



A G E N D A

Ordinary Council Meeting

**Council Chambers,
36 Weld Street
Hokitika**

**Thursday 27 September 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 27 SEPTEMBER 2018 COMMENCING AT 11.00 AM

21 September 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
To 21 September 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 – 23 August 2018 (Pages 6-13)

3. PRESENTATIONS:

3.1 Citizenship Ceremony – 12 noon

Four candidates will be 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.

Lunch from 12.30 pm to 1.00 pm.

4. ACTION LIST:

The Action List is attached. (Pages 14-18)

5. REPORTS FOR INFORMATION:

5.1 Annual Report to Alcohol Regulatory and Licensing Authority (Pages 19-24)

5.2 Annual Report on Dog Control Policy and Practices (Pages 25-28)

5.3 Verbal Update – Solid Waste Minimisation Plan

6. REPORTS FOR DECISION:

6.1 Christmas Decorations 2018 (Pages 29-31)

6.2 Draft Accessible Te Tai Poutini West Coast Strategic Plan (Pages 32-49)

6.3 Soroptimist Proposal for Seat outside the Council Building (Pages 50-59)

6.4 Proposed Road Naming Policy (Pages 60-66)

6.5 Class 4 Gambling Venues Review (Pages 67-82)

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

(Pages 83-92)

7. **ADMINISTRATIVE RESOLUTIONS:**

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

7.1 **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 **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.

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 – 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)

**Date of next Ordinary Council Meeting – 25 October 2018
Venue to be confirmed**

MINUTES OF AN ORDINARY MEETING OF THE WESTLAND DISTRICT COUNCIL, HELD IN THE COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA ON THURSDAY 23 AUGUST 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
Kw. T. Rochford, Te Rūnanga o Makaawhio
Crs D.L. Carruthers, Gray Eatwell, D.M.J. Havill (ONZM), J.A. Neale,
G.L. Olson, D.C. Routhan

Apologies

Nil.

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; D.M. Maitland, Executive Assistant.

1.2 Interest Register

The Interest Register was circulated and amendments were noted to the following:

- Mayor Bruce Smith
- Kw. Francois Tumahai
- Kw. Tim Rochford

2. CONFIRMATION OF MINUTES:

2.1 Ordinary Council Meeting – 26 July 2018

Moved Deputy Mayor Martin, seconded Cr Olson and **Resolved** that the Minutes of the Ordinary Council Meeting held on the 26 July 2018 be confirmed as a true and correct record of the meeting.

2.2 Extraordinary Council Meeting – 8 August 2018

Moved Deputy Mayor Lash, seconded Cr Neale and **Resolved** that the Minutes of the Extraordinary Council Meeting held on the 8 August 2018 be confirmed as a true and correct record of the meeting.

3. PRESENTATIONS:

3.1 Update on Franz Josef Wastewater Treatment Plant.

The Group Manager: District Assets gave a presentation on the Franz Josef Wastewater Treatment Plant.

Moved Deputy Mayor Lash, seconded Cr Olson and **Resolved** that the verbal update from staff be received.

The following items were then 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.

Moved Deputy Mayor Martin, seconded Cr Neale and **Resolved** that the items identified as being completed, be removed from the list.

Moved Cr Olson, seconded Cr Havill and **Resolved** that the updated Action List as amended be received.

5. REPORTS FOR INFORMATION:

5.1 Procurement Policy

The Transportation Manager spoke to this report and advised the purpose of the report is to consider and adopt the Procurement Policy.

Moved Deputy Mayor Martin, seconded Cr Neale and **Resolved** that Council adopts the Procurement Policy subject to clarification of the amounts listed in the policy.

6. REPORTS FOR DECISION:

6.1 Representation Review 2018

The Group Manager: Corporate Services spoke to this report and outlined the purpose of the report is to make a decision on the representation arrangements for Local Elections for the next 6 years.

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

- A) Council adopt the representation arrangements as consulted.
- 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 be developed to give effect to this partnership.

6.2 Earthquake-Prone Buildings: Update and Proposed Priority Thoroughfares

The Group Manager: Planning, Community and Environment spoke to this report and advised the purpose of the report is to update Council on work related to potentially earthquake-prone buildings in Westland District, and to seek Council approval to undertake public consultation, on a proposed set of thoroughfares with sufficient pedestrian or vehicular traffic to warrant prioritisation of any reinforced masonry buildings located on them.

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

- A) Council receive the report.
- B) Council adopts the Statement of Proposal for “Proposed Priority Thoroughfares for Potentially Earthquake-prone Buildings”.
- C) Council undertakes a Special Consultative Procedure as per Section 83 of the Local Government Act 2002 on the Statement of Proposal, with an opening date of 29 August 2018 and a closing date for submissions of 1 October 2018.

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

3.2 12 noon – Medical Students Community Contact Week in Hokitika

Eight Third Year Medical Students attended the meeting and provided an insight into their Community Contact Week Programme in the Westland District.

The students were:

- Lily Cane
- Ravini Ravini
- Megan Lord
- Jacqui-Lyn Welch
- Sam Beavis
- James Smythe
- Will Tasker
- Harry White

The meeting then adjourned for lunch with the Medical Students at 12.30 pm and reconvened at 1.00 pm.

6.3 Review of Dangerous and Insanitary Buildings Policy

The Group Manager: Planning, Community and Environment spoke to this report and outlined the purpose of the report is to seek Council approval of a revised Dangerous and Insanitary Buildings Policy for public consultation under the Special Consultative Procedure to take place during the month of September 2018.

Moved Deputy Mayor Martin, seconded Deputy Mayor Lash and **Resolved** that:

- 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
- 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.

6.4 Sale and Purchase of Two Parcels of Land in Franz Josef

The Chief Executive spoke to this report and advised that the purpose of the report is to seek approval for the purchase of two parcels of land in Franz Josef owned by Destination Westland to Council. The purchase of the land would enable an extension to the Franz Josef Sewerage Ponds.

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

State Highway 6	25800 489 02	\$240,000	2018 QV Valuation
Waiho River	25800 493 01	\$45,000	2018 Preston Rowe Paterson

Cr Routhan abstained from voting on the matter.

6.5 Contribution to Establishment of First Permanent New Zealand War Memorial Museum in the French Town of Le Quesnoy

The Chief Executive spoke to this report and advised the purpose of the report is to seek Council approval towards the establishment of the first permanent New Zealand War Memorial Museum in the French Town of Le Quesnoy.

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

- 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.
- B) Council notes the contribution will be unbudgeted expenditure funded from general reserves.

Cr Routhan recorded his vote against the motion.

6.6 Response to announced Crown Policy regarding Mining on Conservation Land and Initiatives regarding Windblown Timber and Stewardship Land

The Chief Executive spoke to this report and advised the purpose of the report is to seek approval to participate in a regional response to the Crown's policy announcement on no new mining on Conservation land, noting that access to low quality Stewardship land and windblown timber will be ancillary matters that will form part of a response to the Crown

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

- A) Council approves participation in a Regional response to the Crown's Policy announcement on no new mining on conservation land, noting that access to low quality stewardship land and wind-blown timber will be ancillary matters that will form part of a response to the Crown.

- B) Council mandates the Mayor (or the Councillor acting as Mayor in the absence of the Mayor) to participate in formulating an appropriate response and to commit a maximum of \$20,000 towards the cost of such a response, subject to the following broad principles being complied with:
- a. The response must be as a Region, united in purpose and methodology. This should ideally extend to actions of groups outside of the Mayors and Chairs.
 - b. The Coast has the basis of strong argument to be offered in relation to the Crown announcement. The response should be factual rather than overtly emotional and attacks on individuals should be avoided. However, as first step, it should be established what exactly are the implications of the Policy announcement, i.e. is stewardship land involved in the policy and, if so why, what constitute “new” mining, i.e. is moving a mining operation from one block to an adjacent block already approved by DOC deemed as “new”.
 - c. For that reason, the factual base for any argument/response must be beyond reproach and must be able to hold up in the face of scrutiny and, more importantly, attack.
 - d. An important aspect of our combined response should be a professional PR campaign to put a balanced, factual position out there aimed at garnering public support for our factual response. We have to expect that a campaign to discredit the Regional response will be lodged and have to accept that networks for misinformation and coercion are well-established.
 - e. We will be under intense media and public scrutiny. Our conduct amidst challenge to our response and its factual base must, at all times remain assertive, but respectful and any physical or verbal aggression should be avoided.
- C) A key aspect to the response should be that the Crown:
- f. consults with affected Regions before it makes policy statements and that such consultation is actively integrated into the Policy that is then announced. The very same Crown expects local authorities to consult extensively with their communities (something which we gladly do) **before** Policy is made, and it would be good for the Crown to do the same.
 - g. considers the social and economic impact of any Policy indications on Regions before such indications are given.
 - h. Considers the impact to local iwi and obligations to the treaty before such indications are given.

- D) The Mayor provides Councillors with regular updates on the development of an appropriate Regional response and, if required call an Extraordinary Council meeting to attend to business that falls outside of the mandate as outlined above.

Cr Neale and Cr Routhan recorded their votes against the motion.

Cr Eatwell abstained from voting on the matter.

7. ADMINISTRATIVE RESOLUTION:

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

7.1 Warrant of Appointment – Wayne Harry KNIGHTBRIDGE (Environmental Health/Regulatory Officer) additional clause to Warrant:

To act in the Westland District as:

- Poundkeeper for any and all public pounds under Council control, including temporary pounds, under s8 of the Impounding Act 1955.

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

Moved Deputy Mayor Martin, seconded Cr Deputy Mayor Lash and **Resolved** that Kw. Rochford and 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.

Moved Deputy Mayor Martin, seconded Deputy Mayor Lash and **Resolved** that Council exclude the public in accordance with Section 48, Local Government Official Information and Meetings Act 1987 at 1.53 pm.

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

8.1 Confidential Minutes – 26 July 2018

8.2 CE – Six Monthly Review

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 – 26 July 2018	Confidential Minutes	Good reasons to withhold exist under Section 7	Section 48(1)(a) & (d)
8.2	CE – Six Monthly Review	Confidential	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, 8.2	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 Deputy Mayor Lash, seconded Deputy Mayor Martin 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 2.24 pm

**Date of next Ordinary Council Meeting – 27 September 2018
to be held in the Council Chambers, 36 Weld Street, Hokitika**

MEETING CLOSED AT 2.24 PM

Confirmed by:

Mayor Bruce Smith
Chair

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	Tender process was completed. Westland High School progressing funding applications.
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

Date of Meeting	Item	Action	Officer	Status								
				alignment with Grey and Buller Districts. Extraordinary 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="537 1339 1503 1464"> <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	Process is underway and expect to be completed shortly.
State Highway 6	25800 489 02	\$240,000	2018 QV Valuation									
Waiho River	25800 493 01	\$45,000	2018 Preston Rowe Paterson									

Date of Meeting	Item	Action	Officer	Status
23.08.18	Contribution to Establishment of First Permanent New Zealand War Memorial Museum in the French Town of Le Quesnoy	<p>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.</p> <p>B) Council notes the contribution will be unbudgeted expenditure funded from general reserves.</p>	CE	Feedback to the Hokitika Museum required from Te Rūnanga o Makaawhio
23.08.18	Response to announced Crown Policy regarding Mining on Conservation Land and Initiatives regarding Windblown Timber and Stewardship Land	<p>A) Council approves participation in a Regional response to the Crown's Policy announcement on no new mining on conservation land, noting that access to low quality stewardship land and wind-blown timber will be ancillary matters that will form part of a response to the Crown.</p> <p>B) Council mandates the Mayor (or the Councillor acting as Mayor in the absence of the Mayor) to participate in formulating an appropriate response and to commit a maximum of \$20,000 towards the cost of such a response, subject to the following broad principles being complied with:</p> <ol style="list-style-type: none"> a. The response must be as a Region, united in purpose and methodology. This should ideally extend to actions of groups outside of the Mayors and Chairs. b. The Coast has the basis of strong argument to be offered in relation to the Crown announcement. The response should be factual rather than overtly emotional and attacks on individuals should be avoided. However, as first step, it should be established what exactly are the implications of the Policy announcement, i.e. is stewardship land involved in the policy and, if so why, what constitute "new" mining, i.e. is moving a mining operation from one block to an adjacent block already approved by DOC deemed as "new". 		<p>Local bill under [process through West Coast Regional Council for windblown timber.</p> <p>Stakeholder group meeting planned for the 5 October 2018 as the next stage in Westport.</p>

Date of Meeting	Item	Action	Officer	Status
		<p>c. For that reason, the factual base for any argument/response must be beyond reproach and must be able to hold up in the face of scrutiny and, more importantly, attack.</p> <p>d. An important aspect of our combined response should be a professional PR campaign to put a balanced, factual position out there aimed at garnering public support for our factual response. We have to expect that a campaign to discredit the Regional response will be lodged and have to accept that networks for misinformation and coercion are well-established.</p> <p>e. We will be under intense media and public scrutiny. Our conduct amidst challenge to our response and its factual base must, at all times remain assertive, but respectful and any physical or verbal aggression should be avoided.</p> <p>C) A key aspect to the response should be that the Crown:</p> <p>f. consults with affected Regions before it makes policy statements and that such consultation is actively integrated into the Policy that is then announced. The very same Crown expects local authorities to consult extensively with their communities (something which we gladly do) before Policy is made, and it would be good for the Crown to do the same.</p> <p>g. considers the social and economic impact of any Policy indications on Regions before such indications are given.</p> <p>h. Considers the impact to local iwi and obligations to the treaty before such indications are given.</p> <p>D) The Mayor provides Councillors with regular updates on the development of an appropriate Regional response and, if required call an Extraordinary Council meeting to attend to business that falls outside of the mandate as outlined above.</p>		

Date of Meeting	Item	Action	Officer	Status
23.08.18	Warrant of Appointment – Wayne Harry Knightbridge	<p>Additional Clause of Warrant of Appointment:</p> <p>To act in the Westland District as: Poundkeeper for any and all public pounds under Council control, including temporary pounds, under s8 of the Impounding Act 1955.</p>		Completed

Report



DATE: 27 September 2018

TO: Mayor and Councillors

FROM: Group Manager: Planning, Community & Environment

ANNUAL REPORT TO ALCOHOL REGULATORY AND LICENSING AUTHORITY

1 SUMMARY

- 1.1 The purpose of this report is to provide Council with a copy of its Annual Report on Sale and Supply of Alcohol, which has been filed with the Alcohol Regulatory and Licensing Agency (ARLA) for the year ending 30 June 2018.
- 1.2 This issue arises 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.
- 1.3 Council seeks to meet its obligations under the Local Government Act 2002 and the achievement of the District Vision adopted by Council as part of the Long Term Plan 2018-28. These are stated on Page 2 of this agenda.
- 1.4 This report concludes by recommending that Council receives the Annual Report to ARLA, for the year ending 30 June 2018, as attached to this report.

2 BACKGROUND

- 2.1 The Sale and Supply of Alcohol Act 2012 came into force on 18 December 2014. It is a requirement that the Council provides an annual report to the ARLA by 30 September of each year.
- 2.2 This year ARLA requested reports by 30 August to allow them to report earlier to their Minister. In addition, the list of questions was shortened, and the reporting mechanism was changed to an online survey.
- 2.3 The previous annual report (for year ending 30 June 2017) was received by Council in September 2017.

3 CURRENT SITUATION

- 3.1 The DLC is empowered under Section 187 of the Act to consider and determine applications for licences, managers' certificates, temporary authorities and related matters. It is currently chaired by Richard Simpson, with Councillor Graeme Olson as Deputy Chair, and members Bryce Thomson, Richard Gardiner and Timothy Teen.
- 3.2 The DLC has had an active year, with 130 managers' certificates granted or renewed, 38 on-, off- and club licences issued or renewed, and dozens of special licences issued. Six hearings were held for applications on which objections were received, and two resulting decisions have been appealed to ARLA.
- 3.3 It is now time for the Council to submit its Annual Report to ARLA.

4 OPTIONS

- 4.1 Section 199 of the Sale and Supply of Alcohol Act 2012 does not require that the Annual Report be approved at a formal Council meeting. The Annual Report is primarily an administrative document summarising statistics and activity related to alcohol licensing activities. Regardless, the Council may wish to formally receive the Annual Report.
- 4.2 **Option 1:** The Council receives the report.
- 4.3 **Option 2:** The Council does not receive the report.

5 SIGNIFICANCE AND ENGAGEMENT

- 5.1 In accordance with the Council's policy on Significance and Engagement, this decision is regarded as being of low significance. No policy decisions or financial commitments are required. The Annual Report is primarily an administrative report to central government on the activities of the Council with regard to the Sale and Supply of Alcohol Act 2012.
- 5.2 No engagement or consultation is required for the purposes of this report. The Council's activities in this area over the past year have been undertaken in consultation with other agencies including NZ Police and Community and Public Health, as well as with licensees and managers.

- 5.3 The Annual Report is required to be available for inspection at Council offices and on the Council website for a period of five years.

6 ASSESSMENT OF OPTIONS (INCLUDING FINANCIAL IMPLICATIONS)

- 6.1 **Option 1:** That Council receives the report, has the advantage of giving the report official recognition, thereby letting ARLA and the community know that Elected Members are aware of the Council's activities in relation to the Sale and Supply of Alcohol Act 2012.
- 6.2 **Option 2:** That Council does not receive the report, is legally acceptable but not optimal. The disadvantage of not receiving the report is that there would be a missed opportunity to let ARLA and the community know that Elected Members are aware of the Council's activities in this area.

7 PREFERRED OPTIONS AND REASONS

- 7.1 The preferred option is Option One, that Council receives the report. In summary, this option would let ARLA and the community know that Elected Members are aware of the Council's activities in relation to the Sale and Supply of Alcohol Act 2012.

8 RECOMMENDATIONS

- A) **THAT** Council receive the attached Annual Report to the Alcohol Regulatory and Licensing Agency, for the year ending 30 June 2018.

Jim Ebenhoh

Group Manager: Planning, Community & Environment

Appendix 1: Annual Report to the Alcohol Regulatory and Licensing Authority for Year Ending 30 June 2018

Submitted to Annual Report of Territorial Authorities to Alcohol
Submitted on 2018-09-04 10:59:53

Introductory questions

1 Please provide the name of your District Licensing Committee.

District Licensing Committee:
Westland District Licensing Committee

2 Please provide the name, email, and contact phone number of your Committee's Secretary.

Name:
Jim Ebenhoh

Email:
jim.ebenhoh@westlanddc.govt.nz

Contact phone number:
03 756 9010

3 Please name each of your licensing inspectors and provide their email and contact phone number.

Licensing inspectors - email and phone:
Wayne Knightbridge
wayne.knightbridge@westlanddc.govt.nz
03 756 9010
027 801 6864

Licences and certificates

4 Licences 2016-2017

In the 2016-17 year, how many 'on licences' did your Committee issue?:
27 (11 new, 16 renewals)

In the 2016-17 year, how many applications for 'on licences' did your Committee refuse?:
0

In the 2016-17 year, how many 'off licences' did your Committee issue?:
13 (4 new, 9 renewals)

In the 2016-17 year, how many applications for 'off licences' did your Committee refuse?:
0

In the 2016-17 year, how many club licences did your Committee issue? :
0

In the 2016-17 year, how many applications for club licences did your Committee refuse?:
0

5 Licences 2017-2018

In the 2017-18 year, how many 'on licences' did your Committee issue?:
9 (new, not renewals)

In the 2017-18 year, how many applications for 'on licences' did your Committee refuse?:
0

In the 2017-18 year, how many 'off licences' did your Committee issue?:
2 (new, not renewals)

In the 2017-18 year, how many applications for 'off licences' did your Committee refuse?:
0

In the 2017-18 year, how many club licences did your Committee issue?:
1

In the 2017-18 year, how many applications for club licences did your Committee refuse?:

0

6 Manager's certificates 2016-2017

In the 2016-17 year, how many managers' certificates did your Committee issue?:

130

In the 2016-17 year, how many applications for managers' certificates did your Committee refuse?:

6

In the 2016-17 year, how many applications for managers' certificates were withdrawn?:

0

7 Manager's certificates 2017-2018

In the 2017-18 year, how many managers' certificates did your Committee issue?:

130

In the 2017-18 year, how many applications for managers' certificates did your Committee refuse?:

2

In the 2017-18 year, how many applications for managers' certificates were withdrawn?:

1

8 Licence renewals 2016-2017

In the 2016-17 year, how many licence renewals did your Committee issue?:

25 (16 On, 9 Off)

In the 2016-17 year, how many licence renewals did your Committee refuse?:

0

9 Licence renewals 2017-2018

In the 2017-18 year, how many licence renewals did your Committee issue?:

26 (21 On, 5 Off)

In the 2017-18 year, how many licence renewals did your Committee refuse?:

0

Changes, trends and initiatives

10 Please comment on any changes or trends in the Committee's workload in 2017-18.

Changes or trends in the Committee's workload in 2017-18:

The workload seems to be increasing in terms of the number of hearings required due to opposition from reporting agencies. This could be due to a change in relevant personnel.

Upload - changes or trends in the Committee's workload in 2017-18:

No file was uploaded

11 Please comment on any new initiatives the Committee has developed/adopted in 2017-18.

New initiatives the Committee has developed/adopted in 2017-18:

A new Chair of the DLC was appointed in late 2017 and has brought his own style and procedures to the DLC's processes, particularly in terms of decision-making and decision-writing. The DLC is also getting firmer with all parties in setting hearing dates, so that they are not delayed for months on end to find a date that suits everyone perfectly.

Upload - new initiatives the Committee has developed/adopted in 2017-18:

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12 Has your Committee developed a Local Alcohol Policy?

No

Sale and Supply of Alcohol Act 2012

15 Please comment on the ways in which you believe the Sale and Supply of Alcohol Act 2012 is achieving its object.

Sale and Supply of Alcohol Act:

- Harm minimisation seems to be a clear focus of reporting agencies.
- On the West Coast generally there seems to be decreasing reliance on alcohol sales as a source of revenue; most premises are increasingly reliant on food sales and other activities. This may be assisting a factor in reducing alcohol-related harm.
- Police controlled-purchase-operations (CPOs) are effective and should be increased further if possible.

Upload - Sale and Supply of Alcohol Act:

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Report



DATE: 27 September 2018

TO: Mayor and Councillors

FROM: Group Manager: Planning, Community & Environment

ANNUAL REPORT ON DOG CONTROL POLICY AND PRACTICES

1 SUMMARY

- 1.1 The purpose of this report is to adopt an Annual Report on Dog Control Policy and Practices for the year ending 30 June 2018.
- 1.2 This issue arises from the statutory duty pursuant to the provisions of Section 10A of the Dog Control Act 1996 to provide an Annual Report.
- 1.3 Council seeks to meet its obligations under the Local Government Act 2002 and the achievement of the District Vision adopted by Council as part of the Long Term Plan 2018-28. These are stated on Page 2 of this agenda.
- 1.4 This report concludes by recommending that Council adopt the annual report for the year ending 30 June 2018 on Dog Control Policy and Practices (attached as **Appendix 1.**).

2 BACKGROUND

- 2.1 It is a requirement of Section 10A of the Dog Control Act 1996 to prepare a report on Dog Control Policy and Practices. It has been a statutory duty to supply such a report for twelve years. After the adoption of the report by Council, a copy is required to be posted on the Council's website and made available to the Secretary for Local Government.

3 CURRENT SITUATION

- 3.1 Council last adopted a report for the year ended 30 June 2017. That report has been available on Council's website and a copy was forwarded to the Secretary for Local Government.

4 OPTIONS

- 4.1 This is a statutory duty and Council is required to adopt a report. The report itself, however, can be in any form within the statutory requirement. The options are therefore about the content of the report.

5 SIGNIFICANCE AND ENGAGEMENT

- 5.1 There is some public interest in dog control generally, but the adoption of the annual report is considered to be administrative and therefore of low significance in accordance with Council's Significance and Engagement Policy.
- 5.2 The report is recommended to be adopted without consultation. It is available to inform and advise the public on Dog Control Policy and Practices in Westland.

6 ASSESSMENT OF OPTIONS (INCLUDING FINANCIAL IMPLICATIONS)

- 6.1 This is a statutory function, so the Council does not have any choice about whether or not to adopt a report.
- 6.2 Council does, however, have a choice on the contents of the report. A draft report is attached for consideration, and recommended for adoption.

7 PREFERRED OPTION AND REASONS

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

8 RECOMMENDATION

- A) **THAT** the attached report on Dog Control Policy and Practices for the year ending 30 June 2018 be adopted, a copy forwarded to the Secretary for Local Government and the report be made available on Council's website.

Jim Ebenhoh

Group Manager: Planning, Community & Environment

Appendix 1: Report on Dog Control Policy and Practices for year ended 30 June 2018.

REPORT ON DOG CONTROL POLICY AND PRACTICES: 2018

Westland District Council

This report is prepared pursuant to the provisions of Section 10A of the Dog Control Act 1996 for the year ended 30 June 2018. This is the 14th annual report prepared pursuant to the Act.

Statistics:

	10/11	11/12	12/13	13/14	14/15	15/16	16/17	17/18
No of registered dogs	1511	1458	1561	1729	1777	1897	1912	1911
No. of probationary/ disqualified owners	0	0	0	0	0	0	0	0
No. of dogs classified as dangerous	0	0	0	0	3	3	3	3 total (2 new based on s31(1)(b))
No. of dogs classified as menacing	0	2	9	9	9	24	36	28 total (0 new classifications)
No. of infringement notices issued	19	16	70	60	53	196	127	25
No. of dog complaints received (barking, wandering, attacks, etc.)	110	133	184	212	148	223	360	104
No. of prosecutions undertaken	0	0	0	0	0	0	0	1

Staff

After several years of service, in July 2017 the Hokitika branch of the SPCA gave notice of their intent to exit the contract for the provision of dog control services in the Westland District, effective at the end of October 2017. That contract had been set to expire in June 2018.

A tender process was run, and Westland Dog Services was selected as the preferred tenderer. They have staffed the dog control function with two employees on a job-share basis. In April 2018 the Council gave notice to Westland Dog Services that it would be terminating the contract in October 2018, in order to bring the service in-house. A recruiting process has been undertaken and will be reported on in next year's annual report.

Training was provided by Council staff to the contractors in the past year. In addition, dog control procedures have been further documented and refined.

Policy on Dogs

In 2017/18 the Council amended its Dog Control Bylaw and Policy on Dogs, under the Special Consultative Procedure. The major change was to require dogs to be on-leash in most areas of urban Hokitika, and in certain beach areas at certain times to protect penguin habitat. Another change was to introduce penalties for owners not cleaning up any dog fouling.

Council's objective is to keep dogs as a positive part of people's lives in Westland by adopting measures that minimise the problems caused by dogs while at the same time maintaining dog owner's rights to enjoy recreational opportunities with their dogs.

Council recognises dog owners as users of public places and seeks to integrate (not separate) dogs and their owners with other users of public spaces.

Council will ensure that obligations imposed on dog owners in terms of the care and control of their dogs under the Dog Control Act 1996 and the Westland Dog bylaw are maintained and enforced if necessary.

Council's primary and preferred method of seeking compliance is through encouragement and education of dog owners where possible, in order to ensure public safety and comfort. Enforcement options such as infringement notices, menacing and dangerous dog classifications, probationary dog ownership or disqualification as a dog owner or prosecution will only be used where necessary.

Council supports the use of a graduated enforcement system starting with education of the dog owner, through the issuing of warning notices for a first minor offence, infringement notices for subsequent or more serious offences, to a prosecution in the District Court for a very serious offence.

Dog Control

Dog Control contractors for 2017/18 were based in the Hokitika area, although patrols were also required to be undertaken in Kaniere, Kumara, Ross, and Franz Josef. The sheer size of Westland makes the provision of the same levels of service at the southern extremity of our district very difficult to achieve.

Proactive work such as patrols and searching for unregistered dogs appears to have dropped in 2017/18. This will be a focus for the 2018/19 dog registration year. It is widely accepted that unregistered dogs cause a disproportionate amount of harm and nuisance in the community than registered dogs.

The number of dog complaints decreased this year, as shown in the table at the start of this report. The reasons for this are unknown.

Dog Pound

A new dog pound has been built by the SPCA on Hau Hau Road, Hokitika, and will be leased to Council when it is fully operational. Temporary pound facilities (e.g. with neighbouring Councils) have been used in the past several months.

Registration Revenue and Costs

Standard dog registration fees for the year remained at \$74.00 for dogs registered within the Hokitika area and \$58.50 for dogs registered in other areas. New dog ownership categories implemented in the 2016/17 year are Selected Dog Ownership (SDO) with a fee of \$45 and working dog category with fees of \$30 for the first dog and \$20 for any subsequent dog.

Dog registration fees also included a 50% penalty additional to the registration for late payment.

Unlike previous years, the costs associated with dog registration and dog control in 2017/18 were not entirely funded by dog registration fees and fines; a contribution has been required from general rates. This has resulted from increased contractor costs and Council overheads based on the amount of Council staff involvement required.

External Satisfaction Survey

The previous external satisfaction survey undertaken in 2016 showed that 72% of the public were very satisfied or fairly satisfied with the level of dog control in the district. This level of satisfaction is similar to both peer group local authorities and with the national average for dog control across New Zealand.

Unfortunately, the 2018 external satisfaction survey did not ask residents generally what their level of satisfaction was with dog control - only complainants. The satisfaction level was 39%, compared with 26% in 2016. This is an improvement, but there is still more work to do in the area, particularly in terms of wandering dogs in the community, ensuring all dogs are registered, and ensuring that dog owners are educated about the adequate care and control of their dog.

Report



DATE: 27 September 2018
TO: Mayor and Councillors
FROM: Community Development Advisor

CHRISTMAS DECORATIONS 2018

1 SUMMARY

- 1.1 The purpose of this 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.
- 1.2 This issue arises from the Street Decorations budget 2018-2019 that has \$10,000 in it for street decorations.
- 1.3 Council seeks to meet its obligations under the Local Government Act 2002 and the achievement of the District Vision adopted by Council as part of the Long Term Plan 2018-28. These are stated on Page 2 of this agenda.
- 1.4 This report concludes by recommending that Council call for Expressions of Interest for street decorations for Christmas 2018 from community groups and organisations throughout the Westland District with a closing date of 12 October 2018.

2 BACKGROUND

- 2.1 In 2017, Council paid the following organisations the following amounts for street decorations:

Left Coast Events	\$1000
Enterprise Hokitika	\$6010
Don Neale	\$500
Hari Hari Community Association	\$500
Fox Glacier Community Development Society	\$200
Haast Promotions Group	\$200
Kumara Residents Trust	\$200

Ross Community Society	\$500
Franz Josef Community Council	\$199
Total	\$9309

3 CURRENT SITUATION

3.1 Council has \$10,000 in a budget set aside for street decorations for 2018.

4 OPTIONS

4.1 Call for Expressions of Interest

4.2 Don't call for Expressions of Interest

5 SIGNIFICANCE AND ENGAGEMENT

5.1 This has low significance for Council as the funding has already been budgeted for.

5.2 Expressions of Interest can be called for in the Hokitika Guardian, on Council's website and in emails to community groups.

6 ASSESSMENT OF OPTIONS (INCLUDING FINANCIAL IMPLICATIONS)

6.1 The advantage of calling for Expressions of Interest is that it provides community groups and organisations with an opportunity to apply for funding for street decorations.

6.2 The advantage of not calling for Expressions of Interest is that Council could decide to put all the allocated funds into one major project and most townships would miss out in getting any opportunity to get any funding for street decorations. The disadvantage of not calling for Expressions of Interest is that the funds could still be in the allocated budget at the end of the financial year.

6.3 There are no financial implications for Council as the funds have already been budgeted.

7 PREFERRED OPTION(S) AND REASONS

7.1 The preferred option is that Expressions of Interest be called for because it is the fairest way to give every community group or organisation an opportunity to apply for the funds.

8 RECOMMENDATION(S)

- A) **THAT** Council call for Expressions of Interest for street decorations for Christmas 2018 from community groups and organisations throughout the Westland District with a closing date of 12 October 2018.

- B) **THAT** council instruct staff to allocate funds based on the EOI's received.

Derek Blight
Community Development Advisor

Report



DATE: 27 September 2018

TO: Mayor and Councillors

FROM: Community Development Advisor

DRAFT ACCESSIBLE TE TAI POUTINI WEST COAST STRATEGIC PLAN

1 SUMMARY

- 1.1 The purpose of this report is to ask Council to endorse the Draft Accessible Te Tai Poutini West Coast Strategic Plan.
- 1.2 This issue arises 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.
- 1.3 Council seeks to meet its obligations under the Local Government Act 2002 and the achievement of the District Vision adopted by Council as part of the Long Term Plan 2018-28. These are stated on Page 2 of this agenda.
- 1.4 This report concludes by recommending that Council endorse and support the draft strategic plan.

2 BACKGROUND

- 2.1 This issue arises from workshop discussions conducted by thirty-one West Coast agencies and organisations over the last two years.
- 2.2 This plan's purpose is to meet the objectives of accessibility specified in Article 9 of the United Nations' Convention on the Rights of People with a disability.

3 CURRENT SITUATION

- 3.1 The draft policy has been circulated to all West Coast Councils and both Iwi for support and endorsement. The plan focuses on improving inclusion, opportunity and independence through improved accessibility. It aims to

support people and partnerships to reduce and eliminate social and physical barriers to facilities, services and programmes to enable participation, and advocates for availability of communications including communication technologies and systems.

4 OPTIONS

- 4.1 Endorse and support the plan.
- 4.2 Not endorse and support the plan.

5 SIGNIFICANCE AND ENGAGEMENT

- 5.1 Thirty-one West Coast agencies and organisations have already been invited to have input into the strategic plan. These groups are listed on Page 11 of the plan in Appendix 1. Actions within this Strategic Plan are under-pinned by the high commitment to ensure the Coast is an inclusive and universally accessible region where all residents and visitors can fully participate in community and civic life. This plan has potential for a high level of significance and engagement for Council.
- 5.2 The next step is to take the plan to the November Mayors and Chairs meeting for signatures on behalf of the organisations listed on Page 2 of the plan. (See Appendix 1).

6 ASSESSMENT OF OPTIONS (INCLUDING FINANCIAL IMPLICATIONS)

- 6.1 The advantage of endorsing and supporting the plan is that Council will be taking into account the needs of people who have disabilities. The disadvantage of endorsing and supporting the plan is that Council in future planning will need to consider reliable access to services and amenities and easy access to buildings, green spaces and other shared public areas.
- 6.2 The advantage of not endorsing and supporting the plan is that planning and assets staff would not have to take into consideration reliable and easy access to services and amenities for residents and visitors in the future. The disadvantage of not endorsing and supporting the plan is that Council would not be taking into account the needs of people who have disabilities.
- 6.3 There are currently no financial implications for Council. However capital costs for future works may increase if aspects of the plan become mandatory via the District Plan.

7 PREFERRED OPTION(S) AND REASONS

7.1 The preferred option is that Council endorses and supports the Strategic Plan to provide services and amenities for people with disabilities.

8 RECOMMENDATION

A) **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.

Derek Blight
Community Development Advisor

Appendix 1: Accessible Te Tai Poutini West Coast

Draft Accessible Te Tai Poutini West Coast
Strategic Plan
2018 - 2021



Vision: The West Coast is an enabling and inclusive society. **Mission Statement:** Working together to make the West Coast safe and accessible for everyone

Foreword

We are thrilled to introduce the Accessible Te Tai Poutini West Coast Strategic Plan.

The West Coast is a people-centred community and we want to encourage and enable everyone to contribute and participate. However, for an increasing proportion of our population, participation in society can be limited by physical and social environments that are not designed to cater for a diversity of needs and abilities.

This Plan's purpose is to meet the objectives of accessibility specified in Article 9 of the United Nation's Convention on the Rights of People with a Disability. It focusses on improving inclusion, opportunity and independence through improved accessibility. It aims to support people and partnerships to reduce and eliminate social and physical barriers in facilities, services and programmes to enable participation, and advocates for availability of communications including communication technologies and systems

We believe this Plan will influence West Coast-based organisations and services to keep accessibility in mind at all times.

**All West Coasters and visitors will benefit from a more
Accessible West Coast.**

**Poipoia te Kakano
Kia puawai
Nurture the seed and it will blossom**

Buller District Mayor

Grey District Mayor

Westland District Mayor

Chair Regional Council

Chair West Coast District Health Board

Te Runanga o Ngati Waewae

Te Runanga o Ngati Mahaki Makaawhio

Coalition members

Introduction

Development of the Accessible Te Tai Poutini West Coast Strategic Plan has received support and input from a wide catchment of interested groups and community members including the disability sector, older person's communities, councils, and health and community services (Appendix 1).

A West Coast wide coalition was formed in late 2016 to bring together a wide range of organisations and stakeholders to develop the Strategic Plan. The Coalition is tasked with influencing change through six key themes including; advocacy and influence, acting as a watch-dog, having a collective voice, listening and understanding, storytelling, and monitoring. See Appendix Three for the Coalition's Terms of Reference.

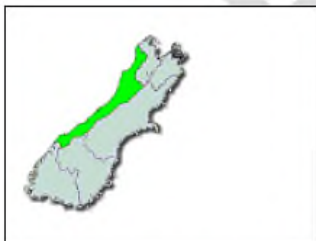
Background

Providing accessible services, communication channels, transport, buildings and public spaces can make Te Tai Poutini West Coast (the Coast) a more inclusive place for everyone. Improved accessibility will improve lives, enhance diversity and help the region remain attractive to residents and visitors of any age and ability.

Adopting the principle of universal design allows us to consider access for everyone. This includes people with disabilities, parents with children in pushchairs, and older people with mobility and/or sensory impairment.

We want to build a reputation as an inclusive and socially responsible region that is accessible, safe, and easy to get around. This Plan will guide activities to enhance people's independence, and ability to participate, engage in and benefit from key services.

Te Tai Poutini West Coast



At the 2013 Census the Coast was home to a resident population of 32,134 people, less than 1% of the total New Zealand resident population.

The population is spread across a large geographical area with a high proportion of people living in highly rural/remote areas. Fewer West Coasters have access to a motor vehicle than other New Zealanders, while 3.4% of West Coast households have no telecommunication systems; this is the highest proportion of any region in New Zealand.

The population is expected to remain static or decline in the short term however the proportion of people 65 years of age and over is expected to increase.

Population percentage 2013 Census	Maori % West Coast	Maori New Zealand	Total West Coast	Total New Zealand
Under 15	33.2	33.8	19.1	20.4
65 and over	6	5.4	16.1	14.3

The West Coast region has the lowest population percentage of Māori: 9.1% compared with 14.11% nationally. From 2006 to 2013 the region has become more ethnically diverse (Pacific up 67%, Asian up 71%, MELAA up 136%), with over 60 nationalities currently residing here.

The Coast has a higher proportion of people 65 years of age and over and a lower proportion of people under 15 years of age compared to total New Zealand. While Māori population percentages for these age groups closely reflects that of Māori in New Zealand, Māori on the Coast are significantly younger than the total West Coast population with just over 33% aged under 15 years compared to 19.1% for total West Coast. Only 6% of the West Coast Māori population are aged 65 and over compared to 16.1% of the total West Coast population.

Mana whenua over the Coast is held by the two Poutini Ngāi Tahu hapu: Ngāti Waewae in the north and Ngāti Mahaki Makaawhio in the south. Poutini Ngāi Tahu comprises about 60% of the Māori population. The remaining 40% are members of iwi from throughout New Zealand.

According to the 2013 Disability Survey 27% of people on the Coast live with a disability compared with 24% of the New Zealand population. Just over half of all people living with a disability have more than one type of impairment.

Development of the Strategic Plan (Workshops)

A series of Community Collaborative Workshops was held across the Coast during 2016-17. Participants were tasked with identifying 'What's working well?', 'What's not working so well', and 'Where to next?' in relation to accessibility on the Coast for both residents and visitors.

From the workshops the following list of strengths and weakness were identified:

Areas of Strengths:

- The Coast is a made up of many small places; people often know each and work together using established networks and relationships to get things done.
- Community flexibility and resilience is very effective locally.
- There is an inclusive attitude toward addressing disability with community projects such as new walkways and cycleways.
- Some infrastructure (eg housing, transport schemes; St Johns, Westland Taxi Scheme & Total Mobility) is in place to support accessibility however it is not necessarily appropriate or suitable.
- Stakeholders are close to decision making processes and end-users.

Areas of Weakness:

- Buildings and other infrastructure (footpaths, road crossings, shopping areas and green spaces) are generally old and were designed when lower access standards applied so do not support good accessibility.
- Remoteness from experts and agencies that specialise in, and can advocate for, Disability and Accessibility issues.
- Rurality, limited public transport and lack of inter-region connectivity affects the ability to appropriately meet the needs of people with disability.
- A lack of consistent health resources.
- An insular and silo-ed approach to resources and activities can result in a fragmented, non-collaborative way of working.
- A lack of effective leadership and/or strategic direction means good intentions are usurped or lost by established networks, reinforcing the silo effect.
- Limited awareness and understanding of people experiencing disabilities in the community

Three priority areas were decided upon for future focus:

- Ease and safety of travel across and around the West Coast
- Access to information, services and venues on the West Coast
- Community participation in decision making on access issues.

Principles

Actions within this Strategic Plan are underpinned by the commitment to ensure the Coast is an inclusive and universally accessible region where all residents and visitors can fully participate in community and civic life. The Strategic Plan supports outcomes for places, people and partnerships that will:

- Reduce and eliminate social and physical barriers in our facilities, programmes, services, communication and information streams
- Provide best-practice examples in planning for universal access and service delivery as well as in the development and implementation of policies
- Provide awareness and development opportunities that will help enhance the community's understanding and delivery of this Plan
- Strengthen advocacy and partnerships within government departments and other community stakeholders to address and eliminate barriers to participation
- Reinforce a culture that celebrates the diversity of all people who live, work, and study in or visit our region.

These outcomes are framed in the following six groupings, each with their own particular goal and specific actions:

1. Social, sports and recreation
2. Civic Engagement and decision making
3. Ease of travel across and around the Coast
4. Arts and culture
5. The built environment and open spaces
6. Economic development

Action Plan

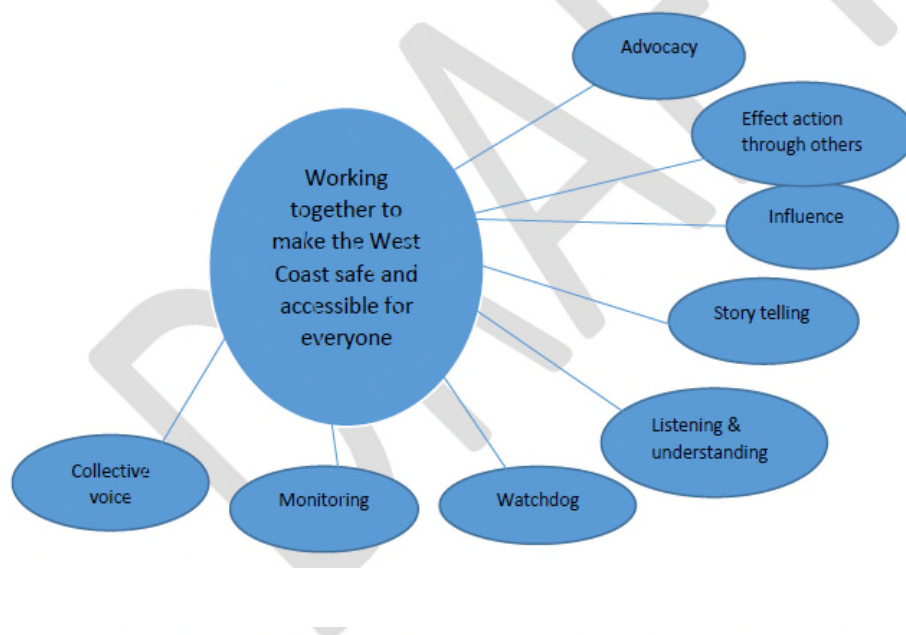
The Coalition will work towards creating vibrant, diverse and inclusive communities where people feel safe, valued, welcomed and respected. The following activities will enhance the Coast's reputation as an inclusive and socially responsible region that is accessible, safe and easy to get around.

The Action Plan is a starting point for coordinating current and future work. It makes recommendations of key actions for the Coalition to implement over the next three years. It is expected that members of the Coalition will have their own

organizational action/ implementation plan to assist in achieving the Strategy's goals.

The Coalition will effect change using the following methods:

- Advocacy & influence
- Acting as a watch-dog
- Having a collective voice
- Listening and understanding
- Story telling
- Monitoring



The Action Plan is consistent with the following documents:

- New Zealand Disability Strategy 2016- 2026 (NZDS)
- United Nations Convention on the Rights of Persons with Disabilities 2007 (Disability Convention) – ratified in New Zealand in 2008.
- Te Tiriti o Waitangi 1840
- Grey District Council's Equity and Access for People with Disabilities Policy (including older persons)

These foundation documents and the Action Plan are based on the social model of disability and on a vision of a fully inclusive society that protects and promotes the human rights of people with disabilities. The Action Plan will help deliver on several of the following NZDS outcomes:

Education

We get an excellent education and achieve our potential throughout our lives.

Employment and economic security

We have security in our economic situation and can achieve our full potential.

Health and wellbeing

We have the highest attainable standards of health and wellbeing.

Rights protection and justice

Our rights are protected; we feel safe, understood and are treated fairly and equitably by the justice system.

Accessibility

We access all places, services and information with ease and dignity.

Attitudes

We are treated with dignity and respect.

Choice and control

We have choice and control over our lives.

Leadership

We have great opportunities to demonstrate our leadership.

The **Disability Convention principles** as set out by the United Nations Convention on the Rights of Persons with Disabilities 2007 are:

- Respect for inherent dignity, individual autonomy including the freedom to make one's own choices, and independence of persons.
- Accessibility, and full and effective participation and inclusion in society.
- Non-discrimination, respect for difference and acceptance of persons with disabilities as part of human diversity and humanity.
- Equality of opportunity, and between men and women.
- Respect for the evolving capacities of children with disabilities and respect for the right of children with disabilities to preserve their identities.

The Action Plan is also consistent with the Treaty of Waitangi 1840, Universal Declaration of Human Rights 1948, New Zealand Sign Language Act 2006, and New Zealand Building Act 2004.

How will we know when the West Coast is an accessible region?

The Plan will be effective when people are able to carry out community and civic activities without being impeded by social, physical and cultural barriers, and residents and visitors have:

- Ready access to information they require e.g. transport options, business and social services, employment, entertainment, hospitality, events, education, recreation, etc
- Reliable access to services and amenities such as accessible transport, and business, social, recreational and cultural services
- Easy access to buildings, green spaces and other shared public space.

The Plan will be monitored and reviewed annually through a variety of means including the meeting process, with outcomes being reported to the community as part of the Coalition's annual report.

Social, Sports and Recreation

Strategic Goal: Participation in social, sports and recreational opportunities is accessible to all.

Everyone should be able to participate in and enjoy life as they choose and facilities, programmes and events on the Coast should offer a range of options to encourage and support participation.

Outcome: Everyone has access to information and resources to enable them to participate in social, sports and recreation opportunities of their choice.

Civic engagement and decision making

Strategic Goal: Living with impairment is no barrier to participation in civic activities and involvement in decision-making.

Everyone has a right to be involved in civic life and decisions that affect them.

Outcome: People from diverse communities on the Coast are able to participate in civic activities and decision-making.

Ease of travel across and around the West Coast

Strategic Goal: Transport networks on the Coast are increasingly more accessible and inclusive.

Transport is essential in supporting people to do what they want and/or need to do. It supports people to be involved in education, work, recreation and social activities that enhance their quality of life and supports their independence.

Outcome: People are able to use a method of transport that suits them and the journey they are making.

Arts and Culture:

Strategic Goal: Participation in the cultural life of the Coast is accessible to all.

Rationale: Involvement in arts and culture contributes enjoyment, learning and the development of a sense of identity. Creating opportunities for inclusion in cultural and creative programmes and events requires accessible facilities and accessible programmes.

Outcome: People are supported to contribute to and participate in cultural and creative programmes and events of their choosing.

The built environment and open spaces:

Strategic Goal: Everyone is able to access, use and enjoy public spaces.

Access to and use of public spaces supports business, education, and health and recreation activities and is therefore important to all of us. Incorporating the principle of universal design will ensure these spaces are accessible to all.

Outcome: The built environment and open spaces on the Coast are accessible to all who need or want to use them.

Economic Development:

Strategic Goal: Everyone is able to access, use and enjoy business, education and employment opportunities.

A diverse workforce will support the future growth of the Coast.

Outcome: Education, business and employment opportunities are accessible to all.

Appendix 1: List of agencies & organisations involved in the process.

Autism New Zealand
Blind Foundation
Brain Injury Association
Buller District Council
Buller REAP
Cancer Society
Canterbury District Health Board
CCS Disability Action
Community and Public Health
Department of Conservation
Department of Internal Affairs
Grey District Council
Grey Power
Ministry of Social Development
New Coasters
New Zealand Police
PACT Group
Poutini Waiora
Potikohua House- Number 37, Westport
Presbyterian Support Services
Sport Canterbury West Coast
Te Hā o Kawatiri
Te Runanga o Makaawhio
Te Runanga o Ngati Waewae
West Coast Disability Resource Service
West Coast District Health Board
West Coast Primary Health Organisation
West Coast Regional Council
West Coast Stroke Support Group
Westland District Council
West REAP

Special thanks to the following individuals:

Brian Ericksen: Taranaki Disabilities Information Centre Trust
Elinor Stratford MNZM: New Zealand Federation of Disability Information Centres

Appendix Two: Explanation of key terms

Accessibility

A general term used to describe the degree to which a product, device, service, or environment is available to as many people as possible. In this context it refers to the removal of barriers that prevent people with impairments participating fully in community and civic life.

Accessibility is a very broad term covering all aspects of participation and includes: getting around, democratic activities, technology, sources of communication and media to ensure information. Designing products and services that are accessible and benefit everyone, which includes families with young children as well as people with age-related impairments.

The term 'accessibility' is also used in the Convention on the Rights of Persons with Disabilities as well as the term 'universal design'.

Accessible journey

Routes connecting destinations and services where approachability, accessibility and usability are enabling for people with disabilities.

Accessible tourism

Tourism and travel that is accessible to all.

Barrier-free

The removal of barriers, whether physical, social or sensory, and therefore allow the opportunity for people with disabilities to participate. (United Nations)

Built environment

Built Environment refers to human-made surroundings that provide the setting for human activity, ranging from buildings to parks. This also includes but is not limited to road corridors, footpaths, road pavement, kerb and channels, and paved areas.

Disability

A process that occurs when 'one group of people create barriers by designing a world only for their way of living, taking no account of the impairments other people have'.

'Impairments' include physical, sensory, neurological, psychiatric, intellectual and any other impairment and encompass people with permanent, intermittent, temporary and perceived impairments.

Disability sector

All organisations and people whose purpose focuses on people with disabilities.

Inclusion

Enabling residents and visitors to participate in a full range of activities with as few barriers as possible.

Open spaces

Open space areas are parks, green spaces, and other open areas. They can range from playing fields to highly maintained environments to relatively natural landscapes. They are commonly open to public access.

Universal design

Refers to broad-spectrum ideas meant to produce buildings, products and environments that are inherently accessible to both people with disabilities and those without.

The term 'universal design' was coined by the architect Ronald L. Mace to describe the concept of designing all products and the built environment to be aesthetic and usable to the greatest extent possible by everyone, regardless of their age, ability or status in life.

Curb cuts or sidewalk ramps, essential for people in wheelchairs but also used by all, are a common example. There are also cabinets with pull-out shelves, kitchen counters at several heights to accommodate different tasks and postures, and amid many of the world's public transit systems, low-floor buses that 'kneel' (bring their front end to ground level to eliminate gap) and/or are equipped with ramps rather than on-board lifts.

Usability

Describes the extent to which a product (eg device, service or environment) can be used by specified users to achieve specified goals with effectiveness, efficiency and satisfaction.

Watchdog

The Coalition will maintain an overview on Accessibility within the Region and inform relevant organisations, agencies or communities of any potential or actual issues.

Appendix Three:

**Accessible Te Tai Poutini West Coast Coalition
Terms of Reference**

Background: The issue of accessibility is wide ranging and will require all stake holders to work collaboratively to achieve the **vision of a more enabling inclusive society.**

Mission Statement: Working together to make the West Coast safe and accessible for everyone.

Purpose: To collectively increase and share understanding of accessibility issues, opportunities and effect positive change.

Outcomes:

Long term:

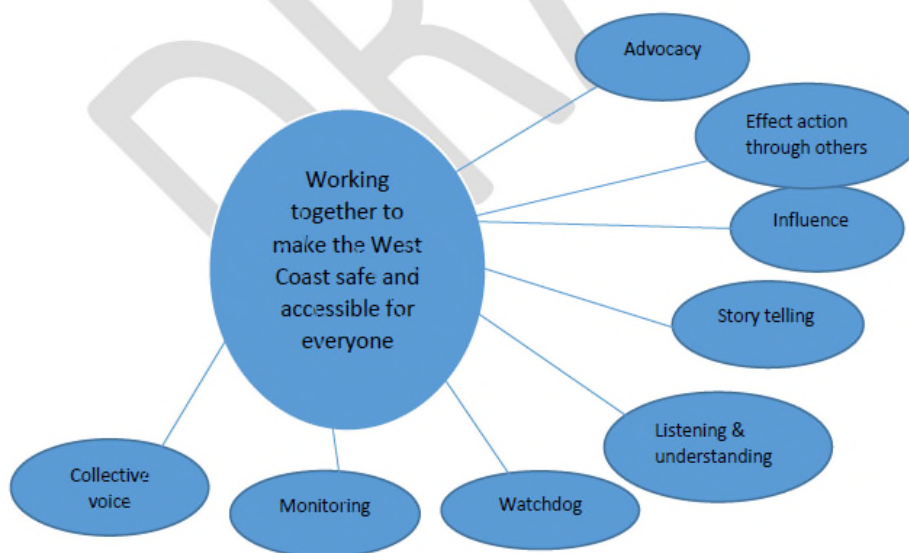
- The West Coast is safe and accessible for everyone

Short term:

- Increased awareness of accessibility issues across the West Coast.
- A Strategy and Implementation Plan and Monitoring Framework to address the issues

Key activities: The Coalition will effect change through the following actions:

- Advocacy & influence
- Acting as a watch-dog
- Having a collective voice
- Listening and understanding
- Story telling
- Monitoring



Accountability

- The Coalition will be accountable to the communities of the West Coast via an annual report.

Membership

- The Coalition will formally come into effect upon sign-off from Mayors and CEOs of stakeholder organisations of the Terms of Reference.
- Membership is open to individuals and organisations committed to working collaboratively to achieve the vision of a more enabling inclusive society.
- Coalition membership will be identified by ongoing attendance and participation at meetings.

Meetings

- There will be four meetings a year across the Region with a host decided on/ assigned at the prior meeting. Meetings will be held from 10-30 to 12-30 to allow time for travel.

Roles and Responsibilities:

- West Coast Disability Resource Service (WCDRS) will send out minutes, reminders and take apologies.
- WCDRS will be responsible for maintaining the email distribution list and other relevant information to members
- Meeting hosts will arrange venue, refreshments, take and compile minutes and chair meeting.
- The Coalition will provide an annual report to the group to inform the Coalition's annual report
- The Coalition will develop and implement a Strategic Plan to inform, guide, review and monitor its activities.

Guiding Documents

- The Coalition will be informed by and linked to the following:
 - The New Zealand Disability Strategy 2016-2026
 - The West Coast DHB Disability Strategy
 - Grey District Council Equity and Access for People with Disabilities Policy (including older persons)

Report



DATE: 27 September 2018
TO: Mayor and Councillors
FROM: Community Development Advisor

SOROPTIMIST PROPOSAL FOR SEAT OUTSIDE COUNCIL BUILDING

1 SUMMARY

- 1.1 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.
- 1.2 This issue arises from a request from the Westland Soroptimist International Club to provide a seat outside the limited mobility access door to the Council building on the corner of Sewell Street and Weld Street.
- 1.3 Council seeks to meet its obligations under the Local Government Act 2002 and the achievement of the District Vision adopted by Council as part of the Long Term Plan 2018-28. These are stated on Page 2 of this agenda.
- 1.4 This report concludes by recommending that Council approve the request.

2 BACKGROUND

- 2.1 The Hokitika Reserves and Environs Community Group received a request 24 August 2018 from the Westland Soroptimist International Club stating that they would like to provide a seat to commemorate the 125th anniversary of women's suffrage in New Zealand. See Appendix 1.

3 CURRENT SITUATION

- 3.1 The Hokitika Reserves and Environs Community Group met 4 September 2018 to consider the request and passed a motion (see Appendix 2) that a recommendation be made to Council to approve the type of seat (see Appendix 3) and the location of the seat (see Appendix 4).

4 OPTIONS

- 4.1 Approve the seat.
- 4.2 Not approve the seat.

5 SIGNIFICANCE AND ENGAGEMENT

- 5.1 This has low significance for Council because the seat will be provided by the Westland Soroptimists.
- 5.2 The Hokitika Reserves and Environs Community Group has already discussed the proposal at a special meeting 4 September 2018 and passed a motion, recommending that the project proceed.

6 ASSESSMENT OF OPTIONS (INCLUDING FINANCIAL IMPLICATIONS)

- 6.1 The advantage of the Soroptimists providing the seat is that it will provide a much needed seat in a prime location where there is a reasonable amount of pedestrian traffic and it will honour the 125th anniversary of women's suffrage in New Zealand. The disadvantage of not approving the seat is that the Westland Soroptimists will not have the opportunity to commemorate the 125th anniversary of women's suffrage in New Zealand in a practical way in a manner of their choosing.
- 6.2 The advantage of not approving the seat is that it will force the Soroptimists to put their funds to another use. The disadvantage of not approving the seat is that the Soroptimists will have no permanent memorial to commemorate the 125th anniversary of women's suffrage in New Zealand and the public will have one less seat to enjoy sitting on in the Central Business District.
- 6.3 There are no financial implications for Council.

7 PREFERRED OPTION(S) AND REASONS

- 7.1 The preferred option is to grant the Soroptimists their request because they are honouring a major event in the history of our nation as well as providing a practical service for people in Hokitika.

8 RECOMMENDATION(S)

- A) **THAT** 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.
- B) **THAT** in line with Council's policy on statues, monuments, memorials and public art, a Memorandum of Understanding between Council and 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. See Appendix 5.

Derek Blight **Community Development Advisor**

- Appendix 1: Letter from Westland Soroptimist International Club
- Appendix 2: Minutes of Hokitika Reserves and Environs Meeting - 4 September 2018
- Appendix 3: Type of seat proposed
- Appendix 4: Proposed Location of the seat
- Appendix 5: Policy on Statues, Monuments, Memorials and Public Art

Letter from Westland Soroptimists International Club

a global voice
for women

Soroptimist  International

WESTLAND

PRESIDENT
Catherine van Paassen

PRESIDENT ELECT
Christine Stet

SECRETARY
Jill Mitchell

TREASURER
Di Davies

POSTAL ADDRESS
Soroptimist International
of Westland
C/- C van Paassen
16 Park Street
Hokitika

EMAIL ADDRESS
siwestland@siswp.org

 Westland Soroptimist

FEDERATION
WEBSITE;
www.siswp.org

24 August 2018

Parks and Reserves Committee Chair
Westland District Council
Hokitika

Dear Sir/Madam

I write on behalf of our Club which would like to propose a project to commemorate the 125th anniversary of women's suffrage in New Zealand.

We would like to provide a seat, with a suitable inscription identifying it as a commemoration of this event, which would be installed outside the limited mobility access door to the Council building (the corner of Sewell and Weld Streets). The style of seat is the same as that situated on the corner by the Challenge garage. Our club would take responsibility for any maintenance of this seat in the coming years.

We have discussed the plan with Mr Simon Eyre who has indicated that this would be a good site and that it would easily be incorporated with the plans he has for beautification in the town.

We would like to expedite arrangements for this proposal and so we would appreciate your early and favourable consideration of our request.

Yours faithfully



Christine Stet
pp Catherine van Paassen
President,
Soroptimist International of Westland

cc: Simon Eyre

Soroptimist International – In General Consultative Status with the Economic and Social Council, United Nations (ECOSOC); Operational Relations with the United Nations Educational, Scientific & Cultural Organisation (UNESCO); Special List of the International Labour Organisation (ILO); Official Relations with the World Health Organisation (WHO); Official relations with the Food and Agriculture Organisation (FAO); Consultative status with the United Nations Industrial Development Organisation (UNIDO).

Minutes of Hokitika Reserves and Environs meeting Tuesday 4 September, 2018.

MINUTES OF A SPECIAL MEETING OF THE HOKITIKA RESERVES AND ENVIRONS COMMUNITY GROUP HELD IN THE COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA ON TUESDAY 4 SEPTEMBER 2018 COMMENCING AT 4.00 PM

1. PRESENT: Rob Daniel (Chair), Bruce and Barbara Erickson, Christine Stet, Derek Blight

2. APOLOGIES: Helen Love

3. ACTION POINTS:

3.1 **Soroptimists Seat**

Following the request from the Westland Soroptimist Club to provide a seat outside the limited mobility access door to the Council building, Christine Stet, on behalf of the Soroptimists, spoke to the proposal.

The seat is to commemorate the 125th anniversary of women's suffrage in New Zealand and would have a bronze plaque attached to it to identify that. The style of seat would be the same style as the Jim Hamilton seat that is situated on the corner of Fitzherbert and Weld Streets. The seat would be bolted down and could be relocated if necessary. It is in an area where there is a reasonable amount of foot traffic.

Moved Rob Daniel, seconded Barbara Erickson and carried that a recommendation be made to Council to approve a seat outside the limited mobility access door to the Council building.

4. NEXT MEETING DATE: **Tuesday 13 November 2018** at 4:00pm.

Appendix 3

Type of seat proposed (The Jim Hamilton seat on the corner of Fitzherbert and Weld Streets, Hokitika).



Appendix 4

The proposed location for the Soroptimists seat, by the limited mobility access door into the Council building.



Appendix 5

Westland District Council's Policy on Statues, Monuments, Memorials and 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 against existing backgrounds.
- 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 surroundings and what views will be seen looking at it from other directions.
- 3.5 That options for alternative sites be considered.
- 3.6 Any object in a public space must be signed off by an engineer to ensure it meets National Playground Safety Standards (or the equivalent).

- 3.7 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.
- 3.11 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 shall be reviewed in 5 years' time.

11. APPROVAL

This policy was adopted by Council 26 July, 2018.

Report



DATE: 27 September 2018
TO: Mayor and Councillors
FROM: Information Services Manager

PROPOSED ROAD NAMING POLICY

1 SUMMARY

- 1.1 The purpose of this report is to adopt a Council Road Naming Policy.
- 1.2 This issue arises as Council does not currently have a Road Naming Policy
- 1.3 Council seeks to meet its obligations under the Local Government Act 2002 and the achievement of the District Vision adopted by Council as part of the Long Term Plan 2018-28. These are stated on Page 2 of this agenda.
- 1.4 This report concludes by recommending that Council adopt the proposed Road Naming Policy.

2 BACKGROUND

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.*

2 CURRENT SITUATION

- 2.1 Currently there is no Road Naming Policy in place. In the past; with a new subdivision; the developer has been given the right; with guidance on what is appropriate; to name any new roads created. With existing roads that were officially formed but unnamed, local usage was accepted for the name.

3 OPTIONS

- 3.1 Option 1 is do nothing and accept the status quo.
- 3.2 Option 2 is adopt the Proposed Road Naming Policy - *see Appendix 1*

4 SIGNIFICANCE AND ENGAGEMENT

- 4.1 In accordance with Council's Policy on Significance and Engagement this matter has been assessed to have low level of significance.
- 4.2 No public consultation is required for this as Council already has a sound understanding of the views and preferences of the persons likely to be affected by or interested in the matter.

5 ASSESSMENT OF OPTIONS (INCLUDING FINANCIAL IMPLICATIONS)

- 5.1 **Option 1** – Do nothing and accept the status quo. There would be some risk with this option with the possibility of inappropriate or offensive names being adopted without all the proper checks being in place. Currently we have no clear guidelines on the naming of roads. There would be no financial risk
- 5.2 **Option 2-** Adopt the Proposed Road Naming Policy. This would give Council and developers clear guidelines on how to name roads and what are appropriate names.

6 PREFERRED OPTION(S) AND REASONS

- 6.1 Option 2 is the preferred option as this would mitigate any risks and give clear guidelines to all on the naming and renaming of roads.

7 RECOMMENDATION

A) **THAT** Council adopt the attached Road Naming Policy

Peter Oliver
Information Services Manager

Appendix 1: Proposed Road Naming Policy

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



DATE: 27 September 2018

TO: Mayor and Councillors

FROM: Community Development Advisor

CLASS 4 GAMBLING VENUES REVIEW

1 SUMMARY

- 1.1 The purpose of this report is to seek Council approval of an amended draft policy on Class 4 Gambling Venues for public consultation.
- 1.2 This issue arises 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
- 1.3 Council seeks to meet its obligations under the Local Government Act 2002 and the achievement of the District Vision adopted by Council as part of the Long Term Plan 2018-28. These are stated on Page 2 of this agenda.
- 1.4 This report concludes by recommending that Council adopts an amended draft Class 4 Gambling Venue Policy for a Special Consultative Procedure.

2 BACKGROUND

- 2.1 The purpose of the Gambling Act is to “control the growth of gambling; to prevent and minimise the harm caused by gambling, including problem gambling; to authorise some gambling and prohibit the rest; to facilitate responsible gambling; to ensure the integrity and fairness of games; to limit opportunities for crime or dishonesty associated with gambling; to ensure that money from gambling benefits the community and to facilitate community involvement in decisions about the provision of gambling. “

- 2.2 The Gambling Act 2003 requires territorial authorities to have a gambling policy. Council first adopted a policy 15 July 2004, which has been reviewed three times since then. The current policy was adopted by Council at its meeting on 23 July 2015, so it is now past due for its three-yearly review.
- 2.3 The Community Development Advisor met with staff from Community and Public Health and two representatives from a local gambling venue 22 August 2018 in a Social Impact Assessment Workshop to assess the possible negative and positive impacts of gambling on the local economy, business and service and well-being of people within Westland. This was the same process that was used in the previous review in 2015.

3 CURRENT SITUATION

- 3.1 Table 1 below outlines the current venues and machine numbers.

Table 1: Current Gaming Venues and Machine Numbers in Westland District

Society Name	Venue Name	Number of Gaming Machines
Air Rescue Services	Railway Hotel, Hokitika	18
Chartered Club	Hokitika Chartered Club	10
Lion Foundation	Stumpers	9
Pub Charity	Pioneer Hotel, Hokitika	9
Lion Foundation	Beachfront Hotel	10 (closed temporarily due to renovations, reopening shortly)
NZ Community Trust	Hotel Hari Hari	4
Southern Trust	Fox Glacier Hotel	3

- 3.2 A total of \$1,626,639 was put into these machines in Westland in the 12 months ending 31 March 2018, compared with \$1,680,000 for the same period in 2015. (Source: Problem Gambling Foundation of NZ).
- 3.3 In the quarter ending 31 March 2018, gambling machine expenditure after all payouts was \$64.34 per person in Westland, compared with \$45.18 per person nationwide. (Source: Problem Gambling Foundation of NZ)
- 3.4 A breakdown of grant type is shown in Appendix 1. (Source: Problem Gambling Foundation of NZ)

4 OPTIONS

- 4.1 Renew the present policy without any changes.
- 4.2 Amend the existing policy, taking into account the options considered by the Social Impact Assessment Workshop 22 August 2018 which were as follows:

- 4.2.1 Because of the written request from Franz Josef Community Council regarding requests to the area by visitors for gaming machines, (see Appendix 2) that Clause 3.1 in the 2015 policy be amended to read “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.” This would increase the number of venues outside Hokitika from two to three.
- 4.2.2 Understanding the Hokitika Chartered Club’s concerns regarding how the current sinking lid policy would impact them if they disestablished any machines, (See Appendix 3 Social Impact Assessment Page 4), that Clause 3.3 of the existing policy be amended to read “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.”
- 4.2.3 Bearing in mind the Department of Internal Affairs advice that all venues should provide a restricted (but not physically separated) area for Class 4 Gambling, that Clause 3.6 in the 2015 policy be amended to read “All venues must provide a restricted area for Class 4 Gambling.”

5 SIGNIFICANCE AND ENGAGEMENT

- 5.1 This has a low level of significance for Council whatever options are taken into account. The changes to the policy are not deemed to be so significant as to greatly affect users of gaming machines, who might not have felt comfortable attending the Social Impact Assessment Workshop. Only one affected venue attended the Social Impact Assessment Workshop, suggesting that the level of interest from these affected parties is relatively low.
- 5.2 Affected parties were emailed 5 July 2018 about the workshop, and the public were invited to attend the same workshop through an advertisement in the Hokitika Guardian on 16 August 2018. Affected parties were identified as WestREAP, Poutini Waiora, churches, hotel managers, the Hokitika Chartered Club, NZ Community Trust, The Lion Foundation, Pub Charity, Community and Public Health, Hokitika Police, Hokitika Grey Power, the Westland Medical Centre, Hospitality New Zealand, the Problem Gambling Foundation of New Zealand, Gambling Helpline, the Department of Internal Affairs and Community Associations throughout Westland. As stated above, the only groups that were represented in person at the Social Impact Assessment workshop were Community and Public Health and the Hokitika Chartered Club. A written submission was received from the Franz Josef Community

Council (see Appendix 2) and an anonymous letter from a concerned friend of a gambler (see Appendix 4).

- 5.3 A policy on Class 4 venues must be adopted in accordance with the special consultative procedure in s83 of the Local Government Act 2004. This allows for at least a one month submission period on the draft policy, followed by hearings before the policy is adopted.
- 5.4 It is recommended that the Policy be advertised in the Hokitika Guardian, in the Westland Matters electronic newsletter and on the Council website. In addition, it should be circulated to business and community groups and associations. Submission forms and the proposed policy will be available on the Council website and at Council offices.

6 ASSESSMENT OF OPTIONS (INCLUDING FINANCIAL IMPLICATIONS)

- 6.1 In terms of Option One, the advantage of adopting the present policy without change is that the policy would not need to be rewritten. The disadvantage is that the changing needs of bar managers and communities where there are high numbers of tourists would not be taken into consideration.
- 6.2 In terms of Option Two, the advantage of allowing for an additional venue outside Hokitika (with two venues in the glacier country) is that the tourists in this area will have more activity created for them in the evenings and bring in funds that could be channelled into local community projects. If this amendment were not made, the Franz Josef community would miss out on a funding source for grants.
- 6.3 The advantage of retaining a sinking lid policy, with the exception of a venue that is not funded by a nationwide trust or society, is that it is controlling the growth of gambling, which is in harmony with the purposes of the Gambling Act 2003. The advantage of making this exception for a venue that is not funded by a nationwide trust or society is that such a venue does not have financial resource within itself to cope with both a decline in gambling revenue and increased maintenance costs of the machines.
- 6.4 The advantage in amending Clause 3.6 of the policy from “a separated area” to “a restricted area” is that it makes it much easier for managers to observe people’s gambling habits while serving behind the bar. The disadvantage of not changing the wording is that managers may never observe people’s gambling habits because the people could be in another part of the building.
- 6.5 There are no financial implications for Council and affected parties were invited to have their say at the Social Impact Workshop 22 August 2018.

7 PREFERRED OPTION AND REASONS

- 7.1 The preferred option is Option Two, to amend clauses 3.1, 3.3, and 3.6 in the 2015 policy as described above, because those clauses would then take into account the changing needs to allow for the glacier country to meet tourists' needs in a higher density population area within the District, the needs of venues not funded by a nationwide trust or society, and the need for bar managers to be able to easily observe the gambling habits of patrons.

8 RECOMMENDATION(S)

- A) **THAT** Council adopts an amended draft Class 4 Gambling Venue Policy as set out in Appendix 5 for public consultation, the amendments consisting of the following.

8.1.1 **THAT** 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."

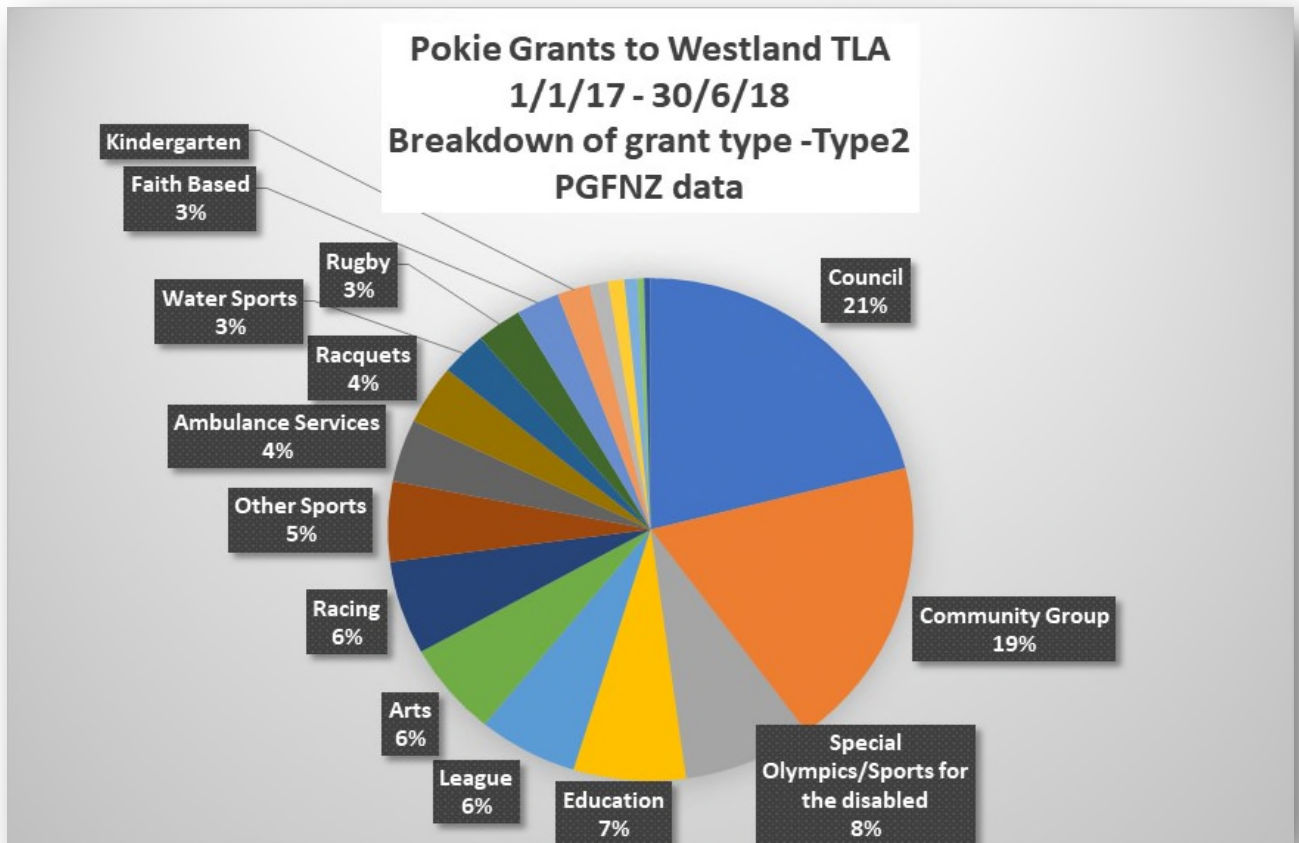
8.1.2 **THAT** Clause 3.3 of the amended draft policy reads "If an existing Hokitika venue closes and relinquishes machines, the permitted number of venues and machines would reduce as per a sinking lid policy, with the exception of a venue that is not funded by a nationwide trust or society. "

8.1.3 **THAT** Clause 3.6 of the amended draft policy reads "All venues must provide a restricted area for Class 4 Gambling."

8.1.4 **THAT** 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.

Derek Blight **Community Development Advisor**

- Appendix 1:** Breakdown of grant type
Appendix 2: Report from Franz Josef Community Council
Appendix 3: Letter from Hokitika Chartered Club
Appendix 4: Anonymous letter from a concerned friend of a gambler
Appendix 5: Amended Draft Class 4 Gambling Venue Policy
Appendix 6: Special Consultative Procedure



Source: Problem Gambling Foundation of New Zealand

Franz Josef Community Council Inc



PO Box 86, Franz Josef, Westland

22/08/2018

Dear Councillors

Subject: Amended Letter Long Term Plan Submission – Gaming Machines

Franz Josef lost our Gaming Machines due to being unable to provide facilities as was required in the Westland District Council 2015 Policy on Class 4, of an enclosed separate area.

However, Gaming Machines have been installed elsewhere in South Westland that do not meet the requirements that were stipulated to the Franz Josef Community.

Visitors to the area often request such facilities and given the high number of tourists in Franz Josef it would be an ideal location. Franz Josef is unable to install new machines as the allocation for Gaming Machines in South Westland has been exhausted.

We request that WDC amend the current plan to allow Gaming Machines in South Westland, especially Franz Josef.

Kind regards

Graham Berry

Franz Josef Community Chairman

C 027 472 4261

P 03 75 20608

chairperson.fjcc@gmail.com

Franz Josef Community Council, working together to build a vibrant & progressive community for all.

Appendix 3

Hokitika Chartered Club

Over the last 5 years the Hokitika Chartered Club (HCC) has experienced a steady decline in takings from their machines. The introduction of a jackpot has changed the way people use the machines but has not increased takings. With the drop in takings the Club is finding it difficult to cover the 37% which must be spent on authorised purposes, even though some of their authorised purposes supports covering the costs of the machines. The Club's community grants go solely to applications from within the Westland District.

As a result of this the HCC has considered decreasing their machine numbers but would like to have the ability to reinstate machines if it became more viable to do so in the future. The Club is different to other venues as they own their machines whereas the all other machines are owned by a society or Trust which is national. There is only one club within the Westland District so there is potential for it to be considered differently to the other venues.

Under the current sinking lid policy, if the HCC were to decrease their machine numbers they would not be able to increase their machine numbers in the future. However, there is potential for Council to include a section that differentiates between clubs and societies with respect to the cap on venue and machine numbers within Hokitika. If this was an option Council would need to consider section 4.3 as this restricts an existing venue with a licence issued before 2001 to no more than nine machines. HCC currently has ten machines.

Source: Report from the Social Impact Assessment Workshop 22 August 2018, Page 3. Community and Public Health.

Appendix 4

“To whom it may concern

I personally know a local chap in his 40's in Hokitika who is gambler and who spends every Friday at a local gambling venue. This chap has a full time job and owns his own house which is in a sad state of disrepair but he never has enough money to renovate the house, paint the outside, re-do the piles or carry out any maintenance on it. I hate to think how much of his wages goes into gambling every week but my guess is that it is a considerable amount because he never has any money to spend on other things – except his car and junk food. Gambling has become an addiction for him but I know he will never talk about it and if I mentioned the subject to him, he would run a mile and I would lose a friend. For him, it is a terrible addiction and I know that he is trapped in it. I doubt he would ever ask for help because he always gives the impression that he is coping with life okay and is fine.”

DRAFT ONLY



CLASS 4 GAMBLING VENUE POLICY 2018

1. Objectives of the Policy

- 1.1 To minimise the harm to the community caused by gambling;
- 1.2 To control the growth of gambling in the District;
- 1.3 To ensure the Council and the community have influence over the provision of new gambling venues in the District;
- 1.4 To allow those who wish to participate in gaming machine or TAB gambling to do so responsibly within the District.

2. TAB Venues

No new TAB stand-alone TABs may be established in Westland.

3. Where Class 4 Gambling Venues may be established

- 3.1 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.
- 3.2 No new venues may be established in Hokitika.
- 3.3 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.
- 3.4 In a neighbourhood not being primarily associated with family or children's activities.
- 3.5 An existing Class 4 venue affected by earthquake-related risk or event, a destructive event, lease termination or new planned facilities shall be permitted to relocate within their current census mesh block area if Council grants consent in respect of a new venue to replace an existing venue
- 3.6 New venues must provide a restricted area for Class 4 Gambling.

4. Number of gaming machines to be allowed

- 4.1 New venues outside Hokitika shall be allowed a maximum of no more than 4 gaming machines;
- 4.2 Venues with licences issued after 17 October 2001 and operating fewer than 9 gaming machines shall be allowed to increase the number of gaming machines operated at the venue to 9;
- 4.3 Existing venues with licences issued before 17 October 2001 shall be able to increase the number of gaming machines in the venue to no more than 9 and where, at the date of the adoption of this policy, existing numbers of machines are greater than 9, that number can be maintained.

5. Applications

Applications for consent for new venues must be made on the approved form and must provide:

- 5.1 Name and contact details of the applicant;
- 5.2 Street address of the premises;
- 5.3 A site plan covering both gambling and other activities proposed for the venue;
- 5.4 Details of any liquor licence(s) applying to the premises;
- 5.5 Any relevant gambling harm minimisation policies;
- 5.6 Suitability of the applicant.

6. Decision Making

- 6.1 Upon receipt of a complete application form containing all required information and the full application fee, the Council has 30 working days to determine a decision;
- 6.2 The decision on an application will be made by the appropriate Council Committee pursuant to delegated authority and be based on the criteria detailed in this policy.
- 6.3 Where applications for Class 4 Gambling Consents can be demonstrated to be in full compliance with Council's Class 4 Gambling Policy, the approval of the application is delegated to the Chief Executive Officer.

7. Application Fees

These will be set by the Council from time to time, and shall include consideration of:

- 7.1 The cost of processing the application, including any consultation and hearings involved;
- 7.2 The cost of establishing and triennially reviewing the Class 4 Gambling Venue and TAB Venue policy;
- 7.3 The cost of inspecting Class 4 Gambling Venues on a regular basis to ensure compliance with consent conditions;
- 7.4 A contribution towards the cost of triennial assessments of the economic and social impact of gambling in the district.

8. Monitoring and Review

- 8.1 The Council will review the policy within 3 years of its adoption and then within 3 years of that review and each subsequent review;
- 8.2 The Council will monitor the social and economic impact of gambling on the community as part of the policy review process;
- 8.3 The Council may amend this policy as a result of the findings of the social and economic impact monitoring;
- 8.4 Any review or amendment of this policy will be undertaken in accordance with the special consultative procedure outlined in the Local Government Act 2002.

9. Commencement of Policy

- 9.1 This policy is required to be adopted by the Council in accordance with the special consultative procedure provided for in the Local Government Act 2002.
- 9.2 This policy will take effect from 22 November 2018.

Statement of Proposal: 2018 Review of Westland District Council's Class Four Gambling Venue Policy.



SUBMISSION on the 2018 REVIEW OF CLASS FOUR GAMBLING VENUE POLICY

This submission is a public document and the details provided will be displayed to members of the public.

Description of Proposal

On 1 October 2018 Council provided public notice of a Statement of Proposal in relation to the review of its Class 4 Gambling Venue Policy. The public notice provides information about how the public can acquire information about the proposal and make a submission.

The closing date for submissions is 1 November 2018 at 5pm.

Send or deliver to:

The Westland District Council

Private Bag 704

36 Weld Street

HOKITIKA.

Email to:

consult@westlanddc.govt.nz

Complete a submission online: www.westlanddc.govt.nz

Name:

Organisation (if applicable):

Preferred contact details i.e. your postal address, or your email:

Phone Number: _____

Signature _____

NB: Your signature is not required if submitting by electronic means

1. Please use one form for each submission

Extra forms are available from the Council Office and online www.westlanddc.govt.nz

2. Indicate your attitude to the policy

i.e. I support/oppose/ am neutral to the policy.

3. Make your submission

State clearly and in summary the nature of your submission. Give reasons.

4. State whether or not you wish to be heard by the Council at a hearing

Please note: If you do not want to speak, your written submission will still be equally taken into account.

5. State if you wish to present a joint submission, if you require a language interpreter, or if you would like the Council to consider audio or audio-visual presentation options.

Use separate paper if necessary.

Use separate paper if necessary.

I support / oppose / am neutral to the policy *(Circle one)*

My submission is:

Submissions will be heard in November 2018

Do you wish to be heard in support of your submission? Yes / No (Circle one)

If yes, do you want to make a joint case with another party? Yes / No (Circle one)

Specify the party:

Do you require a language interpreter in order to present at the hearing? Yes / No (Circle one)

If yes, please specify your requirements:

Would you prefer to present via an audio or audio-visual link? Yes / No (Circle one)

If yes, you will be contacted to discuss arrangements.

Thank you for providing your input.

Report



DATE: 27 September 2018
TO: Mayor and Councillors
FROM: Group Manager: Corporate Services

KOKATAHI KOWHITIRANGI COMMUNITY COMMITTEE REQUEST FOR INFORMATION AND FUNDING OPTIONS TO REPAIR THE KOKATAHI PAVILION

1 SUMMARY

- 1.1 The purpose of this report is for Council to address the questions from the Kokatahi Kowhitirangi Community Committee (Committee) in regards to the Kokatahi Pavilion, and consider options for funding the repair.
- 1.2 This issue arises following significant damage to the Kokatahi Pavilion from both ex-cyclone Fehi and Gita.
- 1.3 Council seeks to meet its obligations under the Local Government Act 2002 and the achievement of the District Vision adopted by Council as part of the Long Term Plan 2018-28. These are stated on Page 2 of this agenda.
- 1.4 This report concludes by recommending that Council direct staff to consult with the community committee to facilitate:
 - 1.4.1 Loan funding from Development West Coast (DWC) directly to Kokatahi Kowhitirangi Community Committee at terms agreed between the parties.
 - 1.4.2 The loan repayment and service costs to be paid from the Community Township Development Fund directly by Council before any uplift to the Committee.

2 BACKGROUND

- 2.1 In February 2018, ex-cyclone Fehi caused damage to the Kokatahi Pavilion which was then further damaged by ex-cyclone Gita that followed some two weeks later.

- 2.2 Council insures the pavilion through the material damage insurance policy to obtain preferential premiums, however the excess for 'weather perils' is quite high at \$25,000 per event.

This is because it would be expected, that more than one Council building would be damaged and claimed in a significant weather event, and that excess would be split accordingly.

- 2.3 Although it is understood that there was some lessor damage around the district to Council insured assets, no further request for insurance claims were received and after several weeks, a claim was submitted to the broker for the Kokatahi pavilion only.

- 2.4 Review of the rating database and the physical property file have confirmed that the pavilion is owned by the Kokatahi Domain Board, and not Westland District Council (WDC).

- 2.5 The Kokatahi Domain is:

Reserve 1179 Recreation Reserve [Kokatahi Recreation Reserve] New Zealand Gazette 1979 p 1821.

It is a reserve under the Reserves Act 1977 and Council has control and management of the reserve.

Council has given management of this to the Kokatahi Domain Board.

3 CURRENT SITUATION

- 3.1 The Committee is adamant that the building is repaired, and have engaged with a local builder to provide advice on the repairs and approximate cost.

- 3.2 The Committee have also requested some further information in a letter to Council (attached), which will be answered in this report.

3.2.1 Request for reserve funding of \$90,000

- The District Plan has clear guidance on what the Reserve Development fund can be used for.

7.7.12 Contribution Towards Recreation Facilities

Circumstances and purposes

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

Therefore, the request for repair or re-build does not meet the requirements and funding is not available from the Reserve Development Fund.

Council holds no other reserves that meet the purpose of the Committee's request.

3.2.2 Depreciation reserves

- The pavilion is not owned by WDC and therefore there are no depreciation reserves to draw from.

3.2.3 Unbudgeted spend

- Any unbudgeted spend would be funded from general reserves, these reserves are funded from the entire Westland District for general rated activities including transportation. Continual unbudgeted use of these reserves will jeopardise Council's financial position in future years.

3.2.4 Request to make the insurers aware of the pavilion use

- The pavilion was insured for indemnity and not replacement, and has been so since at least 2013. The claim was paid correctly on indemnity value and the claim was signed off and closed by the insurers.

3.2.5 What is the individual replacement value premium for each of the buildings insured in Kokatahi and Kowhitirangi?

- Based on the current year values, see table below

Property	Location	Replacement value	Indemnity value	Replacement cost premium	Indemnity cost premium
Kokatahi Kowhitirangi Hall	- Corner Kokatahi and Ford Road Kokatahi	\$ 1,562,000	\$ 627,000	\$ 4,775.30	\$ 2,297.55
Kowhitirangi Hall	Kaniere - Kowhitirangi Road	\$ 738,174	\$ 149,962	\$ 2,088.66	\$ 529.90
Kowhitirangi Hall	Ford Road (Contents)	\$ 109,359	\$ 64,000	\$ 357.64	\$ 237.44

Kokatahi fire Station	Upper Kokatahi Road	\$ 172,000	\$ 152,000	\$ 614.80	\$ 561.80
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- The Kokatahi-Kowhitirangi hall and Kowhitirangi hall contents are insured at indemnity value, whereas the Kowhitirangi hall is insured at replacement value. Currently under review by staff.

3.2.6 Confirmation of fire station insurance

- Confirmed as replacement value insurance, see table above.

3.2.7 Confirmation of legal status of land

- The Kokatahi Domain is:
Reserve 1179 Recreation Reserve [Kokatahi Recreation Reserve] New Zealand Gazette 1979 p 1821.
It is a reserve under the Reserves Act 1977 and Council has control and management of the reserve.
Council has given management of this to the Kokatahi Domain Board.

3.2.8 Informing other Communities of the insurance status of buildings

- Council intends to write to Community groups with options around insurance.

4 OPTIONS

- 4.1 **Option 1:** that Council approve staff to consult with the committee to facilitate discussion between DWC and the committee on the following, and that;
- 4.1.1 DWC providing loan funding to the committee for repairs to the pavilion.
- 4.1.2 That the loan repayments and loan service costs be paid using the Kokatahi Township Development Fund paid directly from Council before uplifting any balance to the community, or;
- 4.2 **Option 2:** That the loan repayments and loan service costs be paid by the committee directly to DWC, and WDC act as guarantor.
- 4.3 **Option 3:** Council uplift the whole amount of repairs by way of Township Development Fund in advance.
- 4.4 **Option 4:** That Council do not consult or facilitate discussion on loan funding between the two parties nor act as guarantor.

5 SIGNIFICANCE AND ENGAGEMENT

- 5.1 The decision on repair of the pavilion is significant to the Kokatahi and Kowhitirangi residents and therefore consultation with the community is required, however wider community engagement is not necessary on this matter.

6 ASSESSMENT OF OPTIONS (INCLUDING FINANCIAL IMPLICATIONS)

- 6.1 **Option 1:** Council staff have approached DWC in regards to this matter, DWC have confirmed that they are willing to discuss this option provided that there is a guarantee around the loan and service costs repayments.

- 6.1.1 Repayments made directly from Council from the Kokatahi Township Development Fund ensures that there will be no problems with none or late payments, the Township development fund is already rated on the community at \$8,000 per annum.

If the community agreed this method of payment, the term of the loan must ensure that the amount repayable per year must not exceed the \$8,000 that is currently rated, unless all the Kokatahi and Kowhitirangi ratepayers agree to an increase in community rates. Any balance in the committee's favour can then be uplifted to the committee as per the Township Development Fund policy. The balance that is uplifted to the committee could be used to fund insurance on the pavilion under better terms than can be provided under the Council's blanket material damage policy.

This option would give comfort to DWC that payments and costs would be made in a timely manner, this option would have no financial impact on WDC as legal fees can be repaid as part of the Township Development Fund, and a small amount of staff time for administration duties.

- 6.1.2 Under **Option 2:** DWC would fund the loan and require payments to be made for repayment of the loan and service costs.

Instead of using the Township Development Funding payment directly from Council, the committee would repay DWC directly based on any agreed terms between the two parties.

WDC would act as guarantor, this in itself does not have any financial impact other than legal fees discussed above, unless the committee fails

in the agreement to make the necessary payments which would then affect Council's cash balances and general reserves.

However, under Generally Accepted Accounting Principles (GAAP), Council must in the Annual Report consider non-payment and must enter a provision into the Annual Report, which will affect the financial result in the surplus/deficit at the end of the financial year.

There will also be further staff time on re-calculation and discounting of the provision at each subsequent year-end and extra disclosures in the Annual Report.

Provisions are non-cash costs and would not impact cash balances.

- 6.1.3 **Option 3:** Under this option, Council would fund the repairs from the Township Development Fund in advance. This means that the community would still be rated for the \$8,000 each year, however the Township Development Fund would not be paid to the committee until the amount was paid in full.

This is effectively a loan, and under the Local Government Act, no financial benefit can be given, therefore interest would be charged on the loan at market rates.

Another effect of this option, is that Council is using cash reserves up front and lose the opportunity to earn revenue from these reserves. It is also likely that this would set a president and other committee's would apply for funding in advance, this could further impact cash reserves and Council could end up in a situation where there is a lack of cash funding for operating costs.

In the extreme, there is also the risk of changes in legislation that may affect repayment. This option will incur greater staff time is not recommended.

- 6.1.4 **Option 4:** Council staff have already contacted DWC, and other than staff time and legal fees as above, there is no obvious reason why Council would not consult or facilitate discussion between the two parties.

6 PREFERRED OPTIONS AND REASONS

- 6.1 The preferred option is **Option 1** as DWC have already agreed in principle and for the reasons discussed in 6.1.1 above.

7 RECOMMENDATIONS

- A) **THAT** Council Direct staff to consult with the community and committee to facilitate discussion between DWC and the Kokatahi Kowhitirangi Community Committee for loan funding the repair of the Kokatahi pavilion.
- B) **THAT** 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 DWC.
- C) **THAT** the term of the agreement does not require annual repayment and service costs of greater than \$8,000.

Lesley Crichton
Group Manager: Corporate Services

Appendix 1: Kokatahi Kowhitirangi Community Committee letter.

Appendix 2: Location map

KOKATAHI KOWHITIRANGI COMMUNITY COMMITTEE

C/- Rachel Little
171 Whitcombe Valley Road
RD 1
Hokitika 7881

Ph: 03 755 8626
Email: lilyvalefarms@gmail.com

6 September 2018

Westland District Council
Private Bag 704
HOKITIKA 7842

Attention: Simon Bastion

Dear Simon

We the Kokatahi Kowhitirangi Community Committee request council considers at its September meeting a request for \$90,000 funded from reserves to enable the community to repair the storm damaged sports ground building at the Kokatahi Domain.

Time is now of the essence and unreasonable delays from now will place us in the position of having to rebuild rather than repair.

History

In February the building was damaged by the cyclone and we immediately advised Council.

Despite regular follow up 3 months went by without any progress being made. The storm damaged material including iron and timber was blown around the grounds creating a situation which we consider dangerous.

It has been conveyed to us BY Council staff that the delay was due to council's insurance wanting to treat the cyclone as one event with one excess payment.

As it transpired this was the only claim made by council for the cyclone.

We were advised that the excess was \$25000 and that the offer of settlement from the insurance company was \$45000.

There is some confusion caused by the statement made by Vern Morris at the meeting held with Council staff where he indicated that from the public records it appeared that the grounds had only been used on two occasions in the last 20 years and that it was on this basis that the insurance company claim was based on a pay out on a derelict unused building.

We produced at Wednesday night's public meeting the record and minute book for the community board that until the local body rearrangement in 1989 managed the site. The records show that in 1992 the site was in constant use. The Kokatahi Rugby Club in 1992 requested a 3-year agreement to use the grounds and changing rooms which took us to 1995. The grounds have been used for sports and the community up until 2013 and only intermittently since that time. The building still had power connected on and paid for by the Kokatahi Rugby Club until the cyclone.

Our community group is adamant the building must be repaired.

We had Matt Fairmaid inspect the building and his advice to us is, make what is left watertight with new trusses and a roof and then leave it for a few months to a dry out. The power was disconnected after the event by council and Matt thinks a full rewire may be required. As most of the linings are ply they'll be able to dry out and be reused.

Discussion took place on using the site for freedom camping to enable funds from this source to be used. This was rejected by all except one in the room.

In summary:

We request council provides up to \$90,000 from reserves to repair the building.

The community will handle the clean-up of the site which Westroads provided an estimate of \$13520 plus GST to complete.

Council could ensure its insurers are aware of the correct usage of the building and push for a more realistic payout which will offset some of the moneys being requested.

Should there be any unreasonable delays to the repairs causing damage which can't be repaired it is our intention to seek a new build.

At the community meeting attended by Mayor Smith and Cr Havill with about 40 residents present on the 4th September 2018 we made other requests for information.

What is the individual insurance cost for the indemnity insurance for all three of the buildings insured in Kokatahi and Kowhitirangi?

What is the individual replacement insurance cost for the three buildings insured in Kokatahi and Kowhitirangi?

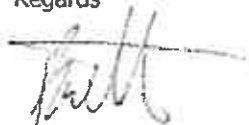
Can council confirm that the fire station attached to the community hall is insured or otherwise?

Our community group feels that other communities need to understand if they are covered for indemnity or replacement for the community Halls to allow them the option to go replacement at an extra cost on their community rates if they so desire.

The Mayor is to confirm to the community the legal status of the sports ground land, freehold, Reserve or other?

We would ask you to confirm that this urgent matter will be on the September agenda, so our members are able to attend to hear the discussion and outcome.


Regards



Rachel Little
for Kokatahi Kowhitirangi Community Committee

Copy: Bruce Smith



 Scale: 1:1085
Original Sheet Size A4

Projection: NZGD49 / New Zealand Map Grid
Bounds: 2350676 23380378 5816638 90780703
2350876 89949922 5816888 35145417

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