

**AGENDA AND SUPPORTING PAPERS  
FOR COUNCIL'S DECEMBER MEETINGS**

**TO BE HELD IN THE OFFICES OF THE WEST COAST REGIONAL COUNCIL  
388 MAIN SOUTH ROAD, GREYMOUTH**

**TUESDAY, 9 DECEMBER 2008**

**The programme for the day is:**

**10.30 a.m.: Resource Management Committee Meeting**

**On completion of RMC Meeting: Council Meeting**

# **RESOURCE MANAGEMENT COMMITTEE**

## **THE WEST COAST REGIONAL COUNCIL**

Notice is hereby given that a meeting of the **RESOURCE MANAGEMENT COMMITTEE** will be held in the Offices of the West Coast Regional Council, 388 Main South Road, Paroa, Greymouth on **Tuesday, 9 December 2008**

P. EWEN  
CHAIRPERSON

S. MORAN  
Planning and Environmental Manager  
C. DALL  
Consents and Compliance Manager

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<b><u>AGENDA NUMBERS</u></b>	<b><u>PAGE NUMBERS</u></b>	<b><u>BUSINESS</u></b>
<b>1.</b>		<b>APOLOGIES</b>
<b>2.</b>	1 – 3	<b>MINUTES</b> 2.1 Confirmation of Minutes of Resource Management Committee Meeting – 11 November 2008
<b>3.</b>		<b>PRESENTATION</b>  Mr John Wood – West Coast Commercial Goldminer's Association Inc.
<b>4.</b>		<b>CHAIRMAN'S REPORT</b>
<b>5.</b>		<b>REPORTS</b>
		<b>5.1 Planning and Environmental Group</b>
	4 – 7	5.1.1 Planning & Environmental Manager's Monthly Report
		<b>5.2 Consents and Compliance Group</b>
	8 – 10	5.2.1 Consents Monthly Report
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# 2.1

## THE WEST COAST REGIONAL COUNCIL

### **MINUTES OF THE MEETING OF THE RESOURCE MANAGEMENT COMMITTEE HELD ON 11 NOVEMBER 2008 AT THE OFFICES OF THE WEST COAST REGIONAL COUNCIL, 388 MAIN SOUTH ROAD, GREYMOUTH, COMMENCING AT 10.33 A.M.**

#### **PRESENT:**

P. Ewen (Chairman), R. Scarlett, D. Davidson, A. Robb, T. Archer, A. Birchfield, T. Scott, R. Barber

#### **IN ATTENDANCE:**

C. Ingle (Chief Executive Officer), R. Mallinson (Corporate Services Manager), S. Moran (Planning & Environmental Manager), C. Dall (Consents & Compliance Manager), T. Jellyman (Minutes Clerk), The Media

#### **1. APOLOGIES**

**Moved** (Archer / Robb) *that the apology from B. Chinn be accepted.*

*Carried*

#### **2. MINUTES**

**Moved** (Davidson / Robb) *that the minutes of the previous Resource Management Committee meeting dated 14 October 2008, be confirmed as correct.*

*Carried*

#### **Matters Arising**

R. Barber asked about the trials for West Sand Company on Cobden Beach and what constitutes summer months. C. Dall advised that a timeframe is specified in the consent. The summer months are excluded, as this is when the Kahuna Board riders have their training and hold events.

#### **3. CHAIRMAN'S REPORT**

The Chairman reported that he has completed assignments set for the Hearing Commissioners Recertification Programme and he is now awaiting the outcome.

The Chairman reported that he attended the Wanganui Rating District meeting at Hari Hari which he stated was a very productive meeting.

The Chairman advised that he was invited to speak at the local Probus Meeting. He also followed up on various phone calls relating to vector matters.

The Chairman advised that the data awaited following the hearing for the Hokitika Oxidation Ponds hearing is now to hand. A telephone conference will be held this afternoon with the other Hearing Commissioner, a decision on this is imminent.

**Moved** (Ewen / Scarlett) *that the Council receive this report.*

*Carried*

#### **5. REPORTS**

##### **5.1. PLANNING AND ENVIRONMENTAL GROUP**

##### **5.1.1 PLANNING AND ENVIRONMENTAL MANAGER'S MONTHLY REPORT**

S. Moran spoke to his report. He advised that staff are working on a draft submission for the Proposed National Policy Statement for Freshwater Management, this will be tabled at the December meeting. S. Moran reported that the hearing for the Wetlands Variation 1 would reconvene on the 27<sup>th</sup> of November. S. Moran advised that work is progressing well on the Regional Policy Statement and Plans. S. Moran reported that a meeting has been held regarding the Draft Walking and Cycling Strategy with submissions closing on 12 December. He advised that 150 submissions have been received to date. S. Moran reported that the Karamea River went through its flood alarm level on the 7<sup>th</sup> of October.

S. Moran advised that Dr Bill Vant visited recently to peer review the Lake Brunner monitoring programme. Dr Vant has a wealth of knowledge in this area and was of great value. S. Moran reported that Dr Vant's visit was sponsored by Environment Waikato. S. Moran advised that WCRC staff are now carrying out lake monitoring work that was previously done by contractors as we now have the equipment required for this. Cr Scarlett asked S. Moran what was Dr Vant's view how our monitoring is carried out. S. Moran advised that we are on the right track and it was confirmation that some elements of our monitoring could now be parked without compromising results.

R. Barber thanked S. Moran for the update from Dr Vant's visit and asked for a summary to be sent to tangata whenua in relation to the ongoing monitoring in this area.

S. Moran advised that a lot of the information requested is contained in the State of Environment Report. He advised that J. Horrox is currently working on a follow up to this report.

The Chairman advised that the date set for the Pike River Mine opening clashes with the Wetlands Variation hearing.

**Moved** (Davidson / Scarlett) *that the report is received.*

*Carried*

### **5.1.2 SUBMISSION ON THE PROPOSED NATIONAL POLICY STATEMENT FOR RENEWABLE ELECTRICITY GENERATION**

S. Moran spoke to this report noting that there is potentially a significant cost to ratepayers to implement the changes required in the timeframes outlined. He stated that individual plan changes to meet the requirements of the policy do not take into account the costs to local government. Cr Scarlett asked if we discuss our responses to National Policy Statements with other councils in order to put forward a common view. S. Moran confirmed that some responses are circulated via email and through various Local Government channels and on occasions he liaises with colleagues from other councils.

**Moved** (Archer / Robb)

*That the submission on the Proposed National Policy Statement for Renewable Electricity Generation is approved.*

*Carried*

## **5.2 CONSENTS AND COMPLIANCE GROUP**

### **5.2.1 CONSENTS MONTHLY REPORT**

C. Dall spoke to this report. He advised that the hearing for Meridan Energy Limited's consent applications for their proposed Mokihinui Hydroelectricity Power Scheme was adjourned on the 23<sup>rd</sup> of October. Meridian is currently working on its Right of Reply, which the Hearing Committee will consider in due course.

C. Dall reported that he lodged the application for Order of Examination of Judgement Debtor regarding the unpaid debt owed to Council by Powelliphanta Augusta Incorporated. The Chairman asked C. Dall if Buller District Council engaged with our Council on this matter. C. Dall confirmed that originally they did and he had intended to provide a copy of the application to Buller District Council for their information in case they wished to join in proceedings. Cr Scarlett stated that he is interested in finding out if the trustees are personally liable for the debt. C. Dall confirmed that they are not personally liable. The Chairman stated that if there are proposed changes to the RMA then perhaps we could consider making a submission seeking cost recovery to councils. Cr Archer asked if the resolution from a previous meeting suggesting that we write to the Minister requesting that they rescind the amendment to the RMA for security of costs had been done and if there has been a response. C. Dall confirmed that he has not yet done this as he is waiting for the outcome of the application for Order of Examination of Judgement Debtor. Cr Archer stated he understands this move if changes are expected. Cr Scarlett expressed his surprise that this matter was not followed up although he does understand the reasons for this stance.

**Moved** (Scarlett / Archer) *that the November 2008 report of the Consents Group be received.*

*Carried*

C. Dall spoke to this report. He advised that 86 site visits were made during the reporting period with the outcomes satisfactory in most cases. C. Dall reported that the month was busy in regard to monitoring dairy effluent discharges and this will continue.

C. Dall reported that follow up action was taken in relation to the discharge into the Hokitika River from Westland Milk Products and an appropriate outcome is expected.

C. Dall reported that results from the ongoing monitoring of Globe Progress Mine reveal that two out of three results were compliant. He advised that during the reporting period the company's self monitoring results did not reveal any non-compliance.

C. Dall reported that further action is required in relation to the Stockton Mine. This was as a result of maintenance work being done a settling pond where the pond wall was compromised which resulted in the discharge of sediment laden material to the Waimangaroa River.

C. Dall reported there was a non-compliant discharge at the Rapahoe Coal Handling Facility that staff have followed up on.

C. Dall stated that the number of complaints during the month was fairly typical for the time of year. He drew council's attention to the various enforcement actions taken for the month.

C. Dall stated that mining matters were quiet in terms of bond releases and approvals during the reporting period.

*One minute's silence was observed in respect of Armistice Day*

Cr Robb asked how often Globe Progress Mine are monitoring. C. Dall confirmed that frequent monitoring is taking place but he is not sure if it is every day.

The Chairman spoke of subsidence monitoring at Spring Creek mine where they take their markers off trees on the ridge above the mine. In view of the gales on 30 July a lot of these trees have fallen, Cr Ewen queried if the subsidence marker should be on the ground. C. Dall spoke of logistical problems because of vegetative cover and if there is a fixed marker in the ground it becomes difficult to survey visually.

Cr Birchfield expressed his concern with the six contraventions of an Abatement Notice at Cockabulla Creek. The offender has been billed for \$4,500, \$750 for each offence. Cr Birchfield stated that this non-compliance is getting expensive. His concern is that council is arriving on mine sites after heavy rain when non-compliance is happening. It was agreed this would be discussed further in committee.

**Moved** (Scarlett / Davidson)

1. *That the November 2008 report of the Compliance Group be received.*
2. *That the Council releases the bond held for Resource Consent RC99015.*

*Carried*

**6. GENERAL BUSINESS**

There was no general business.

The meeting closed at 11.08 am.

.....  
Chairman

.....  
Date

# 5.1.1

## THE WEST COAST REGIONAL COUNCIL

Prepared for: Resource Management Committee Meeting – 9 December 2008  
Prepared by: S. Moran – Planning & Environmental Manager  
Date: 28 November 2008

Subject: **PLANNING & ENVIRONMENTAL MANAGER'S MONTHLY REPORT**

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### **PLANNING**

#### Variation 1 (Wetlands) – Proposed Land & Riverbed Management Plan

The hearing for Variation 1, which was originally adjourned in March 2008 pending some clarification of evidence from the Department of Conservation, was reconvened on the 27<sup>th</sup> of November. The hearing was closed and the hearing panel then deliberated and made decisions on the submissions and further submissions. The decision report is currently being prepared and will be released as soon as possible. Submitters will then have thirty working days to appeal.

#### Proposed National Policy Statement (NPS) on Freshwater Management

Staff are drafting a submission on this Proposed NPS and also working with LGNZ on a sector submission. The submission closing date is the 23<sup>rd</sup> of January 2009 so the draft will be circulated to the Committee for comment and then put to the February meeting for formal approval.

### **Civil Defence and Emergency Management**

#### Coordinating Executive Group

The Coordinating Executive Group (CEG) met on the 10<sup>th</sup> of November. Topics of interest raised during the meeting included:

- Ministry of Civil Defence & Emergency Management (MCDEM) Capability and Capacity Assessment  
The findings from the assessment MCDEM undertook were presented to the CEG. Overall, the outcomes are reasonably good and on par with what could be expected after operating for just over 3 years. The most important recommendation from the assessment was to develop an enhanced strategic direction. The CEG have nominated a working group to work through this and other recommendations to see how these can be addressed. A paper is currently in development to be taken to the Group (made up of the Mayors and Chair) to discuss the options for CDEM.

- Local Government Subsidy Review

There will be changes made to the Local Government Subsidy Review for CDEM. Currently the amount received by Councils is dependent on the amount spent. For the Regional Council the subsidy is a nominal amount. MCDEM are currently canvassing the Groups seeking alternative methods of distributing the available funding of \$1 million/year. A draft paper with the final recommendations will be developed and sent out for consultation.

- Pandemic Roadshow

The Road Show undertaken during October met with varying degrees of success in the different locations it visited from Granity to Franz Josef. Consensus was that while this would be done again, it would be done differently.

- Tsunami – assessment of risk

There has a large amount of work undertaken on tsunami risk at a national level and the CEG discussed what needed to be done on the West Coast in regard to this hazard. The CEG agreed that the message of 'if you feel an earthquake and are near the coastline, get to high ground' would continue to be promoted.

The next CEG meeting has been scheduled for May 2009.

### Welfare Advisory Group Meeting

The Welfare Advisory Group (WAG) met on the 25<sup>th</sup> of November. The following items were the main highlights:

- The main purpose of the meeting was to review the Local Welfare Arrangements. There is still a large amount of work required to finalise the local arrangements. Developing local welfare committees was determined as the most effective way to bring these details together and to develop relationships between welfare agencies at a district level.
- MCDEM is also going through a capability and capacity assessment for welfare. WAG members will get the opportunity to participate in discussing what roles are provided for welfare and what Welfare Managers and Chairs are supposed to do.

The next meeting had been scheduled for the 19<sup>th</sup> of May.

### Training

Chris Ingle and Wayne Moen undertook Controller training in Christchurch on 5-7 November. This training was facilitated by MCDEM.

One of the outcomes of Exercise Pandora held in September 2007 was a requirement for more Group Emergency Operations Centre training for staff. John Lovell and Simon Chambers from the Ministry provided a training session for staff on the 25<sup>th</sup> of November. The training covered the roles of Operations, Logistics, and Planning and Intelligence. Small exercises were included under each of the roles to better familiarise staff with each of these positions.

### **Transport**

#### Regional Transport Advisory Group

The Regional Transport Advisory Group (RTAG) met on 6 November. A Terms of Reference was drafted by the Group along with policies for Significance and Local Road Minor Capital Works for consideration by the Regional Transport Committee at its next meeting. The RTAG will be meeting again on the 10<sup>th</sup> of December to go through the first extract of the three-year Regional Land Transport Programme. Once a draft of this has been completed a copy will be emailed to RTC members for their consideration and comments.

#### Funding Programmes

Staff have submitted the draft 3-year funding programme for the Council by the due date of 14 November. There has been a delay with the submission of the Highways programme at the time of writing (26 November). Once this has been uploaded staff can then extract a table of activities proposed for inclusion in the RLTP which can be used to develop priorities and a funding plan.

### **RESOURCE SCIENCE**

#### Hydrology / Flood Warning

There were two rainfall events in the period. The first event was on the 1/11/2008 and produced alarms on the Grey and Karamea Rivers. This event just went through the alarm at Grey and it was decided not to notify the group. That same event produced a moderate flood event in the Karamea region.

The second event was on the 24/11/2008 to 25/11/2008. This event was produced by a warm subtropical air mass that formed around Queensland and migrated south to New Zealand. This event produced very heavy rain from Haast to Karamea with the worst affected areas being from Franz Josef to the Taramakau. Rainfall ranged from around 120mm in 24 hours in the Buller area to 590mm in 24 hours in the Cropp basin. The highest rainfall intensities was 47mm per hour. From Franz Joseph to the Taramakau this storm ranked as a 1 in 5 year return period event. Rainfall statistics for the Cropp made the event there greater than a 1 in 20 year event. Duty Officers were monitoring the event for 24 hours.



Site	Time of peak	Peak level	Warning Issued
Karamea Rv @ Gorge	1/11/2008 @ 1900	4493mm	1700 hrs
Grey Rv @ Dobson	1/11/2008 @ 2330	3498mm	Peaked 98mm above stage just after alarm so no warning issued as event was not large.
Buller Rv @ Te Kuha	24/11/2008 @ 2130	8103mm	1730 hrs
Grey Rv @ Dobson	25/11/2008 @ 0400	4087mm	1900 hrs
Hokitika Rv @ Colliers	24/11/2008 @ 1945	6796mm	1430 hrs
Waiho @ Sh6	25/11/2008 @ 0630	7164mm	1445 hrs
Whataroa Rv @ Sh6	24/11/2008 @ 1915	5648mm	Not required
Haast @ Roaring Billy	24/11/2008 @ 2100	6327mm	Not Required

The recent New Zealand Hydrological and Meteorological Society conference was held in Greymouth. The theme was 'Extremes'. WCRC provided a range of assistance with organising the conference and ran several field trips, including Lake Brunner and the Cropp River, for some of the 250 plus delegates that visited from around New Zealand and the globe.

Another summer of Didymo awareness approaches. WCRC have met with Fish and Game and DoC to co-ordinate a Didymo delimiting strategy for the near future, and to discuss a study of Didymo to establish how much of a problem it is in rivers where it occurs.

#### Contact Recreation

The Contact Recreation sampling rounds are now underway for the summer and will be repeated at the start of every month until March 2009.

The November 2008 results for West Coast water recreation sites that are potentially affected by pollution are shown in the table below. All samples were taken on the 3<sup>rd</sup> November. The sampling took place in fine/overcast conditions, with light winds.

#### **Risk to Bathers<sup>1</sup>**

Site	Nov2008
Buller River @ Marrs Beach	☹
Buller River @ Shingle Beach	☺
Orowaiti Lagoon @ Picnic Area	☹
Orowaiti River @ Excelsior Rd	☹
Rapahoe Beach @ End of Statham St	☺
Seven Mile Creek @ SH6 Rapahoe	☺
Nelson Creek @ Swimming Hole Reserve	☺
Grey River @ Taylorville Swimming Hole	☺
Cobden Beach @ Bright St West end	☺
Blaketown Beach @ S Tiphead	☺
Blaketown Lagoon @ Slipway Beach	☹
Arnold River @ Blairs Rd No. 2 Bridge	☺
Arnold River @ Kotuku Fishing Access	☺

Crooked River @ Te Kinga	☺
Lake Brunner @ Cashmere Bay Boat Ramp	☺
Lake Brunner @ Iveagh Bay	☺
Lake Brunner @ Moana	☺
Hokitika Beach @ Hokitika	☺
Kaniere River @ Kaniere Kokatahi Rd	☺
Lake Kaniere @ Hans Bay Boat Ramp	☺
Lake Kaniere @ Hans Bay Jetty	☺
Lake Kaniere @ Sunny Bight	☺

**Key:**

☹ **Moderate to High Risk**  
>550 *E.coli*/100ml or  
>280 *Enterococci*/100ml

☺ **Low Risk**  
260-550 *E.coli*/100ml or  
140-280 *Enterococci*/100ml

☺ **Very Low Risk**  
<260 *E.coli*/100ml or  
<140 *Enterococci*/100ml

<sup>1</sup> Due to the limited number of samples taken the Regional Council suggests the risk status above be used as a guide only. The current risk category assigned to a particular site is made by comparing results of individual samples to National guidelines.

The December sampling took place on December 2<sup>nd</sup>, and results of that will be reported to the media and others when they are received.

**RECOMMENDATION**

*That this report is received.*

Simon Moran  
Planning and Environmental Manager

## 5.2.1

### THE WEST COAST REGIONAL COUNCIL

Prepared for: Resource Management Committee  
Prepared by: Colin Dall - Consents & Compliance Manager  
Date: 27 November 2008

**Subject: CONSENTS MONTHLY REPORT**

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#### **CONSENTS**

##### Consents Site Visits from 28 October to 26 November 2008

<b>DATE</b>	<b>ACTIVITY, NAME &amp; LOCATION</b>	<b>PURPOSE</b>
4/11/08	PA08051 – Domestic sewage discharge, K Tohill, Maori Creek Road	To investigate the site and gain a better understanding of the proposed onsite sewage treatment and disposal system.
13/11/08	PA yet to be lodged – Domestic sewage discharge, Moonlight (2 sites)	To investigate the site and gain a better understanding of the proposed onsite sewage treatment and disposal system.
14/11/08	RC08145 – Coal mining operation, H Hassan, Cronadun	To assess the effects of the proposed coal mining operation on water quality.
18/11/08	RC08025 – Clean fill, WestStone, Grey River	To discuss the information requirements to progress the application.
19/11/08	RC08136 – Humping & hollowing, Artson Farming Ltd, Poerua	To investigate the site and gain a better understanding of the proposed works.
26/11/08	RC08178 – Humping & hollowing/contouring, Svenson Farms Ltd, Mawheraiti	Site visit with BDC representative to assess the area of the proposed works and locations and nature of affected creeks.
27/11/08	RC07171v – Humping & hollowing/flipping, M Lawn, Hari Hari	To assess flooding issues associated with the proposed works.

##### Non-Notified Resource Consents Granted From 28 October to 26 November 2008

<b>CONSENT NO. &amp; HOLDER</b>	<b>PURPOSE OF CONSENT</b>
RC08124 J & K O'Connor Farming	To discharge dairy effluent to land and water (Bassets Creek) near DS730, Westport.
RC08147 G & K Robertson Property Co	To disturb the bed of Berry Creek for the purpose of constructing culverted crossings.
RC08148 J Henderson	To disturb the dry bed of Doughboy Creek for the purpose of stone removal.
RC08150 Parkinson Farming Company Reefton Ltd	To disturb the bed and banks of Devils, Soldiers and Burkes Creeks to undertake river protection works (constructing gravel bunds). To disturb the dry bed of Devils, Soldiers and Burkes Creeks for the purpose of gravel relocation and/or extraction.
RC08165 P & L Berry	To disturb the dry bed of the Big River for the purpose of gravel extraction. To disturb the dry bed of the Grey River for the purpose of gravel extraction.

RC08166 Westland Schist	To disturb the bed of the Wanganui River for the purpose of removing stone.  To disturb the beds of the Waitaha River and Kakapotahi River for the purpose of removing stone.
RC08171 Solid Energy NZ Ltd	To take surface water from the "Peerless Pond" associated with dewatering for exploration coal mining purposes.  To take surface water from the "Ferndale Pond" associated with dewatering for exploration coal mining purposes.
RC08173 Solid Energy NZ Ltd	To discharge biosolids to land in circumstances where contaminants may enter water at Stockton Coal Mine.

#### Changes to Resource Consents Granted During the Reporting Period

<b>CONSENT NO. , HOLDER &amp; LOCATION</b>	<b>CHANGE TO CONSENT CONDITION (S)</b>
RC06122 Evans Creek Trust Wanganui River	Alteration to location of a section of the stop bank and protection works.
RC06157 Oceana Gold Reefton Goldfields	Amendment to map reference.

#### Notified Consents Granted During the Reporting Period

<b>CONSENT NO. &amp; HOLDER</b>	<b>PURPOSE OF CONSENT</b>
RC04143 West Coast Regional Council	To extend and maintain an existing stopbank, and to disturb the bed of the Grey River associated with this extension and maintenance.  To disturb the bed of the Grey River and tributaries, by clearing vegetation, associated with the Grey River flood protection scheme.  To undertake earthworks, including maintenance associated with the Grey River flood protection scheme.  To dam water in Range and Tarry Creeks with stopbanks across the creek beds and floodgates on culverts beneath the stopbanks.  To divert water due to the Greymouth floodwall scheme structures.  To discharge floodwaters to the Grey River at Johnson Street pump station and to Tarry Creek at Victoria Park pump station.
RC06019 TrustPower Ltd	20 Land Use Consents, 20 Water Permits and 14 Discharge Permits associated with the construction and operation of the Arnold Valley Hydro Electric Power Scheme.

No limited notified consents were granted during the reporting period.

### Notified Consents Updates

Proposed Arnold Valley Hydro Power Scheme: The joint Hearing Committee of the West Coast Regional Council and Grey District Council granted TrustPower Limited all the consents it sought for its proposed Arnold Valley Hydro Power Scheme, subject to various conditions. The scheme has been designed to generate an estimated 46 megawatts and 190 giga (billion) watt hours, and will be linked to the national electricity grid.

The consents for construction of the scheme were granted for a term of 10 years from the commencement of the consents, and the (Regional Council) consents for the operation of the scheme for a term of 35 years. The lapsing period of 10 years sought by TrustPower for all the consents has been provided for.

The appeal period for the decision on the consent applications ends on 5 December 2008.

Proposed Mokihinui River Hydro Power Scheme: Meridian Energy Limited provided its Right of Reply in writing to the joint Hearing Committee of the West Coast Regional Council and Buller District Council determining its consent applications for the proposed scheme. The Committee was still considering the Right of Reply at the time of writing this report.

Proposed Heightening of the Greymouth Floodwall: Commissioner Dr Jeff Jones granted the Council's (Planning & Environment Group's) consent applications to heighten the Greymouth Floodwall for a term of 35 years.

The appeal period for the decision on the consent applications ends on 9 December 2008.

### **RECOMMENDATION**

*That the December 2008 report of the Consents Group be received.*

Colin Dall  
**Consents & Compliance Manager**

## 5.2.2

### THE WEST COAST REGIONAL COUNCIL

Prepared for: Resource Management Committee  
Prepared by: Colin Dall - Consents & Compliance Manager and Michael Meehan  
Compliance Team Leader  
Date: 27 November 2008  
Subject: **COMPLIANCE & ENFORCEMENT MONTHLY REPORT**

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#### Site Visits

A total of 74 site visits were undertaken during the reporting period, which consisted of:

Activity	Number of Visits	Fully Compliant (%)
Resource consent monitoring	3	100
Dairy shed inspections	47	83
Complaint response	13	46
Mining compliance & bond release	11	100

#### Specific Issues

**Dairy Effluent Discharges:** Compliance staff were busy inspecting dairy sheds all over the region. Generally, compliance was better than in the beginning of the season, which is encouraging.

**Globe Progress Mine – Oceana Gold:** Oceana Gold Ltd (OGL) has advised that the high rate flocculation plant has arrived onsite and has been installed. OGL have notified the Council that some of the parts were not the right type and therefore will have to be replaced. Subsequently, the Company sought an extension to the abatement notice to allow for the completed installation and commissioning of the plant. The request for an extension was granted and gives the Company until 12 December 2008 to comply with the Abatement Notice.

The results of the Council's water quality monitoring of Devils Creek for the reporting period showed the following compliance in relation to the consent compliance limit for suspended solids:

- 28/10/08 - Compliant
- 4/11/08 - Compliant
- 13/11/08 - Compliant

The Company's self-monitoring results also did not show any non-compliance during the reporting period.

**Hokitika Power Outage:** On 6 November a power outage occurred in the Westland area which affected the Westland Milk Products dairy factory at Hokitika. Delays occurred in picking up milk due while the factory was without power. The Company notified all suppliers who had not had their milk picked up of best practice guidelines to dispose of milk.

Following this event, Council staff will work with Westland Milk Products staff to develop a contingency plan in case of this event occurring again.

**Solid Energy Consent and Licence Monitoring:** Compliance staff carried out the following visits to Solid Energy sites:

- Stockton Opencast Mine 1
- Ngakawau Coal Handling Facility 1
- Terrace Mine 1
- Reefton Coal Handling Facility 1
- Spring Creek Underground Mine 1
- Rapahoe Coal Handling Facility 1

Stockton Opencast Mine

The sampling results for the routine monthly inspection were not available at the time of writing this report.

An aerial inspection of the site was undertaken on 20 November. No apparent problems were identified during the inspection.

Ngakawau Coal Handling Facility

The sampling results for the routine monthly inspection were not available at the time of writing this report.

Terrace Mine & Reefton Coal Handling Facility

Results from Council's routine water quality sampling of showed discharges from both sites were within compliance limits at the time of sampling.

Spring Creek Underground Mine, Rapahoe & Rocky Creek Coal Handling Facilities

The sampling results for the routine monthly inspections of these sites were not available at the time of writing this report.

**Complaints/Incidents between 29 October to 27 November 2008**

There were 21 complaints/incidents received during the reporting period. A summary of these is as follows:

<b>Activity</b>	<b>No. of Complaint/ Incidents</b>	<b>Description</b>	<b>Location</b>	<b>Action/Outcome</b>
Discharge to land	1	Dumping of rubbish	Westport	Formal warning and directions to remediate site issued
Discharge to land	1	Dead cow found on beach	Blaketown	Contractor remediated site
Discharge to land	1	Dumping of rubbish	Ahaura	Formal warning and directions to remediate site issued
Discharge to land	1	Storm water complaint	Kowhitirangi	Parties have resolved the issue through mutual agreement
Gravel Extraction	1	Complaint regarding the method of gravel take	Blaketown Beach	Consent holder compliant with relevant conditions
Discharge to water	1	Alleged non compliant discharge to Hokitika River	Hokitika	Complaint received 24 hours after the alleged event. No signs of non compliance at the time of inspection
Discharge to land	1	Alleged diesel tank leak	Seddonville	Not substantiated
Discharge to water	1	Trigger limit exceeded	Stockton	Staff assessment attributed exceedance to heavy rain
Discharge to Land	1	Hydraulic fuel spill	Stockton	Site remediated, fuel spill contained

Power outage	1	Power outage affecting Westland Milk Products factory and suppliers	Hokitika and other areas of Westland	Advice provided to affected suppliers on best practice for disposing milk
Discharge to water	1	Trigger limit exceeded	Stockton	Staff assessment attributed exceedance to heavy rain
Rockwork	1	Illegal rock works constructed	Tatare	Retrospective consent and remediation works required
Discharge to water	1	Discharge of sediment to water which exceeds consent conditions	Deep Creek, Bell Hill	Abatement notice issued
Discharge to air	1	Burning rubbish in residential area	Westport	Caution issued to not burn prohibited materials
Discharge to water	1	Fuel spill in Blaketown Lagoon	Blaketown	Formal warning issued to suspected ship owner
Discharge to air	1	Dead cows in paddock	Rotomanu	Dead cows removed and buried
Discharge to air	1	Smell from offal pit	Karamea	Still under investigation
Earthworks	1	Riparian margin clearance	Hapuka River	Still under investigation
Discharge to air	1	Burning of building materials	Moana	Compliant
Storm water	1	Storm water complaint	Paroa	Still under investigation
Storm water	1	Storm water complaint	Hokitika	Still under investigation

### **Enforcement**

The following 2 abatement notices were issued during the reporting period:

<b>Activity</b>	<b>Location</b>
Discharge from gold mining operation outside of consent conditions	Deep Creek, Bell Hill
Dairy effluent discharge to land where it may enter water	Hari Hari

The following 5 infringement notices were issued during the reporting period:

<b>Activity</b>	<b>Location</b>
Dairy effluent discharge to land where it may enter water (a total of four notices issued to the parties responsible for the discharge)	Mai Mai
Dairy effluent discharge to land where it may enter water	Hari Hari



## MINING

### Work Programmes

The Council received the following five mining work programmes over the reporting period, of which four were approved (shown in italics):

<b>Date</b>	<b>Mining Authorisation</b>	<b>Holder</b>	<b>Location</b>
28/10/08	MP41318, RC94096	Colin Thomson Contracting	Cockabulla Creek
<i>13/11/08</i>	<i>MP41871, RC05067</i>	<i>Whyte Gold Ltd</i>	<i>Dunganville</i>
<i>13/11/08</i>	<i>MP41818, RC04027</i>	<i>Palmer &amp; Cummings</i>	<i>Maori Creek</i>
<i>18/11/08</i>	<i>MP41619, RC99018</i>	<i>Burdon Mining Ltd</i>	<i>Blackwater</i>
<i>22/11/08</i>	<i>MP41930, RC06242</i>	<i>Sopp</i>	<i>Awatuna</i>

### Bonds Received

Interim bond lodged by Roa Mining Limited for RC07102 for extension of its underground mine at Roa – bond quantum \$5000.

### Bond Releases

It is recommended that Council notify Crown Minerals that the following mining licence bonds may be released:

<b>Mining Authorisation</b>	<b>Holder</b>	<b>Location</b>	<b>Amount</b>
CML 37092	RJ Banks	Waitahu	\$2,330
CML 37148	Francis Mining & Blackwater Coal Co Ltd	Roa	\$55,750

The affected landowners have notified the Council that they accept the standard of site rehabilitation.

## OIL SPILL RESPONSE

A small spill of diesel was reported on 12 November in the Blaketown Lagoon area. Council staff were unable to identify where the spill originated from.

## RECOMMENDATION

- That the December 2008 report of the Compliance Group be received.*
- That the Council notifies Crown Minerals that the bonds held for Mining Licences CML 37092 and CML 37148 may be released.*

**Colin Dall**  
**Consents & Compliance Manager**

# **COUNCIL MEETING**

## THE WEST COAST REGIONAL COUNCIL

Notice is hereby given that an **ORDINARY MEETING** of the West Coast Regional Council will be held in the Offices of the West Coast Regional Council, 388 Main South Road, Greymouth on **Tuesday, 9 December 2008** commencing on completion of the Resource Management Committee Meeting.

A.R. SCARLETT  
CHAIRPERSON

C. INGLE  
CHIEF EXECUTIVE OFFICER

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<u>AGENDA NUMBERS</u>	<u>PAGE NUMBERS</u>	<u>BUSINESS</u>
1.		<b>APOLOGIES</b>
2.		<b>PUBLIC FORUM</b>
3.		<b>MINUTES</b>
	15 – 17	3.1 Minutes of Council Meeting 11 November 2008
4.		<b>REPORTS</b>
	18	4.1 Planning and Environmental Manager's Report on Engineering Operations
19 – 81	4.1.2	Adoption of Minutes for Rating District Annual Meetings
	82 –83	4.2 Vector Programme Manager's Report
	84 – 86	4.3 Corporate Services Manager's Reports
87 – 97	4.3.1	Four Month Performance Report – 1 July 2008 – 31 October 2008
5.		<b>CHAIRMAN'S REPORT (VERBAL)</b>
6.	98 – 116	<b>CHIEF EXECUTIVE'S REPORT</b>
7.		<b>GENERAL BUSINESS</b>

THE WEST COAST REGIONAL COUNCIL**MINUTES OF THE MEETING OF THE COUNCIL HELD ON 11 NOVEMBER 2008,  
AT THE OFFICES OF THE WEST COAST REGIONAL COUNCIL, 388 MAIN SOUTH ROAD,  
GREYMOOUTH, COMMENCING AT 11.10 A.M.****PRESENT:**

R. Scarlett (Chairman), P. Ewen, A. Robb, D. Davidson, A. Birchfield, T. Archer

**IN ATTENDANCE:**

C. Ingle (Chief Executive Officer), C. Pullen (Animal Health Board), R. Mallinson (Corporate Services Manager), C. Dall (Consents and Compliance Manager), S. Moran (Planning and Environmental Manager), T. Jellyman (Minutes Clerk), The Media

**1. APOLOGIES:**

**Moved** (Archer / Davidson) *that the apology from B. Chinn be accepted.*

*Carried*

**2. PUBLIC FORUM**

There was no presentation.

**3. CONFIRMATION OF MINUTES**

**Moved** (Davidson / Robb) that the minutes of the Council Meeting 14 October 2008 be confirmed as correct but with the amendment to the typographical error where Cr Archer rather than Cr Robb is recorded as seconding a motion.

*Carried*

**Matters arising**

There were no matters arising.

**REPORTS:****4.1 PLANNING AND ENVIRONMENTAL MANAGER'S REPORT ON ENGINEERING OPERATIONS**

S. Moran spoke to this report. He advised that G. Hilton has now commenced employment in the quarries, whitebait and gravel areas, and his primary focus is health and safety within the quarry area.

S. Moran reported that all rating district annual meetings have now been completed. Cr Ewen asked if the comments made by the Grey Mayor regarding Kiwi Quarry were a surprise that this council was not aware of. The Chairman confirmed that this was a surprise to him.

**Moved** (Archer / Ewen) *that the report be received.*

*Carried*

**4.2 VECTOR PROGRAMME MANAGER'S REPORT**

C. Pullen spoke to this report stating that it has been a productively busy month. He reported that all ground work is progressing well. C. Pullen advised that the last remaining contracts for the second round of the vector programme have been awarded with five out of six contracts going to local contractors.

C. Pullen reported that completed operations are on schedule with operations either started or at 50% completion mark. Monitoring is also going well. C. Pullen reported that since submitting this

report two possums were picked up on the King's Domain track, just off Mount Street that have been confirmed as Tb positive. C. Pullen has informed the Medical Officer of Health of this finding, as he is concerned with the close proximity to town. Both possums have gross lesions which have now been cultured to ascertain what strain of Tb this is. The Chairman asked if this is a problem for Public Health. C. Pullen advised that Public Health were notified.

C. Pullen reported that the amount of possums being caught in Karamea is now levelling out. Contractors in this area have sent in an interim completion date and monitoring will soon start.

C. Pullen reported that the West Coast team recently hosted a 1080 workshop. He thanked Cr Scarlett for chairing the workshop. C. Pullen spoke of the positive feedback he has since received regarding the workshop.

Cr Ewen asked if more samples have been carried out in the Kings Domain area to see if there are more Tb positive possums in this area or if this area is a hot spot. C. Pullen confirmed that this area has been checked again. Cr Ewen stated that this is a popular area for the public to take their dogs and that he has seen goats in this area also.

**Moved** (Robb / Davidson) *that this report be received.*

*Carried*

#### **4.3 CORPORATE SERVICE MANAGER'S REPORT**

R. Mallinson spoke to this report noting that it is the three month financial report. He stated that the investment returns continue to be disappointing.

R. Mallinson reported that the VCS Business has finished the winter aerial contracts and that is why both revenue and expenditure exceeded budget. R. Mallinson reported that as of 31 October there would be \$1.3M in the Westpac Money Market Deposit Account.

Cr Archer asked what is the likely impact on rates in view of the portfolio value at the start of the period compared to the reduced value at the end of the period. R. Mallinson advised there have been withdrawals made of just over \$80,000 in accordance with the annual plan but it is still too early to tell what the likely outcome will be. R. Mallinson drew attention to the very good financial result from the VCS Business Unit and stated that there is no pressure on equity at the moment.

**Moved** (Davidson / Robb) *that this report be received.*

*Carried*

##### **4.3.1 SCHEDULE OF MEETING DATES FOR 2009**

R. Mallinson spoke to this report. Cr Birchfield requested that the November meeting for 2009 be moved to Monday 9 November.

**Moved** (Archer / Ewen) *that Council adopt the Schedule of Meeting Dates for 2009 with the 9<sup>th</sup> of November being the amended date for the November Meetings.*

*Carried*

##### **4.3.2 ADOPTION OF AUDITED ANNUAL REPORT FOR THE YEAR TO 30 JUNE 2008**

R. Mallinson spoke to this report noting that the draft report submitted to the September Council meeting showed a deficit of \$597,000. The only change to result following the audit is the accrual of additional audit costs of \$3,100 regarding changes to the International Reporting Standards.

R. Mallinson drew Councillors attention to the Chairman's Review comments and advised that Mr John Mackey, our Audit Director, will be available at the December Council meeting for a private meeting with Councillors in accordance with Council's Risk Management Policy.

**Moved** (Robb / Birchfield)

*That Council adopt the audited Annual Report for the Year to 30 June 2008 in accordance with section 98 of the Local Government Act.*

*Carried*

**5.0 CHIEF EXECUTIVES REPORT**

C. Ingle spoke to his report. He spoke of the various Rating District Annual Meetings that he attended. C. Ingle advised that he attended a training course on media skills with other council staff and managers. He met twice with DoC staff regarding the Wetlands Variation. C. Ingle reported that he attended the Animal Health Board meeting with the Chairman. He stated this was a good day and focused on looking back over the programme and looking forward. C. Ingle advised that he met with the Animal Health Board to discuss the secondment of staff. AHB wish to continue the current arrangements in terms of seconding staff for a further two year period and are negotiating a separate lease agreement for the end of the building. C. Ingle stated that we are currently a little bit behind with the LTCCP but the catch up for this is well under way. He advised that the budgeting work will now be complete in early January rather than the end of December.

**Moved** (Davidson / Birchfield) *that the Chief Executive's Report be received.*

*Carried*

**4.0 CHAIRMANS REPORT (VERBAL)**

The Chairman reported that he chaired the two rating district meetings of 17 October in the Karamea area. He also chaired the Animal Health Board 1080 Workshop. He stated this was an overview of the year and was a very successful workshop with good outcomes. The Chairman spoke of the seminar he attended regarding the setting up a wood chip industry. He reported that other councils were invited but the workshop was not very well represented. He advised that this is a renewable industry that could be developed on the West Coast. It is well advanced in Europe and has no carbon footprint. He advised that cost wise it is comparable to coal. The Chairman reported that Westland High School is putting in a boiler and converting it to woodchip. He stated that in Canterbury various industries are also converting to woodchip. He reported that it was a very interesting seminar; he feels it has a future on the West Coast, wood chip can be burnt wet or dry. The Chairman stated that wood chip is being sold for \$20 per tonne in Christchurch whereas export coal is now around \$200 – \$300 per tonne. Cr Archer asked if there is proposals to use wood chip in the residential market. The Chairman confirmed that this is possible and water heating boilers are being investigated for importation. The Chairman attended the Zone 5 Local Government meeting in Christchurch, where Broadband issues in the North and South Island were discussed at length. A New Zealand Transport update was also provided at this meeting.

**Moved** (Scarlett / Archer) *that this report be received.*

*Carried*

**5.0 GENERAL BUSINESS**

There was no general business.

The meeting closed at 11.40 a.m

.....  
Chairman

.....  
Date

## 4.1

### THE WEST COAST REGIONAL COUNCIL

Prepared for: Council Meeting – 9 December 2008  
Prepared by: S. Moran - Planning & Environmental Manager  
Date: 28 November 2008

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Subject: **PLANNING & ENVIRONMENTAL MANAGER'S REPORT ON ENGINEERING OPERATIONS**

#### 1. RIVER AND DRAINAGE INSPECTIONS

Wanganui Rating District – Emergency work

#### 2. WORKS

Wanganui Rating District – Contract R 2008 / 11 – Emergency Works.

Emergency quotes were sought for this work involving 1,390 tonnes of rock repairs (850 tonnes capital work).

Two quotes were received           \$32,665.00

  \$35,024.50

The successful tenderer was MBD Contracting Ltd. Work has been completed.

#### 3. FUTURE POTENTIAL WORKS

Karamea Rating District – Flood Damage

Waitangitona Rating District – Flood Damage

Nelson Creek Rating District – Flood Damage

Franz Josef Rating District – Flood Damage

Wanganui Rating District – Flood Damage

Lower Waiho Rating District – Maintenance

Okuru Rating District – Maintenance

Vine Creek Rating District – Maintenance

#### 4. OTHER

All Asset Management Plans have been completed.

#### 5. QUARRIES

##### ROCK MOVEMENTS FOR THE PERIOD 1 OCTOBER TO 31 OCTOBER 2008

QUARRY	ROCK IN QUARRY @ 30/09/08	ROCK USED	ROCK QUARRIED	ROCK IN QUARRY @ 31/10/08
Blackball	1,000	0	0	1,000
Camelback	0	8985	8985	0
Inchbonnie	9,340	0	0	9,340
Kiwi	2000	0	0	2000
Miedema	0	0	0	0
Okuru	1,840	0	0	1,840
Taramakau	0	0	0	0
Wanganui	600	0	0	600
Wanganui Stockpile	3,648	0	0	3,648
Whataroa	1500	0	0	1,500
<b>TOTALS</b>	<b>19,928</b>	<b>8985</b>	<b>89850</b>	<b>19,928</b>

#### RECOMMENDATION

*That this report is received.*

Simon Moran  
Planning and Environmental Manager

Prepared for: Council Meeting  
Prepared by: Simon Moran – Planning and Environmental Manager  
Date: 28 November 2008

Subject: **ADOPTION OF MINUTES FROM THE RATING DISTRICT ANNUAL MEETINGS**

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### **Purpose**

To provide Council with the minutes from the recent round of Rating District Annual Meetings for consideration, and endorsement or otherwise of rating district resolutions.

### **Background**

The minutes contain recommendations from the Rating Districts with regard to the level of rating they endorse for 2009/10. These recommendations will be included in our 2009/19 LTCCP and will be formally set as part of that LTCCP process.

#### Wanganui Rating District

There is one recommendation that I would like to bring to the attention of the Council. The Wanganui Rating District resolved to require all landowners to spray and mow the part of the stopbank that was on their property and if they didn't then the Regional Council was to undertake the work and charge the landowner the cost. The Regional Council has no legal ability to do this, as it would require an individual contract with each landowner agreeing to this process. It could also mean a substantial amount of unnecessary administrative cost to ensure that the necessary work has been done.

Part of the reason for the rating districts resolution was due to the cost of the proposed mowing and spraying contract. After some investigation I consider that there may be other ways in which the scheme can undertake this work that will mean that in any one year the costs will be substantially reduced, and I will be following up on reducing these costs prior to next year's meeting.

### **RECOMMENDATION**

1. *That Council reject the resolution of the Wanganui Rating District "**that the adjacent landowner that leases the stopbank should be in charge of spraying or mowing their stopbank and if they don't then they should be charged by West Coast Regional Council**"*
2. *That Council receive and adopt the attached Rating District minutes and endorse all other resolutions.*

Simon Moran  
Planning and Environmental Manager



**THE WEST COAST REGIONAL COUNCIL**  
**MINUTES OF THE ANNUAL MEETING OF THE**  
**INCHBONNIE RATING DISTRICT**  
**HELD AT WARWICK GAULT'S RESIDENCE**  
**ON 13 OCTOBER 2008, COMMENCING AT 10.25 AM.**

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**PRESENT**

W. Gault, M. Gault, G. Rooney (arrived 10.30), D. Coulter, D. Shaffrey (arrived 10.35), J. Keeney (arrived 10.37),

**IN ATTENDANCE**

West Coast Regional Council  
P. Ewen, (Councillor)  
S. Moran, W. Moen, T Jellyman (Staff)

**APOLOGIES**

Russell Adams, Paul Berry,  
Cr Andrew Robb

*M. Gault / W. Gault - Carried*

**BUSINESS**

P. Ewen opened the meeting and welcomed those present.  
He introduced himself and the Council staff.

**Moved:**        *"That the minutes of the previous Annual General Meeting held on Monday 17 September 2007, be adopted as a true and correct record of that meeting."*

*W. Gault / no seconder - Carried*

**MATTERS ARISING**

Amendment to the general business section of last year's minutes to reflect that it was J. Keeney that requested the stopbank work is progressed not W. Gault.

**FINANCIAL MINUTES**

W. Moen presented the financial statements for the financial period ending 30 June 2008. This left the account with a current credit balance of approximately \$63,728.77. W. Moen reported that analysis of the stopbank has been carried out. Survey and design work is required. W. Moen advised that Grey District Council would pay approximately \$26,000 for their share of the maintenance contracting costs. Usually Grey District Council contributes 50% of the costs. S. Moran confirmed that it is up to the Rating District as to how this money is spent. W. Moen advised that Grey District Council have indicated that they will put \$50,000 towards the costs this year and \$50,000 next year. M. Gault suggested that the rating district pay for the surveying and design costs and that Grey District Council put their money into the actual structure.

**Moved:**        *"That the financial report for the 2007 / 2008 year be adopted".*

*W. Gault / M. Gault - Carried*

## MATTERS ARISING

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There were no matters arising.

## WORKS REPORT

W. Moen presented the detailed works report, which covered the 12-month period; 1 July 2007 to 30 June 2008. He outlined the works that had been carried out during the period (\$16,180.00). The costs of surveying and design works is \$11,550.00. Costs of proposed works for this year is \$25,000. \$5,000 is for aerial spraying and an allowance of \$20,000 for unforeseen works.

Discussion ensued regarding proceeding with the surveying and design work. It was agreed that once the design is complete a meeting would be held to discuss the intended works and also to display the design. Cr Ewen asked the meeting if they wanted to proceed with surveying. J. Keeney stated that this land is too valuable to go down the river. It was agreed that a meeting would be arranged once these costs are to hand. The design information will be posted out to the Rating District to ensure all ratepayers are kept informed of progress.

W. Moen confirmed that a resource consent would be required for the gravel extraction needed for the upgrade.

**Moved:** *"That the Inchbonnie Rating District proceed to full design stage for the upgrading of the stopbank".*

*D. Shaffrey / J. Keeney – Carried*

## RECOMMENDATION

- 1. That the Works Report covering the 2007 / 2008 financial year be adopted.*
- 2. That the 2008 / 2009 works proposals be approved.*

*M. Gault / J. Keeney – Carried*

## ELECTION OF OFFICERS

**Moved:** *"That W. Gault be re-elected as the spokesperson for the Inchbonnie Rating District for the 2008/ 2009 financial year."*

*J. Keeney / D. Shaffrey – Carried*

## RATES 2009 / 2010

Discussion ensued regarding the rate strike. W. Moen advised that with proposed works and the previous rate strike of \$40,000, the likely balance at the beginning of the financial year would be approximately \$98,000. The rating district agreed that they would rather have money in the bank and come up with funds as and when required.

**Moved:** *"That the recommended rate strike for the 2009 / 2010 financial year is \$40,000 GST Excl."*

*D. Shaffrey / J. Keeney - Carried*

## GENERAL BUSINESS

J. Keeney asked who takes out the loan. S. Moran confirmed that West Coast Regional Council takes out the loan on behalf of the rating district, usually at a slightly lower interest rate and that the preferred term is five years. Costs will be discussed further once prices are to hand. Cr Ewen asked if DoC is likely to cause concern when it comes to obtaining gravel from the river.

There being no further business, the meeting closed at 11.03 a.m.

THE WEST COAST REGIONAL COUNCIL

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MINUTES OF THE ANNUAL MEETING OF THE  
TARAMAKAU RATING DISTRICT  
HELD AT THE TARAMAKAU SETTLEMENT SCHOOL  
ON MONDAY 13 OCTOBER 2008, COMMENCING AT 1.08 PM.

**PRESENT**

M. Stewart, S. Langridge, P. Stevenson, A. Stewart, D. Groot.

**IN ATTENDANCE**

West Coast Regional Council  
P. Ewen, (Councillor)  
S. Moran, W. Moen, T Jellyman (Staff)

**APOLOGIES**

John Stewart, Cr Andrew Robb

*S. Langridge / A. Stewart - Carried*

**BUSINESS**

Cr. Ewen opened the meeting and welcomed those present.  
He introduced himself and the Council staff.

**Moved:** *"That the minutes of the previous Annual General Meeting held on 17 September 2007, be adopted as a true and correct record of that meeting."*

*S. Langridge / M. Stewart - Carried*

**MATTERS ARISING**

M. Stewart spoke of 100 year flood events and queried as to whether a number should be put on it. He asked if a flow rate could be put in a suitable place on the river in order to measure levels from each flood event. S. Moran offered to check with NIWA as to what is already in place by the William Stewart Bridge. S. Moran advised that by identifying a few cross sections, in the event of a flood, the high water level can be recorded and used to assist flood analysis.

**FINANCIAL MINUTES**

W. Moen presented the financial statements for the financial period ending 30 June 2008. This left the account with a current credit balance of approximately \$32,408.85. W. Moen drew attention to the quarry fee of \$1,546.67 (GST Excl) which was inadvertently not on charged against the rating district account. This figure will show on next year's report.

**Moved:** *"That the financial report for the 2007 / 2008 year be adopted".*

*M. Stewart / A. Stewart – Carried*

**MATTERS ARISING**

There were no matters arising from the financial minutes.

## WORKS REPORT

W. Moen presented the detailed works report, which covered the 12-month period from 1 July 2007 to 30 June 2008.

He outlined the works that had been carried out during the period (\$50,922.50) and outlined a proposed allowance of \$74,985.00 maintenance expenditure for the following 2008 / 2009 year which includes \$20,000 for additional average maintenance. W. Moen advised that he carried out inspections on 28 July 2008 and 26 August 2008.

## RECOMMENDATION

**1. That the Works Report covering the 2007 / 2008 financial year be adopted.**

**2. That the 2008 / 2009 works proposals be approved.**

*S. Langridge / P. Stevenson – Carried*

## ELECTION OF OFFICERS

It was agreed that all positions would roll over for this year.

**Moved: "That the committee will comprise of all current ratepayers."**

*M. Stewart / A. Stewart - Carried*

**Moved: "That M. Stewart be re-elected as the spokesperson for the 2008 / 2009 financial year."**

*S. Langridge / A. Stewart – Carried*

**Moved: "That S. Langridge be appointed as Deputy Spokesman for the 2008 / 2009 financial year."**

*M. Stewart / A. Stewart – Carried*

## RATES 2009 / 2010

W. Moen stated that with the rates coming in for this year and the works for the coming year this would leave approximately \$2,500 in the account.

Cr Ewen stated that Council encourage all rating districts have a positive balance. He advised that if emergency works are required and there is money in the kitty then work can commence straight away.

S. Moran confirmed the importance of setting the rate above the annual maintenance fee and to build up funds to a realistic figure in view of previous costly works in this rating district.

W. Moen advised that if there are funds in the account then delays in seeking funds are avoided and works can be started.

S. Langridge stated that he is in favour of the recommended rate strike for this year in view of the fact that there is only \$2,500 in the account.

## RECOMMENDATION

**"That the rate strike for the 2009 / 2010 financial Year is \$60,000 (GST Excl)."**

*M. Stewart / S. Langridge – Carried*

## GENERAL BUSINESS

Cross Sections: W. Moen advised that there are a couple of low spots on the stop bank by the hook. This area needs to be raised in order for it to be brought up to a 50-year flood level. S. Moran advised that information from the cross sections that were previously done was used as these were considered to be still current. W. Moen stated that survey and designs need to be done. M. Stewart asked if it worth surveying 1.5 kms and how much would this would cost. It was agreed that W. Moen will get a costing from Chris Coll to survey the bank and get a price per kilometre and also for the whole area and report back to the rating district.

**Moved:**        ***"That W. Moen obtain prices for both the full survey and 1.5kms of the stopbank and report back to the rating district."***  
*S. Langridge / A. Stewart – Carried*

W. Moen asked the meeting where to get rock from for future works, the quarry or paddocks. M. Stewart asked if the quarry should be relicensed.

S. Langridge stated that he is not prepared to reopen the quarry if it is not going to be worthwhile, he is waiting for a contractor to inspect the area.

S. Langridge stated that there is plenty of rock in the area.

M. Stewart asked what is happening with the two old railway wagons. It was agreed by all present that they would be offered for sale to members of the rating district. S. Langridge and M. Stewart expressed interest in purchasing on culvert each.

**Moved:**        ***"That the two old railway wagons be sold to S. Langridge and M. Stewart for \$1000 each."***  
*D. Groot / P. Stevenson – Carried*

There being no further rating district business to be discussed, the meeting closed at 2.08 pm.

### Action Point

- S. Moran to check with NIWA as to what is already in place by the William Stewart Bridge.
- W. Moen to get price from Chris Coll for survey of stopbank all and 1.5 km and report back to RD.

**THE WEST COAST REGIONAL COUNCIL**

**MINUTES OF THE ANNUAL MEETING OF THE  
REDJACKS CREEK RATING DISTRICT  
HELD AT NGAHERE FIRE STATION  
ON 13 OCTOBER 2008, COMMENCING AT 4.30 PM.**

**PRESENT**

C. Norris, R. Norris, M. Gibson, R. McLaughlin, S. Shaw, J. Matthews.

**IN ATTENDANCE**

West Coast Regional Council  
P. Ewen, (Councillor), A. Birchfield (Councillor)  
S. Moran, W. Moen, T. Jellyman (Staff)

**APOLOGIES**

C. Levy, P. Donaldson, Cr A. Robb

*R. McLaughlin / R. Norris - Carried*

**BUSINESS**

Cr Ewen opened the meeting and welcomed those present.  
He introduced himself and the Council staff.

**Moved:**        ***"That the minutes of the previous Annual Meeting held on 17 September 2007, be adopted as a true and correct record of that meeting."***

*M. Gibson / R. McLaughlin - Carried*

**MATTERS ARISING**

There were no matters arising.

**FINANCIAL MINUTES**

W. Moen presented the financial statements for the financial period ending 30 June 2008. This left the account with a current credit balance of approximately \$27,853.08.

**Moved:**        ***"That the financial report for the 2007 / 2008 year be adopted".***

*R. Norris / C. Norris – Carried*

**MATTERS ARISING**

There were no matters arising.

**WORKS REPORT**

W. Moen presented the detailed works report, which covered the 12-month period; 1 July 2007 to 30 June 2008. An inspection was carried out on 18 August 2008 and some top up of rockwork was identified on R. Norris's property. R. Norris will check to see if more rock is required on S. Shaw's property. W. Moen advised that it would be prudent to allow \$3,000 for unforeseen maintenance.

## RECOMMENDATION

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- 1. That the Works Report covering the 2007 / 2008 financial year be adopted.*
- 2. That the 2008 / 2009 works proposals be approved.*

*R. Norris / C. Norris – Carried*

## ELECTION OF OFFICERS

**Moved:** *"That R. Norris be re-elected as the spokesperson for the 2008 / 2009 financial year and all present make up the committee of the Rating District for this year".*

*R. McLaughlin / M. Gibson – Carried*

## RATES 2009 / 2010

W. Moen advised that there will be close to \$30,000 in the rating district account by the end of next year barring any major works if the meeting agree to the proposed rate strike for this year. R. McLaughlin suggested topping up the fund this year and if no works are required then not to worry next year. Cr Birchfield stated that it is a good idea to have a good amount in the account in view of fuel prices.

## RECOMMENDATION

*"That the rate strike for the 2009 / 2010 financial Year is \$5,000 (GST Excl)."*

*M. Gibson / R. Norris – Carried*

## GENERAL BUSINESS

R. Norris agreed to check the requirement for top up rock on S. Shaw's property and report back to W. Moen if necessary. R. McLaughlin's property is also being watched for any potential works.

There was discussion around the build up of gravel of the bed and Cr Birchfield asked if the weir below the railway bridge can be removed. He thought this might allow the creek to cut and for gravel to come down the creek. Cr Birchfield said he thought there was a time limit on the consent. W. Moen agreed to check the consent and report back to R. Norris.

R. Norris asked if he needs to spray the top of the stopbank. It was agreed that R. Norris would spray this area close to Christmas.

There being no further business, the meeting closed at 4.48 pm.

## Action Point

- R. Moen to check resource consent near the railway bridge to see if the weir can be removed and report back to R. Norris.



MINUTES OF THE ANNUAL MEETING OF THE  
NELSON CREEK RATING DISTRICT  
HELD AT THE NGAHERE FIRE STATION  
ON 13 OCTOBER 2008, COMMENCING AT 5.02 PM

**PRESENT**

G. Hill, T. Hill.

**IN ATTENDANCE**

West Coast Regional Council  
A. Birchfield, (Councillor)  
P. Ewen (Councillor)  
S. Moran, W. Moen, T. Jellyman (Staff)

**APOLOGIES**

T. Kendrick, Cr A. Robb, M. Savage

*G. Hill / T. Hill - Carried*

**BUSINESS**

Cr Ewen opened the meeting and welcomed those present.  
He introduced himself and the Council staff.

**Moved:** *"That the minutes of the previous Annual General Meeting held on 17 September 2007, be adopted as a true and correct record of that meeting."*

*G. Hill / T. Hill - Carried*

**MATTERS ARISING**

There were no matters arising.

**FINANCIAL MINUTES**

W. Moen presented the financial statements for the financial period ending 30 June 2008. This left the account with a current credit balance of approximately \$101,632.68. W. Moen drew attention to an oversight with Transit NZ and OnTrack shares of contracting costs were not on charged at the time of completion. This will appear as income in next year's financial report.

**Moved:** *"That the financial report for the 2007 / 2008 year be adopted".*

*T. Hill / G. Hill - Carried*

**MATTERS ARISING**

There were no matters arising.

**WORKS REPORT**

W. Moen presented the detailed works report, which covered the 12-month period; 1 July 2007 to 30 June 2008 noting that \$12,654.00 worth of works for this financial year has been completed. W. Moen proposed an allowance of \$43,240.00 for maintenance expenditure for the following 2008 / 2009 year.

W. Moen and G. Hill carried out an inspection 18 August 2008. G. Hill stated that more rock is required upstream of the rail bridge on the right bank.

W. Moen advised that survey and design work was discussed last year but it was not done. The approximate cost is \$24,000. W. Moen has approached Transit seeking financial input but they have advised that they will not contribute at this stage as they feel the scheme is working well. W. Moen reported that there has been no response from OnTrack regarding funding. G. Hill asked if the survey and design work is necessary. W. Moen advised that once the analysis is done the information will confirm what level the stopbank is holding at. W. Moen stated that he spoke to T. Kendrick this morning who expressed his concern at the amount of gravel coming down the creek. T. Kendrick is concerned that the gravel is affecting his stopbank. Cr Birchfield asked the meeting if they think the channel is filling up. G. Hill confirmed that it is.

S. Moran advised that the survey is still to be done and is paid 50/50 by the rating district but the design work is paid for by the rating district. It was agreed that W. Moen would make further contact with Transit NZ and OnTrack to seek funding assistance for the survey work.

G. Hill acknowledged that it was agreed at last year's meeting that the survey work and cross section design work is to go ahead.

### **RECOMMENDATION**

- 1. That the Works Report covering the 2007 / 2008 financial year be adopted.***
- 2. That the 2008 / 2009 works proposals be approved.***

*T. Hill / G. Hill – Carried*

### **ELECTION OF OFFICERS**

**Moved:** ***"That G. Hill be re-elected as the spokesperson for the 2008 / 2009 financial year."***

*T. Hill / G. Hill - Carried*

### **RATES 2009 / 2010**

W. Moen advised that the recommended rate strike for 2009 / 2010 financial year is \$20,000. G. Hill stated he would like the rate strike to be the same as last year.

### **RECOMMENDATION**

***"That the rate strike for the 2009 / 2010 financial Year is \$17,500 (GST Excl)."***

*G. Hill / T. Hill – Carried*

### **GENERAL BUSINESS**

There was no general business.

There being no further business, the meeting closed at 5.18 pm.

### **Action Point:**

- W. Moen to contact with Transit NZ and OnTrack to seek funding assistance for the survey work.

**MINUTES OF THE ANNUAL MEETING OF THE  
COAL CREEK RATING DISTRICT  
HELD AT THE WEST COAST REGIONAL COUNCIL OFFICES  
ON 13 OCTOBER 2008, COMMENCING AT 7.08 PM.**

**PRESENT**

B. Jones, D. Roberts, S. McGeady, O. Norton, P. Kerridge (representing West Coast Rugby League), A. Inman, M. Riordan, A. Beck, I. Fitzpatrick.

**IN ATTENDANCE**

West Coast Regional Council  
P. Ewen, (Councillor), A. Robb (Councillor)  
S. Moran, W. Moen, T. Jellyman (Staff)

**APOLOGIES**

H. Bradley, M. Elliott, M. Dawson (Development West Coast)

*B. Jones / A. Beck - Carried*

**BUSINESS**

P. Ewen opened the meeting and welcomed those present.  
He introduced himself and the Council staff.

**Moved:**        *"That the minutes of the previous Annual General Meeting held on 17 September 2007, be adopted as a true and correct record of that meeting."*

*D. Roberts / S. McGeady - Carried*

**MATTERS ARISING**

There were no matters arising.

**FINANCIAL MINUTES**

W. Moen presented the financial statements for the financial period ending 30 June 2008. This left the account with a current credit balance of approximately \$101,373.64. B. Jones queried the cost of \$2,137.50 charged for staff time. W. Moen explained that this cost relates to the drawing up and supervision of contracts, tender letting and last year's meeting time. Cr Ewen advised that these costs are in line with other rating districts. S. Moran stated they were getting good value as hourly rates for engineers from outside agencies are charged out at \$200 + per hour.

Cr Ewen advised that each specific rating district carries the cost for work in their district.

**Moved:**        *"That the financial report for the 2007 / 2008 year be adopted".*

*S. McGeady / P. Kerridge - Carried*

**MATTERS ARISING**

There were no matters arising.

**WORKS REPORT**

W. Moen presented the detailed works report, which covered the 12-month period. He advised that he carried out an inspection on the 8<sup>th</sup> of September and no works were identified. W. Moen advised that it would be prudent to allow \$10,000 for unforeseen maintenance.

1. *That the Works Report covering the 2007 / 2008 financial year be adopted.*
2. *That the 2008 / 2009 works proposals be approved.*

*B. Jones / D. Roberts – Carried*

### **RATES 2009 / 2010**

General discussion ensued on future rate strikes. W. Moen advised that the expected balance in June 2009 is \$103,000. The recommended rate strike for 2009 / 2010 is \$15,000. W. Moen stated that it is advisable for all rating districts to have a fighting fund in case of major works and to plan for the future. O. Norton asked if there are major works expected. W. Moen stated major works are not expected this year. D. Roberts asked what would it cost the rating district if the wall blew out. W. Moen said it all depended on the nature of the breach but it could be expected to be at least between \$100,00 - \$150,000. A. Beck asked if this happened how is it paid for. S. Moran explained that a loan would be raised to cover the cost and the rating district would be rated not only for the general rate but for a loan repayment rate as well. He advised that it is prudent to have additional funds in the rating district account even though there is no maintenance work planned. M. Riordan stated that the rating district should worry about that when it happens.

O. Norton asked what is the interest rate that council earns compared to what the rating district would earn. S. Moran stated that council gets a slightly higher interest rate than the rating district would get. D. Roberts stated that with the increase costs charged by contractors and the cost of living he feels if a little bit isn't put away the rating district could be lumbering themselves with a big bill later on.

Cr Ewen advised that the LAPP fund is in place for a catastrophic event and all ratepayers contribute to this fund. S. Moran advised that LAPP fund costs have now doubled. A. Beck stated that she agrees with D. Roberts but is mindful of the recommended rate strike of \$15,000 for this year, as it is a big jump from last year's \$5,000 rate strike.

A motion that the rate strike for the 2009 / 2010 financial year is \$5,000 was moved by M. Riordan and seconded by M. Kerridge but it was not carried. Therefore an amended motion was put to the meeting by A. Beck and seconded by O. Norton, it was carried and became the motion.

**Moved:** *"That the rate strike for the 2009 / 2010 financial Year is amended to \$7,500 (GST Excl)."*

*A. Beck / O. Norton – Carried*

### **ELECTION OF OFFICERS**

**Moved:** *"That the present committee carry on for a second term, namely:*

*O. Norton*

*F. Riordan*

*D. Roberts*

*A. Beck*

*B. Jones*

*be the committee for the 2008 / 2009 financial year."*

*P. Kerridge / S. McGeady - Carried*

**Moved:** *"That D. Roberts be elected as the spokesperson for the 2008 / 2009 financial year."*

*B. Jones / A. Beck - Carried*

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### **GENERAL BUSINESS**

A. Inman asked if there are concerns regarding the debris and overgrown willows in Coal Creek. W. Moen advised that schemes have been investigated in the past to clear the willows but there has been no interest from the rating district to pay for this. He advised that Council has no funds to pay for this work. A. Inman asked about what is likely to happen during a flood event and where are the risks areas. W. Moen stated that the weakest spot is probably the upper section of stopbank from the main road into where the stopbank meets the Grey River. He stated that in the large flood of 1997 this section was slightly overtopped. Continuous overtopping over a long period could cause the stopbank to scour and eventually failure could occur. Armour rock has been placed along this section to combat such an event.

W. Moen spoke of the advantage of having cross section work done to ascertain what level of flood the stopbanks can contain. O. Norton stated that most of the problem caused with flooding over the past 20 years has been caused by water banking up down at the Greymouth end of the river.

A. Inman asked if there is a contribution to the rate from Grey District Council. W. Moen confirmed that there is a small contribution to the general rate. S. Moran clarified that Transit, due to the way they are funded, are unable to contribute to maintenance but can access money for repairs. O. Norton asked how much difference does the Cobden Cut make during a flood. W. Moen confirmed that the Cobden Cut keeps water levels down in Cobden and allows water to get away from Range Creek.

There being no further business, the meeting closed at 7.51 pm.

**MINUTES OF THE MEETING OF****THE GREYMOUTH JOINT FLOODWALL COMMITTEE**

**HELD ON 14 OCTOBER 2008, AT THE OFFICES OF  
THE WEST COAST REGIONAL COUNCIL, 388 MAIN SOUTH ROAD, GREYMOUTH,  
COMMENCING AT 3.02 P.M.**

**PRESENT:**

T. Kokshoorn (Chairman), D. Truman, I. Cummings, A. Robb, P. Berry, A. Birchfield.

**IN ATTENDANCE:**

P. Pretorius (GDC Chief Executive), C. Ingle (WCRC Chief Executive), W. Moen (WCRC River Engineer), S. Moran (WCRC Planning and Environmental Manager) K. Beams (GDC Property Manager), M. Sutherland (Assets Manager), T. Jellyman (Minutes Clerk).

**APOLOGIES:**

Cr P. Ewen, M. Osbourne

*A. Robb / D. Truman - Carried*

**BUSINESS**

T. Kokshoorn welcomed all present to this meeting.

**CONFIRMATION OF MINUTES**

***Moved: That the minutes of the Joint Floodwall Committee meeting held 18 September 2007, as circulated, be confirmed as correct***

*T. Kokshoorn / P. Pretorius - Carried*

**MATTERS ARISING:**

There were no matters arising.

**PUBLIC FORUM TIME – SPEAKING RIGHTS**

There was no request for public speaking rights.

**FINANCIAL REPORT**

W. Moen presented the financial statement for the financial period 1 July 2007 to 30 June 2008 noting that the balance is \$993,185.40. W. Moen advised that the \$150,000 rate strike for this year is about to be sent out.

***Moved: "That the financial report for the 2007 / 2008 financial year be adopted."***

*A. Robb / D. Truman - Carried*

## WORKS REPORT

W. Moen presented the 2007 / 2008 works report. W. Moen drew attention to the cost associated with opening the Cobden Cut and cleaning it out twice during the year. W. Moen spoke of the \$6,500 spent on consultancy fees for the concrete structure between the two bridges and the materials purchased from NIWA to set up the water level recording equipment in the Cobden Lagoon.

W. Moen reported that projected works were carried over from last year as the consent is yet to be approved but a hearing is being held next week for this consent. S. Moran confirmed that 100 – 350 mm of top up would be completed in various areas. He clarified which areas are to be topped up.

T. Kokshoorn advised that the resource consent for the cleanout of the bottom end of Range Creek has now been granted. The cleanout will be undertaken by GDC. It was agreed that a GPS survey of the whole lagoon area would be completed.

S. Moran confirmed that the cut has been graded, therefore the plug at the end of the lagoon only requires a few scoops of the digger to clear it as required.

## RECOMMENDATION

1. *That the Works Report covering the 2007 / 2008 financial year be adopted.*
2. *That the 2008 / 2009 works proposals be approved.*

*P. Berry / A. Robb – Carried*

## 2009 / 2010 RATE STRIKE

**Moved:** *That the recommended rate strike for the 2009 / 2010 financial year be \$150,000 (G.S.T. Excl).*

*D. Truman / I. Cummings - Carried*

W. Moen advised that by the end of June next year there would be \$1.2M in the account.

S. Moran advised that once the consent is through and we know what the conditions are, then detailed design work will be done. C. Ingle alerted the meeting to the fact that the \$1.2M in the account most likely will not be enough and a loan may be required. S. Moran also suggested that it would be advisable to retain some of the current balance as a maintenance fund rather than use it all on the upgrade.

P. Berry stated that he is hopeful of getting some good tenders for the works. W. Moen advised that it is most likely that a low concrete wall would be constructed along Mawhera Quay. This could be built up to a 150 year standard. W. Moen spoke of the weak spot between the Cobden Bridge and the new rail bridge. Extensive fill will be required, major culverts and the relocation of some GDC services for water supply.

Cr Cummings stated that he visited New Orleans a few weeks ago, and with reference to the floodwall he stated we would be better with overkill rather than underkill. Discussion ensued regarding previous floods, the last big flood in 1997 came within 900mm of the top of the wall.

Cr Birchfield asked why an independent commissioner is being brought in even though the four submitters that opposed the consent application have withdrawn. He asked why isn't council just going ahead. S. Moran advised that this is because council operations area is applying to the council's consenting staff and it is considered best practice in this situation to seek advice from an independent commissioner.

P. Pretorius asked if the design for the floodwall is 150 year plus 600mm free board and asked if all areas will be looked at for this level. C. Ingle stated that we could look at what the cost differential would be between doing all of it up to the 150 level now and whether this is affordable or just do the strategic points along Mawhera Quay and between the two bridges and the goods sheds up to the 150 year level and do the rest to the 50 year level. C. Ingle advised it may be cheaper to do it to the 150 year level in 2008 or 2009 rather than waiting for 3, 5 or 10 years by which time contractor costs may have risen again. S. Moran offered to bring the costs back to the committee once the consent is granted and the designs are to hand. It was agreed that a special meeting would be held once the figures are to hand.

## **GENERAL BUSINESS**

P. Pretorius asked what is the timeline for getting the floodwall upgrade completed. S. Moran advised that he thought it unlikely that the detailed designs would be completed before February next year. Once the design is done then tenders would be set up. S. Moran is hopeful that construction would start prior to the end of the financial year. C. Ingle stated that it is important that we have good liaison between the two councils in terms of the design of the concrete work on Mawhera Quay to make sure people are going to be happy with the look of it. S. Moran advised that options need to be considered as to what will blend in and the costs involved.

### **Insurance of Floodwall**

Discussion took place as to the status of the insurance for the floodwall. P. Pretorius stated the floodwall has been insured through the LAPP fund since 1993. This provides cover for 40% of the value of the asset assuming Government will cover 60% of the asset value.

K. Beams advised that the floodwall is insured for \$5.4M but this valuation needs to be reviewed. K. Beams stated that he feels the actual premium is a legitimate charge against the rating district. Currently GDC pay the premium. S. Moran advised that following the Manawatu floods LAPP reviewed the exposure that regional councils have for flooding infrastructure compared to the urban infrastructure that LAPP insure. LAPP put the premiums up on regional council flood assets therefore in this case the premiums may be significantly lower by having the floodwall insured through GDC.

T. Kokshoorn asked C. Ingle how to best resolve the matter of insurance of the floodwall. C. Ingle advised that he would take the matter to his council for discussion, as there are only two councillors from the regional council present at today's meeting. C. Ingle will report back to GDC at the special meeting that is to be arranged to progress the upgrading of the floodwall. Cr Robb stated it should continue to be paid for by GDC especially if it is more expensive to be funded through the rating district. S. Moran clarified that as there have not been major disasters in the urban centres which LAPP have had to pay out on, district and city councils premiums have either gone down or stayed the same. But because of recent claims on the LAPP fund on regional council flood protection structures, regional council premiums have almost doubled. T. Kokshoorn asked S. Moran to prepare a report on the pro's and cons as to which council should pay for the insurance for the special meeting for this committee.

### **Range Creek**

M. Sutherland advised that he is currently getting prices from contractors to carry out this work. He estimated the costs to be approximately \$30,000.

### **Proposed Amendment to the Greymouth Floodwalls Joint Agreement**

C. Ingle advised that he asked WCRC lawyers to review this agreement. He stated that some of the legislation has been updated since the agreement was drawn up in 1994.

T. Kokshoorn asked what changes are necessary. C. Ingle advised that there have been changes to the Local Government Act. A meeting has been held with P. Pretorius, K.



Beams and M. Sutherland where matters such as the Cobden Cut now being managed by the Regional Council. K. Beams added that it updates changes that have taken place.

**Moved:**        ***That the updated agreement be put to Grey District Council and West Coast Regional Council for approval.***

*P. Berry / P. Pretorius - Carried*

There being no further business, the meeting closed at 3.48 pm.

.....  
Chairman

.....  
Date

**Action Point:**

S. Moran to prepare a report on the pro's and cons as to which council should pay for the insurance for the floodwall and bring this to the special meeting for this committee.

THE WEST COAST REGIONAL COUNCIL

MINUTES OF THE ANNUAL MEETING OF THE  
PUNAKAIKI RATING DISTRICT  
HELD AT THE PUNAKAIKI TAVERN  
ON 14 OCTOBER 2008, COMMENCING AT 7.05 PM.

**PRESENT**

N. Mouat, M. Keating, F. Keating, G. Beynon, G. Freeman, D. Freeman, I. Ryder, L. Totzauer, A. Beynon, C. Findlay, M. Wilkins (arrived 7.10pm), S. Casey (arrived 7.28pm)

**IN ATTENDANCE**

West Coast Regional Council  
T. Archer (Councillor)  
S. Moran, W. Moen, T. Jellyman (Staff)

**APOLOGIES**

Cr P. Ewen

**BUSINESS**

Cr Archer opened the meeting and welcomed those present to the meeting.  
He introduced himself and the Council staff.

**Moved:** *"That the minutes of the previous Annual General Meeting held on 18 September 2007, be adopted as a true and correct record of that meeting."*

*A. Beynon / S. Griffin - Carried*

**MATTERS ARISING**

There were no matters arising.

**FINANCIAL MINUTES**

W. Moen presented the financial statements for the financial period ending 30 June 2008. The current balance in the rating district account is \$13,731.50. W. Moen drew attention to the figure of \$17,432.46 credit balance from Buller District Council from their maintenance account.

W. Moen advised that the balance of the loan as at 30 June 2008 was \$295,958.00. He also advised that the rate struck for 2007 / 08 exceeded the actual repayment required by \$1490.80. This is due to the way local government now has to set the rating factors well before the end of the financial year and in the interim valuations change.

**Moved:** *"That the financial report for the 2007 / 2008 year be adopted".*

*S. Griffin / G. Beynon - Carried*

**Moved:** *"That the financial report for the Loan Account for the 2007 / 2008 year be adopted".*

*F. Keating / S. Griffin - Carried*

**MATTERS ARISING**

W. Moen reported that one of the conditions of the consent is that regular surveys of the stopbank are carried out along with beach profiles in order for an ongoing record of the

stopbank to be kept. S. Moran advised that it might be worthwhile seeking a variation to the consent to have the beach profiles surveyed every 2 – 3 years rather than annually.

## **WORKS REPORT**

W. Moen presented the 2007 / 2008 works report. He carried out an inspection with I. Ryder on the 18<sup>th</sup> of August 2008. W. Moen advised that there are a couple of spots in the wall that could be filled in with rock possibly from Ian Cummings quarry. N. Mouat stated that some rock is required at the lagoon end. W. Moen stated that this area is rated by agreement and is not a regional council rating district. He advised N. Mouat to talk to others in this area. Cr Archer clarified that N. Mouat is not a member of this rating district therefore his moving of the financial report for the loan account is replaced by S. Griffin.

W. Moen advised that \$12,000 has been allowed for unforeseen maintenance. S. Griffin explained the importance of having a reserve of funds in place but there maybe years when it is not be required. I. Ryder stated that it might be five years before major replacement of crumbling rock is required. He feels that money they put in now would mean they are putting in good money after bad as eventually the front will need to be relined and he feels that landowners along the front should pay for this. W. Moen advised that if any holes that appear are filled with good quality rock then the wall would remain sound.

I. Ryder stated this is a small rating district and they cannot afford to continually pay for maintenance of the wall. I. Ryder stated that the area in front of the camping ground needs attention soon. He feels that the councils and DoC are not going to be receptive to this. Cr Archer stated that if the erosion accelerates around the northern end and greater protection is required then a meeting would be held to discuss protection if the need arises.

## **RECOMMENDATION**

- 1. That the Works Report covering the 2007 / 2008 financial year be adopted.***
- 2. That the 2008 / 2009 works proposals be approved.***

*G. Beynon / C. Findlay  
I. Ryder against  
– Carried*

## **RATES 2009 / 2010**

W. Moen advised that when the scheme started it was suggested that the rate strike be \$15,000 per year. He suggests that the status quo remain for this year.

## **RECOMMENDATION**

***"That the rate strike for the 2009 / 2010 financial Year is \$15,000 (GST Excl)."***

*C. Findlay / G. Beynon  
M. Keating against  
Carried*

## **ELECTION OF OFFICERS**

Cr Archer read out the names of those currently on the rating district committee and the name of the current Chairperson. Cr Archer called for names for the committee.

I. Ryder advised that he did not wish to be the Chairperson for 2008 / 2009.

**Moved:** *"That the committee for 2008 / 2009 consist of G. Beynon, M. Wilkins, S. Casey, F. Keating, A. Beynon and I. Ryder.*

*G. Beynon be elected as Chairperson for the 2008 / 2009 financial year."*

*I. Ryder / S. Griffin – Carried*

### **GENERAL BUSINESS**

I. Ryder stated that he feels the issue with the wall is going to snowball.

G Beynon concurred that the north end needs to be built up.

I. Ryder stated he has a problem with DoC not protecting the area rather than Buller District Council. S. Griffin clarified that the DoC own the land and Buller District Council own the buildings in the camping ground area and Buller District Council run the motor camp.

Cr Archer suggested that the rating district write to DoC and Buller District Council to outline the rating district's concerns regarding erosion at the northern end of the sea wall. The community is concerned regarding the lack of protection at the northern end of Punakaiki.

M. Keating asked why is the rating district getting involved if DoC owns the land. I. Ryder stated that all members of the community want the area protected before the sea is at their boundary. W. Moen suggested that the rating district contact local MP's to see if they are prepared to offer assistance with funding. Cr Archer suggested that the committee get together to progress this matter then report back to the Regional Council.

N. Mouat asked about rock sources. W. Moen advised that according to reports some of Ian Cummings rock at Rapahoe is of good quality. N. Mouat stated it would save money on cartage if there were rock available between Canoe Creek and Fox River. S. Moran advised that if someone wants to open a quarry as a commercial venture that would be ideal but he queried who would pay for the mining licence and development of the quarry. Cr Archer advised of the requirement to go through a consent process if the establishment of a quarry is warranted. I. Ryder asked if it is possible to have a quarry on DoC land. S. Moran confirmed that council has quarries on DoC land but he advised in this case it is a National Park and there is no hope whatsoever of opening a quarry in a National Park.

There being no further business the meeting closed at 8.02 pm.

MINUTES OF THE ANNUAL MEETING OF THE  
OKURU RATING DISTRICT  
HELD AT THE OKURU HALL  
ON 15 OCTOBER 2008, COMMENCING AT 1.08 PM

**PRESENT**

D. Gordon, A. Gordon, G. Anderson, A. Anderson, R. Snow, P. Hosken, C. Goom

**IN ATTENDANCE**

West Coast Regional Council  
B. Chinn (Councillor), D. Davidson (Councillor)  
S. Moran, W. Moen, T. Jellyman (Staff)

**APOLOGIES**

C. Hahn, T. Campbell

*R. Snow / A. Gordon - Carried*

**BUSINESS**

Cr D. Davidson opened the meeting and welcomed those present.  
He introduced himself and the Council staff.

**Moved:** *"That the minutes of the previous Annual General Meeting held on 24 September 2007, be adopted as a true and correct record of that meeting."*

*G. Anderson / P. Hosken - Carried*

**MATTERS ARISING**

There were no matters arising.

**FINANCIAL MINUTES**

W. Moen presented the financial statements for the financial period ending 30 June 2008. This left the account with a current credit balance of \$23,292.51. W. Moen advised that the \$9,000 rate strike from last year is currently being collected.

**Moved:** *"That the financial report for the 2007 / 2008 year be adopted".*

*R. Snow / G. Anderson - Carried*

**WORKS REPORT**

W. Moen presented the 2007 / 2008 works report.

He reported that the only work done this financial year was some top up of rubble on R. Snow's bank at a cost of \$4,335.00.

W. Moen outlined a proposed allowance of \$10,650.00 (G.S.T. Exclusive) for maintenance expenditure for the following 2008 / 2009 year.

W. Moen carried out an inspection with A. Anderson on the 11<sup>th</sup> of August 2008 and advised that some top up of rubble is required in three places. G. Anderson advised that there is a leak in the rock wall. This leaking only occurs during a flood.

W. Moen suggested combining this job with the other top up works.

C. Goom suggested if there is money left in the rating district account could some planting be done on the sea wall. W. Moen stated he does not want flax planted amongst the rocks,

as it is very hard to remove once the roots are established and it can cause rock movement. It was agreed that planting could be done on the flat along the inland side of the wall. W. Moen advised that spraying of gorse on the top of the wall would be done again this year by Harry Spiers Contracting.

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## **RECOMMENDATION**

- 1. That the Works Report covering the 2007 / 2008 financial year be adopted.***
- 2. That the 2008 / 2009 works proposals be approved including work required on the sea wall this year.***

*G. Anderson / C. Goom – Carried*

## **RATES 2009 / 2010**

W. Moen advised that the recommended rate strike for 2009 / 2010 is \$15,000. He advised that the extra work required needs to be taken into account. G. Anderson asked how much is currently in the account. W. Moen confirmed \$23,292.51.

D. Gordon stated that a \$15,000 rate strike is a 50% increase.

S. Moran advised the meeting that the proposed works and the rate strike from last year will leave the account at around \$23,000. He advised that it is important not to go backwards.

W. Moen suggested that a minimum of \$15,000 for the rate strike is required in view of the extra works for this year and it would be reset again next year. G. Anderson confirmed that he is happy with \$15,000 for the rate strike.

## **RECOMMENDATION**

***"That the rate strike for the 2009 / 2010 financial Year is \$15,000 (GST Excl)."***

*P. Hosken / D. Gordon – Carried*

D. Gordon raised the matter of contractors carrying out works in the area. W. Moen advised that if the rating district is happy to keep an eye on works in the area then it saves them money. S. Moran asked the meeting to confirm that this was their preferred option, they confirmed that it is. He advised that it is important that when contractors are carry out works and the rating district have concerns then they need to contact W. Moen as soon as possible.

## **ELECTION OF OFFICERS**

T. Jellyman read out the names of those currently on the rating district committee. A. Anderson advised that C. Anderson wished to be removed from the committee. The meeting also considered that D. Beynon should be removed from the committee.

**Moved:** ***"That D. Beynon and C. Anderson be removed and replaced by A. Anderson and that the committee for the 2008 / 2009 financial year now consists of:***

***G. Anderson  
A. Anderson  
A. Gordon  
C. Goom  
R. Snow  
S. Johnston***

*G. Anderson / A. Gordon – Carried*

**Moved:** *"That G. Anderson be re-elected as the spokesperson with A. Anderson elected as Deputy Spokesperson for the 2008 / 2009 financial year."*

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*A. Gordon / C. Goom – Carried*

### **GENERAL BUSINESS**

Discussion regarding the access to Infinity Wall. W. Moen advised that when the wall behind G. Anderson's subdivision was built one of the specifications was that the wall was vested in the regional council to ensure that the regional council has permanent access to this area. W. Moen advised that he is of the opinion that the same will apply this time. Discussion ensued. C. Goom stated that he would like to be informed in writing regarding access conditions, as he is happy for walking access but not vehicle access. It was agreed that W. Moen would check out the legal situation regarding access arrangements.

Discussion took place regarding tourists using the sea wall. G. Anderson stated it is important that the wall isn't used as a racetrack and that campervans and buses are kept off the wall.

There being no further business, the meeting closed at 1.48 pm.

### **Action Point:**

- W. Moen to check the conditions on the Infinity Wall resource consent.

THE WEST COAST REGIONAL COUNCIL

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MINUTES OF THE ANNUAL MEETING OF THE  
MATAINUI CREEK RATING DISTRICT  
HELD AT THE WHATAROA COMMUNITY HALL  
ON 16 OCTOBER 2008, COMMENCING AT 10.05 AM

**PRESENT**

W. Nolan (representing the Catholic Church), M. Kennedy.

**IN ATTENDANCE**

West Coast Regional Council  
B. Chinn, (Councilor), D. Davidson (Councillor)  
S. Moran, W. Moen, T. Jellyman (Staff)

**APOLOGIES**

V. Northcroft, M. Nolan, M. Komen, I. Kelly

*M. Kennedy / W. Nolan – Carried*

**BUSINESS**

D. Davidson opened the meeting and welcomed those present. He introduced himself and the Council staff.

**Moved:** *"That the minutes of the previous Annual General Meeting held on 19 September 2007, be adopted as a true and correct record of that meeting."*

*W. Nolan / no seconder*

**MATTERS ARISING**

W. Moen confirmed that the Matainui scheme stops at the main road bridge. M. Kennedy asked if the rock work put in below the bridge in area is included in the rating scheme. W. Moen stated that this work should be included in the scheme as there has been a lot of work done in this area over the years.

**FINANCIAL MINUTES**

W. Moen presented the financial statements for the financial period ending 30 June 2008. This left the account with a current credit balance of approximately \$12,134.02. The current rate strike of \$2,000 is due to appear in the account.

**Moved:** *"That the financial report for the 2007 / 2008 year be adopted".*

*W. Nolan / M. Kennedy - Carried*

**MATTERS ARISING**

There were no matters arising from the financial report.

**WORKS REPORT**

W. Moen presented the 2007 / 2008 works report. An inspection was carried out on the 12<sup>th</sup> of August. W. Moen suggested that \$3,000 is allowed annually for an overall cleanout of the creek every five years. M. Kennedy stated that she suggested the overall cleanout 14 years ago.



## RECOMMENDATION

43

**1. That the Works Report covering the 2007 / 2008 financial year be adopted.**

**2. That the 2008 / 2009 works proposals be approved.**

*M. Kennedy / W. Nolan – Carried*

## ELECTION OF OFFICERS

W. Moen stated it is important that he is able to get hold of someone if necessary. M. Kennedy stated that whoever is in the hotel is the closest to the creek and is available. It was suggested that W. Nolan take on this task as a representative of the Catholic Church. W. Nolan agreed to be the contact person for the rating district and he will contact others in the area as required.

**Moved: "That W. Nolan be elected as the contact person for the 2008 / 2009 financial year."**

*M. Kennedy / W. Nolan - Carried*

## RATES 2009/ 2010

W. Moen suggested a rate strike of \$5,000. He advised this is an increase of \$2,000 to accommodate the gradual five year cleanout of the creek.

## RECOMMENDATION

**"That the rate strike for the 2009 / 2010 financial Year is \$5,000 (GST Excl)."**

*M. Kennedy / W. Nolan – Carried*

## GENERAL BUSINESS

W. Moen asked the meeting if they are happy with the idea of clearing a little bit of the creek each year, in a five year cycle. It was agreed this is a good option.

S. Moran asked the meeting if they would consider changing the time of the meeting to 1pm. The Waitangitaona meeting would start at 1.30 and would mean that the meetings further south would be held in the morning.

M. Kennedy stated that more dairy farms might come to the meetings if they are held in the afternoon.

There being no further business, the meeting closed at 10.24 am.

**THE WEST COAST REGIONAL COUNCIL**

**MINUTES OF THE ANNUAL MEETING OF THE  
WAITANGITAONA RATING DISTRICT  
HELD AT THE WHATAROA COMMUNITY HALL  
ON 16 OCTOBER 2008, COMMENCING AT 10.27 AM.**

**PRESENT**

W. Nolan, Dale Straight

**IN ATTENDANCE**

West Coast Regional Council  
B. Chinn, (Councillor), D. Davidson (Councillor)  
S. Moran, W. Moen, T. Jellyman (Staff)

**APOLOGIES**

P. Northcroft, K. Straight, G. Purcell

*W. Nolan / K. Straight - Carried*

**BUSINESS**

D. Davidson opened the meeting and welcomed those present.  
He introduced himself and the Council staff.

**Moved:**        *"That the minutes of the previous Annual General Meeting held on 19 September 2007, be adopted as a true and correct record of that meeting."*

*D. Straight / W. Nolan - Carried*

**MATTERS ARISING**

W. Nolan advised that D. Nolan was present at last year's meeting. There is was also a typographical error in last year's minutes with V. Northcroft listed twice.  
P. Northcroft was not present at last year's meeting.  
W. Nolan drew attention to the annual lease fee of \$6,500.

**FINANCIAL MINUTES**

W. Moen presented the financial statements for the financial period ending 30 June 2008. This left the account with a current credit balance of approximately \$181,666.86 with the present rate strike of \$15,000 due the balance will be close to \$200,000. W. Nolan drew attention to the fee charged for W. Moen's staff time. W. Moen clarified that his time spent on drawing up contracts, coordinating surveying and design work and attending meetings.

W. Nolan asked if Transit's contributions to the design and survey costs to the rating district account should be incorporated into the financial report. W. Moen agreed to supply these figures and incorporate them in next year's report. S. Moran advised these figures would be better indentified if they were in the works report rather than the financials.

**Moved:**        *"That the financial report for the 2007 / 2008 year be adopted".*

*D. Straight / W. Nolan - Carried*

**MATTERS ARISING**

There were no matters arising.

## WORKS REPORT

W. Moen presented the detailed works report, which covered the 12-month period; 1 July 2007 to 30 June 2008.

W. Moen advised that he and W. Nolan carried out an inspection on 12 August 2008. W. Moen advised that \$12,000 has been allowed for unforeseen maintenance work. The total for projected works is \$23,200.

W. Nolan drew attention to the \$16,000 worth of rock that is stockpiled and asked why isn't it carried forward on the financial statement. S. Moran advised that this is not a financial transaction and therefore not included in the report which is a receipts and payments report. W. Moen advised that this figure is listed in the asset management plan as a stockpile.

## RECOMMENDATION

1. *That the Works Report covering the 2007 / 2008 financial year be adopted.*
2. *That the 2008 / 2009 works proposals be approved.*

*W. Nolan / D. Straight – Carried*

## ELECTION OF OFFICERS

D. Straight stated that K. Straight has requested to be removed from the committee as he is now based at Fox Glacier.

**Moved:** *"That the D. Straight takes the place of K. Straight on the committee for the 2008 / 2009 financial year."*

*W. Nolan / D. Straight - Carried*

**Moved:** *"That the present committee, namely:*

*P. Northcroft*

*W. Nolan*

*G. Purcell*

*D. Bowater*

*D. Straight*

*be retained as the committee for the 2008 / 2009 financial year."*

*W. Nolan / D. Straight- Carried*

**Moved:** *"That W. Nolan be re-elected as the spokesperson for the 2008 / 2009 financial year."*

*D. Straight / W. Nolan - Carried*

## RATES 2009 / 2010

W. Moen advised that in view of the extent reserve in the account that the rate strike remains at \$15,000. He stated that this figure does not take into account any future works that may arise or works as a result of the cross section report.

## Cross Section Report

W. Nolan stated that the cross section report relates to the rate strike therefore it should be discussed before setting the rate. W. Moen reported that the survey and design work has been done. It shows that 60% of the bank is under a minimum standard. W. Moen advised that to bring the bank up to a reasonable standard, it needs to be raised. S. Moran advised that it currently meets what it was constructed for but there are low spots that need to be topped up. The Building Act states that protection from a 1 in 50 year flood event is

required. The current bank does not meet this requirement. W. Moen advised that if the rating district is going to be looking at any major works then the rate strike would need to be upped to cover the costs.

W. Nolan spoke of changes in the river, places where the river is cutting in and also the amount of gravel that is coming down. W. Moen advised that this area is a weak spot in the scheme. He advised that if cross sections were done in this area it would cost between \$2,000 - \$5,000. S. Moran stated that due to significant delay in Transit getting the cross sections done Chris Coll was contracted for this work.

W. Nolan asked if the information from cross section work done previously by Transit could be incorporated in with this report. W. Moen agreed that this could be done.

W. Moen displayed and explained cross section reports to the meeting. He advised that there are only five cross sections done and more are required. S. Moran advised the meeting how best to progress the works, suggesting that it is done in steps with the first step being additional cross sections. It was agreed that the rate strike would be increased to accommodate the costs for the cross section analysis work.

## RECOMMENDATION

***"That the rate strike for the 2009 / 2010 financial Year is increased to \$20,000 (GST Excl)."***

*W. Nolan / D. Straight – Carried*

***"That the work done by the surveyors to compare the cross sections be incorporated in the works report subject to confirmation of costs."***

*W. Nolan / D. Straight – Carried*

## GENERAL BUSINESS

S. Moran asked the meeting if they are happy to rearrange the meeting time. This would work in with meetings held further south. The meeting agreed to change the time of the meeting from the morning to the afternoon.

There being no further business, the meeting closed at 11.15 am.

**THE WEST COAST REGIONAL COUNCIL**

**MINUTES OF THE ANNUAL MEETING OF THE  
FRANZ JOSEF RATING DISTRICT  
HELD AT THE FRANZ JOSEF COMMUNITY HALL  
ON 16 OCTOBER 2008, COMMENCING AT 1.05 PM.**

**PRESENT**

K. Gibson, C. Roy, (arrived 1.10pm), C. Jones (arrived 1.10pm)

**IN ATTENDANCE**

West Coast Regional Council

B. Chinn, (Councillor), D. Davidson, (Councillor)

S. Moran, W. Moen, T. Jellyman (Staff)

**APOLOGIES**

G. Gibb, C. Brooks

*K. Gibson / C. Roy - Carried*

**BUSINESS**

B. Chinn opened the meeting and welcomed those present.

He introduced himself and the Council staff.

**Moved:**        *"That the minutes of the previous Annual General Meeting held on 19 September 2007, be adopted as a true and correct record of that meeting."*

*K. Gibson / no seconder*

**MATTERS ARISING**

There were no matters arising.

**FINANCIAL MINUTES**

W. Moen presented the financial statements for the financial period ending 30 June 2008. This left the account with a current credit balance of \$278,272.83.

W. Moen advised that Transit NZ and the Westland District Council also contributed to the survey and design analysis included in the report.

**Moved:**        *"That the financial report for the 2007 / 2008 year be adopted".*

*K. Gibson / no seconder*

**MATTERS ARISING**

There were no matters arising.

**WORKS REPORT**

W. Moen presented the detailed works report, which covered the 12-month period; 1 July 2007 to 30 June 2008. As a result of the inspection carried out on the 11<sup>th</sup> August with K. Gibson, \$67,500 worth of works were identified. W. Moen reported that there have been no major works carried out in this rating district for some time. For the benefit of the newcomers to the area, W. Moen explained the proposed works in detail.

## RECOMMENDATION

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1. *That the Works Report covering the 2007 / 2008 financial year be adopted.*
2. *That the 2008 / 2009 works proposals be approved.*

*K. Gibson / C. Jones – Carried*

## RATES 2009 / 2010

W. Moen advised that last year's rate strike was \$35,000 and the recommended rate strike for this year is \$25,000 but in view of new developments in the area it was agreed that \$35,000 was more appropriate. W. Moen explained that fresh cross section surveys have been done, along with river designs for theoretical flood levels for the stopbanks.

W. Moen advised that this information reveals that most of the stopbanks are too low and are under the 50-year return period standard. He advised that costings to raise the stopbanks would need to be verified by carrying out a complete detailed engineering survey. S. Moran advised that Transit have been monitoring the riverbed to see if it is going to stabilise.

**Moved:** *"That the recommended rate strike for the 2009 / 2010 financial Year be \$35,000 + G.S.T."*

*K. Gibson / C. Jones – Carried*

**Moved:** *"That a full engineering survey and design be carried out on the proposed section of future works."*

*C. Jones / K. Gibson – Carried*

## ELECTION OF OFFICERS

K. Gibson stated that J. Duxbury has now left the area. K. Gibson nominated C. Roy.

**Moved:** *"That the present committee, namely:  
Chris Brooks  
Kevin Gibson  
Chris Roy  
Grant Gibbs  
Alex Miller  
be appointed as the committee for the 2008 / 2009 financial year."*

*K. Gibson / C. Jones - Carried*

**Moved:** *"That K. Gibson be re-elected as the spokesperson for the 2008 / 2009 financial year."*

*C. Jones / C. Roy - Carried*

## GENERAL BUSINESS

S. Moran asked the meeting if they would be happy to have future meetings in the mornings. This would allow the first meeting to be held in Okuru then work northwards so that there is no backtracking required.

The meeting agreed with the change of time.

C. Jones asked how many ratepayers are there in this area. T. Jellyman advised that close to 100 ratepayers were sent the meeting papers and notice of meeting.

There being no further business, the meeting closed at 1.18 pm.

**MINUTES OF THE ANNUAL MEETING OF THE  
LOWER WAIHO RATING DISTRICT  
HELD AT THE FRANZ JOSEF COMMUNITY HALL  
ON THURSDAY 16 OCTOBER 2008, COMMENCING AT 2.18 P.M**

**PRESENT**

T. Bruning, M. Fekkes, L. Richards, C. Brooks, R. Richards, D. Goodall (Air Safaris), N. Frendrup,  
T. Howard, T. Gibb

**IN ATTENDANCE**

West Coast Regional Council  
B. Chinn, (Councillor), D. Davidson (Councillor)  
S. Moran, W. Moen, T. Jellyman (Staff)

**APOLOGIES**

R. Quaife, P. Helford

*R. Richards / C. Brooks - Carried*

**BUSINESS**

B. Chinn opened the meeting and welcomed those present.  
He introduced himself and the Council staff.

**Moved:** *"That the minutes of the previous Annual General Meeting held on 19<sup>th</sup> September 2007, be adopted as a true and correct record of that meeting."*

*R. Richards / C. Brooks - Carried*

**MATTERS ARISING**

L. Richards asked how many people need to be at the meeting to form a quorum. It was clarified that two people are required to form a quorum.

**FINANCIAL MINUTES**

W. Moen presented the financial statements for the financial period ending 30 June 2008. This left the account with a current debit balance of \$ - 139,145.74.

W. Moen spoke of costings of \$1.2M for the joining of the flood bank at the rubbish dump and the Milton and Others stopbank. He advised that this is a very rough figure but if the committee wishes to take this further then a full engineering survey and design plus costing would be required.

**Moved:** *"That the financial report for the 2007 / 2008 year be adopted".*

*C. Brooks / R. Richards - Carried*

**MATTERS ARISING**

There were no matters arising.

**WORKS REPORT**

W. Moen presented the detailed works report, which covered the 12-month period; 1 July 2007 to 30 June 2008. He reported that \$134,876 worth of works were carried out during the reporting

period. This includes the emergency works carried out in April and further emergency works in June.

W. Moen carried out an inspection on the 11<sup>th</sup> of August 2008 with R. Richards and identified projected works to be carried out from 1 July 2008 to 30 June 2009. He recommended that the old rock spur on Canavans Knob be topped up to try to keep the river out of this area. \$20,000 is recommended for unforeseen maintenance up to 30 June 2008, with the total estimated works to 30 June 2009 being \$50,000. R. Richards stated he felt the money would be better spent on the bank as he thought it was too low. Discussion took place with the end result being that the 1000 tonne of rock is placed 500 tonne at the spur and 500 tonne as a kicker at the bottom end of the rubbish dump bank as required with final discretion to fall to W. Moen and R. Richards.

W. Moen advised that the rating district's account is in deficit and with the amount of work that needs doing a major loan or a major boost in rating is required. R. Richards stated that adjacent landowners are not in the scheme but he feels they need to be. W. Moen stated there is an anomaly in the boundary of the scheme, as the landowners behind the rubbish dump are not paying towards the maintenance of the bank. In 2003 W. Moen drew up a new boundary between Canavans Knob rating district and Lower Waiho but council decided at the time to stick with the old boundary. L. Richards stated that those who are benefiting from the scheme should have to pay in to it as well. R. Richards requested a copy of the Good Earth Matters report.

W. Moen advised that the Milton and Others bank is only minimally low but does require some topping up but the Rubbish Dump Banks is significantly lower. W. Moen has not had any costings on this area as he is awaiting instructions from the rating district.

S. Moran advised that if surveys are carried out in the area where the stopbank extension is required this would then allow for accurate costings to be obtained.

S. Moran confirmed that there are 16 individual properties in the rating scheme.

It was agreed that the surveying would be done. W. Moen will then do costings on works required and report back to the committee.

A motion that the stopbank at the Rubbish Dump be raised immediately was moved by L. Richards and R. Richards, there was substantial discussion. Before the motion was put to the meeting T. Bruning moved an amendment which was carried and became the motion.

**Moved:** *"That the small kicker and top up of Canavans Knob spur is done and then get surveys and costings done for the raising and extending of the stopbanks, then report back to the rating district".*

*T. Bruning / R. Richards*

Discussion took place regarding members of the rating district scheme and the boundary areas that it covers. It was agreed that W. Moen would utilise the work he did in 2003 regarding the common boundary of the rating district then report back to the rating district for their decision on where to from here.

## **RECOMMENDATION**

- 1. That the Works Report covering the 2007 / 2008 financial year be adopted.**
- 2. That the 2008 / 2009 amended works proposals be approved.**

*T. Bruning / R. Richards – Carried*

## **RATES 2009/ 2010**

The recommended rate strike for this year is \$75,000. Cr Davidson suggested reviewing this figure as there are significant works proposed. S. Moran advised that in view of the loan taken out to cover the emergency works the account is going backwards. W. Moen suggested that \$100,000 is a more appropriate figure. He stated that this rating district is the worst off out of



the 23 that council administers. S. Moran spoke of the importance in getting the maintenance account back in the black as a loan may be required to finish the proposed works.

## RECOMMENDATION

***"That the rate strike for the 2009 / 2010 financial Year is \$100,000 (GST Excl)."***

*T. Bruning / L. Richards – Carried*

## ELECTION OF OFFICERS

**Moved:** ***"That the present committee be all those present namely:***

***Lorraine Richards***

***Robin Richards***

***Chris Brooks***

***Richard Molloy***

***Todd Bruning for the 2008 / 2009 financial year."***

*L. Richards / C. Brooks – Carried*

R. Richards expressed his desire to stand down as spokesperson for the rating district. He has held this position since 1967.

**Moved:** ***"That Todd Bruning be elected as the spokesperson for the 2008 / 2009 financial year."***

*L. Richards / C. Brooks - Carried*

## GENERAL BUSINESS

**Moved:** ***"That the Ratepayers direct Council to carry out a reclassification of the Lower Waiho Rating District boundaries to reflect the benefit of the protection works."***

*N. Frendrup / T. Bruning – Carried*

Cr Chinn thanked R. Richards for being the spokesman for the rating district during his time on Council. He acknowledged the importance of having an effective spokesman in the area.

Cr Chinn also thanked T. Bruning for taking on this role.

W. Moen confirmed Cr Chinn's comments and thanked R. Richards for his work over the years.

There being no further business, the meeting closed at 3.23 pm.

## Action Points:

- W. Moen: Surveying to be done down to Milton and Others Stopbank.
- W. Moen: Reclassification of Rating District required.

THE WEST COAST REGIONAL COUNCIL

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MINUTES OF THE ANNUAL MEETING OF THE  
CANAVANS KNOB RATING DISTRICT  
HELD AT THE FRANZ JOSEF COMMUNITY HALL  
ON WEDNESDAY 16 OCTOBER 2008, COMMENCING AT 2.03 P M.

**PRESENT**

G. Tripe, L. Richards, G. Berry, R. Richards, C. Brooks

**IN ATTENDANCE**

West Coast Regional Council

B. Chinn, (Councillor), D. Davidson (Councillor)

S. Moran, W. Moen, T. Jellyman (Staff)

**APOLOGIES**

P. Halford, A. Miller, R. Quaife

*R. Richards / G. Tripe - Carried*

**BUSINESS**

B. Chinn opened the meeting and welcomed those present.

He introduced himself and the Council staff.

**Moved:** *"That the minutes of the previous Annual General Meeting held on Wednesday 19 September 2007, be adopted as a true and correct record of that meeting."*

*L. Richards / C. Brooks - Carried*

**MATTERS ARISING**

There were no matters arising.

**FINANCIAL MINUTES**

W. Moen presented the financial statements for the financial period ending 30 June 2008. This left the account with a current credit balance of approximately \$15,913.51 but with this year's rates the balance will then be close to \$21,000.

**Moved:** *"That the financial report for the 2007 / 2008 year be adopted".*

*G. Tripe / R. Richards - Carried*

**MATTERS ARISING**

There were no matters arising.

**WORKS REPORT**

W. Moen presented the detailed works report for 2007 / 2008. He advised that \$4,324.15 was spent on cross section surveys and river analysis report.

W. Moen carried out an inspection on the 11<sup>th</sup> of August. No immediate works were identified but W. Moen advised that it would be prudent to allow \$7,500 for unforeseen maintenance.

## RECOMMENDATION

54

1. *That the Works Report covering the 2007 / 2008 financial year be adopted.*
2. *That the 2008 / 2009 works proposals be approved.*

*R. Richards / G. Berry – Carried*

## MATTERS ARISING

There were no matters arising from the works report.

## RATES 2008 / 2009

W. Moen advised the recommended rate strike is the same as this year's rate. He advised that the report regarding the Canavan's Knob stopbank has indicated that the stopbank has only 1 metre top width, it is substandard and in a major flood it would not hold due to the narrowness of it. C. Brooks asked what is Transit going to do about it. W. Moen confirmed he has heard nothing from Transit. Cr Davidson asked if Transit had any intention of shifting the road. C. Brooks stated that Transit are more interested in shifting the stopbank but the rating district has put a lot of money into the stopbank. S. Moran spoke of the special meeting held with the Rating District when Transit advised that they had \$250,000 that they would contribute towards shifting the bank as in their view it was cheaper to shift the bank in towards the river.

S. Moran advised that the fact that the level of protection that the stopbank offers in a major flood is minimal would be noted in the updated Asset Management Plan along with the rating districts' acceptance of the level of risk due to the current limitations of the stopbank.

G. Berry stated that the rating district wants to be proactive but should not have to fund all of this and that Transit should be asked to contribute.

**Moved:** *"That a letter is written to Transit NZ regarding the widening of the stopbank and shifting of the road in the Canavan's Knob Rating District."*

*G. Berry / R. Richards - Carried*

## RECOMMENDATION

*That the recommended rate strike for the 2009 / 2010 financial year is \$4,500 GST Excl*

*G. Tripe / R. Richards - Carried*

## ELECTION OF OFFICERS

**Moved:** *"That the present committee, namely:*

*Chris Brooks*

*Michael Nolan*

*Jason Carson*

*Richard Molloy*

*Sue Thomas*

*Lorraine Richards*

*Anje Kremer*

*Robin Richards*

*Alex Miller*

*George Tripe*

*Graeme Berry*

*be retained as the committee for the 2008 / 2009 financial year."*

*G. Berry / R. Richards - Carried*

Moved: *"That Chris Brooks be elected as the spokesperson for the 2008 / 2009 financial year."*

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*G. Berry / R. Richards - Carried*

### **GENERAL BUSINESS**

S. Moran asked the meeting if they would be happy to consider changing of the meeting time to the morning with the time being around 9.30am or 10.30am.  
The meeting agreed with the time change.

There being no further business, the meeting closed at 2.17 pm

### **Action Point**

- W. Moen: Write to Transit NZ regarding the widening of the stopbank and shifting of the road in the Canavan's Knob Rating District

MINUTES OF THE ANNUAL MEETING OF THE  
WANGANUI RATING DISTRICT  
HELD AT THE HARI HARI RESTROOMS  
ON 16 OCTOBER 2008, COMMENCING AT 7.05 PM.

**PRESENT**

G. Robertson, R. Hodgkinson, R. Gawne, K. Garland, J. Sullivan, A. Campbell, B. McGrath, J. Arnold, S. Black, JH. McIntosh, G. Muir, B. Adamson, J. Stewart, B. Thomson, L. Molloy.

**IN ATTENDANCE**

West Coast Regional Council  
B. Chinn, (Councillor), D. Davidson (Councillor), P. Ewen (Councillor)  
S. Moran, W. Moen, T. Jellyman (Staff)

**APOLOGIES**

M. Molloy, J. Muir, N. Anderson

*G. Muir / A. Campbell - Carried*

**BUSINESS**

B. Chinn opened the meeting and welcomed those present.  
He introduced himself and the Council staff.

**Moved:** *"That the minutes of the previous Annual General Meeting held on 19 September 2007, be adopted as a true and correct record of that meeting."*

*J. Sullivan / K. Garner - Carried*

**MATTERS ARISING**

J. Sullivan requested that the rating district find another rock source as the rock from the Wanganui quarry is too expensive at \$33.50 per tonne.

**Moved:** *"That West Coast Regional Council seriously look at Bede McGrath's quarry as a new source of rock for the rating district".*

*J. Sullivan / G. Robertson - Carried*

**FINANCIAL MINUTES**

W. Moen presented the financial statements for the financial period ending 30 June 2008. This leaves the account with a current up-to-date credit balance of approximately \$264,254.69.

**Moved:** *"That the financial report for the 2007 / 2008 year be adopted".*

*J. Sullivan / A. Campbell - Carried*

L. Molloy requested that the column of figures for the previous year's financial statement be included in the financial report each year.

**Moved:** *"That last year's costs be included in the financial statement each year".*

*L. Molloy / J. Arnold - Carried*

## MATTERS ARISING

J. Sullivan queried the \$10,585.00 cost of staff time. He stated that he felt this amount was exceedingly high in view of the fact that there were only three visits to the rating district. W. Moen stated that he is charged out at \$90 per hour. A lot of his time has been taken up working on behalf of the rating district with the K. Garland Resource Consent. S. Moran advised that a considerable amount of staff time was taken up with G. Black's Access Agreement. G. Muir stated he would like to see staff time apportioned to each job.

J. Arnold stated that the requirement to clean out the quarry as you go makes contracts more expensive. He asked why is this not a charge against the quarry instead of the rating district. His view was that the true cost of rock including mucking out costs should be included in the royalty. J. Arnold stated that his contracts say that he can only take rock from the Wanganui Quarry.

## WORKS REPORT

W. Moen presented the detailed works report, which covered the 12-month period: 1 July 2007 to 30 June 2008.

He outlined the works that had been carried out during the period (\$85,335) and as a result of an inspection carried out on 1 September 2008, outlined a proposed allowance of \$146,035 for maintenance expenditure for the following 2008 / 2009 year.

Discussion ensued regarding capital works which includes the exposed stopbank where the river comes in which is downstream from Berry's Hook where the river is cutting in. W. Moen advised that he needs to talk to the affected parties in this area. He is concerned that the amount of rock that was required may have increased by now due to the time lapse in progressing the works. It was agreed that W. Moen will give A. Campbell the apportioned figures and he will get the support of the affected parties in the area.

J. Sullivan stated that the people at the meeting are not in favour of spraying the stopbank. They believe that every landowner that leases or runs the stopbank should be in charge of spraying or mowing in their area and if they don't do it themselves then they should be charged. S. Moran and W. Moen advised that this may not be legally possible. J. Sullivan stated they believe they could save \$17,000 by doing this themselves. W. Moen advised that he has recently had a price of \$130 per hour from a contractor who could mow the stopbank.

## RECOMMENDATION

***"That the adjacent landowner that leases the stopbank should be in charge of spraying or mowing their stopbank and if they don't then they should be charged by West Coast Regional Council".***

*J. Sullivan / B. Thomson – Carried*

Discussion took place as to how rock is placed. W. Moen advised that rock should be placed with a digger. It is believed that on a section of the Wanganui Flat Road job, rock was dumped using a loader rather than placed. J. Stewart is not happy with the standard of this work. W. Moen will follow this up with the contractor concerned. Also discussion took place regarding the running surface of the bank is left in after a contract. Cr Chinn spoke of the importance of the rating district contacting their Spokesman (A. Campbell) so that he can contact WCRC and the matter can be dealt with straight away.

J. Stewart stated that on the same job he is unhappy with the work on the top of the stopbank as it affects trucks that drive along there. S. Moran encouraged the rating

district to keep an eye on works as they are happening, as it is a lot easier to put things right if the contractors are still on the job. He stated that this is a joint responsibility of the rating district and the council. W. Moen stated that if the rating district is not happy with works they need to let him know prior to the contractor being paid. Cr Chinn and S. Moran reiterated that the Spokesman needs to keep an eye on works and if he can't then ask someone else to. S. Moran advised this approach would be far more cost effective to the rating district than additional visits by W. Moen.

W. Moen advised that he had an inspection arranged for the 1<sup>st</sup> of September and he also had work organised in Whataroa at the same time in order for costs to be shared. W. Moen stated that he was advised the night before that the committee couldn't make it therefore he undertook the inspection without the committee present. It was requested by the meeting that the inspection is carried out in July as August / September is a busy time for the rating district.

## RECOMMENDATION

1. ***That the Works Report covering the 2007 / 2008 financial year be adopted.***
2. ***That the 2008 / 2009 works proposals be adopted subject to the removal of the spraying and mowing of stopbanks and that the Rating District Committee carrying out an inspection prior to the commencement of the proposed works".***

*J. Sullivan / K. Garner – Carried*

W. Moen drew attention to the final figure for proposed capital works at the end of the works report. He asked the meeting if they wanted the rating district to do the work and then bill them for it. Or would they prefer to wait for the money to come in first? Discussion ensued around payment of works. S. Moran advised that a short formal contract would be drawn up and those people who have paid for their proportion of the capital costs would sign it and then the rating district can be billed. K. Garland asked if 250 tonne of rock is the correct amount. W. Moen confirmed that it was at the time of inspection but that this could have changed. K. Garland stated that if we look at the rateable value of the people involved then we are only talking about a few dollars and that the properties concerned are worth millions of dollars.

Discussion ensued regarding the correct figure for the proposed works on the south side of the river. B. Thomson stated that the figures don't tally up correctly and he has worked it out at \$66,950 instead of \$60,700, this was confirmed as an incorrect addition in the papers.

## RATES 2009 / 2010

Discussion ensued regarding the rate strike. The meeting felt that due to savings made by removing costs for spraying and mowing they could settle for a smaller rate strike.

## RECOMMENDATION

***"That the rate strike for the 2009 / 2010 financial Year is \$50,000 (GST Excl)."***

*B. Thomson / J. Stewart - Carried*

## ELECTION OF OFFICERS

L. Molloy advised that Neville Adamson would like to come off the committee. J. Sullivan nominated J. Arnold with G. Adamson the seconder.

**Moved:** *"That the following members, namely:*

*J. Arnold*

*J. Stewart*

*A. Campbell*

*R. Hodgkinson*

*G. Robertson be elected as the committee for the 2008 / 2009 financial year."*

*K. Garland / J. Stewart - Carried*

**Moved:** *"That A. Campbell be elected as the spokesperson for the 2008 / 2009 financial year."*

*K. Garland / J. Stewart - Carried*

L. Molloy stated he would like to see the policy of two committee members standing down at each annual meeting carry on, as this gives the opportunity for new blood to come in. W. Moen asked which five members of the committee would be available for rotation next year. A. Campbell and J. Stewart could stand down next year.

**Moved:** *"That two of the committee members stand down by rotation starting form next year. They will be A. Campbell and J. Stewart".*

*L. Molloy / G. Muir - Carried*

## **GENERAL BUSINESS**

W. Moen asked the meeting if they are looking at B. McGrath's quarry with a view to closing down the Wanganui Quarry or are they going to keep it going. W. Moen advised that there is still restoration work required in the quarry to bring it up to DoC requirements. A. Campbell asked what fees are involved and what would it cost per year. S. Moran advised that it would be more cost effective to go in and get as much rock as possible out, put the rubble back, then create benches which is part of the restoration work required. It was agreed that the committee would have a good look at the quarry and decide where to from here.

### **Harold Creek**

W. Moen reported that the rating district committee has decided not to proceed with the clean out of Harold Creek. He stated that they have been advised by NZ Transport Agency (Transit NZ) that there is no advantage in cleaning out this creek.

**Moved:** *"That Harold Creek be removed from the Wanganui Rating District".*

*J. Sullivan / A. Campbell - Carried*

Cr Ewen advised that as Chairperson of the Resource Management Committee he wished to inform the meeting that LAPP funding has gone up significantly this year. He advised that there is still a commitment from Council that they will still pay if it is of general benefit that the ratepayer gets.

### **Meeting Time**

S. Moran asked the meeting if they would consider changing the meeting time from an evening to a morning meeting. This would enable staff to then continue south for meetings in Okuru and Whataroa. It was agreed that next year's meeting would commence at 9.30 a.m.



### Cross Sections

W. Moen advised that most rating districts are having cross section work carried out every three years along with analysis on theoretical flood heights in order to give rating districts an indication of the potential of stopbanks during a flood. The analysis will show what level the stopbanks will need to be raised to. S. Moran advised that the Asset Management Plan would need to be amended to include the correct levels. He gave detailed examples of how the analysis is interpreted and the benefits of having accurate information.

L. Molloy stated that it would be false economy not to do proceed as this is the only way of telling what the stopbanks are capable of. W. Moen explained the costs involved and the advantages of going ahead with cross sections and analysis work. He asked the meeting if they would like to go ahead with the cross sections.

**Moved:** *"That the Wanganui Rating District proceed to having cross sections carried out".*

*L. Molloy / G. Muir  
Against R. Hodgkinson, B. McGrath  
- Carried*

S. Moran asked the meeting if they would like the design work done. The answer was no, the rating district is happy to continue with the scheme as it is. S. Moran stated that it is the rating district's decision and it needs to be recorded in the Asset Management Plan.

L. Molloy asked if the access agreement to the quarry road had been signed. S. Moran confirmed that it has been signed and is now registered on Mrs Black's title. The agreement is reviewed every year. S. Moran confirmed that the actual easement of the road is in perpetuity. It was asked how much is owed on the road; S. Moran confirmed approximately \$33,000. S. Moran confirmed that if another source of rock was found the road and restoration would still need to be paid for by the rating district.

R. Hodgkinson stated that the river is cutting in at Clarke's Hook and rock is slumping. He wondered if the rock should be replenished. K. Garland stated that this Hook is sucking up money and that rivers flow better along a straight bank. Discussion ensued on whether to take the hook out. K. Garland stated that it is currently causing a whirlpool effect.

It was agreed that W. Moen and the committee would have a look at this area next time W. Moen is in the area.

Cr Chinn thanked the ratepayers for their attendance.

There being no further business, the meeting closed at 8. 25 pm.

### Action Points for follow up

<b>W. Moen</b>	Inspect Clarke's Hook with RD committee to see if rock is slumping and if it should be replenished.
<b>W. Moen</b>	Ensure that the column of figures for the previous year's financial statement be included in the financial report each year.
<b>W. Moen</b>	Berry's Hook where the river is cutting in. W. Moen to talk to the affected parties re the amount of rock that was required may have increased.

	W. Moen will give A. Campbell the apportioned figures and A. Campbell will get the support of affected parties.
<b>W. Moen</b>	Wanganui Flat Road job, rock was placed using a loader. J. Stewart is not happy with the standard of this work. W. Moen will follow this up with the contractor concerned.
<b>W. Moen</b>	Carry out inspection in July as RD is busy in August / September with calving etc.

**THE WEST COAST REGIONAL COUNCIL**

**MINUTES OF THE ANNUAL MEETING OF THE  
KONGAHU RATING DISTRICT  
HELD AT THE LITTLE WANGANUI HOTEL  
ON 17 OCTOBER 2008, COMMENCING AT 11.05 AM**

**PRESENT**

F. Bjerring, B. Bjerring, L. Kees, G. Volckman (arrived 11.08)

**IN ATTENDANCE**

West Coast Regional Council

R. Scarlett (Councillor)

C. Ingle, (CEO)

W. Moen (Staff)

T. Jellyman (Staff)

**APOLOGIES**

B. Jones, S. McGregor, R. Hedgman, K. Kees

*L. Kees / B. Bjerring - Carried*

**BUSINESS**

R. Scarlett opened the meeting and welcomed those present.

He introduced himself and the Council staff.

**Moved:**        *"That the minutes of the previous Annual General Meeting held on 25 September 2007, be adopted as a true and correct record of that meeting."*

*G. Volckman / L. Kees - Carried*

**MATTERS ARISING**

A letter from B. Jones stating his wish to have Granite Creek cleared of gravel was read to the meeting. W. Moen has looked at the creek with B. Jones with a view to clearing willows. C. Ingle advised that there is a resource consent in place for pruning overhanging branches and is currently in year four of fifteen year consent. It was agreed that it is not practical to clear Granite Creek, as it would be a never-ending task due to the amount of gravel coming down. It was agreed that W. Moen would inspect Granite Creek to ascertain where to from here. C. Ingle asked how many ratepayers are affected by rising water levels. It was agreed that survey levels would be arranged to establish how much the levels in Granite Creek have changed and how they affect the performance of the drainage scheme. Murray Watts should be used for the survey work as he lives at Granite Creek.

L. Kees raised the matter of aerial spraying by Anderson Helicopters. He stated that W. Moen had not contacted Mr Anderson. W. Moen disagreed, but suggested the later timing of spraying seemed to work well in any case.

G. Volckman agreed that the later timing of spraying last year (March) worked well and was effective. It was agreed that the spraying would be arranged for March and to be part of Anderson's normal circuit. C. Ingle agreed to investigate whether Torpedo Gel could be used for killing aquatic weeds in the drain. Mr Volckman agreed to advise Mrs Hedgman when the helicopter will be in the area.

Discussion about which drains are in the scheme took place. W. Moen agreed to post out the original drain plans. The rating district is to take out the drains which aren't applicable for treatment.

L. Kees asked why did it take so long to get the letter out regarding disposing of old logs when humping and hollowing, as he didn't get his letter until March. C. Ingle apologised for this delay. G. Volckman stated that H. McBeth's name was left out of last year's minutes. He was at the meeting but he is not a ratepayer in this scheme area. R. Scarlett stated it is up to the meeting to decide who speaks. C. Ingle advised that rating district meetings are a public meeting so anyone can attend, but only ratepayers within the scheme have voting rights. R. Scarlett asked if they have speaking rights, C. Ingle said not unless there is a public forum then they need to request speaking rights prior to the meeting.

### **FINANCIAL MINUTES**

W. Moen presented the financial statements for the financial period ending 30 June 2008. This left the account with an up-to-date credit balance of approximately \$51,282.54.

**Moved:**            ***"That the financial report for the 2007 / 2008 year be adopted".***

*G. Volckman / F. Bjerring - Carried*

### **MATTERS ARISING**

There were no matters arising.

### **WORKS REPORT**

W. Moen presented the detailed works report, which covered the 12-month period; 1 July 2007 to 30 June 2008. W. Moen did not undertake an inspection this year but spoke to G. Volckman on the phone when it was agreed that no additional works were required. The estimated works for 2008 / 2009 are \$8,500.00 which includes spraying. L. Kees stated that he wasn't asked if he required works to be done on his land. He advised that he has a drain on the back road of the Kongahu Swamp that he had asked to be inspected following last year's meeting. This wasn't done; L. Kees requested that this drain be cleared.

R. Scarlett suggested that more coordination is needed between those in the scheme to ensure works aren't carried out in a piecemeal fashion. G. Volckman stated that he is the spokesperson and that those who have work required should contact him so that he can inform W. Moen of proposed works. G. Volckman stated that for as long as he has been involved with the scheme whenever anyone has requested works they have been done.

It was agreed that W. Moen would send out a letter with a map enclosed to ratepayers in the next few weeks asking if they require any drains to be cleared over the coming year.

### **RECOMMENDATION**

- 1. That the Works Report covering the 2007 / 2008 financial year be adopted.***
- 2. That the 2008 / 2009 works proposals be approved.***

*F. Bjerring / G. Volckman – Carried*

### **RATES 2009 / 2010**

Discussion ensued regarding the rate strike. G. Volckman stated that the drains are stabilising and spraying is working well along with the occasional clean out of the drains as mentioned by L. Kees. G. Volckman stated that he feels there is no reason for the rate strike to be higher than it currently is. He stated that with Council sending out a letter asking the rating district what works they require this will give them a good indication of how much they need to set

aside for the rate strike each year. L. Kees confirmed he is happy hold the rate strike at \$7,600.00 for this year.

## RECOMMENDATION

***"That the rate strike for the 2009 / 2010 financial Year is \$7,600.00 (GST Excl)."***

*G. Volckman / F. Bjerring – Carried*

W. Moen stated that if work is carried out and the rating district is not happy with the standard then he needs to know immediately, prior to the account being paid.

## ELECTION OF OFFICERS

**Moved:** ***"That G. Volckman be re-elected as the spokesperson and that the committee comprise of all ratepayers for the 2008 / 2009 financial year."***

*B. Bjerring / F. Bjerring - Carried*

## GENERAL BUSINESS

B. Bjerring raised the matter of the fencing of drains and also the importance of stock being kept off the stopbanks. C. Ingle advised that having stock on stopbanks does keep the vegetation down but care needs to be taken that the stopbank is not overstocked. He stated that it is important that stock is kept out of the waterways. C. Ingle clarified the current RMA rules, which state that stock do not cause significant pugging, or erosion or land instability within 5 metres of any creek edge.

It was agreed it leave this matter until next year and to notify the rating district that further discussion will take place at the next annual meeting.

It was agreed that a letter would be written to B. Jones outlining the analysis that will be carried out on Granite Creek and thanking him for absorbing the cost of the floodgate.

There being no further business, the meeting closed at 12.30 p.m.

### Action Points for follow up

Contact	Task	Completed
<b>W. Moen</b>	Ask Murray Watts to do survey levels in Granite Creek and related areas.	
<b>W. Moen</b>	Send plan of drains to Ratepayers to mark areas that do not need spraying and ensure spraying is arranged to work in with Kevin Anderson's circuit.	
<b>W. Moen</b>	Send out a letter with a map attached to ratepayers this November to see what drain clearing works are required this coming February, and thereafter in June/July for works required the following year.	
<b>C. Ingle</b>	Investigate to see if Torpedo Gel is suitable for use in this area	
<b>T. Jellyman</b>	Ensure stock grazing on stopbanks and fencing is on agenda for next years meeting.	

**THE WEST COAST REGIONAL COUNCIL**  
**MINUTES OF THE ANNUAL MEETING OF THE**  
**KARAMEA RATING DISTRICT**  
**HELD AT THE KARAMEA AREA SCHOOL LIBRARY**  
**ON 17 OCTOBER 2008, COMMENCING AT 1.03 PM.**

**PRESENT**

J. Barton, R. Pokoray, M. Macbeth, R. Barton, B. Langford

**IN ATTENDANCE**

West Coast Regional Council  
 R. Scarlett (Councillor)  
 C.Ingle (CEO)  
 W. Moen, T. Jellyman (Staff)

**APOLOGIES**

S. Lowe, R. Sampson, G. Maw

*M. Macbeth / B. Langford - Carried*

**BUSINESS**

R. Scarlett opened the meeting and welcomed those present.  
 He introduced himself and the Council staff.

**Moved:**        ***"That the minutes of the previous Annual General Meeting held on Thursday 25 September 2007, be adopted as a true and correct record of that meeting."***

*R. Barton / B. Langford - Carried*

**MATTERS ARISING**

There were no matters arising.

**FINANCIAL REPORT**

W. Moen presented the financial statements for the financial period ending 30 June 2008. This left the account with a current up-to-date credit balance of approximately \$156,039.94. W. Moen drew attention to the figure of \$96,820 for contractor costs also Lidar Flying of \$20,000.

**Moved:**        ***"That the financial report for the 2007 / 2008 year be adopted".***

*B. Langford / M. Macbeth - Carried*

**MATTERS ARISING**

There were no matters arising.

**WORKS REPORT**

W. Moen presented the works report for 2007 / 2008. He advised that a total of \$116,820.00 was spent during the reporting period.

W. Moen drew attention to the \$29,150 which is the Buller District Council's 50% share for works carried out at Captains Creek Road.

W. Moen carried out an inspection on the 27<sup>th</sup> of August 2008 with B. Langford, this was done via jet boat to allow good visual inspection of the riverbanks. The cost of proposed works for the 2008 / 2009 year is \$75,400 with \$28,000 included for unforeseen maintenance.

M. Macbeth asked where is Captains Creek Road, W. Moen confirmed the location and advised there is one house in this area. This is a Buller District Council roadway therefore costs for this work was subsidised by Buller District Council.

M. Macbeth spoke of the Good Earth Matters Report where it was reported that it is not a good idea to have large trees on stopbanks. W. Moen concurred with this.

## RECOMMENDATION

1. *That the Works Report covering the 2007 / 2008 financial year be adopted.*
2. *That the 2008 / 2009 works proposals be approved.*

*M. Macbeth / B. Langford – Carried*

## MATTERS ARISING

There were no matters arising.

## RATES 2009 / 2010

R. Scarlett invited the meeting to express their views on future rate strikes. R. Barton was interested in hearing the council views on this. R. Scarlett advised it is a good idea to look at what has happened over the last five years, his personal view is that it should stay the same. B. Langford stated that he doesn't feel the rate strike needs to be increased as there is a good balance in the kitty. W. Moen commented that the balance last year was over \$200,000, \$96,000 was spent last year and proposed works for this year is \$75,000. W. Moen spoke of the importance in having a reasonable reserve in the account to combat a major problem if needed. W. Moen advised that his recommended rate strike for 2009 / 2010 is \$40,000.

C. Ingle clarified that the area is rated on capital value. He agrees with W. Moen that it is prudent to have a healthy reserve in the account.

R. Barton asked how many ratepayers are in the rating district. R. Scarlett confirmed there are 427 ratepayers in this scheme, he drew attention to the poor turnout at this meeting.

Discussion ensued regarding rating classifications and how the rate is shared.

R. Scarlett stated that any raising of the stopbank would be new capital expenditure.

C. Ingle clarified that the Council owns the stopbank but the landowner owns the land beneath it.

R. Barton spoke of the changes he has noticed with the river mouth. He stated it is moving towards the north.

R. Scarlett asked the meeting for a decision on the rate strike. M. Macbeth stated she feels the rate needs to go up but not to \$40,000. R. Barton stated that he does not know enough about the matter to make a decision. He is happy to go with what the chairman and experts recommend. He stated that these are interesting times and he feels that a

substantial reserve does need to be maintained so that it can be used to do the job as required.

W. Moen reminded the meeting that last year's rate strike was \$19,000. This year W. Moen recommends \$40,000.

R. Scarlett stated that his view is to leave the rate as it is and to look at it next year. This would also show if the works next year follow the same pattern and if so, that will then be for three years in a row.

B. Langford stated he feels the rate strike needs to rise a little bit, he suggested adding 10% to it this year and the same again next year if required, making it \$25,000 this year. The meeting agreed with this approach.

R. Barton suggested next year that attention is drawn to the matter of the rate strike to ensure that people consider this and make sure that they make an effort to come to the meeting. R. Scarlett concurred with this approach.

## **RECOMMENDATION**

***"That the rate strike for the 2009 / 2010 financial Year is \$25,000 (GST Excl)."***

*B. Langford / M. Macbeth – Carried*

## **ELECTION OF OFFICERS**

R. Scarlett advised the meeting that K. Storer has now left the district and G. Maw is also leaving therefore they will be removed from the committee.

B. Langford nominated M. Macbeth; this was seconded by R. Barton.

M. Macbeth nominated R. Barton; this was seconded by B. Langford.

**Moved:** ***"That the present committee, namely:***

***Darryl Simkin***

***Brian Jones***

***Margaret Macbeth***

***Roger Barton***

***Bevan Langford***

***be retained as the committee for the 2008 / 2009 financial year."***

*B. Langford / M. Macbeth - Carried*

**Moved:** ***"That B. Langford be elected as the spokesperson for the 2007 / 2008 financial year."***

*M. Macbeth / R. Barton - Carried*

## **GENERAL BUSINESS**

W. Moen advised that some minor works will be done, this will be done out of the unforeseen maintenance budget.

M. Macbeth asked W. Moen if the price of rock has increased per tonne. W. Moen stated there has been no dramatic increase in rock price. R. Scarlett stated there is plenty of rock available in the area.

C. Ingle updated the meeting on recent research work in the rating district. He displayed maps from the recent LIDAR survey to the meeting.



C. Ingle advised that he has received a \$5,000 government grant to take the next step with analysis of the LIDAR survey data. He is hopeful of getting the river analysis done for free and is currently negotiating with NIWA.

C. Ingle advised that he is hoping to be able to present information showing a proper flood model for the entire valley.

R. Scarlett stated that all the options available would need to be costed so that the ratepayers know how much they are up for.

R. Barton asked what level is the stopbank currently up to. C. Ingle stated that currently the stopbank is up to a 20 year flood level.

R. Scarlett gave a history of the original floodbank construction done in the 1930's which was funded by the government.

C. Ingle spoke of emergency insurance that council has but this would only cover replacement costs not upgrades.

R. Scarlett spoke of previous floods in the 1970's and 1998.

R. Scarlett thanked the meeting for their attendance.

There being no further business, the meeting closed at 1.58 pm.

THE WEST COAST REGIONAL COUNCIL

MINUTES OF THE ANNUAL MEETING OF THE  
RAFT CREEK RATING DISTRICT  
HELD AT THE KOWHITIRANGI HALL  
ON 20 OCTOBER 2008, COMMENCING AT 10.05 AM.

**PRESENT**

S. Wright (Landcorp), H. Ryder, S. Hyde, S. Provis, W. O'Reilly, R. Burdon

**IN ATTENDANCE**

West Coast Regional Council  
D. Davidson, B. Chinn (Councillors)  
C. Ingle, T. Jellyman, W. Moen (Staff)

**APOLOGIES**

P. Routhan

*S. Wright/ R. Burdon - Carried*

**BUSINESS**

D. Davidson opened the meeting and welcomed those present.  
He introduced himself and the Council staff.

**Moved:** *"That the minutes of the previous Annual General Meeting held on 20 September 2007, be adopted as a true and correct record of that meeting."*

*S. Wright / - Carried*

**MATTERS ARISING**

W. O'Reilly had requested that an apology be recorded at last years meeting, this was not passed on at the meeting.  
W. Moen advised that he did not receive an account for the river work. R. Burdon stated that the work was not done.

**FINANCIAL MINUTES**

W. Moen presented the financial statements for the financial period ending 30 June 2008. This left the account with a current credit balance of \$19,512.83.

**Moved:** *"That the financial report for the 2007 / 2008 year be adopted".*

*W. O'Reilly / S. Wright - Carried*

**MATTERS ARISING**

There were no matters arising.

**WORKS REPORT**

W. Moen presented the works report for the 2007 / 2008 year. W. Moen reported that following a discussion with S. Wright it was agreed that an inspection was not required as no immediate works were identified. However, W. Moen stated that it has been

suggested that a cleanout of the creek be programmed over a five year cycle. 50 hours of excavator hire at a cost of \$6,500 has been allowed for this purpose.

W. O'Reilly suggested a cleanout of the drains between Raft Creek and Dawson's Road. W. Moen suggested supplying the Spokesperson (S. Wright) with a map identifying the drains and creeks in the drainage scheme and identifying those that require clearing.

W. O'Reilly stated that there are only two or three drains that require clearing.

Discussion ensued regarding the type of weed in the creek. It is thought to be Sweet Reed Grass.

## **RECOMMENDATION**

1. ***That the Works Report covering the 2007 / 2008 financial year be adopted.***
2. ***That the 2008 / 2009 works proposals be approved.***

*W. O'Reilly / S. Hyde – Carried*

## **RATES 2009 / 2010**

W. Moen advised that the recommended rate strike is \$8,000 which is the same as last year. W. O'Reilly stated that things are going along well and he feels comfortable with leaving as it is.

## **RECOMMENDATION**

***"That the rate strike for the 2009 / 2010 financial Year is \$8,000 (GST Excl)."***

*S. Wright / R. Burdon – Carried*

## **ELECTION OF OFFICERS**

It was agreed that the election of officers would roll over once again for this year.

**Moved:** ***"That S. Wright be re-elected as Spokesman for the 2008 / 2009 financial year."***

*W. O'Reilly / R. Burdon - Carried*

## **GENERAL BUSINESS**

C. Ingle asked the meeting where in the creek is the weed. W. O'Reilly stated it is in Raft Creek. The meeting agreed that the weed is no longer such a problem now that the water level in the creek has dropped and it is not clogging up water flow.

W. Moen clarified that at this stage there are no additional works required to clear the weed.

S. Wright stated he would like the weed identified, C. Ingle agreed to follow up on this.

S. Wright agreed to check the regrowth of willows in the creek with a view to having these aerial sprayed if necessary. W. Moen advised the meeting that this would be a cost to the rating district.

There being no further business, the meeting closed at 10.20 am.

## **Action Point**

- C. Ingle to follow up on the identification of the weed in Raft Creek.

**MINUTES OF THE ANNUAL MEETING OF THE  
KOWHITIRANGI RATING DISTRICT  
HELD AT THE KOWHITIRANGI HALL  
ON 20 OCTOBER 2008, COMMENCING AT 10.35 AM.**

**PRESENT**

P. Cook, S. Keenan, B. Godfrey, G. Monk, R. Burdon, A. Godfrey, J. Michell (arrived 10.45), W. Diedrichs (arrived 10.45)

**IN ATTENDANCE**

West Coast Regional Council  
B. Chinn, D. Davidson (Councillors)  
C. Ingle, W. Moen, T. Jellyman (Staff)

**APOLOGIES**

K. Nolan, N. Monk, T. Burdon, B. Patterson

*A. Godfrey / G. Monk - Carried*

**BUSINESS**

Cr. Davidson opened the meeting and welcomed those present.  
He introduced himself and the Council staff.

**Moved:** *"That the minutes of the previous Annual General Meeting held on 20 September 2007, be adopted as a true and correct record of that meeting."*

*S. Keenan / P. Cook - Carried*

**MATTERS ARISING**

P. Cook raised the matter of DoC grazing leases at last year's meeting. He concern is that this land is rateable and that DoC take the rates. C. Ingle confirmed that this land is rateable. He agreed to follow up with R. Mallinson to ensure that DoC are paying rates for grazing lease land in Westland. It is understood that there is no grazing lease land within the rating district.

W. Moen reported that the cross section analysis has been carried out. The stopbank has a capacity greater than a 1 in 100 year flood level. He stated that parts of the the stopbank are thought to be silt and that it is recommended that core samples are obtained. W. Moen suggested a marker in the river for recording levels during a major event.

**FINANCIAL MINUTES**

W. Moen presented the financial statements for the financial period ending 30 June 2008. This left the account with a current credit balance of \$75,815.66.

**Moved:** *"That the financial report for the 2007 / 2008 year be adopted".*

*S. Keenan / A. Godfrey - Carried*

## MATTERS ARISING

72

There were no matters arising.

## WORKS REPORT

W. Moen presented the works report, which covered the 12-month period; 1 July 2007 to 30 June 2008 and advised that no works were carried out during the reporting period. He reported that the Good Earth Matters report is now to hand.

An inspection was carried out on the 22<sup>nd</sup> of August 2008, no works were identified but a proposed allowance of \$10,000 for unforeseen maintenance expenditure for the following 2008 / 2009 year is recommended.

P. Cook stated that the spur between Paterson's and Bryant's is not a major.

## RECOMMENDATION

- 1. That the Works Report covering the 2007 / 2008 financial year be adopted.*
- 2. That the 2008 / 2009 works proposals be approved.*

*P. Cook / S. Keenan – Carried*

## ELECTION OF OFFICERS

S. Keenan advised that C. Harris has sold his farm and moved out of the rating district. S. Keenan took the opportunity to express his thanks to C. Harris stating that he had sound knowledge of the area and a common sense approach. W. Moen agreed and also expressed his thanks.

It was agreed that C. Harris be removed from the committee and replaced by R. Burdon.

**Moved:** *"That the committee consist of the following: -*

*S. Keenan*

*R. Burdon*

*P. Cook*

*T. Taft*

*K. Nolan*

*A. Godfrey*

*be retained as the committee for the 2008 / 2009 financial year."*

*S. Keenan / G. Monk - Carried*

**Moved:** *"That S. Keenan be re-elected as the spokesperson for the 2008 / 2009 financial year."*

*P. Cook / G. Monk - Carried*

## RATES 2009 / 2010

General discussion ensued on future rate strikes. W. Moen advised that the rate strike was \$10,000 last year and he recommends this amount again this year.

## RECOMMENDATION

***"That the rate strike for the 2009 / 2010 financial Year is \$10,000 (GST Excl)."***

*S. Keenan / G. Monk – Carried*

### **GENERAL BUSINESS**

Discussion took place regarding the works at the spur by P. Cook's property. It was agreed that W. Moen would view these works and report back to the committee spokesperson if required.

A. Godfrey raised the matter of gorse on the stopbank, he asked who is responsible for clearing this. W. Moen advised that if it is on the stopbank then it is the rating district's responsibility. It was agreed that S. Keenan would get the rating district committee to look into this and then work out the most efficient way to deal with it.

There being no further business, the meeting closed at 10.55 a.m

MINUTES OF THE ANNUAL MEETING OF THE  
VINE CREEK RATING DISTRICT  
HELD AT THE KOWHITIRANGI HALL  
ON 20 OCTOBER 2008, COMMENCING AT 11.03 AM

**PRESENT**

B. Godfrey, A. Godfrey, J. Michell, P. Cook, W. Diedrichs, D. Robinson, G. Monk

**IN ATTENDANCE**

West Coast Regional Council  
D. Davidson, B. Chinn (Councillors)  
W. Moen, T. Jellyman (Staff)

**APOLOGIES**

N. Monk, T. Burdon, B. Patterson

*A. Godfrey / P. Cook - Carried*

**BUSINESS**

D. Davidson opened the meeting and welcomed those present.  
He introduced himself and the Council staff.

**Moved:** *"That the minutes of the previous Annual General Meeting held on 20 September 2007, be adopted as a true and correct record of that meeting."*

*P. Cook / A. Godfrey - Carried*

**MATTERS ARISING**

An amendment to last year's minutes noting that B. Godfrey was recorded twice in the minutes and A. Godfrey inadvertently left out.

W. Moen reported that the cleanup upstream of the bridge was done by Ferguson Contractors.

W. Moen reported that W. Diedrichs had asked if council has any record of the spoil placement agreements through the Diedrichs property when the scheme was started.

W. Moen stated that he has been unable to find anything in writing or plan form.

W. Moen confirmed he would be coming down on Wednesday to meet with W. Diedrichs to resolve this matter with a formal agreement. W. Diedrichs spoke of an historic agreement that his father had with this council. W. Moen has been unable to locate this.

W. Diedrichs stated that he also has been unable to locate his copy of the original plan.

Discussion took place regarding the gorse spraying on the stopbanks not being down this year. W. Moen advised this will be mowed in the next few days then it will be sprayed.

W. Diedrichs feels that mowing will spread the seed. P. Cook stated if the gorse is sprayed initially then it is up to the landowners to spot spray after this.

**FINANCIAL MINUTES**

W. Moen presented the financial statements for the financial period ending 30 June 2008. This left the account with a current credit balance of \$94,953.21.

**Moved:** *"That the financial report for the 2007 / 2008 year be adopted".*

*P. Cook / B. Godfrey - Carried*

**MATTERS ARISING**

There were no matters arising.

**WORKS REPORT**

W. Moen presented the works report for the 2007 / 2008 period. W. Moen stated that Fergusons encountered a lot of breakdowns during this time but the price for the job was very cheap and they lost money on these works. W. Moen was happy with the works.

W. Moen reported that he carried out an inspection on 20 August 2008. Works and some spraying were identified with the estimated cost being \$12,000 for these proposed works. W. Diedrichs stated that the culvert is very narrow and he feels another culvert is required to widen the road. B. Godfrey confirmed that the culvert is only two pipes wide and it does need to be wider. It was agreed that W. Moen would look at this on Wednesday and report back to the rating district.

**RECOMMENDATION**

1. *That the Works Report covering the 2007 / 2008 financial year be adopted.*
2. *That the 2008 / 2009 works proposals be approved.*

*A. Godfrey / J. Mitchell – Carried*

**RATES 2009 / 2010**

W. Moen reported that the balance in the account by the end of June would be \$136,000. He recommended that the same rate be struck this year as last year, which was \$45,000.

**RECOMMENDATION**

*"That the rate strike for the 2009 / 2010 financial Year is \$45,000 (GST Excl)."*

*A. Godfrey / J. Mitchell – Carried*

**ELECTION OF OFFICERS**

**Moved:** *"That the present committee, namely:*

*J. Mitchell*

*G. Monk*

*B. Godfrey*

*T. Burden*

*N. Monk*

*be retained as the committee for the 2008 / 2009 financial year."*

*P. Cook / A. Godfrey - Carried*

**Moved:** *"That J. Mitchell be re-elected as the spokesperson for the 2008 / 2009 financial year."*

*P. Cook / A. Godfrey - Carried*



**GENERAL BUSINESS**

W. Diedrichs stated that rubbish being dumped on the stopbank is still a problem. This is on the true right side of the stopbank.

W. Moen agreed to follow this up with the landowner.

There being no further business, the meeting closed at 11.25 a.m.

**Action Points**

- W. Moen                      Inspect narrow culvert – only two pipes wide.
- W. Moen                      Follow up with landowner regarding rubbish being dumped on the stopbank.

MINUTES OF THE ANNUAL MEETING OF THE  
KANIERE RATING DISTRICT  
HELD AT THE WESTLAND DISTRICT COUNCIL ROOMS  
ON 20 OCTOBER 2008, COMMENCING AT 6.38 PM.

**PRESENT**

J. Collett, M. Orchard, G. Provis, G. Linklater

**IN ATTENDANCE**

West Coast Regional Council  
D. Davidson, (Councillor)  
C. Ingle, T. Jellyman, W. Moen (Staff)

**APOLOGIES**

Cr B. Chinn, Peter and Judith McLaughlin

*M. Orchard / J. Collett - Carried*

**BUSINESS**

D. Davidson opened the meeting and welcomed those present.  
He introduced himself and the Council staff.

**Moved:** *"That the minutes of the previous Annual General Meeting held on 26 September 2007, be adopted as a true and correct record of that meeting."*

*G. Provis / G. Linklater - Carried*

**MATTERS ARISING**

W. Moen reported that he did not receive any feedback from the rating district regarding the letter he sent out outlining the costs per ratepayer if there were a major event requiring \$1M, \$2M or \$3M worth of works.

G. Provis asked at what stage does insurance kick in should there be a major event. C. Ingle explained the function of the LAPP Fund to the meeting and that this is at civil defence level when homes are flooded and towns are affected.

W. Moen stated that access to the groynes should there be an emergency is still of concern. M. Orchard advised that he is yet to sign the access agreement as he has concerns as to how his trees would be affected.

M. Orchard stated that a map of the area would be helpful.

**FINANCIAL MINUTES**

W. Moen presented the financial statements for the financial period ending 30 June 2008. This left the account with a current credit balance of approximately \$42,490.65.

**Moved:** *"That the financial report for the 2007 / 2008 year be adopted".*

*M. Orchard / G. Provis - Carried*

**MATTERS ARISING**

There were no matters arising.

**WORKS REPORT**

W. Moen presented the detailed works report, which covered the 12-month period; 1 July 2007 to 30 June 2008. An inspection was carried out on the 26<sup>th</sup> of August 2008 and no works were identified. W. Moen noted during this inspection that increased erosion has taken place

upstream of the existing works, however at this stage no remedial works are required but this may change in the foreseeable future. Therefore it may be prudent to allow \$3,000 for future maintenance.

## RECOMMENDATION

1. ***That the Works Report covering the 2007 / 2008 financial year be adopted.***
2. ***That the 2008 / 2009 works proposals be approved.***

*J. Collett / G. Linklater – Carried*

## RATES 2009 / 2010

General discussion ensued on future rate strikes. W. Moen suggested that due to the erosion at the north end it would be prudent to raise the rate strike by a further \$3,000 to make a total of \$5,000 for the coming year. Further discussion ensued regarding the extent of erosion in the north area with various options of funding explored including Mawhera Corporation and Westland District Council.

J. Collett stated contractors digging out gravel in this area are causing damage.

C. Ingle clarified there is no damage to the scheme. Mr Collett confirmed this and said holes left in the riverbed are causing safety concerns regarding children that use this area.

It was agreed that Mr A. Cameron's permit and consent be checked to ensure the areas he is working are correct.

## RECOMMENDATION

***"That the rate strike for the 2009 / 2010 financial Year is \$4,000 (GST Excl)."***

*J. Collett / G. Provis  
G. Linklater against  
– Carried*

## ELECTION OF OFFICERS

**Moved:** ***"That G. Linklater be elected as the spokesperson for the 2008 / 2009 financial year."***

*M. Orchard / G. Provis - Carried*

**Moved:** ***"That the Committee consist of J. Collett, G. Linklater, G. Provis and M. Orchard."***

*M. Orchard / G. Provis - Carried*

## GENERAL BUSINESS

J. Collett stated that he would like an eye kept on contractors in the area. He asked whether contractors could be directed to remove gravel from the point on the south side upstream of the scheme.

C. Ingle advised that under the RMA we can only grant or decline a consent application. We cannot force them to take the gravel elsewhere in the river.

**Action Point**

- W. Moen to speak to Mr Cameron to see if he would agree to access gravel at the point instead.

It was agreed that next year's meeting would be held at the Kaniere Hotel.

There being no further business, the meeting closed at 7.15 pm.

MINUTES OF THE ANNUAL MEETING OF THE  
SOUTHSIDE HOKITIKA RATING DISTRICT  
HELD AT THE WESTLAND DISTRICT COUNCIL ROOMS  
ON 20 OCTOBER 2008, COMMENCING AT 7.40 PM.

**PRESENT**

P. Oliver, N. Gallop, H. Hamilton (arrived 7.42 p.m), R. Bostwick, M. Montagu,

**IN ATTENDANCE**

West Coast Regional Council  
D. Davidson (Councillor)  
C. Ingle, W. Moen, T. Jellyman (Staff)

**APOLOGIES**

R. & W. Montagu, Cr B. Chinn

*N. Gallop / P. Oliver - Carried*

**BUSINESS**

Cr Davidson opened the meeting and welcomed those present.  
He introduced himself and the Council staff.

**Moved:** *"That the minutes of the previous Annual General Meeting held on 20 September 2007, be adopted as a true and correct record of that meeting."*

*R. Bostwick / N. Gallop - Carried*

**MATTERS ARISING**

M. Montagu raised the matter of the exposed bridge piles in the Hokitika River. She stated that it was noted in last year's minutes that this area is not part of the rating district. C. Ingle advised that letters were written to LINZ, OnTrack and Transit but none of the parties will commit to removing the bridge piles. C. Ingle advised the meeting that if river users have safety concerns regarding the exposed bridge piles then they need to contact Maritime NZ.

**FINANCIAL MINUTES**

W. Moen presented the financial statements for the financial period ending 30 June 2008. This left the account with a current credit balance of approximately \$622.54.

**Moved:** *"That the financial report for the 2007/ 2008 year be adopted".*

*P. Oliver / H. Hamilton - Carried*

**MATTERS ARISING**

There were no matters arising.

**WORKS REPORT**

An inspection was carried out on the 26<sup>th</sup> of August 2008. W. Moen reported that there is plenty of rock in stock. He recommended hand spraying of the groyne be done and

advised that Transit subsidise 50% of this. N. Gallop agreed to do the spraying and that he would invoice the rating district.

## **RECOMMENDATION**

***1. That the Works Report covering the 2007 / 2008 financial year be adopted.***

***2. That the 2008 / 2009 works proposals be approved.***

*H. Hamilton / M. Montagu – Carried*

## **ELECTION OF OFFICERS**

**Moved:** ***"That H. Hamilton be re-elected as the spokesperson for the 2008 / 2009 financial year and that all members of the Rating District be members of the Committee."***

*P. Oliver / M. Montagu - Carried*

## **RATES 2009 / 2010**

W. Moen advised that with the proposed works in mind and this year's rate strike of \$5,000 there will be approximately \$6,500 in the rating district account. W. Moen recommends a further rate strike of \$5,000 for the 2009 / 2010 financial year.

H. Hamilton stated that in view of the \$6,500 in the account he does not want to strike a rate at all this year. P. Oliver agreed, he stated that the rating district is growing, there are new sections in the subdivision that are now included in the rating district.

## **RECOMMENDATION**

***"That the rate strike for the 2009 / 2010 financial Year is Nil".***

*H. Hamilton / R. Bostwick – Carried*

## **GENERAL BUSINESS**

There was no general business.

There being no further business, the meeting closed at 8.00 PM.

## THE WEST COAST REGIONAL COUNCIL

Prepared for: Council Meeting – November 2008  
 Prepared by: Chris Pullen  
 Date: 2 December 2008

Subject: **VECTOR PROGRAMME MANAGER'S REPORT**

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### 1.0 Contracts awarded

The second round for the monitors has been completed and the following jobs have been awarded to 5 monitors:

- Seddonville
- Inangahua
- Barrytown
- Cronadun
- Blacks Point
- Grey Valley West
- Kaiata Block 1
- Arnold Valley Blocks 2,3
- Bell Hill Blocks 2,3,5
- Inchbonnie
- Kowhitirangi
- Arahura Blocks 1 and 2
- Mikonui Totara
- Harihari
- Waitangitoana Whataroa
- Waitaha

### 2.0 Operations completed

The following Vector Control work has been carried out for this report period.

Ongoing Control Work:

OPERATION	BLOCK	CONTRACTOR	INPUT OUTPUT	NOTES
Buller South	3	VCS	Output	Acceptable Progress
Karamea	3	HUNTA	Output	Acceptable Progress
Karamea	1	EPRO	Output	Commenced
Karamea	2	EPRO	Output	Commenced
Grey Valley North	2	Tasman Pest	Output	Acceptable Progress
Kumara Control	3	VCS	Input	Acceptable Progress
Kokatahi	1	HUNTA	Output	Acceptable Progress
Harihari	1	Leiths	Output	Acceptable Progress
Taipo	2	VCS	Output	Acceptable Progress
Kaiata Marsden	1	Hughes	Output	Acceptable Progress but failed on 1 strata
Grey Valley North	3	Tasman Pest	Output	Acceptable Progress
Grey Valley North	2	Hughes	Output	Commenced
Franz Waiho	2	Schute	Output	Acceptable Progress

<b>OPERATION</b>	<b>BLOCK</b>	<b>CONTRACTOR</b>	<b>NOTES</b>
Kaiata Marsden	1	Enviro First	85% complete
Upper Ahaura Monitor	2	Enviro First	85% complete
Arahura Monitor	3	Forest Rangers	95 % complete
Buller South	3-4	H&M	98% complete
Kumara Junction	2	H & M	100% complete
Kokatahi	1	Holden	100% complete
Kumara Junction	1	H & M	98% complete
Taipo Monitor	2	Enviro First	100% Complete

## Monitored/Completed Control Work:

<b>OPERATION</b>	<b>BLOCK</b>	<b>CONTRACTOR</b>	<b>INPUT OUTPUT</b>	<b>NOTES</b>
Buller South	1	VCS	Output	Pass
Milltown	Block	HUNTA	Output	Pass
Kokatahi	1	HUNTA	Output	Pass
Kumara Control	2	Pelton's	Output	Pass
Taipo	2	VCS	Output	Pass
Marsden	1	Hughes	Output	Failed
Marsden	2	Hughes	Output	Pass

**3.0 General**

- i. The groundwork for the 1<sup>st</sup> round is 85% complete. Monitors are working through the completed control work but the spring rain has been hampering progress.
- ii. All 1<sup>st</sup> round control projects are on track to be completed within required timeframes. The monitoring projects are running at 70% completion and are on track for 1<sup>st</sup> round completion.
- iii. Progress in Karamea block 3 is being monitored and whilst possum numbers caught have decreased traps and bait stations are still proving effective. However it should be noted that the bush pasture margins are showing very low possum numbers during control work.

**RECOMMENDATION**

*That this report be received.*

Chris Pullen  
Programme Manager West Coast Tasman



## THE WEST COAST REGIONAL COUNCIL

Prepared for: Council Meeting  
 Prepared by: Robert Mallinson – Corporate Services Manager  
 Date:  
 Subject: **CORPORATE SERVICES MANAGER'S MONTHLY REPORT**

**1. Financial Report to 31 October 2008**

FOR THE FOUR MONTHS ENDED 31 OCTOBER 2008				
	ACTUAL	YEAR TO DATE BUDGET	ACTUAL % ANNUAL BUDGET	ANNUAL BUDGET
<b>REVENUES</b>				
General Rates	638,517	628,333	34%	1,885,000
Rates Penalties	24,401	25,000	33%	75,000
Investment Income	-687,477	333,333	-69%	1,000,000
Regulatory	572,152	348,967	62%	915,500
Planning Processes	23,166	39,207	20%	117,622
Environmental Monitoring	0	0	0%	0
Emergency Management	9,508	8,333	38%	25,000
River, Drainage, Coastal Protection	382,430	275,793	46%	827,380
Vector Mgmt	218,643	218,333	33%	655,000
Regional % Share Controls	122,634	121,667	34%	365,000
VCS Business Unit	1,607,623	705,702	76%	2,117,106
	2,911,597	2,704,669	36%	7,982,608
<b>EXPENDITURE</b>				
Representation	118,273	139,285	28%	417,855
Regulatory Activities	798,695	554,259	48%	1,662,778
Planning Processes	148,191	193,528	26%	580,584
Environmental Monitoring	208,198	239,182	29%	717,547
Emergency Management	29,042	42,034	23%	126,103
River, Drainage, Coastal Protection	334,316	740,955	15%	2,222,865
Vector Mgmt	178,405	165,064	36%	495,191
Regional % Share Controls	241,637	289,582	28%	868,746
VCS Business Unit	1,150,785	605,182	63%	1,815,547
Portfolio Management	14,255	0		0
	3,221,797	2,969,072	36%	8,907,216
<b>SURPLUS / (DEFICIT)</b>	<b>-310,200</b>	<b>-264,403</b>		<b>-924,608</b>
Transfer Rating District Interest	-52,826			
To Transfer to Balance Sheet	-363,026			

BREAKDOWN OF SURPLUS (-DEFICIT)	ACTUAL	BUDGET Year to date	ANNUAL BUDGET
Rating Districts	72,037	-361,314	-1,083,942
Quarries	53,349	-8,223	-24,669
Regional % Share of AHB Programmes	-119,003	-167,915	-503,746
Investment Income	-701,732	333,333	1,000,000
VCS Business Unit	456,838	100,520	301,559
Vector Mgmt	40,238	53,270	159,809
Other	0	0	0
All Other Activities	-111,927	-214,073	-773,619
<b>TOTAL</b>	<b>-310,200</b>	<b>-264,403</b>	<b>-924,608</b>

Net Contributors to "Other Activities" Surplus (-Deficit)	Actual	Budget ytd	Annual Plan	Net Variance Actual v budget ytd
Rates	638,517	628,333	1,885,000	10,184
Rates Penalties	24,401	25,000	75,000	-599
Representation	-118,273	-139,285	-417,855	21,012
Regulatory Activities	-226,543	-205,293	-747,278	-21,250
Planning Activities	-125,025	-154,321	-462,962	29,296
River, Drainage, Coastal Protection (excl. RD's and Quarries)	-77,272	-95,625	-286,874	18,353
Environmental Monitoring	-208,198	-239,182	-717,547	30,984
Emergency Management	-19,534	-33,701	-101,103	14,167
	-111,927	-214,073	-773,619	102,146

## STATEMENT OF FINANCIAL POSITION AS AT 31 OCTOBER 2008

05

	@ 31/10/2008	@ 30/06/2008
<b>CURRENT ASSETS</b>		
Cash	289,718	80,047
Short term Deposit - Westpac	1,301,948	1,704,438
Accounts Receivable - Rates	-19,099	263,628
Accounts Receivable - General Debtors	374,108	562,347
Prepayments	130,101	51,691
Sundry Receivables	481,072	682,810
Stock - explosives	716	716
Stock - VCS	51,959	225,612
Stock - Rock	64,767	61,680
Stock - Office Supplies	12,493	12,493
	<u>2,687,783</u>	<u>3,645,462</u>
<b>Non Current Assets</b>		
Investments	10,212,355	11,035,326
Fixed Assets	3,697,648	3,247,070
Infrastructural Assets	39,403,646	39,403,646
	<u>53,313,649</u>	<u>53,686,042</u>
<b>TOTAL ASSETS</b>	<u>56,001,432</u>	<u>57,331,504</u>
<b>CURRENT LIABILITIES</b>		
Bank OD	0	0
Accounts Payable	346,666	1,689,057
GST	308,985	91,603
Deposits and Bonds	396,956	338,486
Sundry Payables	93,507	457,106
Accrued Annual Leave, Payroll	189,892	193,522
Other Revenue in Advance	30,000	491,250
Rates Revenue in Advance	490,266	60,015
	<u>1,856,272</u>	<u>3,321,039</u>
<b>NON CURRENT LIABILITIES</b>		
Future Quarry restoration	85,800	85,800
Punakaiki Loan	305,573	316,217
Lower Waiho Loan	66,309	0
Office Equipment and IT Leases	96,880	136,819
	<u>554,562</u>	<u>538,836</u>
<b>TOTAL LIABILITIES</b>	<u>2,410,834</u>	<u>3,859,875</u>
<b>EQUITY</b>		
Ratepayers Equity	19,978,338	19,990,241
Surplus Trsd.	-363,026	
Rating District Equity Mvmts	-231,758	
Rating Districts Equity	2,644,777	2,413,020
Tb Special Rate Balance	274,787	262,885
Revaluation	22,704,725	22,222,728
Quarry Account	-17,245	-17,245
Investment Growth Reserve	8,600,000	8,600,000
<b>TOTAL EQUITY</b>	<u>53,590,598</u>	<u>53,471,629</u>
<b>LIABILITIES &amp; EQUITY</b>	<u>56,001,432</u>	<u>57,331,504</u>

PORTFOLIO @ 31 OCTOBER 2008 Summary & Reconciliation		Cash	Bonds	Australasian Equities	International Equities	Property Equities	Alternative Asset Classes	Total
Portfolio Value @ Start	01 July 2008	2733073	3421783	1381877	1812269	724252	939971	11013225
Contributions	}	102554	177260	33644	60883	8572	1839	384752
Withdrawals	}	-407197	-47908	-18086		-28186	-8373	-509750
Realised Gains/(Losses)								0
Price		-57222	-17712	480	0	3382		-71072
FX				8017	-75606	-395	-47130	-115113
Unrealised Gains/(Losses)								0
Price		35785	66126	-238078	-425994	-91789	-323849	-977799
FX				-90761	124180	-19226	297318	311510
Mgmt Fee					-195			-195
Interest Income		105511	97939	3377		2619	6083	215529
Changes Accrued Interest		0	14969					14969
Dividends				22539	35904	11904		70347
reversal Hedges 30.6.08				21045	59398	5362	22860	108665
Current Hedges				30076	-49962		-236777	-256663
Portfolio Value @ End Period	31 OCTOBER 2008	2512503	3712458	1154131	1540876	616495	651940	10188404

Structured credit	72613
Emerging market debt	816104
Hedge positions	<u>-236777</u>
	651940

Asset Allocation %'s @ 31 OCTOBER 2008	Benchmarks	Tactical asset allocation range
Cash	25%	10% - 50%
Bonds	36%	10% - 50%
Australasian Equities	11%	0% - 20%
International Equities	15%	0% - 20%
Property Equities	6%	0% - 10%
Alternative Asset Classes	6%	0% - 20%
	100%	

## 2. General Comment

Total operating expenditure for the three month period was \$3.222 million.

Total revenues for the period amounted to \$2.912 million.

The total deficit was (\$310,000)

### Highlights:

- Investment income. As expected the deterioration in Equity markets, internationally and nationally, had a major impact on Council Investment income for the four months to 31 October, with a loss in the portfolio of \$699,822. In view of this loss I am suspending the budgeted withdrawals from the portfolio until the end of the financial year or there is a substantial recovery in portfolio income. The portfolio returns include unrealized losses amounting to \$977,799. Given under-spending in a number of areas, good VCS results and our strong cash position referred to below, there is no need for immediate concern with regard to funding of Council activities. Management will keep this under close review and update Councillors at each monthly meeting with regard to any potential impacts.
- Positive budget variances amounting to \$102,000 with regard to "All Other Activities", in a number of areas.
- VCS Business Unit has completed the winter aerial contracts and that is why both VCS revenue and expenditure exceed budget @ 31 October.
- Cash position is positive with \$1,300,000 in our Westpac Money Market deposit account as at 31 October.

## RECOMMENDATION

*That this report be received.*

Robert Mallinson  
Corporate Services Manager

Prepared for: Council Meeting – 9 December 2008  
Prepared by: Robert Mallinson – Corporate Services Manager  
Date: 20 November 2008

Subject: **FOUR MONTH REVIEW - 1 JULY 2008 – 31 OCTOBER 2008**

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Attached is the Four Month Review of the 2008 /2009 Annual Plan.

This report shows Achievements/Progress measured against the performance targets.

### **RECOMMENDATION**

*That this report be received.*

Robert Mallinson  
Corporate Services Manager

Project Name: **Governance**  
 Project Manager: Corporate Services Manager

Performance Targets	Achievements/Progress																								
1. Conduct eleven monthly meetings of Council and the Resource Management Committee, plus other scheduled meetings and scheduled workshops during the year with 85% attendance by all Councillors.	<table border="1"> <thead> <tr> <th align="center"><u>Councillor</u></th> <th align="center"><u>No. of meetings Attended</u></th> <th align="center"><u>%</u></th> </tr> </thead> <tbody> <tr> <td>Scarlett</td> <td>4 out of 4 meetings</td> <td>100%</td> </tr> <tr> <td>Ewen</td> <td>4 out of 4 meetings</td> <td>100%</td> </tr> <tr> <td>Davidson</td> <td>4 out of 4 meetings</td> <td>100%</td> </tr> <tr> <td>Chinn</td> <td>4 out of 4 meetings</td> <td>100%</td> </tr> <tr> <td>Robb</td> <td>3 out of 4 meetings</td> <td>75%</td> </tr> <tr> <td>Birchfield</td> <td>4 out of 4 meetings</td> <td>100%</td> </tr> <tr> <td>Archer</td> <td>3 out of 4 meetings</td> <td>75%</td> </tr> </tbody> </table>	<u>Councillor</u>	<u>No. of meetings Attended</u>	<u>%</u>	Scarlett	4 out of 4 meetings	100%	Ewen	4 out of 4 meetings	100%	Davidson	4 out of 4 meetings	100%	Chinn	4 out of 4 meetings	100%	Robb	3 out of 4 meetings	75%	Birchfield	4 out of 4 meetings	100%	Archer	3 out of 4 meetings	75%
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2. Prepare and notify the Council's Annual Report by 31 October each year in accordance with the procedures outlined in the Local Government Act 2002.	Not Achieved. Adopted 11 November 2008.																								
3. Continue to invite attendance of Makaawhio and Ngati Waewae representatives as appointees to the Council.	Achieved.																								
4. Confirm the Long Term Council Community Plan (LTCCP) for the period 2009 / 2019 by 30 June 2009 in accordance with the procedures outlined in the Local Government Act 2002.	Ongoing.																								

Project Name: **Resource Consent Processing**  
 Project Manager: Consents and Compliance Manager

Performance Targets	Achievements/Progress
1. Process 90% of non-notified resource consent applications within the statutory timeframes.	Achieved. 95.5% of non-notified resource consent applications granted (127/133) were processed within statutory timeframes.
2. Process 90% of limited and publicly notified consent applications within statutory timeframes.	Achieved. The single limited notified resource consent application granted was processed within statutory timeframes. No publicly notified consent applications were granted during the reporting period.
3. Work with consent holders to seek to reduce the need for formal requests for further information under Section 92 of the RMA.	Achieved. 9 section 92 requests were made in relation to the consent applications being processed in the reporting period.
4. Complete staff reports for all notified applications within the statutory timeframes.	Achieved. Two consent hearings were held during the reporting period and the staff reports for the associated consent applications were provided to relevant parties at least 5 working days before each hearing commenced.
5. Report publicly through the monthly Resource Management Committee Meetings all consents granted.	Achieved. Each monthly consents report included a list of non-notified, limited notified and notified consent applications granted.
6. Provide advice on resource consent	Achieved. No negative feedback or complaints

<p>processes and requirements in a timely and helpful manner.</p> <p>7. Send details of all consent applications, which could be of concern to Iwi to the respective Runanga.</p> <p>8. Notify Te Runanga O Ngai Tahu of all resource consent applications affecting Statutory Acknowledgment Areas.</p>	<p>received from consent applicants in this regard.</p> <p>Achieved. Iwi continued to be emailed a weekly summary of all applications every week.</p> <p>Achieved.</p>
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Project Name: **Compliance Monitoring & Complaints**

Project Manager: Consents and Compliance Manager

Performance Targets	Achievements/Progress
1. Identify resource consents that require ongoing monitoring and monitor those consents in accordance with set monitoring programmes.	Achieved. Each new consent is allocated to a Compliance Officer and assessed as to whether it is going to require ongoing monitoring. The monitoring of such consents is prioritized in terms of their actual and potential environmental effects.
2. Inspect every consent for the discharge of dairy effluent at least every three years depending on compliance and where problems are identified to work with farmers so that consent compliance is achieved and environmental effects are reduced.	During the reporting period 143 dairy sheds were inspected. This includes re-inspections as the result of non compliance. Of these inspections it was noted that 70% of the sheds visited complied with the relevant resource consent or permitted activity.
3. Inspect all new consents that involve major construction works after completion of those works.	Achieved. Compliance staff have undertaken regular inspections of major construction works sites.
4. Inspect all consents for whitebait stands at least once every two years to check consent compliance and that the environmental effects of the stands are no more than minor.	On target. Whitebait stands on high profile rivers were inspected on a regular basis and as issues arose during the season. Those not inspected were either on rivers that were remote or where no specific issues arose.
5. Inspect every consent and/or mining licence for operating mining activities at least once annually, and where problems are identified, undertake follow up (which may include further inspections) to ensure consent compliance is achieved and/or environmental effects are reduced.	On target. 55 inspections of mine sites were undertaken during the reporting period with 75% found to be fully compliant.
6. Process 80% of mining work programmes within 20 working days of receipt.	Achieved. 15 of the 16 (94%) work programmes received during the reporting period were approved within 20 working days.
7. Report all monitoring inspections through the monthly Resource Management Committee meetings.	Achieved. The inspections are reported in each monthly compliance report.
8. Release 80% of bonds within four months of the surrender, forfeiture or expiry of the corresponding mining licences or permits, provided that	Achieved. All requests for bond releases received during the reporting period were recommended for release where rehabilitation requirements had been met.

<p>rehabilitation requirements and resource consent conditions have been met.</p> <p>9. Review bond levels for large-scale mines and where necessary set new bond levels to better reflect the environmental effects/risks of those mines.</p> <p>10. Report mining bond releases and other license administration activities monthly to the Resource Management Committee.</p> <p>11. Operate a 24-hour complaints service and record all complaints on the Incidents database in accordance with enforcement procedures of the RMA.</p> <p>12. Respond to breaches of the Resource Management Act, regional plan rules or resource consents.</p> <p>13. Take enforcement action through abatement notices, infringement notices or prosecution as appropriate and in accordance with Council policy.</p> <p>14. Report numbers and categories of complaints received to the Resource Management Committee.</p>	<p>Ongoing.</p> <p>Achieved. A section of mining administration activities is included in each monthly compliance report.</p> <p>The Council continued to operate a 24 hour complaint response service and all complaints were recorded on the incidents database. After hours telephone services are to be improved in coming months.</p> <p>Achieved. 75 complaints were received during the reporting period.</p> <p>Achieved. 18 abatement notices and 14 infringement notices were issued. A successful prosecution was completed during the reporting period.</p> <p>Achieved. The total number categories and brief descriptions of complaints are reported in each monthly compliance report.</p>
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Project Name: **Environmental Planning**  
 Project Manager: Planning and Environmental Manager

Performance Targets	Achievements/Progress
1. Hold hearings for the Proposed Plan Change for the Coastal Plan to enable opening of river mouths under certain conditions as a permitted activity by September 2008.	Hearings delayed to enable discussions with submitters on some issues, before continuing to further submissions and hearing stage.
2. Make the Proposed Plan Change for the Coastal Plan operative by March 2009 subject to appeals.	See above.
3. Hold hearings on the merged plan by June 2009 – the merging of the Land and Riverbed, Water, and Discharge to Land plans.	Work programmed for the New Year.
4. Make the Wetlands Variation to the Land and Riverbed Plan operative by June 2009 subject to appeals.	On track. Hearings held. Decisions due soon.
5. Prepare and disseminate information for resource users on rules and requirements, and best practice principles and practices as needed.	No action needed at this stage.
6. Prepare annual operational plans to implement the operative Pest Plant Management Strategy.	To be done.

<p>7. Investigate and respond where appropriate to any environmental policies or plans of other authorities or central government that may impact on West Coast interests, within required timeframes, and provide ongoing policy advice to Council as and when needed.</p>	<p>Ongoing. Attended hearing on New Zealand Coastal Policy Statement, submitted on Proposed National Policy Statement for Renewable Electricity Generation and Proposed National Environment Standard on On-Site Wastewater Systems. Attended workshop on Waste Water National Environmental Standard. Drafted submission on Proposed National Environmental Standard for Freshwater Management.</p>
<p>8. Respond to simple RMA or Plan information requests within 10 working days, and within a reasonable timeframe for more complex requests.</p>	<p>Information provided on request. Included information on permitted agricultural discharges standards.</p>
<p>9. Participate in all the West Coast Waste Management Working Group meetings, and provide administrative support.</p>	<p>Attended meeting on 19<sup>th</sup> September 2008. Organised advertising, interviews and appointment of new Waste Minimisation Education Officer.</p>

Project Name: **Transport Planning**  
Project Manager: Planning and Environmental Manager

Performance Targets	Achievements/Progress
<p>1. Co-ordinate and administer two meetings of the West Coast Regional Land Transport Committee and the Regional Technical Advisory Group (RTAG).</p>	<p>Achieved. Inaugural meeting of the new Regional Transport Committee on 27 August under new legislation. New representatives approved by Council. Still awaiting confirmation of Iwi representation. RTAG met 6 November.</p>
<p>2. Complete a three yearly review of the Regional Land Transport Strategy by March 2009 and every three years thereafter.</p>	<p>Deferred. Deferral of RLTS has been granted by Minister of Transport. Now to be reviewed by September 2010. Note: this will then be on a 6 year review cycle.</p>
<p>3. Prepare and submit an Annual Programme to Land Transport New Zealand to secure funding support for West Coast projects by March of each year.</p>	<p>Achieved. Changes to Transport legislation resulted in development of 3 year Regional Land Transport Programme. The Regional Councils part of this was submitted as required by 14 November. Final programme is due for submission by 30 June 2009.</p>
<p>4. Seek funding to undertake other transport projects identified in the Strategy as and when appropriate.</p>	<p>Achieved. Have sought assistance (resourcing) from NZTA to undertake the development of a Regional Public Transport Plan as required by the new Public Transport Management Act 2008.</p>
<p>5. Prepare an annual report on implementation of the Regional Land Transport Strategy by September each year.</p>	<p>Not required yet. Note that this will become 3 yearly once RLTS has been reviewed.</p>
<p>6. Oversee the Road Safety Co-ordinator to achieve road safety outcomes as per the Regional Road Safety Plan, and attend all Road Safety Co-ordinating Committee meetings.</p>	<p>Achieved. New Coordinator appointed. Tai Poutini Polytechnic now delivering the Community Road Safety Programme. Attended AGM and general meeting on 10 October.</p>



7. Undertake annual monitoring of the Total Mobility Programme by checking use of vouchers, assessment forms and overall level of utilisation of the taxi operators.	Achieved. Eligibility forms are checked by transport planner as entered into regional user database. Few enquiries made. User database includes 651 permanent users. There have been 21 new users registered in the 4 months of the 2008/09 year.
8. Maintain a current register of passenger services.	Achieved. Register is being amended and added to as required.

Project Name: **Environmental Monitoring – Hydrology Monitoring Programme**  
Project Manager: Planning and Environmental Manager

Performance Targets	Achievements/Progress
1. Maintain existing hydrometric sites and complete upgrades as required to ensure efficiency and effectiveness.	Achieved. In the process of completing a rollout of new technology.
2. Maintain a network of manual groundwater level monitoring sites with quarterly monitoring.	Achieved. – Monitoring undertaken as required.
3. Maintain the hydrological database and produce technical summary and data analysis reports as required, including advice for plan and consent requirements.	Achieved. – Use the database to respond to information requests.
4. Maintain a database of water level, flow and rainfall data to enable hydrological analysis (including flood frequency, flood modelling, and data provision).	Achieved. As above.
5. Carry out low flow monitoring and water resource investigations as appropriate.	Achieved. Low flow monitoring will be undertaken when flows are low.
6. Maintain the Council's flood warning system to a level whereby any individual river flow station is operational for at least 95% of the time.	Achieved. Sites operational for more than 95% of the time.
7. Ensure essential real time data on river levels is available on the Council website and Info line (data is updated 12 hourly, and during floods 3 hourly at least).	Achieved.
8. Provide a continuous flood monitoring service for the five rivers monitored and respond in accordance with the flood-warning manual.	Achieved. All five rivers monitored in accordance with flood manual.
9. Review the flood-warning manual annually and liaise with work groups as required.	Achieved. – Some minor amendments made generally in the contact section.
10. Respond to information requests within a ten working day period for simple requests, and within one month for more complex requests.	Achieved.
11. Maintain up to date rainfall and river level information on Council's website and Info	Achieved.

Project Name: **Environmental Monitoring – Surface and Ground Water Programme**  
 Project Manager: Planning and Environmental Manager

Performance Targets	Achievements/Progress
1. Complete a full state of the environment report for ground water quality including condition and trend analysis by June 2009.	Not yet complete. In negotiation with GNS for assistance with analysis of WCRC groundwater database.
2. Complete four surface water quality-sampling rounds per annum.	Achieved. Currently on schedule.
3. Complete contact recreation water sampling monthly during the period of November to March and report results promptly.	Achieved. Currently on schedule. The November monitoring has been completed.
4. Continue open water monitoring of Lake Brunner (including depth profiles), bi-monthly sampling with an annual summary report by December 2008.	Currently on schedule. – This monitoring is now being undertaken by WCRC.
5. Prepare reports on investigations as required and within agreed timeframes.	Achieved. Several assessments for consents and compliance completed within last year.
6. Complete two ground water quality sampling rounds per annum	Achieved. Currently on schedule.

Project Name: **Potentially Contaminated Sites**  
 Project Manager: Planning and Environmental Manager

Performance Targets	Achievements/Progress
1. Continue the 'Sites Associated with Hazardous Substances' programme.	Achieved. Some new sites require further investigation and entry into database.
2. Ensure District Councils have access to updated information.	Achieved. Map host database is in time with WCRC version.
3. Assist landowners by securing external funding to investigate or remediate high priority sites, where possible.	No landowners have requested assistance with remediation projects currently.

Project Name: **Air Quality**  
 Project Manager: Planning and Environmental Manager

Performance Targets	Achievements/Progress
1. Continue wintertime ambient air quality monitoring in Reefton, and provide monthly summary reports to Council and Ministry for the Environment.	Achieved. – Reported winter summary to the September Council meeting.

Performance Targets	Achievements/Progress
1. Provide administrative support to the CDEM Group & its Co-ordinating Executive Group as per clauses 4.4 and 4.5 of the CDEM Plan 2005.	Achieved. CEG meeting was held on 10 November 2008.
2. Assist with preparation, completion, implementation, and annual review, within agreed timeframes, of the following: a) West Coast Engineering Lifelines projects b) Training Needs	Achieved. Chris Ingle and Wayne Moen attended Controllers training facilitated by MCDEM 5-7 November. Group EOC training for all staff on 25 November to cover Operations, Planning/Intelligence, and Logistics.
3. Prepare and organise the distribution of public information linked to the development and release of the national public information programme.	Achieved. Get Ready Get Thru West Coast mail out as insert to West Coast Messenger in week starting 14 July 2008.
4. Assist with facilitating, securing funding where possible for, and initiating high priority research work as directed by priorities in the CDEM Group Plan.	Not required at this time.
5. Maintain a ready-to-operate headquarters in preparation for potential emergencies, in accordance with the Group Emergency Operation Centre Activation Plan and Group Controllers Guide.	Achieved. Headquarters maintained in a ready state.
6. Maintain a warning system capable of receiving and transmitting information and instructions to all levels of control at all times.	Achieved. HF and VHF radio links are maintained with the three districts and MCDEM (Christchurch). Testing undertaken weekly (Thursdays).
7. Review the West Coast Group Emergency Operation Centre Activation Plan.	Achieved. Review of documentation is ongoing as it is tested and used in exercises and training.
8. To respond to all four national warning tests within 1 hour.	Achieved. One warning received in the year to date. Responded within required timeframes.

Performance Targets	Achievements/Progress
1. Maintain a minimum pool of 25 qualified and trained personnel at all times to cope with maritime oil spills, including training in issues relating to wildlife in the region.	Achieved. Staff are trained as required to ensure that a suitable pool of qualified responders are prepared to respond to any oil spill.
2. Organise for West Coast personnel to attend one practical and one desktop training exercise per annum.	Achieved. An exercise was held in Westport with the involvement of many agencies.

<p>3. Ensure response equipment is maintained to a level ready to respond to a Tier 2 response, and report quarterly to Maritime NZ on equipment checks.</p>	<p>Achieved. Vector Control and Buller Port Services are contracted to store and assist in the maintenance of MNZ equipment.</p>
<p>4. To evaluate the spill and alert response personnel within 1 hour.</p>	<p>Achieved. Two minor spills were reported during the reporting period and staff were on site within an hour.</p>
<p>5. To mobilise equipment and personnel and commence the clean up within 2 hours.</p>	<p>Not applicable. No clean up was deemed necessary for the above two spills.</p>

Project Name: **Terrestrial Hazardous Substance Spill Response**  
 Project Manager: Consents and Compliance Manager

PERFORMANCE TARGETS	ACHIEVEMENTS/PROGRESS
<p>1. Maintain a team of staff trained to deal with terrestrial hazardous substance spills.</p>	<p>Achieved. Compliance staff trained to deal marine oil spills are also trained to deal with terrestrial hazardous substance spills.</p>
<p>2. Review the Contingency and Procedures Plan every three years.</p>	<p>Achieved.</p>
<p>3. Regularly attend meetings of the West Coast Hazardous Substances Technical Liaison Committee and the West Coast Combined Emergency Services Co-ordinating Committee where these are relevant.</p>	<p>Achieved. Compliance staff attended these meetings when held.</p>

Project Name: **River, Drainage & Coastal Protection Work**  
 Project Manager: Planning and Environmental Manager

Performance Targets	Achievements/Progress
<p>1. Hold annual meetings for each Rating District Committee to discuss funding and maintenance of the works.</p>	<p>Achieved. All meetings completed in October 2008.</p>
<p>2. Organise and oversee maintenance of all rating district infrastructural assets in accordance with asset management plans.</p>	<p>Achieved. Inspections have been carried out, discussed with the rating districts including works to be carried out - some works yet to be completed.</p>
<p>3. Complete the upgrade of the Greymouth floodwall by June 2009.</p>	<p>In progress. Consent has been approved. Design and timelines are being developed at present.</p>
<p>4. Undertake consultation and preliminary costings for the possible Westport flood protection scheme.</p>	<p>In progress. LIDAR data for the area has been sourced so that accurate plans can be prepared.</p>
<p>5. Assist with organising and securing infrastructure loans for major capital works when required.</p>	<p>Achieved. Lower Waiho Rating District loan was completed.</p>
<p>6. Organise annual aerial photography of major rivers and other areas of interest within budget by March 2009.</p>	<p>Will be carried out in New Year.</p>

7. Prioritise rating district rivers for cross section studies as funds allow and complete work by June 2009.	Ongoing. Priorities will be finalised in December 2008 and will be completed by June 2009.
8. Obtain rock from quarries to facilitate river protection works within two weeks of any request and at a cost in line with the relative operating cost of each quarry without subsidy from general rates.	Achieved. All quarries are functioning.
9. Undertake regular inspections of quarries as required to ensure contractors are leaving the site safe, tidy and ready for the next job.	Ongoing. However, there is some reluctance from contractors and ratepayers to pay for ongoing clearance of quarry floor.
10. Undertake an annual review of contractors Health & Safety documentation.	Not achieved. This work is scheduled for the New Year.
11. Ensure that contractors are made aware of potential hazards in the quarries every time a permit is issued.	Achieved. Being carried out on a job by job basis.

Project Name: **Vector Management**  
Project Manager: Vector Programme Manager

Performance Targets	Achievements/Progress
1. Provide trained seconded staff and other services to the AHB as per agreement.	Achieved.
2. Council to continue to be represented on the Regional Animal Health Advisory Committee (RAHAC).	Achieved.
3. Council to continue to provide the regional share of funding from rates, and in return AHB will continue to provide monthly reports to Council on contractor performance.	Achieved. Tb special rate is levied to fund the regional share. The Vector Manager reports monthly to Council.

Project Name: **Vector Control Business Unit**  
Project Manager: Vector Control Business Unit Manager

Performance Targets	Achievements/Progress
1. Tender for, and win, sufficient Animal Health Board ground and aerial control contracts to achieve the budgeted surplus.	Achieved. On track to meet this target.
2. Supply staff and associated equipment as a response unit to marine and terrestrial pollution spill events and Civil Defence needs.	Achieved. Five staff trained to meet this target.
3. Maintain oil spill response equipment to the level required in the West Coast Tier 2 Oil Spill Response Plan.	Achieved. Quarterly inspections and maintenance programme carried out.
4. Operate the Unit on a fully competitive	Achieved.

<p>basis and provide the budgeted return to the Regional Council.</p> <p>5. Operate in accordance with Quality Assurance and Health and Safety Plans and safety procedures.</p> <p>6. Develop new business areas as appropriate complementary to existing roles.</p>	<p>Achieved.</p> <p>Achieved. Developing a relationship with Landcare Research to provide research assistance.</p> <p>Advertising in Westland Milk Products newsletter to shareholders offering agricultural spraying services and minor pest control assistance.</p>
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**THE WEST COAST REGIONAL COUNCIL**

Prepared for: Council Meeting 9 December 2008  
Prepared by: Chris Ingle – Chief Executive  
Date: 25 November 2008

Subject: **CHIEF EXECUTIVES REPORT**

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**Meetings Attended**

The meetings I have attended since the 11 November Council meeting include:

- Attended Development West Coast Industry Advisory Committee Meeting on 12 November.
- Met with DoC staff in Hokitika to progress Wetlands Hearing matters.
- Attended the Mayors and Chair meeting on 17 November.
- Met with Solid Energy management on 20 November to discuss future monitoring work and related issues.
- Met with personnel from the Crown Public Health Unit on 21 November to discuss various issues we share common interest in.
- Participated in Civil Defence Training on 25 November.
- Attending Wetland Hearing on 27 November.

**Audit NZ LTCCP costs**

We have received advice that the expected cost of auditing the LTCCP will be almost twice what the last LTCCP cost to audit. See attached letter from Audit New Zealand. This will be additional to the annual audit fee for the normal financial audit. I will be working with the audit team to minimise costs in this area, but they are under instruction from the Office of the Auditor General to complete an even more comprehensive audit this year of the LTCCP.

**RECOMMENDATION**

*That this report be received.*

Chris Ingle  
Chief Executive

12 November 2008

Mr Ross Scarlett  
Chairperson  
West Coast Regional Council  
GREYMOUTH

Mr Chris Ingle  
Chief Executive

Level 2, Charles Luney House  
250 Oxford Terrace  
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(0508 283 4869)  
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Dear Ross

**Audit Arrangements Letter: Audit of Long Term Council Community Plan for the period commencing 1 July 2009**

This letter outlines the following matters in relation to the audits of the West Coast Regional Council's Long Term Council Community Plan (LTCCP) Statement of Proposal (SOP) and adopted LTCCP including:

- arrangements for the audits of the LTCCP SOP and the adopted LTCCP for the period commencing 1 July 2009;
- the areas of emphasis for the audits;
- the terms of the engagement that apply specifically to the audits (**Appendix 1**); and
- our estimate of the audit fees associated with the audits (**Appendix 2**).

**1 Audit scope and objectives**

The general terms of our audit engagement and our respective responsibilities are contained in our audit engagement letter of 3 June 2008 (which remains unchanged since that date), supplemented by the terms of the engagement that apply specifically to the audits of the LTCCP SOP and adopted LTCCP, and which are set out in **Appendix 1**.

Our audits include a review that the Regional Council has complied with significant legislation. The significant legislation associated with the LTCCP SOP and adopted LTCCP is contained within the Local Government Act 2002 (the Act).

**2 Areas of audit emphasis**

The Office of the Auditor-General (OAG) has taken the lead in developing our approach to the audits of LTCCP SOPs and adopted LTCCPs. Together with the OAG, we have sought to be open about our approach, areas of emphasis and audit expectations. In considering the matters below we would refer you and the Regional Council to the OAG website ([www.oag.govt.nz](http://www.oag.govt.nz)) and its LTCCP link for the OAG's newsletters updating the sector on our approach, as well as publishing key standard modules outlining our audit approach and process.

The focus of this work is to enable us to report within the context of Section 84(4) and Section 94(1) of the Act. Our approach will include a review of the Summary of the



LTCCP SOP for its legislative compliance with sections 83(1)(a)(ii) and 89 of the Act and the consultation process in adoption of the final LTCCP. Subject to your approval, we can provide a separate opinion on the Summary of the LTCCP SOP if requested.

As a result of our planning to date, we have identified the following areas of audit emphasis. Additional areas may be highlighted during the course of the audit.

## **2.1 Audit approach**

Where possible we plan to place reliance on the Regional Council systems and processes in approaching our audit work.

The nature and extent of substantive tests to be performed will depend on our assessment of the key controls in operation. Where we decide that we can place reliance on controls or when substantive procedures alone would not provide sufficient appropriate audit evidence, we will perform tests of controls to ensure that the controls are operating effectively at relevant times during the period under audit.

Where the controls over the planning systems and processes applied in the preparation of the LTCCP cannot be relied upon, this will add to the resource required to complete the audit and may potentially impact on overall timing. Where additional resource is required to complete extended levels of testing this is likely to increase the overall cost of the audit.

We will also need to consider whether it is possible or practical to gain audit assurance to an acceptable level by performing solely substantive procedures. In circumstances where this is not possible, we will need to consider our reporting response.

In addition to our audit work on the LTCCP SOP as a whole, we anticipate performing substantive tests on a selection of the Regional Council's Groups of Activities. The focus of this work is on disclosure, including:

- activity based assumptions;
- clarity of disclosure of financial information; and
- specific disclosure requirements of the Act and, in particular, clause 2(1)(d) of Schedule 10 of the Act.

We will endeavour to keep you informed of our progress throughout the course of our audit.

### **2.1.1 Project management, reporting deadlines and audit progress**

A successful LTCCP process is heavily reliant on effective planning of the LTCCP project. The development of an LTCCP is a significant and complex project and a comprehensive project plan is required. It is also essential that there is a commitment from throughout the organisation for the project, from top to bottom, starting with the Council.

The LTCCP draws together plans, policies, decisions and information from across the Regional Council's organisation and its community. The plan has complex and inter-

related information needs. We recognise that the Regional Council will be undertaking its LTCCP preparation over an extended period and anticipate our audit approach will require a series of visits leading up to each reporting deadline, using an “auditing as you go” approach.

Consequently we will discuss with you and your staff the Regional Council's approach to preparation and completion of the plan. We expect the Regional Council is approaching its preparation on a project basis and recognise our audit work should “shadow” that project timetable. As a result of this discussion we will agree dates for audit visits and deadlines with you and your staff. The success of this “auditing as you go” approach will largely depend on Council's project management of the LTCCP process.

Council will need to ensure that time is allowed in your project planning for the audit, including the OAG-based hot reviews – the hot reviews will largely focus on, but not be limited to, the draft LTCCP SOP.

### **2.1.2 Management control environment**

Our primary approach is to identify, confirm and assess the Regional Council's key processes and controls over information gathering, budgeting, development of performance framework, review of policies required by the Act and ultimate production of the LTCCP SOP and adopted LTCCP.

In order to assist in understanding the audit environment, development of expectations of what should be included in the LTCCP and the identification of areas of potential audit risk we will undertake a review of the management control environment. This will be performed through discussions with elected representatives and staff throughout the Council, review of media releases, our knowledge of Council issues developed over recent years and a review of Council minutes since the last audit review. The OAG audit methodology provides us with various tools to assist in completing the management control environment assessment.

We will be placing additional emphasis on meeting with a selection elected representatives during the course of our audit planning to provide assurance that we understand the focus and direction of Council from the perspective of all involved in developing the LTCCP.

Our review of your self-assessment response (detailed in section 2.1.3 below) and key controls relating to the underlying information and development of the LTCCP is critical to our initial assessment of audit risk and the nature and extent of our overall audit work.

### 2.1.3 Self assessment

We have forwarded under separate cover a “Self Assessment” form. We have now received your response to the self assessment and we will discuss our comments on this.

The self assessment requires each Council to reflect on its systems which support working with outcomes, decision-making and consultation, and financial management provisions of the Act, and to identify where Council would like to improve.

We also intend to use the information obtained through the self assessment to assist us to understand how Council is implementing the requirement of section 14(1)(h). The statutory principle is whether *Regional Council* has “taken a sustainable development approach”. We will not be forming an assessment of whether the *Regional Council* is sustainable.

The self assessment will assist us to assess the *Regional Council's* response to the section 14 requirement in relation to decision-making and consultation, governance and other *Regional Council* processes at this time. Later in the audit process we will consider how the *Regional Council* has made evident its approach to the section 14 requirement through consideration of the *Regional Council's* assumptions, asset and activity planning and performance management information.

We are asking these questions as we recognise that the LTCCP is an aggregation of many decisions over time. The information and consultation on which these decisions are based form part of the statutory obligations and underlying information required of councils and on which we are required to report.

This information will be used to:

- assist in understanding how the Council operates within the Part 6 decision-making and consultation and financial management provisions of the provisions reflected in the LTCCP;
- assist in understanding how the Groups of Activity information will be assembled and presented in your LTCCP;
- assist in understanding how the Council's performance framework operates and therefore assist in assessing the extent to which the forecast information and proposed performance measures will provide and assessment of the actual levels of service provision.

The results of the self-assessment will be confirmed with you through discussion subsequent to its completion. Please contact us if we can provide clarification to assist the *Regional Council* with completing it.

## 2.2 Response to specific reporting requirements

In addition to our general approach of control and substantive testing, our specific reporting responsibilities will be addressed through completion of the audit modules detailed below and consideration of the *Regional Council's* approach to the issues and risks addressed by each module.

The audit modules are structured around the three legs of the audit opinion (to which they primarily relate) required by sections 84(4) and 94 of the Act.

**Theme – Underlying Information s84(4)(b)**

Module one – Asset and activity management

Module two – Levels of service

Module three – Linkages of information and consistency with other plans and policies

Module four – Assumptions

Module five – Generally Accepted Accounting Practice (GAAP)

**Theme – Performance Information s84(4)(c)**

Module six – Performance management

**Theme – Legislative Compliance s84(4)(a)**

Module seven – Decision making and consultation

Module eight – Legislative compliance – document presentation

Module nine – Financial prudence

Module ten – The right debate

**2.2.1 Module one – Asset and activity management**

This is the first of the five modules covering the theme – underlying information. This part of the audit will focus predominantly on examination of the detail of a selection of Groups of Activities that have been identified through the audit planning process as being key activities. The remaining activity areas will be examined on an overview basis.

The modules comprising this theme of the methodology are highly interrelated reflecting the integrated nature of the LTCCP.

The asset and activity management module focuses on assessing the control environment that has been established by Council around the development and recording of the activity and activity information underlying the groups of activities. The extent of detailed review of asset and activity management plans and also the amount of testing required of the flow of data from these plans into the financial model and the LTCCP document will be based on the robustness of the control environment and may be able to be reduced if controls are found to be of a sufficiently reliable standard.

### **2.2.2 Module two – Levels of service**

This module is principally focused on identifying levels of service as they are reflected in the performance management framework and disclosed in the LTCCP SOP and confirming their consistent application in the development of the underlying information on which the LTCCP is based.

This module is closely related to the requirements of Module 6 – Performance Framework although the focus here is on confirming consistency between the narrative description of levels of service and the financial provisions to deliver the described level of service and confirming completeness of the financial reflection of the levels of service narrative, whereas our focus in module 6 is on the structure of the performance framework around those levels of service as a meaningful assessment of planned performance.

### **2.2.3 Module three – Linkages of information and consistency with other plans and policies**

The focus of this module is on confirming that the other plans and policies of Council have been accurately applied in the development of the LTCCP. The purpose of this work is to ensure that the LTCCP (particularly through the financial forecasts) is consistent with the commitments that Council has made through its adopted plans and policies.

Our consideration through this module will not be limited to checking the flow of numerical data from other Council plans to the LTCCP but will also consider the consistency of policies and strategies reflected in the narrative of these plans with the LTCCP.

We will also consider the presentation of Council's financial information in the group of activity statements in conjunction with this module.

### **2.2.4 Module four – Assumptions**

In developing an LTCCP the Regional Council has to make assumptions about the future and take up positions on various issues.

Clause 11 of Schedule 10 sets out the requirements of the Local Government Act for the disclosure of the assumptions underlying the financial and non-financial estimates that the Regional Council makes in developing the LTCCP. The disclosure of assumptions allows the reader of the LTCCP to make their own judgement as to the assumptions' quality and reliability.

Our expectation is that the Regional Council will consider the applicability of assumptions that are broader than just financial in nature. There are many other assumptions of a more complex and strategic nature dealing with the uncertainties surrounding environmental, social, economic and cultural changes in the future that the Regional Council also needs to consider. Many of these more complex and strategic assumptions will relate to issues or events that may arise much further into the future than the term of the LTCCP but for which preparatory steps may be needed in the current LTCCP timeframe.

Our audit will focus on evaluating the appropriateness and completeness of the forecasting assumptions and risks identified by the Regional Council for the

development of the LTCCP. We will also consider the application of the adopted forecasting assumptions and risk classifications to the development of the underlying information in the LTCCP.

### 2.2.5 Module five – Generally Accepted Accounting Practice (GAAP)

Our focus in this module is confirming that the prospective financial statements comply with the requirements of GAAP and in particular the requirements of FRS-42: *Prospective Financial Statements*.

Also a critical part of developing GAAP compliant based forecasts is incorporating the most recent developments of NZ IFRS as it relates to the *Regional Council* over the life of LTCCP.

### 2.2.6 Module six – Performance framework

The Regional Council is required to provide services that meet the needs of their communities in an efficient and effective way (LGA, section 14(1)(a)(ii)). To demonstrate accountability for delivery of these services the Regional Council needs to provide sufficient and robust performance information in the LTCCP to show:

- the services that will be carried out and why;
- the service levels required to meet the needs of their communities or other duties and intentions of the Council; and
- the planned level of service intended to be delivered.

Specifically, the LTCCP must include “a statement of the intended levels of service provision for the group of activities, including the performance targets and other measures by which actual levels of service provision may meaningfully be assessed” (Schedule 10, Part 1, 2(a)).

The forecast service performance information comprises the levels of service, the performance measures and the performance targets. These should be set within the broader context of social, economic, environmental, and cultural well-being, community outcomes and Council’s strategic objectives and duties. Together these elements comprise the performance framework.

Effective performance reporting expresses useful, appropriate performance information in a structured, systematic and logical way, allowing the reader to readily understand and link the achievement of performance targets with the overall aims of Council.

Our focus will be on assessing whether the Regional Council has a comprehensive, systematic approach to performance management and assessing the performance management framework considering the key elements of the framework, the linkages, context and logical flow and the consistency with which the framework has been applied across groups of activities. We will also consider the quality of the forecast service performance information particularly whether it will provide an appropriate basis for understanding and measuring the performance achievements of the Regional Council in the future.

### 2.2.7 Module seven – Decision making and consultation

This section of the audit will assess the quality and effectiveness of the Council's decision-making and consultation processes in the years leading up to the LTCCP as well as those decisions proposed within the LTCCP SOP itself. It will also require evaluation of decision making and consultation processes against the requirements set out in the Act.

Our audit will focus predominantly on the decision making and consultation processes employed by Council and a sample of decisions and consultation processes will be reviewed in making our assessment.

### 2.2.8 Module eight – Document presentation

This component of the methodology focuses on the legislative compliance of the LTCCP SOP document. This relates primarily to the public face of the document and focuses on the elements that the Act requires to be present within an LTCCP and the logical linkages that should be made between elements of the contents of the LTCCP to enhance the readability of the document.

Our expectation is that the *Regional Council* will have a specific quality assurance check to confirm the compliance of the SOP and adopted LTCCP SOP summary and are confident with the presentation requirements.

### 2.2.9 Module nine – Financial prudence

The focus of this module is on evaluating Council's financial strategy and assessing whether that strategy, as presented in the LTCCP SOP, is financially prudent and transparent. This module is focused on the financial management principles and requirements that are set out in sections 101 and 100 of the Act.

Financial strategy is an important element of the articulation of the right debate. In order that consultation processes are effective it is important that the reader of the LTCCP SOP is able to understand the strategy being employed by the Regional Council. This should not require the reader to have expertise in the analysis of financial statements.

Although there is an inherent complexity in developing and applying a financial strategy, at the broadest level, we would expect the Regional Council to be able to articulate its strategy in terms of the following questions:

- What position are we aiming for Council to be in at the end of the LTCCP period?
- Why do we want Council to look like this in the future?

Our focus in working through this module is on developing an understanding of the Regional Council's answer to the above questions and to evaluate whether that strategy is prudent and is being presented in a transparent way to the readers of the LTCCP. It is not the auditor's role to 'second guess' policy decisions of the Regional Council. Our focus will be on assessing the impacts of the Regional Council's policy with respect to financial prudence.

Councils have been encouraged since the 2006 LTCCP round to be clearer in their articulation of financial strategy. We urge the Regional Council to consider how it will express its strategy as it develops the LTCCP. We also encourage early discussion with us in relation to the Regional Council's approach to the balanced budget requirements of the Act.

### 2.2.10 Module ten – The right debate

The role of the LTCCP Statement of Proposal (SOP) and the SOP summary in particular is to facilitate the occurrence of the “right debate” in the community. In order for this ‘debate’ to occur, and for it to be focused on the ‘right’ issues, the LTCCP SOP document must provide the community with sufficient and balanced information about the **strategic and other key issues, choices and implications** facing them. If this occurs it will allow the community to effectively evaluate the issues and therefore participate in the decision-making process led by the Council.

The SOP summary prepared under s89(a) is required to be a “*fair representation of the major matters in the statement of proposal.*” It has a pivotal role in ensuring that the right debate occurs, as it is the primary consultation document for the community. Therefore, it is essential that the summary is not only a fair reflection of the overall content of the LTCCP SOP document, but also that it makes the **strategic and other key issues, choices and implications** reflected in the LTCCP SOP accessible to the community.

Our focus will be on assessing whether:

- the LTCCP SOP and the SOP summary documents achieve an appropriate standard of readability and clarity for a moderately informed reader?
- the issues that the Regional Council has focused on and presented in the SOP are complete? Has the LTCCP SOP and the SOP summary addressed the **strategic and other key issues, choices** that the community needs/wants to address and have the **implications of options** been fully disclosed?

### 2.2.11 The adopted LTCCP

Consistent with section 94 of the Act, we are required to also report on the adopted LTCCP subsequent to your consultation on the LTCCP SOP. Our focus will be to assess the Regional Council's consultation process on the LTCCP SOP including the LTCCP SOP summary. The extent of our work will be dependent on:

- the audit conclusions reached on the LTCCP SOP;
- the audit conclusions reached on the summary of the LTCCP SOP; and
- the impact of consultation on the adopted LTCCP.

## 3 Other matters

### 3.1 Publication of the LTCCP Statement of Proposal and Adopted LTCCP on the Regional Council's web site

If you intend to publish the LTCCP SOP and/or adopted LTCCP electronically, the Office of the Auditor-General requires us to examine the final electronic file version



of the audit report prior to its inclusion, and as soon as possible after its inclusion on your web site to ensure consistency with the paper-based documents that have been subject to audit. Potential changes to parts of the audit opinion, for example for page number references, and the inclusion of additional information to readers of the electronic report will be required.

To ensure that we meet these obligations we would appreciate you advising us as soon as possible if you intend your financial statements to be published electronically.

#### **4 Audit logistics**

We have an electronic audit management system. This means that our auditors will complete the majority of their work on their laptops.

We would therefore appreciate it if the following could be made available during our audit:

- Access to an analogue telephone line.
- A suitable workspace for computer use.
- Electronic copies of key documents where possible.

As noted in section 2.1, our audit work needs to be undertaken as the development of your LTCCP occurs to ensure the timely completion of our audit opinion. Hence we wish to discuss actual timing as specified in your project plan and agree timings for proposed audit visits and delivery.

To ensure we meet agreed deadlines, it is essential that the dates agreed are adhered to.

#### **5 Professional fees**

Our audit fee, covering both the LTCCP SOP and the adopted LTCCP for the period commencing 1 July 2009, is \$54,000 plus disbursements (GST exclusive) as outlined in Appendix 2.

The fee assumes:

- the provision of information of requisite quality in a timely manner;
- the appropriate level of assistance from your staff;
- no significant change in the structure or level of operations of the Regional Council to the extent it impacts on the Regional Council;

If information is not available for the visits as agreed, we will seek to recover any additional costs incurred as a result. We will endeavour to inform you as soon as possible should such a situation arise.

If the audit takes less time than envisaged then we would reduce the fee accordingly.

This fee is exclusive of:

- any subsequent amendments, under section 84(2), the Regional Council may make to the adopted LTCCP;
- the issuing of an audit opinion on the Regional Council's summary of the LTCCP SOP.

We wish to interim bill as work progresses. We propose the following billing arrangements:

	\$	
September 2008		10,000
November 2008		10,000
March 2009		15,000
April 2009		15,000
July 2009		<u>4,000</u>
		\$54,000

## 6 Personnel

Our personnel involved in the management of the audit are:

John Mackey	LTCCP audit director
Michael Browne	Specialist assurance services manager
Cristin Dyer	LTCCP audit manager
To be advised	LTCCP audit supervisor

We have endeavoured to maintain staff continuity as far as possible but retirements and resignations have necessitated some changes.

## 7 Audit timing

Audit timetable key dates are as follows:

Self assessment provided to Council	30 April 2008
Self assessment returned to Audit team for assessment	15 June 2008
First interim visit (initial assessment)	To be confirmed
Second interim visit (refer project plan for key dates and number of visits)	To be confirmed
Proposed LTCCP SOP available	To be confirmed
Summary available	To be confirmed
Audit opinion on LTCCP SOP required	To be confirmed
Proposed LTCCP for adoption available	To be confirmed
Audit opinion on adopted LTCCP required	To be confirmed

Should we encounter any significant problems or delays during the audit, we will inform you immediately.

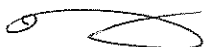
## 8 Agreement

Please sign and return the attached copy of this letter to indicate that:

- it is in accordance with your understanding of the arrangements for this audit of the LTCCP for the period commencing 1 July 2009; and
- you acknowledge the terms of the engagement (as set out on Appendix 1 to this letter) that apply specifically to the audit of the LTCCP SOP and adopted LTCCP and which supplements the existing audit engagement letter dated.

If there are any matters requiring further clarification please do not hesitate to contact me.

Yours sincerely



John Mackey  
Director

cc Robert Mallinson, Corporate Services Manager

*I acknowledge that this letter is in accordance with my understanding of the arrangements of the audit engagement. I also acknowledge the terms of the engagement that apply specifically to the audit of the LTCCP, and which supplements the existing audit engagement letter.*

Signed \_\_\_\_\_ Date \_\_\_\_\_  
Chris Ingle  
Chief Executive

Signed \_\_\_\_\_ Date \_\_\_\_\_  
Ross Scarlett  
Chairperson

## Appendix 1: Terms of the engagement that apply specifically to the audit of the LTCCP

### Background

This supplement to the existing engagement letter is issued on behalf of the Auditor-General. The Auditor-General is the statutory auditor of West Coast Regional Council (the *Regional Council*). The Auditor-General has appointed me, John Mackey, using the staff and resources of Audit New Zealand, to carry out the audit of the Long term Council Community Plan Statement of Proposal and adopted Long Term Council Community Plan (hereinafter referred as the LTCCP SOP and the adopted LTCCP) for the period commencing 1 July 2009.

The purpose of this supplement to the existing engagement letter is to outline the terms of the engagement that apply specifically to the audit of the West Coast Regional Council's (the *Regional Council*) LTCCP SOP and adopted LTCCP for the period commencing 1 July 2009. This supplement should be read in conjunction with the existing audit engagement letter, which remains unchanged since that date.

### Objectives

The objectives of the audit of the LTCCP SOP and adopted LTCCP are:

- to provide independent opinions on the LTCCP SOP (under s 84(4) of the Act) and on the adopted LTCCP (under s 94(1) of the Act) about the activities of the Regional Council in respect of:
  - the extent to which the LTCCP SOP and adopted LTCCP comply with the requirements of the Act;
  - the quality of the information and assumptions underlying the forecast information provided in the LTCCP SOP and adopted LTCCP;
  - the extent to which the forecast information and proposed performance measures will provide an appropriate framework for the meaningful assessment of the actual levels of service provision; and
- to report on matters relevant to the Regional Council's planning systems, which come to our attention and are relevant to the Regional Council.

Our audit involves performing procedures that examine, on a test basis, evidence supporting assumptions, amounts and other disclosures in the LTCCP SOP and adopted LTCCP, determining compliance with the requirements of the Act, and evaluating the overall adequacy of the presentation of information.

We also review other information associated with the LTCCP SOP and adopted LTCCP to identify whether there are material inconsistencies with the audited LTCCP SOP and adopted LTCCP. In particular, we will need to review the Summary of the LTCCP SOP for its representation of the *major matters* in the LTCCP SOP to enable general consultation with the community.

### **Reports arising from the audit of the LTCCP**

Consistent with the objectives above, the reports arising from the audit of the LTCCP SOP and adopted LTCCP are:

- the audit report attached to the LTCCP SOP;
- the audit report attached to the adopted LTCCP; and
- a management report provided to the Regional Council.

### **The auditor's report on the LTCCP**

We will be providing an overall report on whether the LTCCP SOP and adopted LTCCP provide a reasonable basis for long term integrated decision-making by the Regional Council and for participation in decision making by the public and subsequent accountability to the community. Each of the main audit reports arising from the audit of the LTCCP SOP and adopted LTCCP then provide an independent opinion to readers on specific matters required by sections 84(4) and 94(1) of the Act. These specific matters are:

- the extent to which the Statement of Proposal complies with the requirements of the Act;
- the quality of the information and assumptions underlying the forecast information provided in the Statement of Proposal; and
- the extent to which the forecast information and proposed performance measures will provide an appropriate framework for the meaningful assessment of the actual levels of service provision.

The audit opinion does not:

- provide a guarantee of absolute accuracy in the LTCCP SOP and adopted LTCCP;
- express an opinion on the merits of any policy content within the LTCCP SOP and adopted LTCCP;
- include an opinion as to whether the forecasts will be achieved.

### **Provision of a management report to the Regional Council**

Consistent with our objectives, we will report to the Regional Council on the conclusion of the engagement. The report communicates matters which come to our attention during the engagement and, which, in our opinion, are relevant to the Regional Council. For example we will report:

- any legislative breaches noted;
- any weaknesses in the Regional Council's systems that come to our notice and we consider of relevance to the Regional Council *and*
- uncorrected misstatements noted during the audit.

## **Materiality**

Consistent with the annual attest audit, the audit engagement for the LTCCP SOP and adopted LTCCP adheres to the principles and concepts of materiality across the 10-year period of the LTCCP.

Consequently, if we find material misstatements that are not corrected, we will refer to them in the audit opinion. Our preference is for any material misstatement to be corrected, avoiding the need to refer to misstatements in our opinion.

## **The auditing standards applied when conducting the audit of the LTCCP Statement of Proposal and Adopted LTCCP**

We will ensure that the audit is carried out in accordance with the International Standard on Assurance Engagements 3000 (revised): *Assurance Engagements Other Than Audits or Reviews of Historical Financial Information* and the Auditor-General's Auditing Standards, which incorporate the New Zealand Auditing Standards. The financial forecast information is examined in accordance with the International Standard on Assurance Engagements 3400: *The Examination of Prospective Financial Information*.

## **Responsibilities**

### ***General responsibilities***

The general responsibilities of the Regional Council with regards to the preparation and completion of the LTCCP SOP and adopted LTCCP are consistent with those existing for the annual report as set out in the audit engagement letter – with appropriate allowance for recognising that the LTCCP deals with forecast information.

### ***Specific responsibilities***

The Regional Council is responsible for preparing the LTCCP SOP and adopted LTCCP under the Act, by applying the Regional Council's assumptions and in accordance with generally accepted accounting practice in New Zealand. The Regional Council's responsibilities arise from section 93 of the Act. We assume that members of the Regional Council are familiar with those responsibilities and, where necessary, have obtained advice about them.

For clarity we do note the following statutory responsibilities as set out in the Act:

- Section 93 of the Act requires Council to have a LTCCP, at all times. Part 1 of Schedule 10 governs the content of the LTCCP. Section 111 aligns the financial information with *generally accepted accounting practice*.
- Section 84 sets out the special consultative procedures required to be followed by Council to adopt the LTCCP.
- Section 84(1) aligns the consultation for the adoption of the LTCCP with the special consultative procedure set out in section 83, which includes a requirement to produce a LTCCP SOP as well as a summary (consistent with section 89).
- Section 84(4) requires an auditor's report on the LTCCP SOP and section 94 requires a separate opinion on the adopted LTCCP.

**Statutory reporting deadlines**

We note that the **adoption deadline for the LTCCP is 30 June 2009**. It is imperative that we work together on a basis consistent with your project plan for the development of the LTCCP to ensure completion of all statutory requirements within the timeframes set by the Regional Council, consistent with this statutory deadline.

We envisage that the audit work for the LTCCP SOP and adopted LTCCP will be conducted as these are developed, rather than once the LTCCP SOP and adopted LTCCP are completed. While there is some audit work which can only be conducted on the conclusion of these reports, the majority of fieldwork will need to be completed as the LTCCP SOP and adopted LTCCP are developed.

**Appendix 2: Team mix and hours for the audit of the LTCCP for the 10-year period commencing on 1 July 2009**

	<b>Total hours</b>
Approved Auditor	54
Review Director	13
Audit Manager	78
Other CA staff	96
Staff not yet CA qualified	19
Totals	260



**Fee calculations**

	\$
Net fee	54,000
OAG overhead contribution <sup>1</sup>	NIL
Estimated disbursements*	8,000
Total fee (including disbursements and overhead contribution)	<u>62,000</u>
GST	7,750
Audit fee for the LTCCP for the period commencing 1 July 09	<u><u>69,750</u></u>

\*Our estimate of disbursements, including travel, is **\$8,000**. Should actual and reasonable costs exceed that estimate for reasons beyond our control, we may, subject to the Auditor-General's approval, seek to recover those additional costs.

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<sup>1</sup> No OAG overhead is charged in relation to the audit of the LTCCP

**THE WEST COAST REGIONAL COUNCIL**

To: Chairperson  
West Coast Regional Council

I move that the public be excluded from the following parts of the proceedings of this meeting, namely, -

Agenda Item No. 8.

117 - 121 8.1 Confirmation of Confidential Minutes 11 November 2008

8.2 Overdue Debtors Report (to be tabled)

147 – 159 8.3 Enforcement Report

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<b>Item No.</b>	<b>General Subject of each matter to be considered</b>	<b>Reason for passing this resolution in relation to each matter</b>	<b>Ground(s) under section 48(1) for the passing of this resolution.</b>
8.			
8.1	Confirmation of Confidential Minutes 11 November 2008		Section 48(1)(a) and in particular Section 9 of 2nd Schedule Local Government Official Information and Meetings Act 1987.
8.2	Overdue Debtors Report		
8.3	Enforcement Matters		

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I also move that:

- Chris Ingle
- Robert Mallinson
- Chris Pullen
- Simon Moran
- Colin Dall

be permitted to remain at this meeting after the public has been excluded, because of their knowledge on the subject. This knowledge, which will be of assistance in relation to the matter to be discussed.

The Minutes Clerk also be permitted to remain at the meeting.