultation with affected stakeholders and resulting in recommendations to Council for their assessment. The existing policy is also absent on detail in relation to consultation with Poutini Ngāi Tahu (Te Rūnanga o Ngāti Waewae and/or Te Rūnanga o Makaawhio) which is inconsistent with Westland District Council's commitment to mana whenua. Both issues have a high level of reputational risk to Council.

6 Health and Safety

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

7 Significance and Engagement

- 7.1 The level of significance has been assessed as being medium. Council, Mana Whenua and Stakeholders (the community / developers) require a level of comfort through the consistent application of a Road Naming Policy with defined criteria and processes.
- 7.2 No public consultation is considered necessary as this is an internal policy of Council. Engagement with Poutini Ngāi Tahu (Te Rūnanga o Ngāti Waewae and/or Te Rūnanga o Makaawhio) in drafting the proposed new policy.

8 Assessment of Options (including Financial Considerations)

- 8.1 Option 1 – Adopt the new Road Naming Policy as attached to this report (Appendix 1), and revoke the existing policy on Road Naming 2018 (Appendix 2). The new Road Naming Policy addresses shortcomings in the existing policy, which has result in reports to Council being deferred, and delays in processing requests to name unnamed roads.
- 8.2 There are no financial implications to this option in relation to the adoption of this policy.

9 Preferred Option(s) and Reasons

- 9.1 The preferred option is Option 1 – Revoke the existing policy on Road Naming 2018, and adopt the new Road Naming Policy as attached to this report (Appendix 1).
- 9.2 The reason that Option 1 has been identified as the preferred option is that it provides a process for receipt, consultation and consideration of applications, and associated criteria are

clearly defined, allowing for consistency in reporting on requests/applications received for the naming of unnamed roads.

10 Recommendation(s)

- 10.1 That the report be received.
- 10.2 That the Council adopt the new Road Naming Policy as attached to this report (Appendix 1), and revoke the existing Policy on Road Naming 2018 (Appendix 2).

Scott Baxendale
Group Manager District Assets

Appendix 1: Road Naming Policy

Appendix 2: Policy on Road Naming (2018)

Road Naming Policy

1. Purpose

1.1 This policy specifies the Council's requirements for the naming of roads and private access ways within the Westland District for assigning addresses that can be readily and unambiguously identified and located.

1.2 This policy is intended to assist the Council to fulfil its custodial responsibility for the ongoing maintenance, accuracy and quality of addresses in a manner that is consistent across New Zealand as prescribed within AS/NZS 4819:2011 Rural and Urban Addressing, and section 319(1)(j) and 319A of the Local Government Act 1974.

2. Scope

2.1 This policy applies where a proposed new road, and/or qualifying private access way is being created either through subdivision development, or the formation of an existing unformed legal road, and to the naming of existing unnamed, or the renaming of, roads or private access ways.

3. Definitions

3.1 "Road" has the same meaning as in the Local Government Act 1974.

3.2 "Private Access Way" for the purpose of this policy, means a properly constructed private road or a registered right-of-way serving five or more properties

4. Policy

4.1 General

4.1.1 The naming of roads and private accesses provides for a unique address to enable a property to be identified and serviced for utility services, power, communications, mail and deliveries, and location of properties by emergency services. Westland District Council is responsible for the naming of roads and private access ways assigning each property a number.

4.1.2 The Council may at any time accept road name suggestions from developers, community groups/associations and residents for naming roads and private access ways however the Council reserves the right to use any name it so chooses.

4.2 Roads that Require a Name

4.2.1 Newly formed public roads vested in the Council shall be named including those to be privately maintained.

4.2.2 For uniformity and uniqueness and to facilitate location, formed private access ways may also be named, subject to completing the application form in Appendix 3 of this Policy and agreeing to meet the installation costs.

4.2.3 Where the road forms an extension to, or is a continuation of, an existing named access way, then the current road will automatically apply in accordance with AS/NZS 4819:2011 Rural and Urban Addressing.

4.3 Applying for Road Names

4.3.1 Any person applying to name a road should consult with any affected property owners serviced by, or to be serviced by, the road concerned and be able to provide evidence of such consultation.

4.3.2 Any person applying to name a road should consult with Poutini Ngai Tahu when Māori names are proposed. The names must be appropriate, spelt correctly, interpreted correctly, and not be offensive to Māori. Consultation with Poutini Ngai Tahu should be undertaken early to avoid delays and the applicant should provide evidence of consultation.

4.3.3 Where more than one road is being named a common theme for the road names should be considered. Where there is an established theme in an area, new road names within the area should reflect this theme.

4.3.4 Developers should firstly establish, in conjunction with Poutini Ngai Tahu, if there are any original place names appropriate to that area.

4.4 Changing Existing Road Names

4.4.1 A name change will only be made if the Council considers that the change will result in a clear benefit to the community.

4.4.2 Reasons for changing road names may include:

- To correct the spelling
- To eliminate duplication in spelling or sound
- To prevent confusion arising from major changes to road layout
- To make geographical corrections
- To assign different names to separate ends of a road with a permanently impassable section somewhere along the length

4.4.3 When a private access way is requested to be renamed, a minimum of 80% of the property owners/residents must approve of the change.

4.5 Information to be Provided with Application

4.5.1 Any person wishing to name a road shall provide a plan identifying all public roads, private ways, and private access lots within the area of interest annotated with the proposed status of each road, i.e. road to vest in Council, private access lot, private right-of-way, detailing any development stages.

4.5.2 Any request to name a road shall include three proposed names, in order of preference, for each road shown on the plan.

4.5.3 Any request should provide the reason for each name, including any meaning, origin, historical background, relationship with a theme, or link with the area. *Refer to Appendix 1 of this Policy for further guidance.*

4.6 Requirements

4.6.1 Ensure that road names are not duplicated in the Westland District (both spelling and pronunciation to be considered); this includes same road names with different suffix. Council's Transportation Manager (District Assets) will verify this.

4.6.2 Ensure that road type appropriately matches the definition of the suffix, such as "road", "avenue", and conforms to Appendix 2 of this Policy.

4.7 Style Guide

4.7.1 All road names are entirely at the discretion of Council whether for policy reasons or other considerations.

4.7.2 Names should be easy to spell and pronounce and have an appropriate meaning. Unduly long, cumbersome or difficult to pronounce names are to be avoided. Names cannot be offensive, insensitive, ambiguous, nor have a double meaning.

4.7.3 The possessive "s" is discouraged in road names.

4.7.4 Names should generally be 15 characters or less including spaces but excluding suffix. In exceptional circumstances longer road names may be allowed.

4.7.5 Short names should be chosen for short roads for mapping purposes.

4.7.6 Cardinal points of the compass as a prefix or suffix to a road name should not be used.

4.7.7 Maori names may require diacritical marks such as macrons to preserve the correct meaning but generally hyphens, apostrophe marks, and diacritical marks should be avoided.

4.7.8 Generally roads should not be named after any commercial organisation or any living person. Road names should not be anagrams, amalgamations or derivatives of people's names.

4.8 Road Name Decision

4.8.1 The naming decision shall rest with the Council

4.8.2 Council shall engage in consultation with Te Runanga o Ngati Waewae and/or Te Runanga o Makaawhio in the determination of appropriateness of any name recommended for new and unnamed roads.

4.8.3 Renaming of existing roads, including unnamed and unformed roads, will be a decision of the Council. Where applicable, the Council will comply with the consultation principles in section 82 of the Local Government Act 2002.

4.8.4 Council's Transportation Manager (District Assets) will notify Land Information NZ, Quotable Value, Council's Rating and IT departments and all emergency services in the area of the name of the road and arrange for allocation of street numbers as appropriate.

4.9 Signage

4.9.1 If Council approves the name of a road as part of a subdivision, a standard Council road sign shall be created and erected at the applicant's expense. This requirement will usually be a condition of resource consent to be complied with before section 224 certificate is issued.

4.9.2 All signage is required to comply with any standards which are specified in Council's Engineering Standards and Policies.

4.9.3 Council will provide and erect nameplates and posts for newly named existing public and private access ways that are not part of a recent subdivision.

4.9.4 Council will maintain all council approved road name signs.

5. Related Documents and Acts

5.1 The following Standards and Acts relate to this policy

- AS/NZS 4819:2011 Rural and Urban Addressing.
- Local Government Act 1974

6. Policy Review

6.1 A review of this policy will take place in November 2022

Adopted:		Date for Review:	November 2022
Authorised by:		Version	1.0

Guidelines for Choosing a Road Name

Road names should be chosen from the following categories provided they meet the criteria in clause 4.5 and 4.6 of this policy. A name may fall in more than one category.

1.1 History

1.1.1 The name of a historical person, event, industry or activity associated with the area. Such names may include early settlers (Māori / European) and early notable people. Maori ancestral names are only to be used with the consent of Poutini Ngai Tahu

1.1.2 The family name of a former deceased owner of a property or the name of the farm or property may be used if a historical context is established.

1.2 Culture

1.2.1 This category includes the name of a Māori heritage precinct, site or track or traditional appropriate Māori name for the area, and any other social or cultural heritage site of importance to cultures other than Māori.

1.2.2 All Māori names are to be submitted to representatives on Council of Te Runanga o Ngati Waewae and/or Te Runanga o Makaawhio to ensure that they are appropriate, spelt correctly, interpreted correctly and are not offensive to Māori (see also Clause 4.3.2).

1.2.3 Joint non-Māori/Māori names will not generally be considered.

1.3 Geography

1.3.1 This category includes

- local geographical, topographical, geological and landscape features.
- Local flora and fauna; trees, plants and animals that are widespread and plentiful in the area.

1.3.2 Descriptors of views must be readily identifiable.

1.4 Theme (Common or established themes in an area)

1.4.1 Where more than one road is being created in a development, a common theme is recommended for the names.

1.4.2 Where there is an established theme in an area, new road names should reflect this theme.

1.5 Noteworthy Person

1.5.1 Persons who have made a notable contribution to the area or the district fall into this category. The contribution which can be duly recognised may be in conservation, community service, sport, arts, military, commerce, local government or other sphere of activity.

1.5.2 Names from local war memorials will be considered where appropriate. Permission of surviving relatives should be obtained where appropriate.

Road Types The suffix describing any road shall generally conform to AS/NZS 4819:2011

Road Type	Abbreviation	Description	Open Ended	Cul-de-sac	Pedestrian Only
Alley	Aly	Usually narrow roadway in a city or towns.	x	x	
Arcade	Arc	Covered walkway with shops along the side.			x
Avenue	Ave	Broad roadway, usually planted on each side with trees.	x		
Boulevard	Blvd	Wide roadway, well paved, usually ornamented with trees and grass plots.	x		
Circle	Cir	Roadway that generally forms a circle; or a short enclosed roadway bounded by a circle.	x	x	
Close	Cl	Short enclosed roadway.		x	
Court	Crt	Short enclosed roadway, usually surrounded by buildings		x	
Crescent	Cres	Crescent shaped roadway, especially where both ends join the same thoroughfare.	x		
Drive	Dr	Wide main roadway without many cross-streets.	x		
Esplanade	Esp	Level roadway along the seaside, lake or a river.	x		
Glade	Gld	Roadway usually in a valley of trees.	x	x	
Green	Grn	Roadway often leading to a grassed public recreation area.		x	
Grove	Grv	Roadway that features a group of trees standing together.		x	
Highway	Hwy	Main thoroughfare between major destinations.	x		
Lane	Lane	Narrow roadway between walls, buildings or a narrow country roadway.	x	x	x
Loop	Loop	Roadway that diverges from and rejoins the main thoroughfare.	x		
Mall	Mall	Wide walkway, usually with shops along the sides.			x
Mews	Mews	Roadway in a group of houses.		x	
Parade	Pde	Public roadway or promenade that has good pedestrian facilities along the side.	x		
Place	Pl	Short, sometimes narrow, enclosed roadway.		x	
Promenade	Prom	Wide flat walkway, usually along the water's edge.			x
Quay	Qy	Roadway alongside or projecting into water.	x	x	
Rise	Rise	Roadway going to a higher place or position.	x	x	
Road	Rd	Open roadway primarily for vehicles.	x		
Square	Sq	Roadway which generally forms a square shape, or an area of roadway bounded by four sides.	x	x	
Steps	Stps	Walkway consisting mainly of steps.			x
Street	St	Public roadway in an urban area, especially where paved and with footpaths and buildings along one or both sides.	x		
Terrace	Tce	Roadway on a hilly area that is mainly flat.	x	x	
Track	Trk	Walkway in a natural setting.			x
Walk	Walk	Thoroughfare for pedestrians.			x
Way	Way	Short enclosed roadway.		x	x
Wharf	Whrf	A roadway on a wharf or pier.	x	x	x

Application to Place “Private Right-of-Way Signage” within Council Road Reserve

Name of applicant (on behalf of right-of-way users): _____

Address of applicant: _____

Contact telephone number: _____

Date of application: _____

Name of Authorised Iwi Representative: _____

Iwi Representatives Summary: _____

Name of right-of-way signage (Approved by Council): _____

Name of road where sign is to be installed: _____

Proposed names (in order of preference) with reasons given for the choice:

1. Name	Reason
2. Name	Reason
3. Name	Reason

Liability for Installation Cost (To be completed by person liable)

I _____ agree to pay the installation cost when
invoiced by Council.

Signature: _____ Date: _____

Address for Invoice:

Your application to place private right-of-way signage within the Road Reserve area is approved subject to the following conditions:

1. Written approval of the name must be obtained from all right-of-way residents and attached to this application.
2. The name must be that approved by Council.
3. The sign can be installed within the Road Reserve area.
4. Council will arrange for the sign to be installed.
5. The right-of-way residents shall meet the cost of installation of the first sign. Council will assume responsibility for the sign thereafter.
6. The sign shall display the right-of-way name followed by the letters "Pvt"

Application: Approved / Declined

Signed: _____

Date: _____

Westland District Council Transportation Manager

→ Please attach sketch showing proposed location of sign



POLICY ON ROAD NAMING

Revised and
Adopted by Council
27.09.18

POLICY ON ROAD NAMING



1. INTRODUCTION

- 1.1 This policy sets out rules section 319(1)(j) and 319A of the Local Government Act 1974 to name roads.

2. POLICY APPLIES TO

- 2.1 In addition to this document, the following documents set out the policies, rules and procedures relating to new roads, private ways, renaming roads and naming of existing legal but previously unformed roads.

3. POLICY STATEMENT

- 3.1 Council has the authority under section 319(1)(j) and 319A of the Local Government Act 1974 to name roads.

- **319 (1) The council shall have power in respect of roads to do the following things:**

(j) To name and to alter the name of any road and to place on any building or erection on or abutting on any road a plate bearing the name of the road.

- **319 (A) If the council names any road for the first time, or alters the name of a road, the council must as soon as practicable send a copy of the relevant resolution to the Registrar-General of Land and the Surveyor-General.**

New names are usually needed for new roads in subdivisions, or when a previously unformed road is constructed. Road names for new public roads, private roads, and rights-of-way are approved by Council to allow properties to have accurate addresses and can be easily located by emergency services, and be serviced for power, mail, and telecommunication.

4. DEFINITION

4.1 New Roads

For new roads being formed, the developer is invited to submit three names (in order of preference) with reasons for the suggestions, along with details of any consultation undertaken. When the new name has been confirmed, the developer of the subdivision shall pay Council for the required sign(s) and installation, and the standard format Council name sign shall be erected. If the

new road was previously an unformed road(s), then the Council shall meet the cost of sign(s) and installation.

4.2 Private Ways

It is the Council's policy not to directly name private ways, however if names are to be allocated to private ways, then the names shall be in accordance with the Road Naming Policy's Approval Criteria and Style Guide.

4.3 Renaming Roads and Naming of Existing Legal but Previously Unformed Roads

The request to alter existing road names or to name existing but previously unformed legal roads will be considered. If appropriate and agreed, the Council will decide on the road name. Where a road is requested to be renamed, a minimum of 85% of residents/property owners must approve of the change.

5. ASSESSING PROPOSED ROAD NAMES

The Council will assess proposed names from affected parties against the following criteria.

Names are required to:

- Reflect either the historical, social, cultural, economic or environmental identity of the local area and/or its community.
- Meet the guidance for choosing Māori names, if applicable. (*see Council Long Term Plan page 44*).
- Be supported with sufficient and correct information including explanation and context of the name.
- Not be likely to give offence or be inappropriate to use.
- Not be named after a living person.
- Not duplicate or be similar in spelling or sound to an existing road name in the district.
- Be shorter in length, rather than longer, especially where the road itself is short. A maximum of 15 letters (excluding the road type) is a suitable guideline.
- Be spelt correctly.
- Not contain abbreviations, initials or acronyms except for 'St' that can be used for 'Saint'.
- Not use the word 'The' as the sole name element (e.g. The Avenue).
- Not include a preposition (e.g. Avenue of the Allies).
- Not contain possessive apostrophes (e.g. St Georges Terrace, not St George's Terrace). Apostrophes forming part of an eponymous name may be included (e.g. O'Connor Road).
- Not contain a full stop.

- Contain only characters from the standard alphabet and macrons.
- Not contain hyphens.
- Not contain Arabic or Roman numerals. Numbers should be written in full.
- Not contain a directional or similar device as a suffix to uniquely define road extremities (e.g. White Road East and White Road West).
- Should only be named after an individual where that person has made an outstanding positive contribution to the life of that town, the district or the country

Any name that does not favourably meet these criteria will not normally be accepted.

6. REGULATIONS AND REFERENCES

6.1 **Regulations** AS/NZS 4819:2011 Appendix B – Road Types New Zealand.

7. RELATED WRITTEN POLICIES

7.1 No related policies are in force.

8. DELEGATIONS

8.1 Nil.

10. REVIEW PROCESS

This policy will be reviewed in 5 years' time.

11. APPROVAL

This policy will be reviewed and adopted by the Council.

Report to Council



DATE: 26 August 2021

TO: Mayor and Councillors

FROM: Chief Executive

THREE WATER REFORM ENGAGEMENT

1. Summary

- 1.1. The purpose of this report is to seek consent from the Council to engage with communities regarding the Government's proposals to Council regarding the 3 Waters Reforms.
- 1.2. Council seeks to meet its obligations under the Local Government Act 2002 and the achievement of the District Vision adopted by the Council in June 2021, which are set out in the Long-Term Plan 2021 - 31. Refer page 2 of the agenda.
- 1.3 This report concludes by recommending that Council engage with the community regarding the Government's 3 Waters Reforms and hear the views of residents before providing feedback to the Government.

2. Background

- 2.1. The reason the report has come before the Council is that the Government's 3 Waters Reform Programme proposes a fundamental change to the delivery of 3 waters services. The proposed changes transfer responsibility for supplying and managing the provision of water services, including fresh water, waste water and storm water and its infrastructure for the communities from Councils and place the provision of 3 waters services under four large water entities. Under the proposals water services currently provided by Westland District Council would transfer to "entity D" which it is proposed will cover the Ngāi Tahu Takiwā, covering most of the South Island. The proposals have widespread implications for the Council, the communities it serves and the recipients of water services. These implications are financial, environmental, cultural, political, social and water quality. They impact on Council residual services, CCOs and local suppliers and businesses.

3. Current Situation

- 3.1 The current situation is that Council wishes to engage with the community on 3 Waters Reform, to help inform the Council's decision at their Ordinary Council Meeting on Thursday 30 September 2021. Recent correspondence to Westland District Council from Taituarā regarding 3 Waters Reform contains the following legal opinion "an appropriate response to the situation may be to undertake a lesser form of engagement with the community, such as by making information publicly available and explaining the process in which the council has been invited to participate.

We expect that this would comply with the requirements of Part 6 of the LGA, without inappropriately raising community expectations. It may engender public discussion on Three Waters issues, providing some opportunity to be informed about community views and preferences before providing feedback to the Government.”

4. Options

4.1. Option 1 is to adopt the report and engage with Westland communities on 3 Waters Reform.

4.2. Option 2 is to not adopt the report and not engage with Westland communities on 3 Waters Reform

5. Risk Analysis

5.1. Risk has been considered and the following risk has been identified:

- Not engaging with communities would inhibit the Council’s understanding of the community view of the 3 Waters Reform proposals.

6. Health and Safety

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

- There are no Health and Safety implications of engaging with the community on the three waters proposals

7. Significance and Engagement

7.1. The level of significance has been assessed as being of high significance due the fact that Water Services for Council are strategic assets to the value of approximately \$120M.

7.2. Public consultation is considered necessary to help inform the community of the likely impacts of the reform on their 3 waters services and the feedback will help Council assess the pros and cons of the reform proposal.

8. Assessment of Options (including Financial Considerations)

8.1. Option 1 is to adopt the report and engage with Westland communities on 3 Waters Reform.

8.2. The financial implications of engaging with communities are limited to the costs of producing leaflets, the costs of public meetings and staff time in analysing customer views. These costs are recoverable from Government funding provided under the 3 waters financial support package.

8.3. Option 2 is to not adopt the report and not engage with Westland communities on the reform process.

8.4. There are no direct financial implications of adopting option 2

9. Preferred Option(s) and Reasons

9.1. The preferred option is Option 1.

9.2. The reason that Option 1 has been identified as the preferred option is it helps to inform the Council’s decision at their Ordinary Council Meeting on Thursday 30 September 2021

10. Recommendation(s)

- 10.1 That the report be received.
- 10.2 That the Council engages with its communities regarding the proposals on 3 Waters Reform.

Simon Bastion
Chief Executive

Appendix 1: Survey form.

The Government's Three Waters Reform

What do you think?



Take the survey online or return this form via email or post by 5pm, Wednesday 15 September

Name

Email and phone number

Address

We want your feedback on the Government's proposed Three Waters Reform, including whether we should opt-in or opt-out, based on the information we have available to date.

Most importantly, we're keen to know the reasons for your decision. This is so that we have a very clear understanding of your views when we give our feedback to the Government.

☐ Option 1 – Opt in

I think the Council should opt-in to the Government's proposed Three Waters Reform.

Please tell us why you chose this option:

- ☐ I believe that we should be providing the same level of service for three waters across all of New Zealand
- ☐ I feel that I will get better value for money by merging 67 councils into four large entities
- ☐ I can see advantages of combining three waters assets into four large entities
- ☐ It will improve efficiencies across three waters services
- ☐ I think the new three waters entity will be better able to keep up with increased regulations and requirements
- ☐ Other - please state.

☐ Option 2 – Opt-out

I think the Council should opt-out of the Government's proposed Three Waters Reform.

Please tell us why you chose this option:

- ☐ I'm concerned we won't have a strong democratic say in the way three waters services are provided
- ☐ I want our three waters services to be managed, built and operated locally, by people who understand our area
- ☐ I'm worried our water rates will end up funding upgrades in other areas
- ☐ I don't think it will improve efficiencies
- ☐ I think we should hold off on any decisions and consider this alongside the wider future for Local Government Review and Resource Management Act (RMA) reform
- ☐ Other - please state.

☐ Option 3 – Undecided

Comments:

(Please feel free to add further pages if you wish)