

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

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

**TUESDAY, 14 OCTOBER 2014**

**The programme for the day is:**

**10.30 a.m:**

**Resource Management Committee Meeting**

**On completion of RMC Meeting:**

**Council Meeting**

**On Completion of Council Meeting:**

**Council Workshop:**

**Update on the draft Bylaw, and Asset  
Management Plans**

# **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, 14 October 2014**

**P. EWEN**  
CHAIRPERSON

**M. MEEHAN**  
Planning and Environmental Manager  
**J. ADAMS**  
Consents and Compliance Manager

<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 – 9 September 2014
<b>3.</b>		<b>PRESENTATION</b>
<b>4.</b>		<b>CHAIRMAN'S REPORT</b>
<b>5.</b>		<b>REPORTS</b>
		<b>5.1 Planning and Environmental Group</b>
	4 – 5	5.1.1 Planning & Environmental Manager's Report
	6 – 19	5.1.2 ESP Filter Tube Trial
		<b>5.2 Consents and Compliance Group</b>
	20 – 22	5.2.1 Consents Monthly Report
	23 – 26	5.2.2 Compliance & Enforcement Monthly Report
		<b>6.0 GENERAL BUSINESS</b>

**MINUTES OF THE MEETING OF THE RESOURCE MANAGEMENT COMMITTEE  
HELD ON 9 SEPTEMBER 2014 AT THE OFFICES OF THE WEST COAST REGIONAL COUNCIL,  
388 MAIN SOUTH ROAD, GREYMOUTH, COMMENCING AT 10.30 A.M.**

**PRESENT:**

P. Ewen (Chairman), A. Robb, A. Birchfield, P. McDonnell, T. Archer, S. Challenger, N. Clementson, J. Douglas

**IN ATTENDANCE:**

C. Ingle (Chief Executive Officer), R. Mallinson (Corporate Services Manager), M. Meehan (Planning & Environmental Manager), J. Adams (Consents & Compliance Manager), T. Jellyman (Minutes Clerk)

**1. APOLOGIES**

There were no apologies.

**2. PUBLIC FORUM**

There was no public forum.

**3. MINUTES**

**Moved** (Robb / Archer) *that the minutes of the previous Resource Management Committee meeting dated 12 August 2014, be confirmed as correct.*

*Carried*

**Matters Arising**

There were no matters arising.

**4. CHAIRMAN'S REPORT**

Cr Ewen reported that he assisted with a tender opening for maintenance works in the Taramakau rating district. He also answered some queries from whitebaiters relating to the Taramakau River.

**Moved** (Ewen / Robb)

*Carried*

**5. REPORTS**

**5.1 PLANNING AND ENVIRONMENTAL GROUP**

**5.1.1 REEFTON AIR QUALITY SUMMARY**

M. Meehan spoke to this report and reported that there have been 17 exceedances of the NES for PM<sub>10</sub> in the Reefton Airshed this year. He advised that the Oeko Tube trial is set to wrap up; the Oeko Tubes will stay in place with the results of the trial due later this month.

M. Meehan tabled a report on Cyclone Ita, the severe weather event that occurred at Easter. C. Ingle advised that a similar report was produced following the December 2010 flood event. He stated that this type of report is a good way of documenting an event of this nature.

M. Meehan advised that council has been successful in being granted \$190,000 from the Ministry for the Environment which will go towards a study into the Grey Valley catchment. This study will look at water allocation, quality and quantity issues. Cr Ewen congratulated staff on getting this funding.

Cr McDonnell stated that he thought August was quite cold, he asked M. Meehan if he was surprised that there were not more exceedances of the NES for PM<sub>10</sub> in Reefton. M. Meehan responded that this depends on the wind movement and inversion layers over the town. He stated that there are a lot of meteorological factors that play into this and it is not just about whether or not it is cold. Cr Ewen noted that number of exceedances from 2006 through until 2014 and stated that when the government brings in the regulation of one exceedance per year it is not going to be realistic. Cr Ewen stated that there will need to be a bit of movement on the one exceedance per year as even with the measures that council is putting in for Reefton it is going to be difficult to achieve.

**Moved** (McDonnell / Clementson) *That Council receives this report.*

*Carried*

### 5.2.1 CONSENTS MONTHLY REPORT

J. Adams spoke to this report and advised that three site visits were carried out during the reporting period. He reported that 22 non-notified resource consents were granted and 11 variations to resource consent conditions were processed during the reporting period. J. Adams reported that one limited notified resource consent was granted to Westpower Ltd to disturb the bed of the Taramakau River to construct river protection works.

Cr Challenger queried RC01310-V2 to increase a groundwater take in the Grey Valley catchment. J. Adams advised that this catchment is not over allocated. He stated that although it looks like there has been an increase, there hasn't, as a neighbour had surrendered his consent in this area.

Cr Birchfield stated that he saw a report in the paper that stated that the Grey River is "lifeless". Cr Birchfield asked if council has staff looking into this. J. Adams stated that his staff has been looking into the Grey catchment as he is receiving more and more requests for water takes for irrigation. J. Adams advised that a careful eye is being kept on this to ensure that water is being used correctly. Cr Birchfield disputes the statement that the Grey River is lifeless. He stated that there are plenty of fish going up the river and plenty of people are catching fish on this river.

**Moved** (Archer / Challenger) *that the September 2014 report of the Consents Group be received.*

*Carried*

### 5.2.1 COMPLIANCE & ENFORCEMENT MONTHLY REPORT

J. Adams spoke to this report and advised that 37 site visits were made. J. Adams reported that staff have identified the cause for a complaint about the Little Grey River being discoloured. This relates to a machine doing work in the riverbed. J. Adams advised that enforcement action is now being taken. J. Adams reported that further investigation into the discharging of sediment laden water from a gold mining operation in the Hokitika area is being done. He advised that the gold miner has started using flocculent to take to get the water to clear quicker.

Cr Challenger asked if Mr Lindsay Smith has a bond in place for his gold mining operation at Blue Spur. J. Adams advised that there is a bond for this mine site but the bond is with Little Paddock which has gone into liquidation. J. Adams advised that the Liquidators will have first call on this bond. Cr Archer asked J. Adams if he is happy with the remediation done for the bonds that are to be released. J. Adams confirmed that one is a transfer and he is happy with the remediation work for the other bond that is to be released.

**Moved** (Archer / Robb)

1. *That the September 2014 report of the Compliance Group be received.*
2. *That Council releases the bonds held by John William Nelson Perkins and Glenys Noeline Perkins for Resource Consent RC98005 and Brent Hampton for Resource Consent RC09009.*

*Carried*

## 6.0 GENERAL BUSINESS

J. Douglas stated that she was at Hokitika Beach recently and she observed a drone taking photographs. She asked if council commissions drones regularly? M. Meehan responded that council has started using drones in lieu of helicopters to fly over some of our structures. He advised that council wanted to get some good photos of the Hokitika Seawall and to also investigate the cost effectiveness of drones. M. Meehan stated that drones are new technology that has now become

available and is very useful. He stated that J. Adams's staff are also keen to use drones for river works and sites that are difficult to access. J. Adams advised that GPS points are able to be programmed into drones and photographs can then be taken. M. Meehan advised that council does not own any drones. He stated that people who operate drones must comply with the civil aviation laws relating to what drones can do, the heights they can fly to. M. Meehan advised that the purpose of the flights is to take photographs of council structures.

The meeting closed at 10.47 a.m.

.....  
Chairman

.....  
Date

# 5.1.1

## THE WEST COAST REGIONAL COUNCIL

Prepared for: Resource Management Committee Meeting – 14 October 2014  
Prepared by: Jonny Horrox – Resource Scientist and Emma Reeves - Technician  
Date: 4 October 2014  
Subject: **PLANNING AND ENVIRONMENT MANAGERS REPORT**

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### Lake Brunner Fresh Start to Freshwater Fund

Work continues with the Lake Brunner farmers allocating the \$200,000 received from the Ministry for the Environment towards fencing and riparian planting in the catchment.

\$20,000 was allocated to the community group to spend on plantings at four community sites. \$13,677 has been distributed with the remaining \$6,323 allocated towards signage, replacement plants and planting days. The final planting day is planned for 18 October 2014 at Homestead Creek.

Of the \$180,000 allocated to farmers who identified work through their farm plans, \$57,022.65 has been distributed upon completion of works. The remaining \$123,633.55 will be distributed prior to the 20 December deadline as farmers complete their projects. The majority of farmers have nearly completed their projects and are on track for the 20 December 2014 deadline. Council is working with two farmers who due to personal circumstances have not commenced their work.

### Resource Science

Council is working with AgResearch, Massey University, Dairy NZ and Westland Milk Products to investigate a web site that will guide Lake Brunner farmers on the best times to irrigate farm dairy effluent. Real-time meteorological data would be fed into a model that uses soil data to predict soil moisture. This would be provided on a website that helps local farmers determine when and how much dairy effluent can be irrigated.

The Groundwater State of Environment (SOE) report is nearly complete, work continues on the Surface Water Quality SOE report. The Freshwater National Policy Statement National Objectives Framework classes are being determined for our lake and river sites as part of the SOE report.

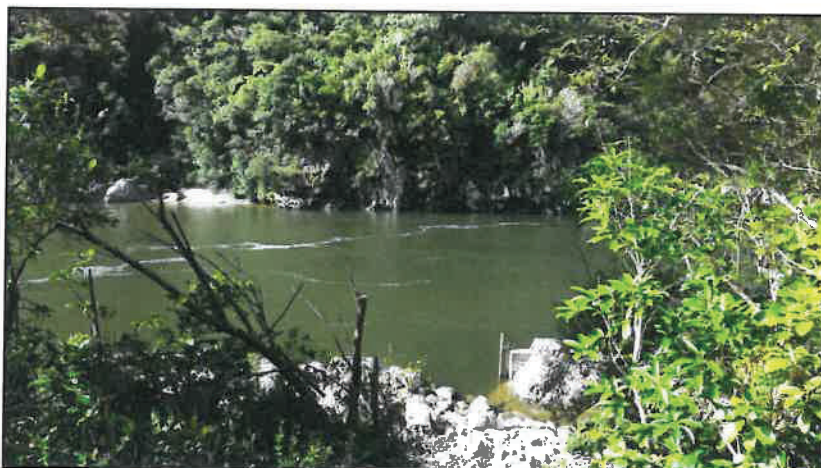
### Hydrology Site Upgrades

In the last month the hydrology team have been busy upgrading and installing new hydrometric sites. The team has installed two new water level sites and have upgraded two rain gauges to meet national environmental monitoring standards.

### *Mohikinui River @ Welcome Bay*

NIWA previously monitored water level on the Mohikinui River as part of Meridian's dam proposal. Following the decision to discontinue the dam development, NIWA offered the site to Council to run as part of its network. The site adds further data to the network and can also provide a flood warning service for the residents of Seddonville. The West Coast Civil Defence Group Manager will work with local civil defence staff to work alongside the local community to set this up.

Last week recording equipment, an aerial and solar power was installed at the site. The data will be ready to go live on the council website when testing of the site is completed.



### *Mawheraiti Rv @ Atarau Bridge*

A new water level site is currently being installed on the Mawheraiti River downstream of the Atarau Bridge (Mirfins Bridge). This site will contribute information to the Mawheraiti catchment water resource investigation. A box to house logging and telemetry equipment has been installed and a water level sensor line drilled in. When flows are low enough the staff gauge sections will be surveyed and concreted into the riverbank.



### *Waiho River*

The rain gauge at the Waiho River site is currently situated on top of a shed. To meet national monitoring standards rain gauges should be located at ground level with a second check gauge for comparison. An application has been submitted to the NZTA to occupy road reserve adjacent to the existing shed and install a check gauge. This work will be carried out as soon as permission is granted.

### *Inangahua River*

The rain gauge at the Inangahua River at landing site is located on top of the stilling well. Permission has been granted from the land owner to move the gauge from the well and locate it in a small fenced area with a check gauge in the paddock. This work will be carried out in March 2015.

## **RECOMMENDATION**

*That the report is received*

Michael Meehan  
**Planning and Environment Manager**



**THE WEST COAST REGIONAL COUNCIL**

Prepared for: Resource Management Committee - 14 October 2014  
Prepared by: Lillie Sadler, Policy Analyst  
Date: 3 October 2014  
**Subject: ESP Filter Trial Report**

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**Purpose**

To provide Council with a copy of the report on the results of the ESP filter trial on Reefton chimneys.

**Background**

Two OekoTube ESP filters were installed on two Reefton chimneys on 12 May 2014, and monitored over winter to investigate their operation and maintenance requirements in real life conditions. Previously the OekoTube filter has not been trialled on a domestic coal fire in a home environment. Levels of soot dust were measured and photographed as an indication that the filter was functioning properly.

The trial showed that the ESP filter clearly retained soot dust containing PM<sub>10</sub> within the flue almost continually over winter without any major malfunctions. Several minor maintenance and operational matters were identified which can be easily managed to improve the use of the ESP device. A copy of the report outlining the results is attached.

The Reefton Airshed Committee will meet again to discuss the winter trial with a view to holding a public meeting in November 2014.

**RECOMMENDATION**

*That this report be received.*

Michael Meehan  
**Planning and Environment Manager**



**MONITORING THE OPERATION OF AN  
ELECTROSTATIC PRECIPITATOR  
FILTER ON  
REEFTON CHIMNEYS**

**October 2014**

### Introduction

This report outlines the results of a trial monitoring the operation of an electrostatic precipitator (ESP) filter on two domestic burners in the Reefton Airshed. The particular ESP filter used is called the OekoTube which is designed to make PM<sub>10</sub> particles adhere to chimney walls, thus reducing the amount of PM<sub>10</sub> emissions discharged out the flue.

### Background

Since October 2012 the Reefton Airshed Committee (RAC or the Committee) has been investigating options for reducing PM<sub>10</sub> emissions from domestic burners in the Reefton Airshed, to improve air quality and meet the National Environmental Standard for Air Quality (NESAQ).

The NES requires that PM<sub>10</sub> levels be no higher than 50 µg/m<sup>3</sup> averaged over a 24-hour period, with three permissible exceedances per year after September 2016, and only one per year after September 2020. Council's air quality monitoring in the Reefton Airshed shows multiple exceedances of the standard every year since 2006.

While the OekoTube appears to be a possible solution to reducing PM<sub>10</sub> emissions in the Reefton Airshed, there is no information on its performance on domestic coal fires. A laboratory trial was therefore undertaken in January 2014 to determine the percentage reduction of PM<sub>10</sub> by the OekoTube on a coal, and coal and wood (50:50), fire. The results indicated a 90-97% reduction when the fire was operated at low burn setting and approximately 58% reduction in total emissions across all the trialed burn cycles,<sup>1</sup> although the actual reduction could be higher in the colder Reefton air temperatures. The lab trial results give a positive indication that the ESP filter on domestic burners may be sufficient to achieve the NES for PM<sub>10</sub> in Reefton, in tandem with other methods.

There is likewise no information on maintenance requirements of the ESP filter operating on a coal fire, specifically how quickly soot dust builds up on the flue wall and how often a chimney may need cleaning. The purpose of this trial is to identify how well the OekoTube runs mechanically in live conditions.

### The trial

#### ESP filter

Two ESP filters were installed on a coal, and wood and coal, fire in the Reefton Airshed on 12 May 2014. The filters used are known as OekoTubes, consisting of a 1.5 metre long steel rod placed in the top inside of the chimney. A small electrical current is sent through the rod which causes PM<sub>10</sub> and smaller particles to cluster together into larger particles and attach to the side of the chimney rather than discharging into the air. Further details about the OekoTube are shown in Appendix 1. While there may well be other ESP devices being developed overseas, the OekoTube is the only one Council is aware of that is currently accessible in New Zealand.

The OekoTube ESP filter



OekoTube circuit box on chimney



Light at bottom of circuit cover



<sup>1</sup> Wilton, E. February 2014. Evaluation of the effectiveness of the OekoTube ESP in the management of PM<sub>10</sub> in Reefton.

### *Domestic burners*

The flues on the two burners used in the trial were swept prior to the OekoTube being installed and operated, so there was no build-up of soot dust on the flue wall at the start of the trial.

The homeowners proceeded to operate their burners as they usually do during the colder winter months (both burners are 25kW). The household burning coal and wood used Reddale coal, and to further replicate burning typically carried out in Reefton homes they burnt moderately wet, native wood.<sup>2</sup> The household burning only coal used Giles Creek coal. Bituminous coals were not used as the laboratory trial identified that bituminous coal soot, being very fine and powdery, clogs up the ESP filter so it stops functioning.

Both burners were operated 24 hours a day, seven days a week, and were only stopped for approximately 10-12 hours before each monitoring round to enable the flue to cool down enough for the contractor to view and measure the soot dust in the flue.

### *Monitoring*

Levels of soot dust on both chimneys were measured four times during the winter months, on 30 May, 27 June, 28 July, and 3 September. Daryl Topp of Topp Services Ltd in Greymouth was contracted to the West Coast Regional Council to do the monitoring, which involved climbing up on each roof, measuring the thickness of the soot dust layer at various places on the ESP filter and in the flue, recording measurements, and taking photos. Appendix 2 is a copy of the recording sheet.

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<sup>2</sup> The moisture content of wood burnt in the Airshed is often more than 25% as the wood is not stored long enough to sufficiently dry out. Most wood is sourced from the local area and is native, which takes longer to dry out than exotic timber such as pine or eucalyptus.

### Results of the trial

Note: No photos were available from the first round of monitoring due to a technical problem with the camera.

*Table 1: Dust on insulator*

The colour of the dust on the insulator of the OekoTube was ranked from "1" being all white to "10" being dark black. Dust thickness on the insulator was measured to give an indication of particulate matter coming out the chimney, which flows through the extension of the chimney and circulates under the circuit cover of the ESP filter.

Date	Mace Street (coal)		Plaskett Street (coal and wood)	
	Colour	Thickness	Colour	Thickness
30 May	8	Under 1/10mm	4	Under 1/10mm (very little dust)
27 June	6	Under 1/10mm	7	Under 1/10mm
28 July	8	1mm	Not recorded	1mm
3 September	9	1mm	8	1mm

After nearly four months of burner operation layers of soot dust accumulating on the OekoTube's white insulator has obviously changed the appearance of the insulator to dark grey and black.

There is little difference between the colour and thickness of dust on both insulators, although the texture varied. Dust on the insulator of the coal fire tended to be dull, fine and powdery, compared to the dust from the coal-wood fire which had a shiny, varnished appearance due to the resin from the wood.



**Insulator on coal fire, second monitoring Round, 27 June**



**Insulator on coal-wood fire, second monitoring round, 27 June**



Insulator on coal fire, third monitoring round, 28 July. Note damage on top ring, discussed under 'Cleaning the firebox' on Page 8



Insulator on coal-wood fire, third monitoring round, 28 July

*Table 2: Dust on electrode and flue wall*

Dust thickness on the top of the electrode, and upper and lower flue wall were measured. The lower flue wall at the base of the electrode could not be physically measured so it was visually estimated relative to being a  $\frac{1}{4}$ ,  $\frac{1}{8}$ , or  $\frac{1}{2}$  of the distance between the flue wall and the electrode, which is a maximum distance of 75mm (see Question 6 of the record sheet in Appendix 1). These results are translated into millimetres.

Date	Mace Street (coal)			Plaskett Street (coal and wood)		
	Horizontal part of electrode	Flue wall near top of electrode	Flue wall at bottom of electrode	Horizontal part of electrode	Flue wall near top of electrode	Flue wall at bottom of electrode
30 May	Under 0.5mm	4mm	Under 19mm	Under 0.5mm	3-6mm	Under 19mm
27 June	0.1mm	1-4mm	Not recorded	Under 0.5mm	4-10mm	Under 19mm (approx. 4-5mm)
28 July	1mm	1mm	Not recorded	1-2mm	5-12mm	About 19mm
3 September	0.5mm	0.5mm	At least 37mm spikes	1.5mm	5-8mm	5-8mm

The results show a minor build-up of soot dust in both chimneys, to different extents for the coal, and wood-coal, fires.

#### *Electrode*

There is very little build-up of dust on the electrode from both fires, indicating that the OekoTube is working properly with the electrical current making particles attach to the flue wall rather than to the electrode, except for a typically very small amount attracted to the electrode due to it being in the gas stream and having a positive charge. This is a positive outcome as too much dust on the electrode will make it stop functioning. As expected, spikes on the lower flue wall have broken off before they became long enough to touch the electrode and cause a shortage.

### *Flue dust from coal fire*

The contractor noted that with the coal fire there was only a small build-up of very fine, powdery soot dust on the flue wall, and this tended to be evenly spread throughout the flue for most of the trial period. By the fourth monitoring round further build-up had occurred on the flue wall at the bottom of the electrode, while the thickness at the flue top and on the electrode had slightly reduced. The latter may be due to re-entrainment which is discussed later in this report.

The lesser build-up compared to the wood-coal fire can be attributed to the Giles Creek coal dust being very light, dispersing more readily, and not having wood resin to bind more of it to the flue wall.

The soot colour also changed from black at the earlier monitoring rounds to light grey at the fourth monitoring round. The latter colour indicates that the particles clustered on the flue wall are well burnt from a hot fire.



**Black coal soot 1-4mm thick on upper flue wall, 0.1mm on electrode, 27 June**



**Coal dust 0.5mm thick on upper flue wall, 3 September**



**Lower flue wall, soot less than 19mm thick, 27 June**



**Lower flue wall, soot evenly spread, grey colour, 28 July**

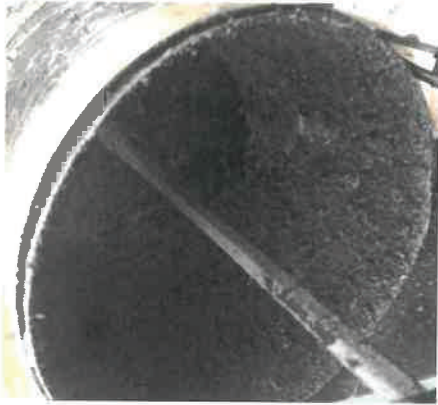
### *Flue dust from wood-coal fire*

As mentioned above, the thicker soot dust on the upper flue wall of the coal-wood fire compared to the coal fire is due to the wood resin from burning wet wood. The higher the moisture content in the wood, the more tar is present in the particles, and the more particles adhere to surfaces. In the early stages of the trial the

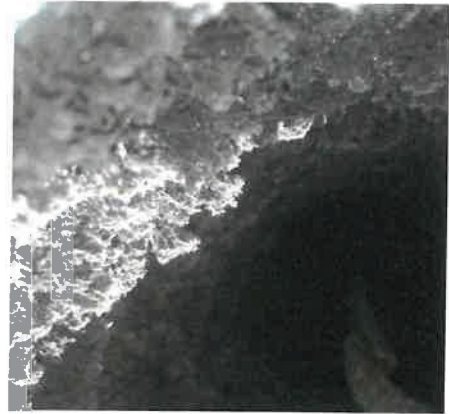
dust was flaky in appearance, with a black shine underneath from the wood. At the end of the trial drier wood was used, and so the soot changed to a powdery consistency.

The contractor noted at the second monitoring round a lot of soot flakes on the roof. The drop in soot thickness by the fourth monitoring round may be due to re-entrainment.

As with the coal fire, after four months of burning the dust changed from a dark grey/black colour to light grey with white edges, indicating that the soot was well incinerated by a hot fire.



**Black wood-coal soot, 4-10mm thick on upper flue wall, under 0.5mm on electrode, 27 June**



**Light grey dust, 5-8mm thick on upper flue wall, 3 September**



**Wood-coal soot, less than ¼ the distance between the lower flue wall and the bottom of the electrode, grey/black colour, 27 June**



**Light grey dust, approx. 5-8mm evenly spread on lower flue wall, 3 September**

#### *Re-entrainment*

Re-entrainment is where soot dust particles cluster together into flakes or spikes on the flue wall, and when large enough break off and either drop down into the firebox to be re-burnt, or are discharged out the chimney when the burner vents are fully opened. Flakes generally land on the roof around the chimney base or on the ground, depending on weather conditions. Re-entrainment discharged out the chimney is significantly larger than the PM<sub>10</sub> size, much less likely to enter human airways, and is easily washed away by rain.



It was observed in this trial that a smaller amount of re-entrainment from the coal fire settled on the roof, compared to re-entrainment from the wood-coal fire. Notwithstanding weather conditions and volume of fuel burnt, this may be due to wood resin making the wood-coal particulate heavier and stickier.



**Re-entrainment particles at the chimney base of the coal fire**



**Particles on the roof from the wood-coal fire**



**Wood-coal re-entrainment on a plastic chair**

The phenomenon of re-entrainment makes it difficult to obtain precise measurements of the amount of soot dust build-up on the flue wall, however it is not the purpose of this trial to measure the total amount of dust retained.

### **Findings**

The ESP filter has clearly retained soot dust containing PM<sub>10</sub> within the flue almost continually over winter without any major malfunctions, confirming that it does operate well in real life conditions on coal and coal-wood fires. The minor build-up of soot dust on the flue wall did not interfere with the safe operation of the burners.

### **Maintenance findings**

On-site testing has proved to be very valuable in identifying some minor maintenance and operational matters that will improve use of the ESP device.

#### *Chimney cleaning*

The small amount of soot build-up on the flue wall indicates that with the ESP filter operating full time over the four-month winter period, cleaning the flue and electrode once a year should be sufficient to ensure the flue functions safely and efficiently. The build-up of soot dust over the trial period was not enough to require the chimneys to be cleaned during the trial period. The re-entrainment process created by the ESP device is self-cleaning to a large extent, and fully opening the vents helps to remove spikes and flakes.

#### *Minor modification to flue*

A minor modification may need to be made to the flue cap to avoid smoke potentially shorting out the insulator. The ESP device at the top of the flue partially restricts the flow of smoke out the chimney, resulting in some smoke flowing through the ESP circuit box. Too much smoke entering the circuit box can lead to a heavier build-up of dust on the insulator which in turn causes the device to short out. The problem can be alleviated by making a 50mm diameter hole in the flue cap allowing more smoke and tar to escape directly out the flue, and reducing the amount going through the circuit box. As there will still be some smoke that flows through the circuit box the insulator and circuit unit needs to be checked and cleaned once a year.

### *Routine checks*

It is helpful if occupants regularly check that the ESP filter is operating properly. This can be done by checking what colour the light is at the bottom of the circuit cover (on the outside of the filter device at the top of the chimney):

- Red:** means there is a problem with the OekoTube. A common problem is an electrical shortage. If soot builds up on the flue wall at the bottom of the electrode and gets too close to the electrode, or builds up on the insulator, or the electrode is off-centre, this can make the OekoTube cut out. It could also be caused by a faulty security magnet built into the OekoTube cover for safety reasons, which can easily be replaced.
- Green flashing:** means the fire is not on and the OekoTube is on standby. There is 10 seconds between each flash so allow enough time to ensure the green light is flashing. During warmer months when fires are not used, the OekoTube can be switched off.
- Green** means the OekoTube is working and the fire is going.
- No light** means the OekoTube is switched off.

### *Cleaning the firebox*

Clearing ash from the grate too quickly or vigorously can damage the insulator, causing the ESP filter to stop working. A cloud of ash going up the flue will settle on the insulator, and can short out the unit. The photo on the right shows damage to the top ring of the insulator where the electricity current has arced across the ash build-up, cracking the ring and causing chips to come away around the edge. Shorting out will stop the OekoTube working for around 10-15 minutes until the ash cloud has cleared. This should be avoided as it means that additional PM<sub>10</sub> is discharged out the chimney while the OekoTube is not working. The grate needs to be cleaned slowly and gently to avoid stirring up too much ash.

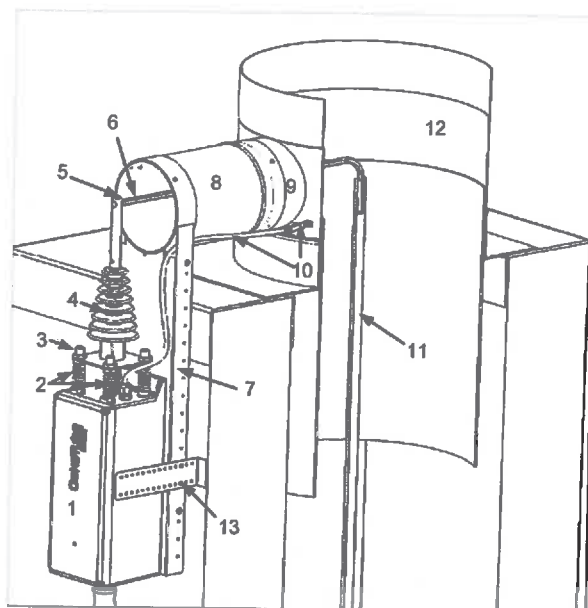


### **Conclusions**

This trial has established that an ESP filter can work effectively on domestic coal and coal-wood fires in the Reefton Airshed during winter months. Monthly monitoring of the OekoTube on two domestic fires in Reefton between May and September showed that soot dust containing PM<sub>10</sub> was retained on the flue wall and parts of the ESP device, with an overall increase in the thickness of soot between the start and finish of the trial. No major malfunctions occurred with the OekoTube when the device and burner were operated properly. The minor maintenance and operational matters identified in the course of the trial can be adequately dealt with by households to ensure that an ESP filter functions to its optimal capacity.

**APPENDIX 1: DIAGRAM OF THE OEKOTUBE ELECTROSTATIC PRECIPITATION FILTER**

1. Electronic box
2. Springs
3. Adjusting nuts
4. Insulator
5. Grub screw to fix the hexagonal electrode
6. Holder (6)
7. Hexagonal electrode holder (steel rod)
8. Electronic box mounting bracket
9. Extension pipe
10. T-piece connecting piece
11. Temperature sensor and cable holder
12. Flexible electrode
13. T-piece
14. Mounting bracket



APPENDIX 2 TRIAL RECORDING SHEET



**Recording Sheet for OekoTube Dust Monitoring – Winter 2014**

Physical address : .....

Date : .....

Time : .....

Contractor doing monitoring : .....

**Note if any re-entrainment (larger soot flakes) are present in the air or on the ground  
(Include approx. date)**

.....

.....

.....

**1. Control light on circuit cover (tick the relevant circle)**

All Red                   

Green flashing          

All green                

No lights                

**2. Dust colour on the insulator: rank from '1' being all white to '10' being dark black**

Score: .....

**3. Thickness of dust on the insulator (tick relevant circle)**

- Very thin layer (under 1/10 mm)
- Under 0.5 mm dust layer
- About 1.0 mm dust layer
- Over 1.0 mm dust layer  Thickness (mm): .....

Photo No:.....

Remarks to Nos 2 and 3: .....

**4. Dust on horizontal part of the electrode**

- Very thin layer (1/10 mm)
- Under 0.5 mm dust layer
- About 1.0 mm dust layer
- Over 1.0 mm dust layer (evenly spread)  Thickness (mm):  
.....

Description of the dust: .....

Photo No: .....

Remarks: .....

**5. Dust on flue wall near horizontal part of the electrode**

- Distribution: even thickness around the wall  mm: .....
- uneven thickness around the wall
- thickest measurement: mm: .....
- thinnest measurement: mm: .....

If the dust is unevenly spread, describe where most and least dust occurs, using a clock face description, with 6 o'clock being at the point where the horizontal rod touches the flue wall.

Most dust located: ..... o'clock      Least dust located: ..... o'clock

Description of the dust: .....

Remarks: .....

Photo No of the flue wall: .....

Photo No of the ruler: .....

**6. Dust on flue wall at the bottom of the electrode, estimated in relation to distance between the wall and the electrode (max 75 mm):**

- Less than  $\frac{1}{4}$  of the distance                     O
- About  $\frac{1}{4}$  of the distance                         O
- About  $\frac{1}{3}$  of the distance                         O
- About  $\frac{1}{2}$  of the distance                         O
- More than  $\frac{1}{2}$  of the distance                    O

Description of the dust 'spikes':  
.....

Photo No of flue wall at bottom of electrode: .....

General comments about the monitoring:.....  
.....  
.....

**THE WEST COAST REGIONAL COUNCIL**

Prepared for: Resource Management Committee  
 Prepared by: Jackie Adams - Consents & Compliance Manager  
 Date: 1 October 2014  
 Subject: **CONSENTS MONTHLY REPORT**

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**CONSENTS****Consents Site Visits 28 August – 30 September 2014**

<b>DATE</b>	<b>NAME, ACTIVITY &amp; LOCATION</b>	<b>PURPOSE</b>
18/09/14	RC13079-V1 – AG Sutherland, Tracking on Erosion Prone 2 areas, Rotomanu	To undertake a site visit with the applicant to investigate the environmental impacts associated with a change in the track navigation.

**Non-Notified Resource Consents Granted 28 August – 30 September 2014**

<b>CONSENT NO. &amp; HOLDER</b>	<b>PURPOSE OF CONSENT</b>
RC12072 P & E Ltd	To discharge (irrigate liquid) dairy effluent to land near DS348 at Inchbonnie.  To discharge (solid) dairy effluent to land near DS348 at Inchbonnie.
RC13087 Greg Wylie	To disturb and occupy the Coastal Marine Area within Mining Permit 41946 for the purpose of mining auriferous black sands (gold mining), at Greens Beach.  To take sand within Mining Permit 41946 for the purposes of gold mining, at Greens Beach.  To deposit sand/tailings to the Coastal Marine Area within Mining Permit 41946 associated with gold mining activities, at Greens Beach.  To take and use water associated with gold mining on Mining Permit 41946, at Greens Beach.
RC13192 New Zealand Transport Agency	To disturb the bed and banks of the Taramakau River to undertake river protection (rock armouring) works.  To divert water from rock protection (rock armouring) work Taramakau River.  To discharge sediment to water from river protection (rock armouring) works, Taramakau River.
RC-2014-0025 I Whitmore & K Milne	To discharge (irrigate liquid) dairy effluent generated at the dairy shed to land near DS371 at Rotomanu.  To discharge (solid) dairy effluent generated at the dairy shed to land near DS371 at Rotomanu.
RC-2014-0114 Grifis Mining Ltd	To undertake earthworks associated with land based alluvial gold mining, including an access track, and associated activities at Sulky Gully within the boundary of MP56345.  To take and use water for land based alluvial gold mining

	activities within the boundary of MP56345 at Sulky Gully.
	To discharge sediment-laden water from settling ponds associated with alluvial gold mining to groundwater via seepage within the boundary of MP56345 at Sulky Gully.
	To discharge water containing sediment to land where it may enter water, associated with alluvial gold mining, within the boundary of MP56345 at Sulky Gully.
RC-2014-0126 Arthur John Gillman	To disturb the bed of the Mahitahi River for log removal.
RC-2014-0144 Westland Milk Products	To discharge contaminants from untreated waste milk products to land, Grey and Westland Districts.
RC-2014-0149 TBfree New Zealand Ltd	To authorise the aerial discharge of 1080 (sodium monofluoroacetate) possum control cereal pellets and carrot baits (at a sowing rate of up to 5 kg per hectare) containing up to 0.15% weight/weight of 1080 to the Sewell Peak Control Area.
RC-2014-0162 Jacqueline Osborn	To alter the foreshore/seabed to construct a rock wall (gabion baskets), Ngakawau.
	To occupy space in the Coastal Marine Area (CMA) with a rock wall (gabion baskets), Ngakawau.
	To construct a structure (rock wall/gabion baskets) in the CMA, Ngakawau.
	To deposit natural material (rock) in the CMA, Ngakawau.
	To construct a rock bund within 50m of the CMA, Ngakawau.
RC-2014-0164 Blakeley Mining Ltd	To discharge water containing sediment to land where it may enter water, associated with alluvial gold mining, Nemona Forest.
RC-2014-0166 Grey District Council	To discharge contaminated fill to land (enclosed cell), McLeans Pit, Greymouth.
RC-2014-0167 GJ & DA Collings	To discharge sewage waste water to land in circumstances where it may enter water at Lot 1 DP 2479, 509 Taylorville-Blackball Road.
RC-2014-0168 Coastal Bulk Shipping Ltd	To discharge contaminants to land in circumstances where it may enter water (namely the Grey River) from the handling of cargo and related activities at the Port of Greymouth.
	To discharge contaminants to water (namely the Grey River) from the handling of cargo and related activities at the Port of Greymouth.
	To discharge contaminants (namely dust) to air from the handling of cargo and related activities at the Port of Greymouth.
RC-2014-0171 Avery Bros Ltd	To disturb the dry bed of the Buller River at Organs Island for the purpose of gravel extraction.
RC-2014-0176 William Caldwell	To discharge sewage waste water to land at Lot 2 DP 381365 BLK X WAIMEA SD.
RC-2014-0177 Raupo Farms Ltd	To disturb the dry bed of the Grey River for the purpose of removing gravel.



RC-2014-0179 BJ & CB Langford	To discharge treated dairy effluent to land from a dairy shed where it may enter surface water (Baker Creek) and groundwater near DS859, Karamea.
RC-2014-0183 Solid Energy New Zealand Ltd	To undertake earthworks and vegetation clearance, including in Erosion Prone Area 2, Peerless trial pit, Reddale Mine. Incidental groundwater take, Peerless trial pit, Reddale Mine. To discharge water containing contaminants to water, Peerless trial pit, Reddale Mine. To discharge overburden and water containing contaminants to land, Peerless trial pit, Reddale Mine. To discharge contaminants to air (dust and fugitive emission), Peerless trial pit, Reddale Mine.
RC-2014-0184 S & J Tiller	To discharge sewage waste water to land at Lot 1 DP 588, State Highway 6, Rapahoe.
RC-2014-0187 Heaphy Mining Ltd	To disturb the dry bed of the Buller River at Berlins for the purpose of gravel extraction.

Changes to Consent Conditions granted 28 August – 30 September 2014

CONSENT NO, HOLDER & LOCATION	PURPOSE OF CHANGE
RC08201-V7 Roa Mining Company Ltd Roa Mine	To reduce the grade and widen Jay Creek Road, Roa Mine.
RC11101-V1 TH Hitchens & J Subritsky Hunt Beach, South Westland	Increase tractor size allowed to 100 hp associated with black sand (gold) mining.
RC12039-V1 Casa Finca Ltd Kowhitirangi	To allow for the discharge of dairy effluent via seepage through the ponds to groundwater.
RC-2014-0100-V1 Value Proteins Ltd and The Christian Church Community Trust	To change the location of the upstream monitoring point at Haupiri.

No Notified Resource Consents and no Limited Notified Resource Consents were granted between 28 August and 30 September 2014.

Public Enquiries

43 written public enquiries were responded to during the reporting period. 33 were answered on the same day, 7 the following day, and the remaining 3 no more than 10 working days later. Two LGOIMA requests were responded to, all within the required timeframe.

**RECOMMENDATION**

*That the October 2014 report of the Consents Group be received.*

Jackie Adams  
**Consents & Compliance Manager**

**THE WEST COAST REGIONAL COUNCIL**

Prepared for: Resource Management Committee  
 Prepared by: Jackie Adams – Consents & Compliance Manager  
 Date: 2 October 2014  
 Subject: **COMPLIANCE & ENFORCEMENT MONTHLY REPORT**

**Site Visits**

A total of 62 site visits were undertaken during the reporting period, which consisted of:

Activity	Number of Visits
Resource consent monitoring	4
Mining compliance & bond release	35
Complaint Related	23

Out of the 62 total site visits for the reporting period six complaints were double categorised as mining visits, thus giving an adjusted total number of visits as 56.

Thirty six visits were compliant and twenty visits were non-compliant.

**Specific Issues****Gold Mining:**

- Two alluvial gold mining operations one at Inangahua and one at Greenstone were subject to abatement notices to cease the discharge of sediment laden water. The notices are a result of the Council receiving complaints about the discharges.
- 33 gold mine site visits were carried out over the reporting period; this included several visits to the same sites due to follow up/abatement notice inspections.
- 23 of the site visits were compliant. Ten site visits were found to be non-compliant.

**Coal Mining:**

- Two coal mine site visits were carried out which were compliant.

**Complaints/Incidents between 1 September 2014 – 29 September 2014**

The following 21 complaints/incidents were received during the reporting period:

Activity	Description	Location	Action/Outcome	INC/Comp
Discharge to Air	Complaint regarding odour from a fish processing factory.	Westport	The area was visited and found to be compliant at the time.	Complaint
Discharge to land	Complaint regarding the dumping of rubbish.	Hokitika	The complaint was passed onto Westland District Council. The rubbish has been removed	Complaint
Discharge to water	Complaint regarding the discharge of coal fine contaminated water.	Reefton	The discharge was compliant at the time of the inspection.	Complaint
Discharge to Land	44 gallon drums stored on a property containing tar had leaked and contaminated a drain.	Hokitika	Remedial work has been undertaken and enquiries are ongoing.	Complaint

Activity	Description	Location	Action/Outcome	INC/Comp
Works in the bed of a river	Compliance staff located unauthorised river works and diversions being undertaken on the Little Grey River.	Mawheraiti	Site visit carried out enforcement action was undertaken.	Incident
Discharge to Water	Sediment laden water discharged from a gold mining operation discoloured the Buller River.	Inangahua	Site visit was carried out and found that the discharge from the operation was non-compliant. Enforcement action to be undertaken.	Complaint
Works within the CMA	Complaint regarding a digger opening the mouth of a creek.	Westport	Enquiries established that the work was authorised by a resource consent.	Complaint
Discharge to Air	Complaint regarding the discharge of odour from a property.	South Beach	The site was visited and the resident was advised to cease the activity.	Complaint
Discharge to Water	Sediment laden water discharged from a gold mining operation discoloured the Greenstone River.	Greenstone	A site visit was undertaken and established that the discharge was non-compliant. Enforcement action is pending.	Complaint
Works within the CMA	Complaint regarding minor earthworks and removal of vegetation within the CMA.	Ruatapu	The site was visited and found that at some stage a small digger had been used to clear some scrub to allow access onto the beach. The identity of the person is unknown.	Complaint
Storm water	Complaint regarding the discharge of storm water.	Camerons	Enquiries are ongoing	Complaint
Storm water	Complaint regarding the discharge of storm water causing erosion	Aratika	The neighbouring property owner was spoken to and is going to carry out work to mitigate the problem.	Complaint
Discharge to Water	Complaint regarding the New River discoloured with sediment.	Camerons	Enquiries established that the complaint was unsubstantiated.	Complaint
Discharge to Land	Complaint regarding poison laid on the side of a walk track.	Blackball	Enquiries established that the substance was a poison. (Cholecalciferol) The substance does not require a handler's certificate and it is unknown who placed the poison. It was disposed of by Council staff.	Complaint
Discharge to Water	Complaint regarding Waimea Creek discoloured with sediment.	Stafford	A gold mining operation was inspected and found to be compliant at the time of the inspection.	Complaint
Discharge to Water	Complaint regarding Devils Creek discoloured with sediment.	Reefton	A site visit established that a person had been extracting gravel from the wet bed causing the discharge of sediment. Enforcement action pending.	Complaint

Activity	Description	Location	Action/Outcome	INC/Comp
Discharge to Water	Council staff observed Deadmans Creek was discoloured with sediment.	Ngahere	A site visit established that the discharge was a result of a gold mining operation. Enforcement action is pending.	Complaint
Discharge to Land	Complaint regarding the dumping of rubbish beside the Grey River	Greymouth	The site was visited and identification from the rubbish was located. Passed onto GDC to follow up.	Complaint
Discharge to Water	Complaint regarding the discharge of sediment laden water to the Grey River.	Greymouth	Enquires established that the discharge came from a gravel processing yard. Enquiries are continuing.	Complaint
Discharge to Air	Complaint regarding the odour from a spray painting operation.	Hokitika	The area was visited and enquiries established that the complaint was unsubstantiated.	
Discharge to Water	Complaint regarding the discharge of sediment to the Grey River.	Stillwater	The area was visited and found that the complaint was unsubstantiated.	Complaint

### **Formal Enforcement Action**

Three abatement notices were issued during the reporting period:

Activity	Location
Gold mining: Cease the discharge of sediment	Greenstone
Gold mining: Cease the discharge of sediment	Inangahua
Flood Protection Works: Remove unconsented works	Maruia

Five infringement notices were issued during the reporting period:

Activity	Location
Unauthorised River Works: Five infringement notices were issued to the same company for the unconsented works and diversions.	Maruia

## **MINING**

### **Work Programmes**

The Council received the following eight work programmes during the last reporting period. One programme has been placed on hold, the remaining work programmes have only been recently received, are awaiting bonds to be lodged or require site visits prior to approval.

Date	Mining Authorisation	Holder	Location
01/09/2014	RC2014-0110	Peter Savage	Matai
04/09/2014	RC2014-0148	Birchfields Minerals Ltd	Taylorville
10/09/2014	RC13152	Dempster Ltd	Stafford
11/09/2014	RC12212	SJ Rothera	Camerons
11/09/2014	RC04290	Graeme Hobbs	Nelson Creek

15/09/2014	RC09167	Granville Mining Ltd	Nelson Creek
29/09/2014	RC08145	Boatman's Energy Company Ltd	Cronadun
29/09/2014	RC14040	Wayne Hassan	Cronadun

The Council **received** three bonds during the reporting period:

Mining Authorisation	Holder	Location	Amount
RC09030	Crescent Creations Ltd	Waimea	\$30,000
RC13123	Greid Mining Ltd	Taylorville	\$6,000
RC14148	Birchfield Minerals Ltd	Taylorville	\$6,000

Bonds recommended for **release**:

Mining Authorisation	Holder	Location	Amount
RC02168	M.C Ferguson	Waipuna	\$6,000
RC09030	Crescent Creations Ltd	Waimea	\$6,000
RC11083	Gold Mining Rimu Ltd	Rimu	\$6,000

## RECOMMENDATION

1. *That the October 2014 report of the Compliance Group be received.*
2. *That Council releases the bonds held by M.C Ferguson for Resource Consent RC02168, Crescent Creations Ltd for Resource Consent RC09030 and Gold Mining Rimu Ltd for Resource Consent RC11083.*

Jackie Adams  
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, 14<sup>TH</sup> October 2014** commencing on completion of the Resource Management Committee Meeting

A.J. ROBB  
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>
	1 – 3	3.1 Minutes of Council Meeting 9 September 2014
4.		<b>REPORTS</b>
	4 – 6	4.1 Report on Engineering Operations
	7 – 9	4.2 Corporate Services Manager's Report
		4.3 Conflict of Interest Policy
5.	15	<b>CHAIRMAN'S REPORT</b>
7.		<b>GENERAL BUSINESS</b>

**THE WEST COAST REGIONAL COUNCIL****MINUTES OF THE MEETING OF THE COUNCIL HELD ON 9 SEPTEMBER 2014,  
AT THE OFFICES OF THE WEST COAST REGIONAL COUNCIL, 388 MAIN SOUTH ROAD,  
GREYMOUTH, COMMENCING AT 1.08 P.M.****PRESENT:**

A. Robb (Chairman), P. Ewen, A. Birchfield, P. McDonnell, T. Archer, S. Challenger. N. Clementson

**IN ATTENDANCE:**

C. Ingle (Chief Executive Officer), R. Mallinson (Corporate Services Manager), M. Meehan (Planning & Environmental Manager), J. Adams (Consents and Compliance Manager), T. Jellyman (Minutes Clerk)

**1. APOLOGIES:**

There were no apologies.

**2. PUBLIC FORUM**

There was no public forum.

**3. CONFIRMATION OF MINUTES**

*Moved (Archer / McDonnell) that the minutes of the Council Meeting dated 12 August 2014, be confirmed as correct, with the correction made as below.*

*Carried*

Cr Archer drew attention to page 3 of the minutes. The word "put" is missing from a sentence on page 3. The sentence should read "Cr Archer asked when Council has to put the 30 year Infrastructure Strategy in place".

**Matters arising**

There were no matters arising.

**REPORTS:****4.1 ENGINEERING OPERATIONS REPORT**

M. Meehan spoke to this report and advised that work has been completed in the Wanganui, Taramakau and Karamea rating districts. M. Meehan advised that the work completed in Karamea relates to the new bylaw which will be discussed in today's workshop. M. Meehan stated that trees have been cleared from along the stopbank which were going to impact on the stopbank.

M. Meehan reported that the outcome from the Buller River Flooding workshop held in Westport recently, has resulted in the formation of a group of elected members from both councils, staff from both councils and Matt Gardner, the engineer consultant. M. Meehan advised that Crs Archer and Clementson and Chairman Robb will represent our council. M. Meehan advised that the working group has until June 2015 to report back on options for Westport. He stated that there will be quite a lot of work done on this project over the next 8 -9 months.

M. Meehan reported that there are good supplies of rock in council quarries at the moment and Kiwi Quarry has more rock stock since the writing of this report.



Cr McDonnell asked M. Meehan how much he would envisage the costs for the consultant's flood modelling work. M. Meehan said that to date the costs have been between \$20,000 - \$30,000. He stated that there will not be huge ongoing costs as the model has already been built. M. Meehan confirmed that until a rating district is formed, any costs will be absorbed via the natural hazards costs centre, but once the rating district is formed then all the costs go to the rating district.

**Moved** (McDonnell / Challenger) *that this report be received.*

*Carried*

## 5.1 CORPORATE SERVICES MANAGER'S REPORT

R. Mallinson spoke to his report and advised that there is no separate financial report for July, which is the first month of the financial year. R. Mallinson advised that he has pre-circulated the Draft Annual Report at the end of last week. He advised that the annual audit is currently in its second week. R. Mallinson reported that the Investment Portfolio earned just under \$95,000 during July and increased by \$150,000 during August. R. Mallinson reported that the first rates instalment will be going out on time in mid September. Cr Clementson asked what mining licences do Council hold; these were mentioned in the Draft Annual Report. C. Ingle advised that the mining licences are for the council quarries.

**Moved** (Archer / Clementson)

1. *That this report is received.*
2. *That Council receives the Draft Annual Report.*

*Carried*

## 6.0 CHAIRMANS REPORT

Cr Robb spoke to his report and advised that the meeting he and C. Ingle had with Tai Poutini Polytech was very good. The Chairman advised that Tai Poutini are keen to work with local businesses to make sure that they are delivering the type of education that will help with economic development for the region.

Cr Robb stated that presentation for the Buller River flood protection was very good. Cr Robb reported that the Royalties for Regions meeting in Wellington which was run by LGNZ was very informative. He stated that the Mayor from Waihi was the Master of Ceremonies. A presenter from Australia where royalties for regions is already in place spoke to the meeting and explained how this system works and the benefits to the community. Cr Robb stated that MP's then spoke of how their parties viewed royalties.

Cr Robb reported that at the recent Regional Sector Group meeting, Mr Bruce Robertson from the Office of the Auditor General spoke and gave three key messages in relation to the legislative changes relating to the audit process for the Long Term Plan. Mr Robertson's key messages were that the LTP is going to take more time of high level staff, and that the LTP process should not cost more money at this stage. C. Ingle stated that the costs involved come down to how much time Audit staff have to spend and how much preparation goes into the documents prior to audit. Cr Robb advised that Audit NZ is auditing the quality of information that Council gives to the community via their LTP. He stated that Audit NZ want to ensure that the LTP is a document that the community can understand and give good feedback on. C. Ingle stated that Audit NZ's test is, is it a fair representation of the facts of council's finances.

Cr Robb wished C. Ingle well for his visit to the USA to attend the SOLGM manager's exchange study award. Cr Robb stated that this is a very prestigious opportunity that C. Ingle has been selected for. Cr Robb stated that usually a manager applies for this award but in C. Ingle's case he was approached by SOLGM and given this opportunity in recognition for the work that he has done for SOLGM over the last year. C. Ingle advised that Cindy Steinhouser is his host in Dubuque, Iowa. Ms Steinhouser is the Assistant City Manager. C. Ingle advised that he will report back to council on his visit. He stated that his main focus will be looking at economic development opportunities, what has been done in the USA and can this be applied here. C. Ingle stated that C. Steinhouser will attend our SOLGM conference in Dunedin in November 2015.

**6.0 CHIEF EXECUTIVE’S REPORT**

C. Ingle reported that regional economic development meetings have taken up quite a bit of his time recently. He stated that this is a collaborative effort from all four councils and Development West Coast. C. Ingle stated that Tai Poutini Polytechnic, West Power and DoC are all regional bodies that are now included in the economic development work. He stated that they are keen to be part of this and working together and supporting each other to make progress in this area. C. Ingle stated that DoC has invited us to their conservation management strategy workshops. He feels that it is now time to get strategy alignment. C. Ingle that the Regional Policy Statement has been a good start in this area.

C. Ingle stated that he felt the Royalties for Regions meeting was a particularly good meeting. C. Ingle advised that LGNZ have pulled together several councils and tried to give this topic a national profile. C. Ingle stated that there was a lot of media at the meeting; it was a very well run session and was promoted well. C. Ingle advised that the Regional Sector Group now wants to push this forward also.

C. Ingle advised that good progress is being made at the Regional Sector Group meetings. He stated that extra resources are being considered to manage the information flow between, RSG, CEO’s and RMG as those involved with these groups have heavy workloads with their own day to day work.

C. Ingle drew attention to the three main new requirements for the Long Term Plan process which are Significance and Engagement Policy, 30 Year Infrastructure Strategy and a more detailed Consultation Document. He stated that the management team is working through these requirements. He drew attention to the project plan for the LTP process which is attached to his report.

Cr Birchfield stated that DoC seem to be processing resource consents much quicker at the moment.

Cr Archer stated that the draft Project Plan for the LTP looks very comprehensive and will require a lot of input. Cr Archer asked C. Ingle if he is satisfied that he is going to be able to achieve the targets. C. Ingle advised that he and R. Mallinson are yet to discuss whether or not they will need to get someone in to assist with the LTP. C. Ingle stated that council does have an existing LTP, which will be a good starting point.

Moved (Archer / Birchfield) that this report be received.

Carried

**7.0 GENERAL BUSINESS**

There was no general business

The meeting closed at 1.42 p.m.

.....  
Chairman

.....  
Date

**THE WEST COAST REGIONAL COUNCIL**

Prepared for: Council Meeting – 14 October 2014  
Prepared by: Wayne Moen – River Engineer and Paulette Birchfield – Engineering Officer  
Date: 3 October 2014  
Subject: **ENGINEERING OPERATIONS REPORT**

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**WORKS COMPLETED AND TENDERED FOR****Taramakau Rating District – Maintenance**

This maintenance work involving the placing of 1,760 tonnes of rock was completed by Henry Adams Contracting Ltd. at a cost of \$24,428.80 (G.S.T. Exclusive).

**Mokihinui Rating District**

High seas in August eroded parts of the sacrificial bund protecting Mokihinui township. SM Lowe Contracting Ltd was engaged to reinstate the bund, the work was completed in August at a cost of \$1,837.50 (plus GST).

Before and after photos of the works are below:



*Photo 1: Showing erosion of the sacrificial bund - looking north.*



*Photo 2: Re-constructed sacrificial bund*

#### Karamea Rating District

In the last 2 months an erosion scour formed behind a spur on the upper Karamea River. 350 tonnes of rock was placed behind and on the upstream side of the spur to direct the river away from the bank. SM Lowe Contracting Ltd was contracted to repair the spur under a variation to Contract R2014/8. The work was completed in early September for a price of \$6,475.00 (plus GST).



*Photo 1: erosion scour behind spur – looking upstream.*



*Photo 2: Looking along the top of the extended spur.*

## **Quarries**

### **Rock available as at 25 September 2014**

Quarry	Rock Available	Emergency Stockpile
Blackball	2,300	-
Camelback	5,925	2,000
Inchbonnie	10,000	-
Kiwi	3,000	-
Whataroa	3,000	2,500
Okuru	500	-

## **RECOMMENDATION**

*That the report is received*

Michael Meehan  
**Planning and Environment Manager**

## THE WEST COAST REGIONAL COUNCIL

Prepared for: Council Meeting  
 Prepared by: Robert Mallinson – Corporate Services Manager  
 Date: 6 October 2014

**1. Financial Report**

FOR THE TWO MONTHS ENDED 31 AUGUST 2014				
	ACTUAL	YEAR TO DATE BUDGET	ACTUAL % ANNUAL BUDGET	ANNUAL BUDGET
<b>REVENUES</b>				
General Rates	349,375	350,000	17%	2,100,000
Rates Penalties	0	10,000	0%	60,000
Investment Income	249,027	182,568	23%	1,095,409
Resource Management	211,447	207,300	17%	1,238,000
Regional Land Transport	13,093	14,767	15%	88,600
Emergency Management	87,081	36,000	40%	216,000
River, Drainage, Coastal Protection	222,249	256,123	14%	1,536,736
Regional % Share Controls	110,104	108,333	17%	650,000
Warm West Coast	18,550	0	0%	
VCS Business Unit	900,002	557,644	27%	3,345,861
Other				
	2,160,928	1,722,735		10,330,606
<b>EXPENDITURE</b>				
Governance	71,105	71,990	16%	431,939
Resource Management	599,623	479,479	21%	2,910,979
Regional land Transport	27,772	28,092	16%	168,549
Hydrology & Floodw arning Services	61,695	78,490	13%	470,938
Emergency Management	58,264	52,600	18%	315,597
River, Drainage, Coastal Protection	368,504	254,237	24%	1,525,423
Regional % Share Controls	125,217	114,429	18%	686,571
VCS Business Unit	720,006	465,977	26%	2,795,861
Other Investments	27,404	0		104,172
Discontinued activities	0	0		0
Warm West Coast	8,451	0		
	2,068,041	1,545,292		9,410,029
<b>SURPLUS / (DEFICIT)</b>	92,887	177,443		920,577

BREAKDOWN OF SURPLUS (-DEFICIT)	Variance Actual V Budgeted YTD	ACTUAL	BUDGET Year to date	ANNUAL BUDGET
Rating Districts	-134,402	-90,953	43,449	260,693
Quarries	-7,982	-8,335	-353	-2,119
Regional % Share of AHB Programmes	-9,018	-15,113	-6,095	-36,571
Investment Income	66,459	249,027	182,568	1,095,409
VCS Business Unit	88,329	179,996	91,667	550,000
General Rates Funded Activities	-70,638	-204,431	-133,793	-842,663
Warm West Coast	10,099	10,099	0	0
Other	-27,404	-27,404	0	-104,172
<b>TOTAL</b>	<b>-84,556</b>	<b>92,887</b>	<b>177,443</b>	<b>920,577</b>

Net Contributors to General Rates Funded Surplus (-Deficit)	Actual	Budet ytd	Annual Plan	
<u>Net Variance</u>				
<u>Actual V YTD</u>				
Rates	-626	349,375	350,000	2,100,000
Rates Penalties	-10,000	0	10,000	60,000
Representation	885	-71,105	-71,990	-431,939
Resource Management	-115,997	-388,176	-272,179	-1,672,979
Planning Activities	-1,354	-14,679	-13,325	-79,949
River, Drainage, Coastal Protection	-5,757	-46,967	-41,210	-247,261
Hydrology & Floodw arning	16,795	-61,695	-78,490	-470,938
Emergency Management	45,417	28,817	-16,600	-99,597
	-70,638	-204,431	-133,793	-842,663

## STATEMENT OF FINANCIAL POSITION @ 31 AUGUST 2014

@ 31/08/2014

<u>CURRENT ASSETS</u>	
Cash	-67,409
Deposit - Westpac	289,725
Accounts Receivable - General	360,391
Accounts Receivable - Rates	115,676
Prepayments	143,760
Sundry Receivables	846,526
GST Refund due	
Stock - VCS	493,156
Stock - Rock	719,604
Stock - Office Supplies	22,116
Accrued Rates Revenue	706,170
	<hr/>
	3,629,715
<u>NON CURRENT ASSETS</u>	
Investments	10,856,713
Strategic Investments	781,310
Term Deposit - PRCC bond	50,000
MBIE & DOC Bonds	14,636
Investments-Catastrophe Fund	794,791
Warm West Coast Loans	800,511
Commercial Property Investment	1,164,383
Fixed Assets	4,737,894
Infrastructural Assets	54,061,958
	<hr/>
	73,262,195
<u>TOTAL ASSETS</u>	<hr/>
	76,891,909
<hr/>	
<u>CURRENT LIABILITIES</u>	
Bank Short Term Loan	950,000
Accounts Payable	1,188,524
GST	-224,544
Deposits and Bonds	688,907
Sundry Payables	165,217
Accrued Annual Leave, Payroll	331,446
Other Revenue in Advance	0
Rates Revenue in Advance	
	<hr/>
	3,099,550
<u>NON CURRENT LIABILITIES</u>	
Future Quarry restoration	70,000
Interest Rate Hedge Position	98,130
Low er Waiho	257,740
Greymouth Floodw all	1,861,614
Inchbonnie	19,127
Hokitika Seaw all	1,450,000
Punakaiki Loan	65,969
Strategic Investments	1,250,496
Warm West Coast	780,000
Office Equipment Leases	35,118
	<hr/>
	5,888,194
<u>TOTAL LIABILITIES</u>	<hr/>
	8,987,744
<u>EQUITY</u>	
Ratepayers Equity	19,218,734
Surplus transferred	92,887
Rating Districts Equity	1,556,120
Tb Special Rate Balance	226,336
Revaluation	35,299,357
Quarry Account	-11,751
Catastrophe Fund	779,482
Investment Grow th Reserve	10,743,000
<u>TOTAL EQUITY</u>	<hr/>
	67,904,165
<u>LIABILITIES &amp; EQUITY</u>	<hr/>
	76,891,909

## 2. Comments

The surplus for the two months to 31 August was \$93,000.

## 3. Investment Portfolio

August 2014	Catastrophe Fund	Major Portfolio	Total
Opening balance 1 August 2014	\$ 784,405	\$ 11,414,512	\$ 12,198,917
Income August 2014	\$ 10,386	\$ 142,200	\$ 152,586
Deposit			
Withdrawal		-\$ 700,000	-\$ 700,000
Closing balance 31 August 2014	\$ 794,791	\$ 10,856,712	\$ 11,651,503
Total income year to date to 31 August 2014	\$ 15,310	\$ 232,199	\$ 247,509

## 4. Adoption of Audited Annual Report

Council received a copy of the Draft Annual Report at the September meeting. Audit NZ completed the on-site work in mid-September and are in the final throes of the audit process right now. I will be circulating a copy of the Annual Report prior to next week's meeting. That will include any final adjustments requested by Audit NZ up to the time of circulation.

The process is that The Chairman and Chief Executive will be asked by Audit NZ to sign a Letter of Representation to Audit NZ on 14 October. Audit NZ will then release their audit opinion for tabling at the meeting to enable the adoption of the audited Annual Report for the year to 30 June 2014.

## RECOMMENDATION

1. *That this report be received.*
2. *That the audited Annual Report for the year to 30 June 2014 be adopted.*

Robert Mallinson  
Corporate Services Manager



**THE WEST COAST REGIONAL COUNCIL**

Prepared for: Council Meeting October 2014  
Prepared by: Chris Ingle – Chief Executive  
Date: 5 October 2014

Subject: **Conflict of Interest Policy**

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**Background**

Council adopted a conflict of interest policy in October 2012. It guides decisionmaking in situations where the Council has a role as a consent applicant as well as being responsible for RMA consent processing and granting.

It is important that the public understand the procedures we have in place to separate the consent applicant staff from the processing staff and the decision-maker. These procedures have been in place for some time, and they reassure the public of the care we take in ensuring bias does not occur.

**2014 Amendments**

Recently Audit looked at the 2012 policy and made some suggestions for improving it. The policy is attached with the proposed new section shown highlighted in yellow. The recent audit management report has suggested the new changes to the policy be placed before council to be formally adopted at a council meeting.

**RECOMMENDATIONS**

- 1. That this report be received.*
- 2. That the new policy on avoiding conflicts of interest be adopted.*

**Chris Ingle**  
**Chief Executive**

## **West Coast Regional Council Policy on Avoiding Conflicts of Interest when Processing Resource Consents**

When making decisions about conflicts of interest, public entities need to be guided by the concepts of integrity, honesty, transparency, openness, independence, good faith, and service to the public.

Council has an organisational culture document that covers matters of honesty and integrity, loyalty and professionalism. It requires that all employees maintain proper standards of integrity, conduct and concern for the public interest. It also requires that staff must avoid conflicts of interest. Part 5 of the Auditor General's Good Practice Guide (2007) defines best practice in this area.

Councillors are governed by a Code of Conduct that also addresses matters of integrity and ensures conflicts of interest are declared. Appendix II of Council's delegation manual addresses situations where the Council is an applicant for a resource consent or where council decision makers have a conflict of interest. In such situations an independent decision maker is appointed.

Councillors and Council officers are expected to display at all times the highest level of personal integrity in delivering the RMA functions that the Council is responsible for.

### **The Organisational Structure is Designed to Avoid Conflicts of Interest**

Council has different staff teams that have different purposes. The staff and management structure is carefully organised so that staff members are not put in a situation where they are conflicted within their team. If a conflict were to arise then the staff member must declare the conflict to their manager and to step aside from any discussion or decision-making.

Council's VCS business unit's role is to generate income for council, often by assisting others to gain resource consents. The VCS team members therefore must have absolutely no role in processing or granting consents. VCS are not located on the same work site as Council regulatory staff, which helps to maintain a healthy separation between the two staff teams and their different functions.

The processing and granting of consents lies with the Consents and Compliance Manager and his team of consents processing officers and compliance monitoring officers. These staff are specialists in the field of processing consents and will meet among themselves to discuss and make decisions on consents, on a regular basis. These meetings never involve staff from the VCS business unit, nor any other consent applicant.

The Planning and Environmental Manager's river engineering staff sometimes apply for a resource consent for river protection works on behalf of Council's rating districts. These staff are not involved in the processing of resource consents either, but are sometimes approached by processing officers for river engineering advice regarding other's resource consent applications.

### **What about when Staff are Expert Advisors during a Consent Process?**

Council's River Engineers are often asked to advise on applications – however such advice is never sought if the Council itself is the applicant. In that case the Consents officer will seek advice from an independent source, if such advice is required.

The Planning and Environmental team also includes expert science and planning staff. These staff are sometimes asked to comment on a consent application if their expertise is needed. If the individual expert who was asked to provide advice on an application had been involved in applying for the consent, they will declare an interest and no advice will be given.

### **Resource Consent Decision Making Delegations**

It is critical that the public has confidence that Council decision-makers are seen to be making impartial decisions that are free of any actual or perceived bias.

The final decision on most of the Council's consent applications are made by the Consents and Compliance Manager, as set out in the Council's Delegations Manual. This role is particularly important in terms of the need to be absolutely free of any perceived bias or conflict of interest. This Manager is particularly aware of and well trained in the rules around avoiding conflicts of interest.

For notified consents, decisions are made by a Hearing Committee appointed by the Chairman or Deputy Chairman. If the Chairman or Deputy is the applicant they will not be asked to make the appointment. No Councillor will be asked to be on a consent panel if they have any interest in the consent application under consideration. Part 4 and Appendix II of the delegations manual applies.

When the Consents and Compliance Manager is on leave, the delegations manual authorises the Planning and Environmental Manager or the CEO to authorise the granting of resource consents.

The CEO cannot approve a resource consent that has been applied for by the VCS business unit, due to his role on the governance board of the business unit. The Planning and Environmental Manager has no involvement with the VCS board, so no such constraint occurs for him. However the Planning and Environmental Manager may have involvement with preparing applications for river protection or flood protection works on behalf of a Council rating district so he cannot authorise the granting of a consent for those applications. Appendix 1 describes the common situations where potential conflicts of interest are carefully managed to avoid actual or perceived bias occurring.

### How to Address a Conflict of Interest when it Arises

Council staff members, Managers, the CEO and elected Councillors all have a duty to ensure they avoid making decisions where they may be perceived as having a conflict of interest. If an individual thinks there may be conflicted, the correct procedure is:

1. Declare that you have a conflict as soon as the matter arises.
2. Ensure your declaration is recorded in writing (an email to the CEO is sufficient).
3. Refrain from discussing the matter and leave any meeting where the matter is being discussed.

Breaches of this Policy will be addressed by the CEO if it involves staff members; by the Council if it involves the CEO; and if Councillors are involved then the Code of Conduct applies and a conduct review committee may be formed to address the matter.

Chris Ingle

Chief Executive

**Appendix 1: Specific Situations where a Perceived Conflict of Interest may arise**

Scenario	Resolution
The VCS business unit applies for a resource consent for aerial pest control work on behalf of AHB, that VCS have tendered for and won.	All applications are processed by external consultants. Decision is made by C&C Manager or P&E Manager. If notified, the decision is made by an independent commissioner.
The VCS business unit applies for a resource consent for a gold mining or dairy farm related activity, for a private client.	Processed by Council Consents staff. Decision made by C&C Manager or P&E Manager. If notified, the decision is made by an independent commissioner.
The VCS business unit applies for a resource consent for a private client who is also an elected regional councillor.	Processed by Council Consents staff. Decision made by C&C Manager or P&E Manager. If notified, the decision is made by an independent commissioner.
The River Engineering team applies for a resource consent for new river protection works or improvements to a stop bank on behalf of a Council Rating District.	Processed by Council Consents staff. Decision made by C&C Manager. P&E Manager cannot make a decision on a consent lodged on behalf of a Council Rating District.

**Acronyms:**

VCS = Vector Control Service, Council's Business Unit

AHB = Animal Health Board

C&C = Consents and Compliance

P&E = Planning and Environmental

**References:**

Controller and Auditor General, 2007. *Guidance for members of Local Authorities about the law on Conflicts of Interest*. A Good Practice Guide published under section 21 of the Public Audit Act 2001. web address: <http://www.oag.govt.nz/2007/conflicts-public-entities>

**THE WEST COAST REGIONAL COUNCIL**

Prepared for: Council Meeting 14 October 2014  
Prepared by: Andrew Robb – Chairman  
Date: 6 October 2014

Subject: **CHAIRMAN'S REPORT**

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**Meetings Attended**

- I met with our Audit Director, Scott Tobin, on the 11<sup>th</sup> of September to discuss Council's audit process. The key point raised was audit and risk. From this meeting my view is that the current council needs to review our audit and risk policies. I have requested that R. Mallinson prepares a paper for the November Council meeting so that this matter can be progressed.
- I will be attending the Mayors and Chairs Forum on Monday 13 October.

**RECOMMENDATION**

*That this report be received.*

Andrew Robb  
**Chairman**

**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. 16 – 17	8.1	Confirmation of Confidential Minutes 9 September 2014
	8.2	Overdue Debtors Report (to be tabled)
18 - 24	8.3	Property Investment Report
	8.4	Response to Presentation (if any)
	8.5	In Committee Items to be Released to Media

<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 9 September 2014		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	Response to Presentation (if any)		
8.4	In Committee Items to be Released to Media		

I also move that:

- Chris Ingle
- Robert Mallinson
- Michael Meehan
- Jackie Adams

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.