

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, 18th March 2014**

P. EWEN
CHAIRPERSON

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

<u>AGENDA NUMBERS</u>	<u>PAGE NUMBERS</u>	<u>BUSINESS</u>
1.		APOLOGIES
2.	1 – 5	MINUTES 2.1 Confirmation of Minutes of Resource Management Committee Meeting – 11 February 2014
3.		PRESENTATION
4.		CHAIRMAN'S REPORT
5.		REPORTS
		5.1 Planning and Environmental Group
6 – 7		5.1.1 Regional Policy Statement Review – Discussion Document Feedback
8		5.1.2 Update on Reefton Airshed Committee Work
9		5.1.3 Civil Defence Emergency Management Update
10		5.1.4 Bathing Beach Water Quality Sampling Update
11 – 12		5.1.5 Mokihiui River Flood Warning Service
		5.2 Consents and Compliance Group
13 – 16		5.2.1 Consents Monthly Report
17 - 20		5.2.2 Compliance & Enforcement Monthly Report
		6.0 GENERAL BUSINESS

**MINUTES OF THE MEETING OF THE RESOURCE MANAGEMENT COMMITTEE
HELD ON 11 FEBRUARY 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, S. Challenger, N. Clementson, T. Archer, J. Douglas, F. Tumahai

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 (Archer / Challenger) *that the minutes of the previous Resource Management Committee meeting dated 10 December 2013, be confirmed as correct.*

Carried

Matters Arising

There were no matters arising.

4. CHAIRMAN'S REPORT

Cr Ewen reported that he fielded a couple of ratepayer enquiries relating to beach mining and the availability of profiles. Cr Ewen reported that he and the Chairman attended that Regional Land Transport Committee meeting on the 21st of January. Cr Ewen advised that he would be attending the West Coast Wilderness Cycleway Forum this afternoon in Hokitika.

Cr Ewen reported that a DoC officer has contacted him suggesting that Council and DoC jointly put together an environmental award as part of the next Leading Light Awards. Cr Ewen stated that he has spoken to C. Ingle and the Chairman about the potential for this award and he will keep Council up date with progress.

Moved (Ewen / Archer)

Carried

5. REPORTS

5.1 PLANNING AND ENVIRONMENTAL GROUP

5.1.1 PLANNING & ENVIRONMENTAL MANAGER'S MONTHLY REPORT

M. Meehan spoke to his report and advised that there was an error in the calculations for the feedback forms regarding the Regional Policy Statement. 232 and not 300 feedback forms were received. There is a real mix of responses from ratepayers, big industry, environmental groups and

power companies. He advised that a report will be brought to the March or April meeting with a summary of responses received.

M. Meehan reported that the Environment Court issued directions following the expert conferencing in November in relation to Paul Elwell-Sutton's appeal on the Land and Water Plan. M. Meehan advised that the Court required Council to submit an affidavit addressing the development of Rule 11 in the Land and Water Plan. This rule covers grazing within riparian margins and this is what Mr Elwell-Sutton appealed on. M. Meehan advised the issues arose during the expert witness conferencing around interpretation and application of Rule 11. He advised that submission on this are due this Friday. M. Meehan advised that it is likely that this will proceed to a hearing on April 28th.

M. Meehan reported that 74 visits to landowners of Schedule 1 & 2 have now been done. He advised that 36 of these will require boundary adjustments to account for inaccuracies with land that has been developed pre-notification of the Plan. M. Meehan advised that the Wetlands Co-ordinator has been working with an Ecologist from DoC. M. Meehan advised that the variation to the Plan is scheduled for April this year and there is now about 40 boundary adjustments that DoC are in agreement with. M. Meehan reported that the Wetlands Co-ordinator is also working through about 11 land exchanges with DoC and a potential purchase by the Nature Heritage Fund on behalf of a Schedule 2 wetland landowner. M. Meehan reported that the Wetlands Co-ordinator is working with another landowner who has received funding (\$60,000) from the Biodiversity Fund to do planting and to construct a walkway around the foreshore of Lake Poerua.

M. Meehan reported that the lab trial for the OekoTube for the Reefton Airshed was held in the New Year. M. Meehan explained the trial to councillors and advised that trial looks quite positive and the next step in the process is for the results to be sent to Emily Wilton, Air Quality Consultant, and she will write a report which will be taken to the Reefton Airshed Committee and they will report back to Council. M. Meehan answered various questions from councillors regarding the lab trial for the OekoTube.

M. Meehan reported that the Waiho and Hokitika Rivers went through their peak levels during a heavy rain event during January.

Cr Robb asked M. Meehan how big the land areas are that are involved with land swaps. M. Meehan advised that there is a mix in size but typically they are in South Westland. Extensive discussion took place on this matter with M. Meehan giving detailed information to the meeting.

Cr Archer stated that he was disappointed with the response to the Regional Policy Statement in view of the amount of work put into this.

Cr Ewen stated that 232 feedback forms is still a good result as over the years he has seen times when there have been very few submissions returned. Cr Robb stated that he attended a number of the roadshows and events for the Regional Policy Statement and he noted that when talking with people he got a feel for what people wanted. Cr Robb stated this was a very positive exercise and he did not come across anyone that said council was on the wrong track. Cr Robb commented on the great effort staff made on this and he feels that the greater community now has a much stronger awareness of council's role. M. Meehan advised that once the Regional Policy Statement is notified there might be further submissions received then.

Moved (Robb / McDonnell) *that this report is received.*

Carried

5.1.2 SUBMISSION ON PROPOSED AMENDMENTS TO THE NATIONAL POLICY STATEMENT FOR FRESHWATER MANAGEMENT 2011

M. Meehan spoke to this report. He advised that the MfE has notified some amendments to the NPS for Freshwater Management 2011 with the main changes affecting this council being the requirement to classify all water bodies into catchment based Freshwater Management Units (FMU). They are also requiring council to identify values for each FMU including mandatory iwi, ecosystem and human health values. M. Meehan advised that there will be a requirement to set an objective for each of those to meet the identified values based on standards for attributes. He stated that a monitoring plan to measure progress towards achieving the objectives is also required and a water quality and quantity accounting system for takes and discharges in FMU's is another requirement. M. Meehan advised that council has two years to set this system up. M. Meehan advised that the main point's council has made to its submission is that council would like to see some leeway to account for the West Coast given the plentiful rain supply in South Westland. M. Meehan advised that the main thrust on the amendments are directed at areas like Canterbury, Waikato and Southland where there are genuine water quality issues. M. Meehan advised that one of the main concerns for this council is the setting up of the water accounting system as we are not entirely

sure of what this would entail and it may mean a significant cost to the ratepayer. M. Meehan advised that he is seeking more guidance from MfE on this matter. M. Meehan advised that the main purpose of data collection for water quantity for this council is for flood warning. M. Meehan advised that some of the monitoring sites are NIWA sites and this council uses them for flood warning monitoring. Discussion took place. M. Meehan advised that the amendments require a planning approach that is similar to what council has been doing in the Lake Brunner catchment and this is not a new idea. M. Meehan is mindful that a lot of money could be spent in areas where there is no pressure on waterways. C. Ingle advised that MfE is helping us out with the accounting requirements which must be implemented in two years' time.

Moved (Archer / Clementson) *that the report is received.*

Carried

5.1.3 BATHING BEACH WATER QUALITY SAMPLING UPDATE

M. Meehan spoke to this report. He advised that there was heavy rain prior to the sampling done in the Buller catchment during January. M. Meehan advised that work is continuing on the investigation of potential contamination sources in the Marrs Beach and Shingle Beach sites.

Moved (Birchfield / Clementson) *that this report is received.*

Carried

5.1.4 OIL SPILL EXERCISE WESTPORT 28 JANUARY 2014

M. Meehan spoke to this report. He stated that two exercises are run each year with one practical and one desktop exercise. M. Meehan reported that the exercise went well with the focus being on recovery options if there was a spill near a Tier 1 site which was the Holcim site which was used. M. Meehan advised that over the past few exercises the team involved has learnt a lot and this team is functioning very well. M. Meehan advised that Mr Mick Courtneil from Maritime NZ held a workshop with staff the day prior to the exercise. He was very positive about the work that the West Coast team did for the Rena recovery. Mr Courtneil stated that the West Coast staff were well respected during the Rena recovery and were called back over and over. This team had a lot of success around Papamoa Beach and some of the difficult sites where the VCS staff used their experience with communities in negotiating and dealing with difficult situations. M. Meehan advised the Maritime NZ have now asked for some of this team to join the National Response Team as they have special skills in aerial reconnaissance and the work they do in the bush and data collection.

Moved (Birchfield / Archer) *that this report is received.*

Carried

5.1.5 CIVIL DEFENCE AND EMERGENCY MANAGEMENT UPDATE

C. Ingle spoke to this report and advised that a CEG meeting was held on the 5th of December. The Civil Defence Emergency Management Group (CDEM) met on the 9th of December. He stated that Mayor Tony Kokshoorn was re-elected as Chairman of the Group. C. Ingle advised that he has been working with the Mayors and Chairs forum to develop a new Heads of Agreement. He advised that the Heads of Agreement was agreed on at yesterday's Mayors and Chairs Forum, it sets out a regional approach to civil defence rather than a district by district approach. C. Ingle advised that the South Island Emergency Management Conference is being hosted at Shantytown in July.

Moved (Archer / McDonnell) *that this report is received.*

Carried

5.1.6 REGIONAL TRANSPORT UPDATE

C. Ingle spoke to this report and advised that Regional Transport Committee (RTC) met on the 21st of January. He stated that this was the first meeting since the triennial election and therefore the committee is all new except for one member.

C. Ingle explained R Funding to the meeting. He stated that R Funding was put in place some time ago and is about to come to an end in April 2015. C. Ingle advised that there is still \$6.5M which must be spent before the end of April 2015 otherwise this funding is lost. C. Ingle stated that the region needs to decide what to spend this money on, projects like Mingha Bluff and the Taramakau Bridge need to be considered. C. Ingle stated that our role is to influence NZTA's decision and it is important that there is agreement within the region to decide what this money is spent on. C. Ingle advised that the next step with R Funding is what happens after 2015 as there is a 5c per litre tax for petrol brought in this region which is supposed to be spent in this region. C. Ingle advised that this council along with Taranaki Regional Council and other provincial regional councils want to make sure that this carries on. C. Ingle stated it is important that this carries on otherwise all the taxes collected will go on Auckland projects as this is where the congestion is and the provinces could start to be starved of government roading funding. C. Ingle advised that the Chairs of the regional transport committees up and down the country are pushing for this funding to carry on. Cr Robb stated that this was discussed at the Regional Sector Group meeting where it was felt that this is the fairest way forward.

C. Ingle reported that NZTA is reviewing the Financial Assistance Rates (FAR). He advised that this is an issue for all councils with there being high consequences for the district councils as the largest part of their budgets is spent on roading maintenance. C. Ingle advised that if district councils have their subsidies cut then this will mean a rates rise. He stated that there should not be a significant funding cut for regional councils but it is important that the district councils are supported on this matter. A submission will be made on this. Cr Robb stated that this was discussed at the Regional Sector Group meeting. Cr Robb stated that roading needs to be maintained in the regions as this is where the export generated wealth comes from and this drives the economy. Cr Archer stated that he supports the combined approach and our submission in support of Taranaki's case. Cr Archer stated that it is dreadful to think of the funding cuts that will impact on ratepayers and he feels that it is high time that councils got together and pushed this matter at ministerial level. Cr Robb advised that all councils in our region are behind this and are very strong in the view that any representation made it is delivered as one voice. Cr Ewen stated that a collective voice is the best approach and the RTC and Mayors and Chairs will do this. Cr Robb stated that he will ensure he brings this matter up at the Regional Sector Group meeting on Thursday and Friday. Cr Archer stated that he would be keen to see the figures on how much money is received by government and how much is actually spent on roading. C. Ingle stated that he could get these figures from LGNZ.

Moved (Clementson / McDonnell) *that this report is received.*

Carried

5.1.7 REGIONAL TRANSPORT COMMITTEE CONSTITUTION

C. Ingle spoke to this report. He stated that this is a formality and the appointments need to be ratified by Council. J. Douglas stated that the runanga advised her that they would like her to be the iwi representative on this committee. N. Costley advised that amendments were made to the Act last year, the constitution membership of the committee was changed and now there are only funding members on the committee. J. Douglas requested a copy of the Act.

Moved (Birchfield / Clementson) *That the Council ratify the appointments to the Regional Transport Committee.*

Carried

5.2.1 CONSENTS MONTHLY REPORT

J. Adams spoke to this report and advised that two consent site visits carried out during the reporting period. 31 non-notified consents were granted, six changes to consent conditions and one notified resource consent granted for the reporting period.

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

Carried

J. Adams spoke to this report and advised that 177 site visits were carried out during the reporting period. Of these 49 were non-compliant with 12 sets of samples being analysed, 11 of these passed but one was non-compliant and therefore there were 15 out of 177 sites non-compliant. J. Adams reported that there were 24 incidents during the reporting period with 12 of these being unsubstantiated. J. Adams reported that 24 formal warnings were issued but this was due to the non-removal of whitebait stands at the end of the season. He advised that six infringement notices were issued and nine abatement notices were issued. J. Adams reported that 11 work programmes for mining were received and three bonds were received during the reporting period.

Cr Challenger asked J. Adams what is the follow up for the gold miner at Blue Spur who has now gone into liquidation, but there are still complaints that he is discharging sediment laden water. J. Adams responded that the last complainant stated that the miner was still mining but he wasn't. There had been a slip and this was causing the discharge. J. Adams stated that council has a bond that states that the miner must remediate the site but he has six months to do this, which is until the end of March. J. Adams stated there are ongoing issues with this miner but a careful eye is being kept on this.

Moved (Archer / Birchfield) *That the February 2014 report of the Compliance Group be received.*

Carried

6.0 GENERAL BUSINESS

There was no general business.

The meeting closed at 11.42 a.m.

.....
Chairman

.....
Date

WEST COAST REGIONAL COUNCIL

Prepared for: Resource Management Committee – 18 March 2014
 Prepared by: Nichola Costley – Regional Planner
 Date: 6 March 2014
 Subject: **Regional Policy Statement Review – Discussion Document Feedback**

Purpose

To provide an update to Council on the feedback received on the Discussion Document on the Regional Policy Statement Review.

Background

The Council released a Discussion Document as the first stage of the review of the Regional Policy Statement (RPS) on 18 November 2013. The feedback period was then extended, and closed on 17 January 2014. The Discussion Document identified two new Regionally Significant Issues:

1. Promoting Positive Effects – Using and developing our natural resources; and
2. Promoting Sustainable Communities.

The purpose of the Discussion Document was to initiate discussion within our community on what is important to them, to gain feedback from these communities, and to promote general awareness of the RPS review. Staff and Councillors made themselves available at towns throughout the region to answer questions and talk to the public as well as attending a number of meetings.

A total of 233 written responses were received on the Discussion Document.

Feedback Received

There were a wide range of responses received with a clear majority (75%) in support for the approach and direction proposed by Council in the Discussion Document. A breakdown of the responses received by category is provided below.

Type of Feedback	Number	Percentage
'Yes' Support for new provisions identified in the Discussion Document	68	30%
'Yes and...' Support for new provisions identified in the Discussion Document and provided further comment on questions posed or additional feedback	93	40%
'Yes but...' Support for provisions in the Discussion Document but noted reservation on some matters	12	5%
'No' Did not support the new provisions identified in the Discussion Document	37	16%
'Other suggestions' Did not indicate support for or against provisions identified in the Discussion Document but provided 'Other' issues that thought were regionally significant	16	7%
'Complaint against Council' Used this as an opportunity to make a complaint against the Regional Council	4	2%
Total	230	100%
No particular comment provided	3	

While the 'Yes' and the 'Yes, and...' comments are self-explanatory, feedback provided from those in the 'Yes, but...' category supported the direction proposed in the Discussion Document, provided that development was not at the expense of the environment. Suggestions for managing tensions in 'balancing' well-beings was also provided.

With those 'No' comments, the primary objection was a perception that the RPS would encourage minerals extraction, and mining in particular. These respondents considered that 'mining' was already provided for within the current RPS and that tourism should instead be emphasised. They felt further economic diversification is required in order for the West Coast to achieve truly sustainable communities. Some felt that 'promoting growth and development' was not a role for the Council as this is outside its statutory functions, and that the RMA already allows for use and development and reference to this is not required in the RPS. The underlying concern from these respondents was that our environmental quality would come under greater threat if the new provisions were included in any forthcoming RPS - particularly if further 'balancing' was applied.

Responses from all categories ('Yes', 'Yes, and...', 'Yes, but...' and 'No') provided additional suggestions for other regionally significant issues, potential wording for the current RPS as well as other considerations to take into account when reviewing the RPS. There was limited commonality in these though the three topics that were raised several times included a diversification of the economy, harvesting of wind thrown timber and climate change. A number of the suggestions do not relate directly to our regional council RMA functions, or would not qualify as regionally significant issues, but these matters can be raised with our partner organisations (eg. District Councils, DWC and DoC). There were also a number of comments made that will be useful to refer to when reviewing individual chapters of the RPS. These comments will be considered by staff during the review process.

Process from here

In reviewing the feedback received, there did not appear to be any significant resource management issue missing that is not already included within the current RPS or proposed in the Discussion Document. Should the new provisions as set out in the Discussion Document be carried through into the new RPS then there is some work required, to ensure that these reflect clearly the importance of both environmental protection as well as growth and development.

Staff will move forward with the review of the RPS, using the feedback that has been received, and will provide sections of the draft RPS to Councillors at workshops, in the coming months.

A copy of the summary of the feedback will be made available on the RPS review page on Council's website.

RECOMMENDATION

That Council receives this report.

Michael Meehan
Planning and Environmental Manager

THE WEST COAST REGIONAL COUNCIL

Prepared for: Resource Management Committee – 18 March 2014
Prepared by: Lillie Sadler, Policy Analyst
Date: 6 March 2014
Subject: **Update on Reefton Airshed Committee Work**

Purpose

This report updates the findings of the recent lab trial on the OekoTube, and seeks an extension of time for the Reefton Airshed Committee (RAC) to make recommendations to Council on provisions for the Air Plan to reduce PM₁₀ emissions in Reefton.

Background

A lab trial of the OekoTube electrostatic precipitator on a multifuel burner was held at the Applied Research Services lab in Nelson from 6-9 January 2014. The purpose of the trial was to determine the percentage reduction of PM₁₀ when the OekoTube was turned on and off. Different coal types, and coal/wood mixes, were tested at low and high burn phases.

Trial results and analysis

The lab results indicate that the effectiveness of the OekoTube increases markedly as the flue temperature drops. More soot and PM₁₀ was captured during the low burn phases, when the vents were closed and the fire was 'banked down'.

The results from this trial will be analysed and submitted to the RAC.

Extension of time

At its September 2013 meeting, Council agreed to amend Objective 3 of the RAC's Terms of Reference, to extend the timeframe for the RAC to report back to Council with recommendations by March 2014. With the information from the OekoTube trial yet to be discussed by the RAC, this timeframe cannot be met.

The RAC will meet on 17 March to discuss the report, and decide on what recommendations to make to Council. A follow up meeting will be required to discuss wording of the recommendations and how they can be incorporated in the Air Plan. The RAC requests more time to consider their recommendations and report to Council in June this year.

RECOMMENDATION

1. *That Council receives this report.*
2. *That Council amend Objective 3 from the Reefton Airshed Committee's Terms of Reference to read:*

"To present the recommendations to the West Coast Regional Council, by June 2014."

Michael Meehan
Planning and Environment Manager

WEST COAST REGIONAL COUNCIL

Prepared for: Resource Management Committee – 18 March 2014
Prepared by: Nichola Costley – Regional Planner
Date: 6 March 2014
Subject: **Civil Defence Emergency Management Update**

Purpose

To provide an update to Council on recent Civil Defence Emergency Management (CDEM) activity.

West Coast Engineering Lifeline Utilities Group

The West Coast Engineering Lifelines Group (Lifelines Group) met on 18 February 2014. Agenda items and outcomes of interest to the Council include:

- Grey District Council Recovery Report – Application of outcomes

The Lifelines Group agreed the outcomes from this report be applied across the region. A spreadsheet of the lessons learned and issues for the West Coast has been developed. The Lifeline Group members have now been tasked with identifying the lead agency for each issue. A workshop will be held on this project in May.

- Aerial Reconnaissance Plan

The Lifelines Group has been working on an aerial reconnaissance plan to assist with information gathering post event on the status of utility networks. GIS layers of critical assets have been provided by the member organisations to assist with this work. Pre-determined flight paths are to be developed for efficiency.

- EQC Funding for Lifeline Groups

EQC has made \$30,000 available in a contestable fund for Lifeline Groups to apply for to undertake projects which will:

1. Encourage risk reduction and preparedness as key elements of infrastructure resilience;
2. Facilitate improved planning and collaboration between individual lifeline utilities, and with local government, in relation to natural hazard risks that may span jurisdictions;
3. Promote transfer of knowledge and capability development by lifelines utilities in order to support EQC's post-disaster recovery objectives.

The Lifelines Group has submitted an application seeking \$10,000 to assist with the development of the Aerial Reconnaissance Plan discussed above. This funding will contribute to the costs associated with undertaking flights to gather baseline data on the utility networks and determining specific flight paths.

- Change of name

During exercises there is frequently confusion over what 'lifelines' are. They are often considered as welfare resources. To avoid this potential confusion, the West Coast Engineering Lifelines Group has agreed to a name change to the West Coast Engineering Lifeline Utilities Group.

RECOMMENDATION

That Council receives this report.

Chris Ingle
Chief Executive Officer

THE WEST COAST REGIONAL COUNCIL

Prepared for: Resource Management Committee Meeting March 2014
 Prepared by: Emma Chaney, Senior Resource Science Technician
 Date: 3rd March 2014
 Subject: **BATHING BEACH WATER QUALITY SAMPLING UPDATE**

The West Coast Regional Council carries out regular sampling for faecal indicator bacteria (*E.coli* or Enterococci) at popular contact recreation sites over the summer period, from November through to March. Sampling is currently undertaken at 17 locations, twice per month. The table below presents the results of sampling carried out so far this season.

SITE	Nov	Nov	Dec	Dec	Jan	Jan	Feb	Feb
Carters Beach at campground beach access	😊	😊	😊	😊	😊	😊	😊	😊
North Beach at tip head road steps	😊	😊	😊	😊	😊	😊	😊	😊
Buller River at Shingle Beach	N/A	😞*	😊	😊	😞*	😊	😊	😊
Buller River at Marrs Beach	N/A	😊	😞*	😊	😞*	😊	😊	😊
Rapahoe Beach at end of Statham St	😊	😞*	😊	😊	😊	😊	😊	😊
Seven Mile Creek at SH6 Rapahoe	😊	😊	😊	😊	😞*	😊	😊	😞*
Nelson Ck at Swimming Hole Reserve	😊	😊	😊	😊	😊	😊	😊	😊
Grey River at Taylorville Swimming Hole	😊	😊	😊	😊	😞*	😊	😊	😊
Cobden Beach at Bright Street West end	😊	😊	😊	😊	😊	😊	😊	😊
Blaketown Beach at South Tiphead	😊	😊	😊	😊	😊	😊	😊	😊
Lake Brunner at Cashmere Bay Boat Ramp	😊	😊	😞*	😊	😊	😊	😊	😊
Lake Brunner at Iveagh Bay	😊	😊	😊	😊	😞*	😊	😊	😊
Lake Brunner at Moana	😊	😊	😊	😊	😊	😊	😊	😊
Karoro Beach at Surf Club	😊	😊	😊	😊	😊	😊	😊	😊
Hokitika Beach at Hokitika	😊	😊	😊	😊	😊	😞*	😞*	😊
Kaniere River at Kaniere Kokatahi Rd	😊	😊	😊	😊	😊	😊	😊	😊
Lake Mahinapua at Shanghai Bay	😊	😊	😊	😊	😊	😊	😊	😊

The following table indicates rainfall prior to sampling, where the result falls into the low - moderate or moderate - high risk category.

Rainfall past 24hrs	Rainfall past week
0-10 mm *	•
10-30 mm *	•
30-60 mm *	•
>60 mm *	•

😊	< 260 E. coli; < 140 Ent
😞	260-550 E. coli; 140-280 Ent
😞*	> 550 E. coli; > 280 Ent

RECOMMENDATION

That Council receives this report.

Michael Meehan
Planning and Environment Manager

THE WEST COAST REGIONAL COUNCIL

Prepared for: Resource Management Committee Meeting - 18 March 2014
 Prepared by: Stefan Beaumont, Hydrologist
 Date: 10 March 2014
Subject: Mokihinui River Flood Warning Service

Background

Following the December 2010 flooding Council began investigations into a potential flood warning service for Seddonville. The main flooding threat to Seddonville is from the Mokihinui River: flood waters caused damage to houses and the pub during the December 2010 event.

Investigation

As part of the Meridian Energy Mokihinui River Dam proposal, NIWA operated a flow recorder on the river downstream of Welcome Creek, at a site known as Welcome Bay. Now that the Mokihinui dam proposal has been shelved and NIWA have been closing many of their sites on the West Coast, this flow recorder has been mothballed.

In September 2012 a site investigation was undertaken. This included looking over the existing infrastructure left by NIWA at Welcome Bay, and scouting for potential rain gauge locations in the Mid-Mokihinui River Catchment. A potential rain gauge location was identified in the Mid-Mokihinui (see map).

Mokihinui River @ Welcome Bay Flow Recorder

The site has an existing gas bubbler line, recorder box and cableway. In order to make the site operational for flood warning purposes the following will need to be installed:

- 8m wooden pole for aerial and solar panel mounting
- 2 x 80 watt solar panels
- 1 x T8000 radio and aerial
- 1 x Iris 350fx logger
- 1 x pump pro water level sensor
- 1 x backup sensor (either pressure sensor or gas bubbler)
- 1 x satellite communication logger (optional but recommended due to remoteness of location)
- 2 x 100ah batteries

The estimated cost to get this site operational would be approximately \$17,000 (an additional \$5,000 should be allowed for satellite communication).

Limitations

The flow recorder is 4.5 km upstream of Seddonville, this equates to approximately 30 minutes flow time. Comparatively this is a short time between the site and town it seeks to provide warning for, this could be addressed by setting the alarm levels low or over time installing additional flow recorders and rain gauges upstream.

Similar to the Karamea River (with the mid catchment rain gauge at Garibaldi) it is proposed that at a minimum one mid catchment rain gauge is installed to help improve forecasting, therefore improving the flood warning service. Mid catchment flow recorders would be very useful for both Mokihinui and Karamea rivers, but due to the remote nature of these catchments installation would be tricky and expensive (to get cableways across the rivers) and access by Helicopter every six weeks would be very expensive. Rainfall sites can be visited less frequently (6- 12 monthly depending on the required data quality).

Mokihinui River @ Mid Catchment Rain gauge

This site has been identified as a good location for a rain gauge. The site has a good landing site, reasonable radio communication (back to WCRC base) and is not subject to flooding (often a clearing in the lower valley floor is clear because it is prone to flooding).

This site would need to be constructed from scratch and would need the following would need the following to be installed:

- 1 X galvanised lattice tower
- 1 x 120 watt solar panel
- 1 x rain gauge
- 1 x Iris 350fx logger
- 1 x T8000 radio and aerial
- 1 x satellite communication logger (optional but recommended due to remoteness of location)
- 2 x 100ah batteries

The estimated cost of installing a mid-catchment rain gauge would be \$10,000 (\$15,000 if satellite communication is added).

Operational cost

The operational costs would be approximately \$5,000 per site per year. This would include budget for repairs and maintenance, site visits (and regular flow gauging's of the Welcome Bay flow site), stage levelling (surveying), data processing, data auditing and helicopter costs for 6-12 monthly (mid-catchment rain gauge site).

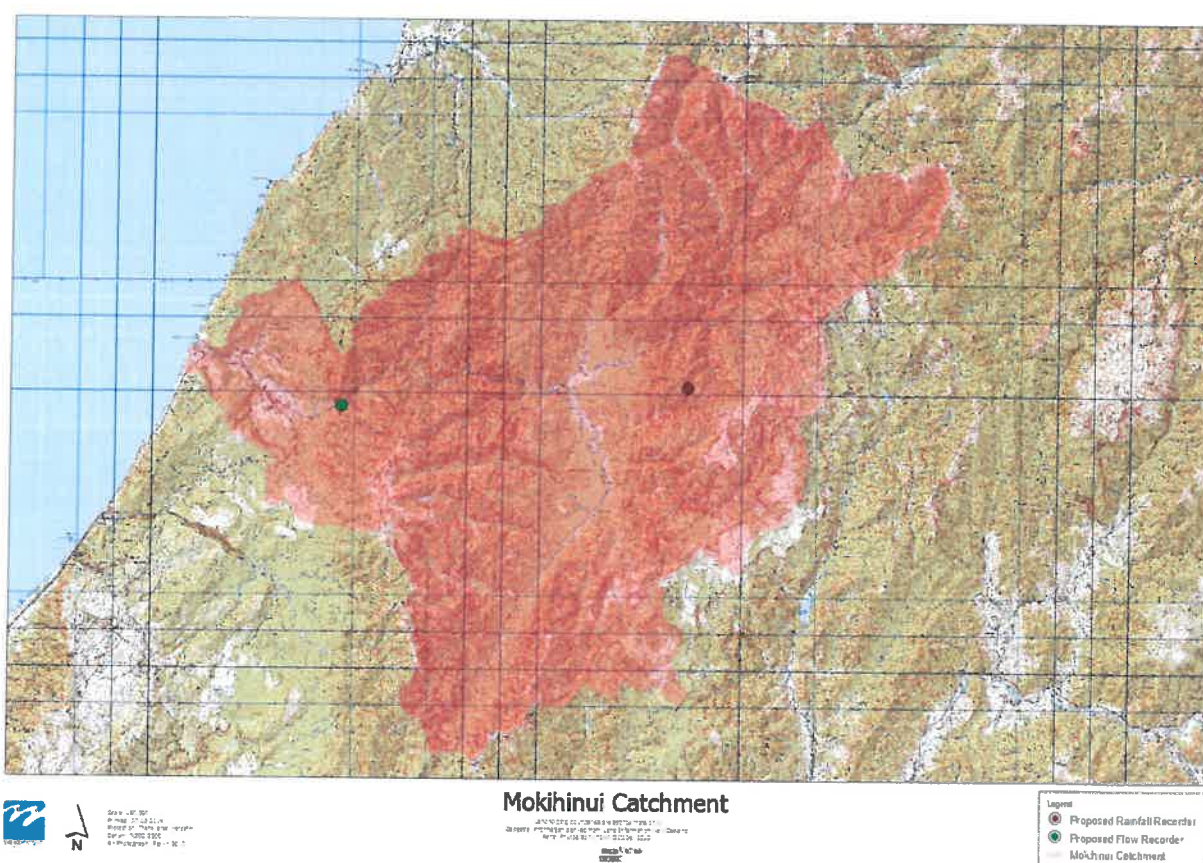


Figure 1: Map of Mokihinui Catchment with proposed flow and rainfall recorders.

RECOMMENDATION

1. That the report is received
2. That Council allocate \$30,000 towards the installation of the flow recorder and rain gauge into the 2014/15 Annual Plan budget.
3. That staff liaise with Buller District Council civil defence staff regarding the implementation of a flood warning service for Seddonville.

Michael Meehan
Planning and Environment Manager

THE WEST COAST REGIONAL COUNCIL

Prepared for: Resource Management Committee
 Prepared by: Jackie Adams - Consents & Compliance Manager
 Date: 7 March 2014
 Subject: **CONSENTS MONTHLY REPORT**

Consents Site Visits 31 January – 5 March 2014

DATE	NAME, ACTIVITY & LOCATION	PURPOSE
04/03/14	RC13149 - Southwest Energy Limited, Alluvial gold mining, Squatters Creek	To assess the proposed gold mining activities to aid with the processing of the consent application.
04/03/14	RC-2014-0022 - McKay Mining Limited, Alluvial gold mining, Redmans Creek	To assess the proposed gold mining activities to aid with the processing of the consent application.

Non-Notified Resource Consents Granted 31 January – 5 March 2014

CONSENT NO. & HOLDER	PURPOSE OF CONSENT
RC09113 Perivale Farm Ltd	To disturb the bed of an unnamed tributary of Gibbs Creek for the construction of an intake structure associated with a hydro electricity generation scheme. To take and use surface water from unnamed tributaries of Gibbs Creek for hydro electricity generation. To divert water from unnamed tributaries of Gibbs Creek for hydro electricity generation. To discharge water containing contaminants to an unnamed tributary of Gibbs Creek associated with a hydro electricity generation scheme.
RC13062 KJ Eggeling	To undertake earthworks associated with humping and hollowing activities, Okuru. To discharge sediment from humping and hollowing activities to land where it may enter water, Okuru.
RC13083 Wingletang Farms Ltd	To discharge treated dairy effluent to land, groundwater and surface water (Docherty Creek) near DS017, Franz Josef.
RC13092 Blues Mining Ltd	To undertake earthworks associated with alluvial gold mining near Notown. To disturb the beds of various creeks near Notown associated with their diversion. To divert various creeks near Notown. To take and use surface water from Twelve Mile Creek for alluvial gold mining. To take and use groundwater near Notown for alluvial gold mining. To discharge sediment-laden water to land near Notown in circumstances where it may enter Twelve Mile Creek and its tributaries.
RC13113 Stuart McGregor	To discharge treated dairy effluent to land from a stand off pad where it may enter surface water (Blackwater Canal) and groundwater near DS838, Karamea.

RC13181 Mill Creek Mining Ltd	<p>To undertake earthworks associated with alluvial gold mining adjacent to the Taramakau River within MP 55576.</p> <p>To disturb the bed of unnamed tributaries of the Taramakau River within MP 55576 associated with water diversion.</p> <p>To divert unnamed tributaries of the Taramakau River associated with alluvial gold mining within MP 55576.</p> <p>To take and use water for alluvial gold mining activities adjacent to the Taramakau River for mining within MP 55576.</p> <p>To discharge sediment-laden water to land associated with gold mining within MP 55576 in circumstances where it may enter water, namely the Taramakau River and its tributaries.</p>
RC13192 New Zealand Transport Agency	<p>To disturb the bed and banks of the Wanganui River to undertake river protection (spurs) works.</p> <p>To divert water from rock protection (spurs) work, Wanganui River.</p> <p>To discharge sediment to water from river protection (spurs) works, Wanganui River.</p>
RC13202 New Zealand Energy Ltd	<p>To take and use surface water from the Turnbull River for the purpose of hydro electric power generation and associated pipe line maintenance.</p> <p>To discharge water associated with hydro electric power generation and associated pipe line maintenance to the Turnbull River and its unnamed tributary.</p>
RC13203 Westroads Ltd	<p>To disturb the dry bed of the Totara River for the purpose of extracting gravel.</p>
RC13212 Garry Johnson	<p>To discharge treated dairy effluent to land from a dairy shed where it may enter surface water (Granite Creek) and groundwater near DS836, Granite Creek.</p>
RC13218 Pan Farm Ltd	<p>To disturb the bed of an unnamed tributary of the Taramakau River to form a diversion channel.</p> <p>To divert water, an unnamed tributary of the Taramakau River.</p>
RC13233 Phoenix Mining Ltd	<p>To undertake earthworks associated with alluvial gold mining adjacent to Cockeye Creek within MP56053.</p> <p>To disturb the bed of Cockeye Creek and its unnamed tributaries within MP 56053 associated with water diversion.</p> <p>To divert unnamed tributaries of Cockeye Creek associated with alluvial gold mining within MP56053.</p> <p>To take and use water for alluvial gold mining activities adjacent to Cockeye Creek for mining within MP56053.</p> <p>To discharge sediment-laden water to land associated with gold mining within MP56053 in circumstances where it may enter water, namely Cockeye Creek and its tributaries.</p>
RC-2014-0009 Andrew Verwey	<p>To disturb the bed of Adamstown Creek associated with its diversion.</p> <p>To divert Adamstown Creek.</p>
RC-2014-0015 Perivale Farm Ltd	<p>To discharge treated dairy effluent to land, groundwater and surface water (Gibbs Creek) near DS021, Franz Josef.</p>
RC-2014-0017 SP & KA Gorrie	<p>To discharge treated sewage waste water to land at Lot 3 DP 404031, 110 Rutherglen Road, Paroa.</p>

RC-2014-0020 Matai Tree Farm Ltd	To disturb the bed of the Waitaha River to construct river protection works (stopbank) and gravel relocation. To divert water from a river protection structure (stopbank), Waitaha River.
RC-2014-0023 Grey Gold Ltd	To disturb the bed of the Grey River near Ikamatua associated with the diversion of an overflow channel. To divert flow from an overflow channel of the Grey River.
RC-2014-0030 Rosburn Farms Ltd	To disturb the bed of the Grey River for the construction of river protection (a stop bank with rock rip rap) and associated dry bed gravel extraction.
RC-2014-0032 Holcim (New Zealand) Ltd	To discharge contaminants to air from the production of cement, Cape Foulwind.
RC-2014-0034 Cabbage Flat Holdings Ltd	To undertake earthworks associated with alluvial gold mining adjacent to Caribou Road within EP53999. To take and use ground water for alluvial gold mining activities adjacent to Caribou Road for mining within EP53999. To discharge sediment-laden water to land associated with gold mining within EP53999 in circumstances where it may enter water. To discharge sediment-laden water to setting ponds associated with gold mining within EP53999.
RC-2014-0036 CR Outram	To discharge treated sewage effluent to land at 241 Ramsay Street, Blacks Point, Reefton.

Changes to Consent Conditions granted 31 January – 5 March 2014

CONSENT NO, HOLDER & LOCATION	PURPOSE OF CHANGE
RC98033-V4 Westland Milk Products Hokitika River	Increase to water allowed to be abstracted from the Hokitika River for 4,000m ³ per day to 6,000m ³ per day.
RC03175-V6 Solid Energy New Zealand Ltd Cypress Mine, Stockton Plateau	To move the 1,000 hectare Cypress Kiwi Treatment Area from the Orikaka Ecological Area to the Oparara Basin.
RC04161-V1 Hardrock Mining & Development Ltd Greenstone River	To increase the maximum unrehabilitated disturbed area from 1 hectare to 2 hectares associated with alluvial gold mining.
RC09079-V1 C & CA Verwey Little Grey (Mawheraiti) River	To increase the maximum rate of water take from 52.7 litres per second to 60 litres per second.
RC09167[V1] Granville Mining Ltd Nelson Creek	To amend the path of alluvial gold mining.
RC10193-V1 Buller Coal Ltd Escarpment Mine, Denniston Plateau	To increase the size of the Denniston Permanent Protection Area and amend the minimum required representative vegetation types.
RC12101-V1 Alluvial Mining (No. 2) Ltd Woods Creek	To allow the discharge of flocculants associated with alluvial gold mining.

RC13080-V1 Department of Conservation Kahurangi National Park	To increase the area from 113,699 hectares to 116,532 hectares for an aerial 1080 discharge operation.
RC13107-V1 Ernsbrook Stud Ltd Unnamed tributary of Falls Creek, Karamea	To cancel the residual flow condition associated with the abstraction of water for irrigation.

No Notified Resource Consents were granted 31 January – 5 March 2014

Public Enquiries

30 written public enquiries were responded to during the reporting period. 14 were answered on the same day, 14 the following day, and the remaining 2 no more than 10 working days later. 3 LGOIMA requests were responded to, all within the required timeframe.

RECOMMENDATION

That the March 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: 6 March 2014
 Subject: **COMPLIANCE & ENFORCEMENT MONTHLY REPORT**

Site Visits

A total of 115 site visits were undertaken during the reporting period, which consisted of:

Activity	Number of Visits
Resource consent monitoring	6
Dairy farm inspections	56
Mining compliance & bond release	43
Complaint Related	10

Out of the 115 site visits for the reporting period, 94 were compliant and 18 were non-compliant. Three are waiting on sampling results before being rated.

Specific Issues**Dairy farms:**

- A total of 56 farms have been inspected this month.
- 44 have been graded as compliant.
- Three farms are waiting on sampling results to be returned from the lab before a rating can be given.

Alluvial Gold Mining:

- 11 infringement notices were issued as a result of follow up action for non-compliant visits.
- 35 alluvial gold mines were visited this reporting period.
- 27 sites were compliant, eight were found to be non-compliant.

Coal Mining:

- Eight coal mining consents have been inspected over the reporting period (some are multiple consents on the same site).

Complaints/Incidents between 28 January 2014 and 6 March 2014

The following 17 complaints/incidents were received during the reporting period:

Activity	Description	Location	Action/Outcome
Discharge to air	Complaint regarding the discharge from a sandblasting operation.	Greymouth	Enquiries established that the discharge had potential to be a nuisance. The operator was advised to undertake action to mitigate the discharge.

Activity	Description	Location	Action/Outcome
Discharge to water	Complaint regarding a creek discoloured with sediment.	Hokitika	Complaint was unsubstantiated
Discharge to water	Complaint that there were dead fish in Mill Creek.	Greymouth	An unknown person had disposed of filleted snapper into Mill Creek by the cycle trail bridge.
Discharge to air	Complaint regarding the discharge of smoke from an outside burn off.	Greymouth	Persons had a GDC fire permit and were separating items that were prohibited from being burnt. No breach of the regional rules.
Black sand mining	Complaint regarding a black sand mining operation which had left a stockpile on the beach.	Nine Mile	Enquiries were carried out and the operator was on site processing the material. They were compliant with their consent.
Discharge to land	Complaint regarding the over application of animal effluent to paddocks with a slurry tanker.	Rotomanu	Enquiries were carried out and the complaint was unsubstantiated.
Pest plant	Complaint regarding ragwort on a neighbouring property	Kowhitirangi	Enquiries are continuing
Gold mining	An unconsented gold mining operation was discovered at Blackwater.	Blackwater	Enquiries established the operation was not authorised by resource consent. An abatement notice was issued to cease mining.
Discharge to water	Complaint that there was a large 1000 litre plastic container dumped into Lady Lake.	Rotomanu	An unknown person had disposed of the container in the lake by filling it with water to try and sink it. The container was recovered from the lake.
Gold mining	Complaint alleging that unauthorised gold mining was being undertaken.	Hokitika	Abatement notices were issued to cease the activity.
Discharge to air	Complaint regarding discharge of smoke causing a nuisance to neighbouring properties.	Reefton	The person responsible was contacted and advised of the appropriate rule.
Discharge to water	Complaint received about a discharge of sediment from an alluvial gold mining operation.	Kumara	Enquiries carried out and the complaint was unsubstantiated.
Discharge to air	Complaint regarding the discharge of dust from vehicle movements at a trade premises.	Dobson	Enquiries are continuing
Discharge to water	Complaint regarding an oily sheen in Mill Creek	Greymouth	Enquiries are continuing
Discharge to air	Complaint that the Hokitika sewerage treatment ponds were discharging an offensive odour	Hokitika	Enquiries were carried out and the complaint was unsubstantiated.
Discharge to water	Complaint regarding the discharge of sediment to a creek	Reefton	Enquiries are continuing.
Discharge to land	Complaint regarding the discharge from a septic tank	Paroa	Enquiries are continuing

Formal Enforcement Action

Eleven infringement notices were issued during the reporting period:

Activity	Location
Gold Mining	Blackwater
Gold Mining	Marsden
Gold Mining: four notices issued to the same operator, two notices for discharges and two notices for breaching an abatement notice.	Blue Spur
Gold Mining: two notices issued, one notice for a discharge and one notice for breaching an abatement notice.	Marsden
Gold Mining: two notices issued, one notice for a discharge and one notice for breaching an abatement notice.	Marsden
Gold Mining: breaching an abatement notice	Camerons

Four abatement notices were served during the reporting period:

Activity	Location
Gold Mining	Blackwater
Gold Mining: 3 notices issued to the same site	Blue Spur

MINING**Work Programmes**

The Council received the following six work programmes during the last reporting period. Two programmes were approved in the 20 day timeframe. The remaining work programmes have been recently received, are awaiting bonds to be lodged or require site visits prior to approval.

Date	Mining Authorisation	Holder	Location
30/01/14	RC11117	Amalgamated Mining Ltd	Notown
31/01/14	CML37160	Solid Energy New Zealand	Island Block
14/02/14	RC13036	Utopia Horizon	Westport
17/02/14	RC11212	Phoenix Mining Ltd	New River
20/02/14	RC13056	Kanieri Mining Ltd	Kanieri
26/02/14	RC13123	Greid Mining Ltd	Taylorville

The Council received one bond during the reporting period

Mining Authorisation	Holder	Location	Amount
RC12233	John Dunbier	Ross	\$100,000

The following bonds are recommended for release:

Mining Authorisation	Holder	Location	Amount
RC07195	John Dunbier	Ross	\$50,000
RC12209	Brian Mitchell	Kawhaka Forest	\$6,000
RC12033	Phoenix Mining Ltd	Dunganville	\$20,000

RECOMMENDATION

That the March 2014 report of the Compliance Group be received.

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, 18TH March 2014** commencing on completion of the Resource Management Committee Meeting.

A.J. ROBB
CHAIRPERSON

C. INGLE
CHIEF EXECUTIVE OFFICER

<u>AGENDA NUMBERS</u>	<u>PAGE NUMBERS</u>	<u>BUSINESS</u>
1.		APOLOGIES
2.		PUBLIC FORUM
4.		MINUTES
	1 – 3	3.1 Minutes of Council Meeting 11 February 2014
5		REPORTS
	4	4.1 Planning & Environmental Manager's Report on Engineering Operations
	5	4.2 Corporate Services Manager's Report
	6 – 7	4.2.1 Warm West Coast Scheme
	8 – 33	4.2.2 Heads of Agreement – Civil Defence Shared Service
6	34	CHAIRMAN'S REPORT
7	35	CHIEF EXECUTIVE'S REPORT
8		GENERAL BUSINESS

THE WEST COAST REGIONAL COUNCIL**MINUTES OF THE MEETING OF THE COUNCIL HELD ON 11 FEBRUARY 2014,
AT THE OFFICES OF THE WEST COAST REGIONAL COUNCIL, 388 MAIN SOUTH ROAD, GREYMOUTH,
COMMENCING AT 11.52 A.M.****PRESENT:**

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

IN ATTENDANCE:

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

1. APOLOGIES:

There were no apologies.

2. PUBLIC FORUM

There was no public forum.

3. CONFIRMATION OF MINUTES

Moved (Clementson / Birchfield) *that the minutes of the Council Meeting dated 10 December 2013, be confirmed as correct, with the addition of "unanimous" added to the second motion on page 2.*

Carried

Matters arising

Cr Archer requested that the word "unanimous" be added to the second motion on page 2 of the minutes to ensure that the motion complies with Standing Orders.

Cr Birchfield drew attention to page 3 of the minutes where this council was going to be processing mining consents for Westland District Council. Westland District Council has now changed their minds and they will continue to process their own mining consents.

REPORTS:**4.1 ENGINEERING OPERATIONS REPORT**

M. Meehan spoke to this report and advised that significant works have been completed in the Wanganui rating district. He stated that both maintenance and capital works were carried out with the capital works being funded by landowners. M. Meehan reported that maintenance is required in the Southside rating district. He stated that this rating district has voted over the years to not build any funds up in their account. M. Meehan advised that this rating district has always said that if works are required then they will pay for it at the time. M. Meehan reported that tenders have been sought for this work with the successful tenderer being Henry Adams Ltd. This work will cost \$27,850 (with 50% paid by NZTA). M. Meehan advised that he is now waiting for the spokesperson of the rating district to come back with signatures from the rating district members so that the work can commence. M. Meehan stated that if unanimous agreement is not received from all ratepayers then a small loan may need to be raised so that the works can proceed.

M. Meehan reported that the upgrade to the Rubbish Dump Stopbank at Franz Josef is now complete. The extension of the stopbank downstream to Rata Knoll is also complete and final costs were \$260,000, this includes the survey, consent supervision and rock costs. M. Meehan advised that the \$260,000 will be paid off via a loan.

M. Meehan reported that the 650m long seawall for the Hokitika rating district has now been completed. He stated this was a very good project to be involved with and he said he has not heard of any negative comments regarding the seawall. M. Meehan advised that some additional costs were encountered. He stated that the original tender price was \$1.066M. The final contract price was \$1.088M and included the survey, consultants, supervision, fabric and rock costs. M. Meehan advised that \$300,000 in funding from NZTA will soon be available. The final cost to the rating district will be approximately \$1.5M. M. Meehan advised that the access ways in the photographs in his report are working well and he is very happy with the end result. M. Meehan advised that the Westland District Council will be signing over the maintenance of the groynes to the Hokitika rating district. He stated that this council would maintain all assets in the rating district and Westland District Council handling the amenity side of things. C. Ingle advised that a meeting is required with the Hokitika seawall committee so that a maintenance rate can be struck and ongoing maintenance can also be discussed. C. Ingle stated that it is important that the rate that has been struck for the maintenance of the groynes is spent on the Hampden Street groyne and not spent on anything but the groyne. C. Ingle advised that the Hokitika beach has built up a lot of sand over the summer.

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

Carried

4.2 CORPORATE SERVICES MANAGER'S REPORT

R. Mallinson spoke to his report advising that this is for the six months to the end of December. He advised that the surplus is substantially less than what was budgeted for; this is due to the large amount of unexpected and unforeseen expenditure in the Camelback quarry. R. Mallinson reported that over \$1M has been spent in this quarry over the past six months. R. Mallinson reported that just over \$1.8M has been capitalised for the Hokitika seawall project. R. Mallinson advised that the investment portfolio is continuing to perform well with overall gains of just over \$512,000. Cr Ewen asked why over \$1M was spent on Camelback quarry. M. Meehan advised that there were a lot of problems in this quarry. There was a lot of waste to shift and this added to the cost. The contractors who worked on the Arahura Bridge worked in this quarry for two years but they were very selective with the size of rock that they used which created high waste volumes. M. Meehan advised that he and R. Mallinson have been working with council's quarry consultant (Mr John Ellis) to look at amortising a lot of these costs as capital costs to write off over time. M. Meehan stated that a report is awaited from Mr Ellis. M. Meehan answered various questions from councillors relating to Camelback quarry. M. Meehan advised that council now has a Quarry Manager and a much better eye is being kept on this part of council business. M. Meehan stated that the development costs that council has incurred will have a benefit in the next few years and there will be payback over time. M. Meehan advised that there is now a good size stockpile of rock in this quarry, available for sale.

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

Carried

4.2.1 AUDIT MANAGEMENT REPORT FOR THE YEAR TO 30 JUNE 2013

R. Mallinson spoke to this report and advised that this is the Audit Management Report to the 30th of June 2013. R. Mallinson stated that 2013 was quite a challenging year for him and his staff as they have been coming to grips with the new Financial Information Management System which went live in November 2012. R. Mallinson advised that during the go live period some internal financial controls were put to one side during this time. R. Mallinson reported that a normal control environment has been operating again for some time. R. Mallinson asked councillors if they would like him to invite the Westpac team to make a formal portfolio presentation to council at the next meeting. The Chairman stated that he would be keen for this as for the benefit of the new councillors. It was agreed that R. Mallinson would arrange this for the April meeting.

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

Carried

6.0 CHAIRMANS REPORT

The Chairman spoke to his report. He stated that it is pleasing to see that the Mayors are united in the view that the districts need to work together with regard to regional economic development on the West Coast. The Chairman advised that the CEO's and DWC are working on a regional economic development plan which will be brought to the April Mayors and Chairs forum.

The Chairman asked his fellow councilors if they are happy to move the Council meeting scheduled for the 8th of July to the 15th of July. All present agreed with the change.

Cr Clementson advised that he is unable to attend the March council meeting due to a prior commitment. C. Ingle advised that it was hoped that the budget workshop would be held following the March meeting. It was agreed that the date for the March meeting would be changed to the 18th of March in order to accommodate Cr Clementson's unavailability and to incorporate the budget workshop at the same meeting.

Moved (Robb / Archer)

1. *That this report be received.*
2. *That the July Council meeting is moved from the 8th of July to the 15th of July and that the March meeting is moved from the 11th of March to the 18th of March*

*Carried
Unanimous*

5.0 CHIEF EXECUTIVE'S REPORT

C. Ingle spoke to his report and advised that following on from last year's Economic Summit, Mayors and Chairs and now meeting six times a year, the CEO's meet two weeks before each Mayors and Chairs meeting in order to have the agenda arranged. C. Ingle stated that work is progressing very well in this area with a Heads of Agreement for Civil Defence now being signed off.

C. Ingle reported that the South Island joint Pest Management Plan meeting was a very interesting meeting with the South Island regional councils getting together to do a joint planning exercise. C. Ingle stated that each region has different pests but the overall structure will be similar with the wording at the front and the back of the plan being identical but the middle part with the different pests will be region by region. C. Ingle advised that a Consultant is assisting with this and these costs are being shared by the councils involved.

C. Ingle reported that he attended the SOLGM Strategy Day in Wellington on the 5th of February. C. Ingle stated this was a very interesting meeting and is mainly dominated by city council managers.

Moved (Birchfield / Ewen) *that this report be received.*

Carried

7.0 GENERAL BUSINESS

The Chairman stated that currently he represents Council on the Regional Animal Health Committee. He advised that at the triennial meeting in October it was agreed that Cr McDonnell would replace Cr Robb on this committee in due course.

Moved (Robb / Archer) *that Cr McDonnell be appointed to the Regional Animal Health Committee.*

Carried

The meeting closed at 12.38 p.m.

.....
Chairman

.....
Date

THE WEST COAST REGIONAL COUNCIL

Prepared for: Council Meeting – 18 March 2014
 Prepared by: Wayne Moen – River Engineer and Paulette Birchfield – Engineering Officer
 Date: 7 March 2014
 Subject: **ENGINEERING OPERATIONS REPORT**

WORKS COMPLETED AND WORKS TENDERED FORWanganui Rating District – Maintenance Works

Work involving the placement of 504 tonnes of rock riprap has been completed by Westland Contractors Ltd at a cost of \$11,302.20 (G.S.T. Exclusive).

Wanganui Rating District – Urgent Maintenance Works

Four verbal quotes for urgent work involving the placement of approximately 200 tonnes of rock riprap were received. The successful tender received was Arnold Contracting Ltd at a price of \$4,400 (G.S.T. Exclusive).

FUTURE WORKS

- Whataroa Rating District
- Karamea Rating District
- Vine Creek Rating District
- Nelson Creek Rating District
- Kongahu Rating District

Buller River Investigation

Staff met with Buller District Council staff to walk over the area highlighted for potential flood protection works at Westport. The site visit was useful to see the area and discuss any concerns the District Council may have. Staff will continue working on a concept plan to submit to Council and then seek community feedback on.

It is noted that significant community and stakeholder consultation will be required.

Quarries***Rock available as at 20 January 2014***

Quarry	Rock Available	Emergency Stockpile
Blackball	2,300	
Camelback	3,000	2,000
Inchbonnie	8,000	
Kiwi	3,500	-
Whataroa	3,000	2,000
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: 10 March 2014
 Subject: **Corporate Services Managers Report**

Financial Report

My efforts during the past four weeks have been focused on Council budgeting work and the Annual Plan process. This has left me with insufficient time to complete the detailed financial report, which normally accompanies my Manager's Report. However, I will be completing this financial report by 14 March and will circulate it by email, and will table copies at the meeting on Tuesday March 18.

Investment Portfolio

February 2014		Catastrophe Fund	Major Portfolio	Total
Opening balance	February 2014	\$ 706,619	\$ 11,168,516	\$ 11,875,135
Income	February 2014	\$ 7,093	\$ 111,578	\$ 118,671
Deposit		\$ -	\$ -	
Withdrawal			\$ -	\$ -
Closing balance	February 2014	\$ 713,712	\$ 11,280,094	\$ 11,993,806
Total income year to date to February 2014		\$ 37,252	\$ 610,714	\$ 647,966

General Comment

The investment portfolio had an excellent month during February with total gains for the year amounting to \$648,000.

A further deposit of \$50,000 was made to the Catastrophe Fund during March.

Multi Option Credit Line (MOCL) with Westpac

As discussed at the February Council workshop, this needs to be increased to \$7.50 million (MOCL) + other facilities \$1 million, totaling \$8.50 million.

This will give us room to be able to respond to other unexpected demands on our funds from communities / rating districts.

RECOMMENDATIONS

1. *That this report be received.*
2. *That Council agrees to an increase in the facilities with Westpac to \$8,500,000 as follows;*
 - *MOCL facilities \$7,500,000*
 - *Other facilities \$1,000,000*

Robert Mallinson
Corporate Services Manager

THE WEST COAST REGIONAL COUNCIL

Prepared for: Council Meeting - 11 February 2014
Prepared by: Robert Mallinson – Corporate Services Manager
Date: 7 March 2014

Subject: **Warm West Coast Scheme**

Background

The Warm West Coast scheme commenced in July 2012 and property owners were able to 'borrow' from Council to insulate their houses (and in some instances upgrade their heating device) using Council financing in combination with an EECA grant. The Council loan is repaid by a targeted rate on the property over a 10 year period, with interest. Property owners have the right to repay the total amount at any time.

The following is an extract from page 24 of the 2012/22 Long Term Plan which sets out the basis on which the scheme was established.

"The EECA Warm Up NZ scheme (was) only funded by government to 30 June 2013. At this stage Council's funding scheme will only operate in conjunction with the EECA scheme. Council will continue its scheme only while the EECA grant funding continues".

Council has so far funded 265 contracts to insulate (and in some instances provide clean heating) under the Warm West Coast Scheme.

In the 2012/13 year 180 loans were issued.
In the 2013/14 year to date another 85 loans were issued.

We expect at least another 60 – 70 loans by 30 June 2014, bringing the total to over 300.

The total amount advanced to property owners is \$824,000; with \$40,000 having been voluntarily repaid to date.

EECA Subsidies Now Only for Low Income Homeowners with Health Issues

Last year EECA introduced a new scheme which requires third party funding in addition to the EECA grant, and is specifically targeted at low income people with health issues.

The EECA subsidies started to tail off after September 2013 and quite a number of 2013/14 approvals have involved just Council funding. However the number of loan applications using 100% council financing to insulate the home has not tailed off as was expected.

Council Policy Changed in July 2013

Council agreed at its meeting in July 2013 to continue to finance insulation upgrades for ratepayers even in the absence of an EECA grant. This was achieved by resolution. No formal amendment to the LTP was undertaken due the matters not being deemed to trigger the "significance" requirements which would require a formal amendment to the LTP.

Total Borrowings for Warm West Coast

The amount borrowed to fund the scheme now totals \$820,000.

However, the borrowing is somewhat open ended, totally demand driven.

This has the potential to drive up Council debt levels to higher than expected levels, even though the repayments are totally funded by the targeted rate.

Other matters to consider

Council will soon have a "loan book" of > 300 loans with a balance sheet value in excess of \$1,000,000.

At present the scheme is being administered by myself and the part time Accounts Payable officer. We are both coping with this workload in addition to our existing duties.

The loans are being managed with excel spreadsheets.

If the number of loans continues to increase, within a few years we would need specialist loan management software and some additional staff resource to cope with managing the loan book and processing applications.

RECOMMENDATION

That from 1 July 2014 the scheme be scaled back so that after 1 July 2014, only property owners in the Reefton Airshed can borrow under the Voluntary targeted rate scheme.

Robert Mallinson
Corporate Services Manager

THE WEST COAST REGIONAL COUNCIL

Prepared for: Council Meeting 18 March 2014
Prepared by: Chris Ingle – Chief Executive
Date: 3 March 2014
Subject: **Heads of Agreement – Civil Defence Shared Service**

Purpose

The purpose of this report is to recommend Council adopt the attached Heads of Agreement which details the new arrangements for Civil Defence for the region. The principal change is to ensure formal reporting and accountability lines are drawn between the new regional manager position and the part time civil defence officers in each district council.

Background

Up until now, each Council has been undertaking their civil defence functions separately, with informal co-ordination only. This Heads of Agreement changes that by integrating the efforts of the four councils. Each of the District Councils will (or already does) employ a half time Civil Defence officer. While these three positions will still be employed by each District Council, they will be seconded to the new Regional Manager to ensure reporting and accountability functions properly.

Process to Date

Buller District Council endorsed the Heads of Agreement in late February, with a few minor amendments sought. These amendments have been built into the version before you today. Grey and Westland Councils will consider the document at their April meetings.

Financial Implications

The Regional Council will need to fund the new Manager position. The details of this will be discussed at the budget workshop following today's meeting. The benefits of funding this new role include a substantial increase in the 4 council's efforts in enhancing community resilience, risk reduction, readiness, response and recovery. By employing a full time manager and combining the resources of the four councils we can expect the depth, capacity and overall effectiveness of our civil defence service to rise significantly.

RECOMMENDATIONS

1. *That this report be received.*
2. *That Council endorse the attached Heads of Agreement and authorise the Chairman and CEO to sign and seal the document once we have approval of the other three Councils. This agreement replaces the earlier Constituting Agreement attached as Appendix D.*
3. *That any minor amendments to the document that may be requested by any one of the other Councils, be accepted at the discretion of the Chairman and CEO.*

Chris Ingle
Chief Executive

THIS AGREEMENT made day of 2014

BETWEEN

GREY DISTRICT COUNCIL (“GDC”)

BULLER DISTRICT COUNCIL (“BDC”)

WESTLAND DISTRICT COUNCIL (“WDC”)

WEST COAST REGIONAL COUNCIL (“WCRC”)

(collectively called “the Councils”)

BACKGROUND

- A The Councils have established the West Coast Civil Defence Emergency Management Group (the Group) as a joint standing committee of the Councils pursuant to Section 12 of the Civil Defence Emergency Management Act 2002 (the Act). The functions, powers and duties of the Group are set out in its constitution, attached as Schedule D. It is recommended that this constitution be discarded once this new Heads of Agreement is agreed among the four Councils.
- B After a review of Civil Defence Emergency Management in the region, the Councils have agreed that their responsibilities under the Act shall be combined and delivered through one body to be known as Civil Defence West Coast (CDWC) with the intention that each Council is to be an active equal participant in the establishment, development and control of it.

IN ORDER TO give effect to this agreement between them the Councils have agreed as follows:

[1] **INTERPRETATION**

1.1 **Intent**

The provisions of this Intent are to be interpreted so as to give best effect to the intention of the Councils that each Council is to be an active equal participant in the establishment development and control of Civil Defence West Coast.

1.2 **Headings**

Clause and other headings are indications that may be considered in ascertaining the meaning of any provision of this agreement.

1.3 **Defined expressions**

Expressions defined in the recitals or the main body of the Agreement shall have the same meaning in the whole of the Agreement. Expressions not defined in this Agreement but defined in the Act shall have the meaning in the Act.

1.4 **Plural and Singular**

Words importing the singular number shall include the plural and vice versa.

1.5 **Negative Obligations**

An obligation to refrain from doing anything shall include an obligation not to permit that thing to be done.

[2] **FORMATION OF CIVIL DEFENCE WEST COAST**

2.1 For the purposes of combining and effectively carrying out the Councils' responsibilities for Civil Defence Emergency Management under the Act there shall be established immediately on the signing of this Agreement a subcommittee of the Group to be known as the Operations Subcommittee.

- 2.2 The regional council will employ a new Civil Defence Manager, as soon as is practicable, to lead Civil Defence West Coast. This manager will report to the Operations Subcommittee and the Co-ordinating Executive Group (CEG).
- 2.3 The existing part time Emergency Management Officers (EMO) at the three District Councils will be formally seconded to report to that new Manager under secondment agreements to be executed by the CEOs of the four Councils. The District Councils will employ these three 0.5 FTE staff including meeting their office, IT and training needs and will ensure they have access to a vehicle to enable them to deliver their role within their district, and attend meetings and training days.
- 2.4 The governance structure for the new Subcommittee, new Manager and Civil Defence West Coast shall be in accordance with Schedule A.

[3] **PURPOSE, FUNCTIONS AND PRINCIPLES OF OPERATIONS SUBCOMMITTEE AND THE COUNCILS**

- 3.1 The purpose of the Operations Subcommittee shall be to provide an exchange of operational information to and from the Councils and CDWC on HR, training, IT, equipment, planning, financial details, etc. The subcommittee will provide operational oversight and direction to the Manager of CDWC and will oversee the business plan in section 7, financial management in section 9, operational issues, mentoring and advice. The operations subcommittee does not replace the CEG and must work within the direction set by CEG.
- 3.2 The main function of the Operations Subcommittee will be to ensure the Manager and their seconded staff are resourced to deliver the functions, powers and duties of the Councils under the Act and to provide such other emergency management services as the Councils may agree upon from time to time.

- 3.3 In particular but without derogating from the generality of Clause 3.2 the Subcommittee shall:
- 3.3.1 With due regard to the governance structure in Schedule A, carry out the functions listed in section 17 of the Act, on behalf of the Councils. Each Council shall remain responsible for compliance with section 64 (2) of Act, which requires each Council to ensure that it is able to function to the fullest possible extent, even though this may be at a reduced level, during and after an emergency.
- 3.3.2 Prepare in addition to the five year Group Plan and its updates and reviews, an annual business plan in accordance with the provisions of Clause 7.1 for approval by CEG by the 30th of November each year.
- 3.3.3 Ensure each Council understands and funds the purchase and maintenance of any ancillary equipment needed for the delivery of civil defence readiness and response tasks within each district.
- 3.4 Each of the four Councils must ensure that they provide sufficient staff or volunteers to ensure that at all times it has adequate numbers of trained personnel to staff a minimum of two shifts of their district's Emergency Operations Centre (EOC), or in the case of the Regional Council the Emergency Co-ordination Centre.
- 3.5 Each Council's trained EOC staff should be generally available to help operate an EOC in another's district. If an emergency event occurs in one district only and that district requires assistance from another Council in terms of EOC staffing relief, such assistance shall be provided.

[4] OPERATIONS SUBCOMMITTEE MEMBERSHIP AND VOTING

- 4.1 Each Council shall nominate their CEO or a senior member of its management team with responsibility for emergency management to be

a member of the Operations Subcommittee. The Chair of Coordinating Executive Group (CEG) shall ex officio be a member.

- 4.2 Each person appointed as a member of the Subcommittee shall appoint a suitably experienced alternate who shall have full powers to vote and act in the member's absence. The alternate's instrument of appointment shall expressly delegate to the alternate the same decision making authority as the appointing member has.
- 4.3 A quorum shall be three members. For the purposes of ascertaining a quorum, only one alternate attending the meeting may be counted as a member.
- 4.4 Decisions shall be made by consensus. If consensus is not able to be reached, the matter will be referred to the CEG for a decision.

[5] TERM OF AGREEMENT

- 5.1 The term of this Agreement shall be 10 years PROVIDED THAT the provisions of this Agreement shall continue to apply after that period if (subject to clause 5.3) the Councils agree from time to time that it shall continue for a specified period.
- 5.2 Six months prior to the first specified expiration of this Agreement set out in clause 5.1 representatives of the Councils shall meet in good faith to negotiate its renewal or extension with or without amendments.
- 5.3 Any of the Councils may terminate their participation in CDWC at the first specified expiration of this Agreement set out in clause 5.1; by giving notice to all other Councils, in writing, of their intent to terminate, at least three years prior to the expiry of the Term. As at the date of the coming into effect of that notice, that Councils' right to participate in the management and control of CDWC and the negotiations for the renewal or extension of this agreement shall cease, but without prejudice to any

liabilities and responsibilities up to the date of the coming into effect of the notice.

- 5.4 Staff seconded and assets provided by a Council giving notice under clause 5.3 shall be returned to that Council as soon as practicable after the coming into force of that notice but only in a time and in a manner that does not compromise the operational efficiency of CDWC.
- 5.5 The notice referred to in clause 5.3 shall apply only to the participation in CDWC by the Council giving the notice and not to any other part of the governance structure set out in Schedule A.

[6] MANAGEMENT AND STAFF

- 6.1 The Subcommittee shall liaise with the chief executives of the 4 Councils to develop an employment policy covering matters relating to the employment of staff. The policy shall deal with but shall not be limited to the matters specified in Schedule C.
- 6.2 The cost of any redundancy caused by the coming into force of this Agreement shall be the sole responsibility of the Council employing the redundant staff member.
- 6.3 Notwithstanding any other provision of agreement the Councils agree to indemnify each other pro rata in accordance with the proportions set out in clause 8.3 for any costs, damages, liabilities or payments that are required to be made by any Council as a result of any action or omission on the part of any seconded staff arising out of that staff member's duties on secondment.

[7] BUSINESS PLAN & PERFORMANCE MONITORING

- 7.1 By 30 November each year the CDWC Manager shall, with input from the three EMOs, prepare a comprehensive business plan which shall describe the activities of CDWC in detail for the period of the plan,

together with the expected outputs and outcomes. The business plan shall be reviewed by the Subcommittee and, once adopted, becomes the service level agreement between CDWC and the Councils.

- 7.2 The operational capability of CDWC shall be monitored and evaluated by the Ministry of Civil Defence and Emergency Management using aspects of its monitoring and evaluation programme.

[8] FINANCE

- 8.1 Each Council will continue to fund their own 0.5FTE EMO staff member in accordance with 2.3 and 2.4 of this agreement, and will meet their training and travel costs; plus the staff training costs for the EOC staff, and any EOC building, fit out, IT, communications or maintenance costs, as required. The expectation is that each council will provide a 'fit for purpose' fully staffed EOC; plus a half time EMO, who will report to the new Group Manager via a secondment agreement; together with funding any equipment needed for the readiness and response activities within their district.
- 8.2 The regional council will employ a new Civil Defence Manager, as soon as is practicable, to lead Civil Defence West Coast. This manager will report to the Operations Subcommittee. The Regional Council will pay the salary of the manager plus meet their office, IT and training needs and will fund their access to a suitable motor vehicle to enable them to deliver their role within the region.
- 8.3 If the Group decides that extra resources are required by Civil Defence West Coast, these will nominally be funded on the basis of 25% per Council. Such additional funds must be agreed first by the Group and then agreement to fund will be sought from each Council.

[9] **FINANCIAL POLICY**

- 9.1 The Manager of CDWC shall have authority to spend up to \$100,000 on the start-up and early stage costs of responding to an emergency. The Controller from time to time in charge of the emergency shall have authority for expenditure beyond \$100,000; with such expenditure to be covered by the affected District Council pending a government financial claim under section 26 of the Guide to the National Plan.
- 9.2 The Manager of CDWC shall have the authority to sign contracts up to the value of \$10,000. Every contract so signed shall be reported to the Operations Subcommittee and the CEG.

[10] **PROVISION OF TRAINED STAFF**

- 10.1 Each of the Councils accepts an obligation to provide an agreed number of suitable staff to enable their EOC to operate 24/7 for the duration of an emergency event with the exact numbers of staff and role designations to be decided by the Group on recommendation from CEG and the Operations Subcommittee, taking into account the number of available staff and volunteers available to each Council.

[11] **FURTHER ASSURANCES**

- 11.1 The Councils will use their best endeavors to sign and execute all deeds and other documents and do all things that may be reasonably necessary to carry out the provisions of this Agreement and the intentions of the Councils evidenced by it including the passing of any resolutions that may be necessary.

[12] **DISPUTES**

- 12.1 The primary object of this clause is to ensure that any dispute will be resolved as quickly and as informally as possible and particular regard is

to be had to that object in the interpretation or implementation of its provisions.

- 12.2 If any dispute arises between the Councils out of or in connection with this Agreement, including any dispute as to its interpretation, and it is not resolved in 14 working days, any Council may by written notice served on the other parties require the Chief Executives to meet to attempt to resolve the issue. Such a meeting must take place within 14 days of the service of the notice. If the dispute cannot be resolved by that means any Council may by written notice to the other Councils require that the dispute be determined by arbitration by a sole arbitrator to be appointed by Local Government New Zealand.
- 12.3 The arbitration shall be conducted in accordance with the provisions of the Arbitration Act 1996 (except to the extent that it is modified by this clause or by written agreement of the Councils). The decision of the arbitrator shall be final and binding.

[13] **DISSOLUTION**

- 13.1 In the event that CDWC is dissolved for any purpose other than reorganization then:
- 13.1.1 All staff of CDWC shall be released from secondment. Each employer Council shall negotiate with its staff as to what position if any is available and the terms and conditions of re-engagement with that Council. The cost of any redundancies will lie where they fall.
- 13.1.2 Any property provided by any of the Councils for the benefit of CDWC shall be returned to that Council.
- 13.1.3 All assets not otherwise dealt with in accordance with this clause shall be distributed to the Councils equally, or by agreement.

IN WITNESS this Agreement was signed on the date first stated.

**THE COMMON SEAL of THE
GREY DISTRICT COUNCIL (“GDC”)**

was hereunto affixed in the presence of:

..... Mayor

.....Chief Executive Officer

**THE COMMON SEAL of THE
BULLER DISTRICT COUNCIL (“BDC”)**

was hereunto affixed in the presence of:

..... Mayor

.....Chief Executive Officer

**THE COMMON SEAL of THE
WESTLAND DISTRICT COUNCIL (“WDC”)**

was hereunto affixed in the presence of:

..... Mayor

.....Chief Executive Officer

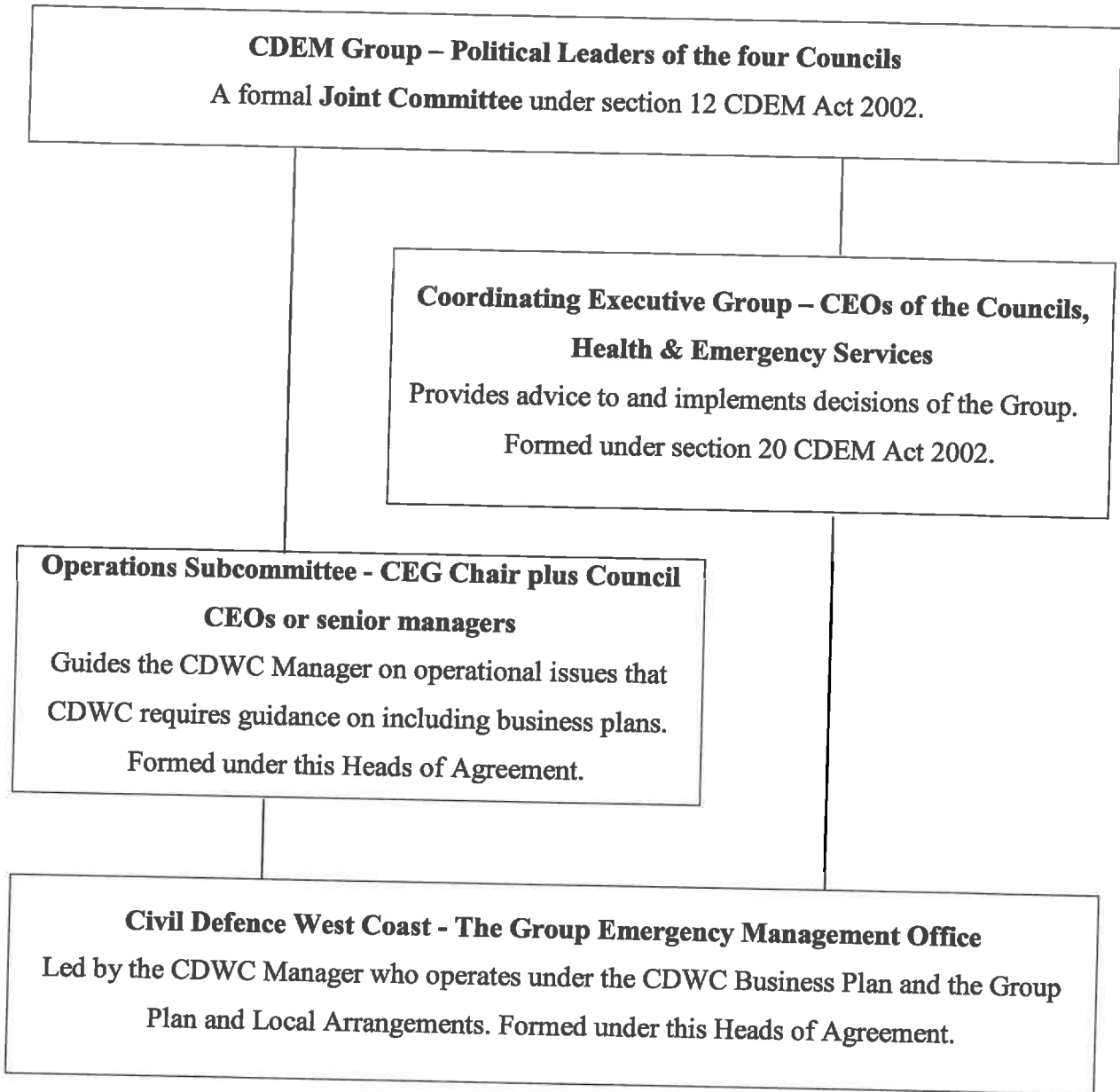
**THE COMMON SEAL of THE
WEST COAST REGIONAL COUNCIL (“WCRC”)**

was hereunto affixed in the presence of:

..... Chairman

.....Chief Executive Officer

SCHEDULE A: GOVERNANCE STRUCTURE



We also have Lifelines, Welfare and other groups that sit alongside this structure and operate at various levels.

SCHEDULE B

- S17 (1) The functions of a Civil Defence Emergency Management Group, and of each member, are to -
- (a) in relation to relevant hazards and risks,
 - (i) identify, assess, and manage those hazards and risks:
 - (ii) consult and communicate about risks:
 - (iii) identify and implement cost-effective risk reduction:
 - (b) take all steps necessary on an ongoing basis to maintain and provide, or to arrange the provision of, or to otherwise make available suitably trained and competent personnel, including volunteers, and an appropriate organisational structure for those personnel, for effective civil defence emergency management in its area:
 - (c) take all steps necessary on an ongoing basis to maintain and provide, or to arrange the provision of, or otherwise to make available material, services, information, and any other resources for effective civil defence emergency management in its area:
 - (d) respond to and manage the adverse effects of emergencies in its area:
 - (e) carry out recovery activities:
 - (f) when requested, assist other Groups in the implementation of civil defence emergency management in their areas (having regard to the competing civil defence emergency management demands within the Group's own area and any other requests for assistance from other Groups):
 - (g) within its area, promote and raise public awareness of, and compliance with, this Act and legislative provisions relevant to the purpose of this Act:
 - (h) monitor and report on compliance within its area with this Act and legislative provisions relevant to the purpose of this Act:
 - (i) develop, approve, implement, and monitor a civil defence emergency management group plan and regularly review the plan:
 - (j) participate in the development of the national civil defence emergency management strategy and the national civil defence emergency management plan:
 - (k) promote civil defence emergency management in its area that is consistent with the purpose of this Act.

SCHEDULE C: Employment Policy

The three half time EMO staff will be seconded by their employing Council to CDWC.

- i) Secondment agreements will be signed by the CEO of the employing Council.
- ii) The CEO of the employing Council will delegate to the Operations Subcommittee, authority to:
 - a. Direct work
 - b. Recruit replacements in consultation with Human Resources
 - c. Accept resignations
 - d. Approve job descriptions in consultation with Human Resources
 - e. Resolve minor disciplinary issues
 - f. Undertake performance reviews
 - g. Undertake annual salary reviews in accordance with agreed processes.

Items (f) and (g) above, will be conducted by the Manager of CDWC and the CEO of the employing council, or their delegate.
- iii) The Operations Subcommittee will have delegated authority but will consult with the employing CEO prior to implementing any decision involving:
 - a. The implementation of remuneration system changes and performance based rewards which have a contingent liability on the employing Council.
 - b. Changes to the employment agreement.
- iv) The Operations Subcommittee will have recommendatory authority for aspects of staff management including:
 - a. Significant disciplinary issues
 - b. Dismissals
 - c. Disputes
 - d. Redundancy.
- v) No CEO or manager of any of the Councils, will become involved in any discussions regarding employment or priority of work issues with staff seconded to CDWC without the knowledge and/or consent of the Operations subcommittee and the Manager of CDWC.
- vi) The Manager of CDWC will ensure that all relevant information about each individual staff member is provided to the employing authority HR department.
- vii) The Operations Subcommittee and the Manager of CDWC shall be entitled to seek general personnel information and advice from the employing authority HR department.
- viii) The Manager of CDWC shall ensure compliance with Health and Safety Plan and processes of each relevant host Council.

Roles and Services

Organisation / Role	Service
Employing Council	<ul style="list-style-type: none"> • Sign off secondment agreement in consultation with Operations Subcommittee • Maintenance of Personnel file and records • Provide HR advice to Operations Subcommittee in respect to statutory responsibilities. • Provide advice and assistance on employment issues, e.g. potential PG's, disciplinary matters. • Preparation of fortnightly payroll and all associated tasks including salary adjustments, PAYE, ACC, Kiwisaver and any other deductions. • Maintenance of Payroll service & records including leave records. • Provide salary, leave, remuneration information and personnel file bring-ups within 72 hours of request
Operations Subcommittee	<ul style="list-style-type: none"> • Develop standard CDWC employment contract conditions • Timetable and manage performance review process • Manage salary review process ensuring consistency wherever possible • Manage staff training processes • Ensure participation in Health and Safety programmes and processes

SCHEDULE D: The current agreement signed in 2002:

To be discarded once this new Heads of Agreement is executed

CONSTITUTING AGREEMENT

WEST COAST CIVIL DEFENCE EMERGENCY MANAGEMENT GROUP

PART I - FORMATION

1. Parties

- 1.1** Each of the following local authorities is a party to this agreement and a member of the West Coast Civil Defence Emergency Management Group:
- West Coast Regional Council
 - Buller District Council
 - Grey District Council and
 - Westland District Council

2. Definitions

In this agreement:

- 2.1** "Act" means the Civil Defence Emergency Management Act 2002.
- 2.2** "The West Coast Region" means the western part of the South Island of New Zealand comprising of the three constituent territorial authorities of Buller District, Grey district and the Westland District.
- 2.3** "Co-ordinating Executive Group" means the Co-ordinating Executive Group to be established under clause 17 of this agreement.
- 2.4** "Regional Council" means the West Coast Regional Council.
- 2.5** "Group" means the West Coast Civil Defence Emergency Management Group.
- 2.6** "Group Controller" means a person appointed under clause 12.1(a) of this agreement as a group controller.
- 2.7** "Member" means a Local Authority that is a member of the Group or any civil defence emergency management group, as the context may require.
- 2.8** "Party" means a party to this agreement.

3. Term of Agreement

- 3.1** This agreement shall commence once all the parties to this agreement have executed this agreement under common seal.
- 3.2** This agreement shall expire on the date on which the Act is repealed or on any other date specified in an enactment.

- 3.3** This agreement shall be reviewed immediately after reviewing the Group Plan.

4. Purpose of Agreement

- 4.1** The purposes of this agreement are to:
- (a) provide for the establishment of the Group in fulfilment of the parties' obligations under section 12 of the Act; and
 - (b) set out the functions, powers, and duties of the Group and members; and
 - (c) provide for the administrative arrangements of the Group.

5. Formation and Membership of the Group

- 5.1** Pursuant to section 12 of the Act, the parties, must unite in appointing the Group as a joint standing committee under the provisions of section 114S of the Local Government Act 1974 (and Schedule 7 Section 30(1) of the Local Government Act 2002 which comes into force on 1 July 2003), and by each member authority passing a resolution to that effect prior to 1 June 2003.
- 5.2** The Joint Standing Committee will be known as the West Coast Civil Defence Emergency Management Group.
- 5.3** Under section 13(1) of the Act every party to this agreement must be a member of the Group.
- 5.4** The members of the Group will be the West Coast Regional Council and all those territorial authorities that lie wholly within the boundaries of the West Coast Region. Each member is to be represented on the Group by one person only, being the mayor/chairperson of that local authority or an alternate representative who has been given the delegated authority to act for the mayor/chairperson.
- 5.5** An alternate representative must be an elected person from that territorial authority under section 13(4) of the Act.
- 5.6** Under section 114S(4) of the Local Government Act 1974 (and schedule 7 Section 30 (9) of the Local Government Act 2002) the powers to discharge any representative on the Group and appoint his or her replacement shall be exercisable only by the member that appointed the representative.

6. Representatives to have Full Delegated Authority

- 6.1** Each member agrees to confer full-delegated authority on its representative (and alternate representative) to the Group to exercise the functions, powers, and duties of members under sections 16 and 17 of the Act.
- 6.2** At meetings of the Group each member's representative is to have full authority to vote and make decisions on behalf of that member without further recourse to that member.

7. Requirement to Maintain the Group

- 7.1** In accordance with section 12(2) of the Act, section 114P(5) of the Local Government Act 1974 (and Schedule 7 Section 30(5)(b) of the Local Government Act 2002) must not be read as permitting any member to discharge or reconstitute the Group.
- 7.2** Upon members' representatives on the Group being discharged under section 114R(3) of the Local Government Act 1974 (and Schedule 7 Section 30(9) of the Local Government Act 2002), members shall as soon as practicable appoint representatives to the Group with the same delegated functions, duties and powers as their predecessors.

PART II - POWERS, FUNCTIONS AND DUTIES

8. Powers of the Group

- 8.1** Pursuant to section 18 of the Act, the Group has all the powers that are reasonably necessary or expedient to enable it to perform its functions, including the power to delegate any of its functions to members, the Group Controller, or any other person.
- 8.2** Without limiting the generality of clause 8.1 of this agreement, the Group may
- (a) recruit and train volunteers for civil defence emergency management tasks; and
 - (b) conduct civil defence emergency management training exercises, practices, and rehearsals; and
 - (c) issue and control the use of signs, badges, insignia, and identification passes authorised under the Act, regulations made under the Act, or its civil defence emergency management plan; and
 - (d) provide, maintain, control, and operate warning systems; and
 - (e) provide communications, equipment, accommodation, and facilities for the exercise of its functions and powers during an emergency; and
 - (f) exercise any other powers that are necessary to give effect to its civil defence emergency management plan.

9. Functions of the Group

- 9.1** In accordance with section 17 of the Act, the functions of the Group, and of each party as a member of the Group, are to -
- (a) in relation to relevant hazards and risks, -
 - (i) identify, assess, and manage those hazards and risks; and
 - (ii) consult and communicate about risks; and
 - (iii) identify and implement cost-effective risk reduction.
 - (b) take all steps necessary on an ongoing basis to maintain and provide, or to arrange the provision of, or to otherwise make available suitably trained and competent personnel, including volunteers, and an appropriate organisational structure for those personnel, for effective civil defence emergency management in the West Coast region; and

- (c) take all steps necessary on an ongoing basis to maintain and provide, or to arrange the provision of, or otherwise to make available material, services, information, and any other resources for effective civil defence emergency management in the West Coast region; and
 - (d) respond to and manage the adverse effects of emergencies within the West Coast; and
 - (e) carry out recovery activities; and
 - (f) when requested, assist other civil defence emergency management groups in the implementation of civil defence emergency management in their areas (having regard to the competing civil defence emergency management demands within the West Coast and any other requests for assistance from other civil defence emergency management groups); and
 - (g) work proactively and cooperatively with Local Authority neighbours to the West Coast CDEM Group area, and CDEM groups formed by those authorities, in CDEM planning and management; and
 - (h) within the West Coast region, promote and raise public awareness of, and compliance with, the Act and legislative provisions relevant to the purpose of the Act; and
 - (i) monitor and report on compliance within the West Coast region with the Act and legislative provisions relevant to the purpose of the Act; and
 - (j) develop, approve, implement, and monitor the West Coast Emergency Management Group plan and regularly review the plan; and
 - (k) participate in the development of the national civil defence emergency management strategy and the national civil defence emergency management plan; and
 - (l) promote civil defence emergency management within the West Coast that is consistent with the purpose of the Act.
- 9.2** The Group also has any other functions that are conferred or imposed by or under the Act or any other enactment.
- 9.3** For the purposes of clauses 9.1(i) to (k) of this agreement, legislative provisions relevant to the purpose of the Act include, but are not limited to, the provisions in the following Act that may be relevant to civil defence emergency management:
- (a) Biosecurity Act 1993; and
 - (b) Building Act 1991; and
 - (c) Fire Service Act 1975; and
 - (d) Forest and Rural Fires Act 1977; and
 - (e) Hazardous Substances and New Organisms Act 1996; and
 - (f) Health Act 1956; and
 - (g) Health and Safety in Employment Act 1992; and
 - (h) Local Government Act 1974 & Local Govt Act 2002; and

- (i) Maritime Transport Act 1994; and
- (j) Resource Management Act 1991; and
- (k) any enactment passed in substitution for any of the Acts in paragraphs (a) to (j) above.

10. Responsibilities of Members

10.1 Each member of the Group will:

- (a) appoint one elected representative each to the Group in accordance with clauses 5.4 and 7 of this agreement (section 13(4)); and
- (b) appoint its chief executive officer or senior manager to the Coordinating Executive Group (CEG) (section 20); and
- (c) participate in the preparation of and agree the civil defence emergency management group plan for the West Coast region (Section 17(1)(i)); and
- (d) contribute technical expertise and resources to maintain an effective group and local level response capability (17(1)(b) and (c)); and
- (e) provide to the Group the information or reports that may be required by the Group for emergency management purposes (17(1)(c)).

10.2 Each territorial authority member of the Group will:

- (a) be responsible for the reduction, readiness, response and recovery arrangements required of it under the Act and the civil defence emergency management group plan, to the standards agreed by the Group; and
- (b) pursuant to section 223D of the Local Government Act 1974 (and Section 95 of the Local Government Act 2002), provide adequate information to their communities each year, by way of their annual plan, informing them of the planned activities of the CDEM Group and any significant implications for the community.

11. Powers of Members

11.1 Pursuant to sections 16 and 18 of the Act, each member of the Group may:

- (a) acquire, hold, and dispose of real or personal property for the use of the Group; and
- (b) remunerate its representative or alternate representative on the Group for the cost of that person's participation in the Group; and
- (c) exercise any powers or functions conferred on a member under the Act.

12. Duty to Appoint Group Controller

12.1 In accordance with section 26 of the Act, the Group must appoint:

- (a) a suitably qualified and experienced person to be the Group Controller for the West Coast region; and
- (b) a suitably qualified and experienced person to exercise the functions, powers and duties of the Group Controller in the event of a vacancy in or absence in the office of Group Controller.

12.2 A person appointed under clause 12.1 of this agreement shall have the functions set out in section 28 of the Act.

13. Appointment of Local Controllers

13.1 In accordance with section 27(1) of the Act, the Group may appoint one or more persons to be a Local Controller.

13.2 It is the intention of the Group that, unless a territorial authority indicates otherwise, Local Controllers will be appointed for each territorial authority in the Group.

14. Duty to Appoint Person who may Declare State of Local Emergency

14.1 In accordance with section 25 of the Act, the Group must appoint at least one representative of a member of the Group as a person authorised to declare a state of local emergency for the West Coast Region.

14.2 In accordance with section 25(5) of the Act, the Mayor of a territorial authority or an elected member of the territorial authority designated to act on behalf of the Mayor or if the Mayor is absent, may declare a state of local emergency that covers the district of that territorial authority.

PART III – ADMINISTRATION

15. Duty to Prepare, Approve and Review West Coast Civil Defence Emergency Management Group Plan

15.1 The Group must prepare and approve a civil defence emergency group plan within two years of constituting the Group, under section 54 of the Act, and commence a review of that plan at least every 5 years thereafter, under section 56 of the Act.

16. Emergency Management Office

16.1 West Coast Civil Defence Emergency Management Group will determine the need for and establish if necessary an Emergency Management Office on the West Coast.

16.2 The Emergency Management Office may carry out such functions as are assigned to it by the Group, but must not carry out any functions of the administering authority under the Act.

16.3 West Coast Civil Defence Emergency Management Group will employ staff for the Emergency Management Office in accordance with the principles of the Local Government Act.

17. Co-ordinating Executive Group

17.1 In accordance with section 20 of the Act the Group will establish and maintain a Co-ordinating Executive Group consisting of:

The chief executive officer of each member or a senior person acting on the person's behalf; and

- a) a senior representative of the police assigned for the purpose by the Commissioner of Police; and
- b) a senior representative of the fire service assigned for the purpose by the National Commander; and
- c) the chief executives of the district health boards on the West Coast representing the district health boards within the West Coast, or a person(s) acting on their behalf:
- d) any other persons that may be co-opted by the Group.

17.2 The functions of the Co-ordinating Executive Group shall include:

- (a) Providing advice to the Group and any committees or subcommittees of the Group; and
- (b) Implementing as appropriate decisions of the Group; and
- (c) Overseeing the implementation, development, maintenance, monitoring, and evaluation of the Group Plan.

18. Meetings

18.1 The New Zealand Standard for model standing order (NZS 9202 : 2001), or any New Zealand Standard substituted for that standard, will be used to conduct Group meetings as if the Group was a local authority and the principal administrative officer of the administering authority was its principal administrative officer. Representatives of members of the Group may agree to use other standing orders only in accordance with section 19(1) of the Act.

18.2 The Group shall hold all meetings at such times and place(s) as agreed for the performance of the functions, duties and powers delegated under this agreement.

18.3 The West Coast Civil Defence Emergency Management Group meetings will only be held when the four (4) constituent members are present.

18.4 Pursuant to section 2.22.3 of the NZS9202, each member shall have one vote.

19. Chairperson and Deputy Chairperson

19.1 On the constitution of the Group, following a local election, and in the event the Chairperson or Deputy Chairperson leaving their Group office, the members of the Group shall elect a Group Chairperson and Deputy Chairperson, under the provisions of section 114K of the Local Government Act 1974 (and Section 24 of schedule 7 of the Local Government Act 2002);

19.2 The Group's Chairperson and Deputy Chairperson will hold office for a term of three years or such a lesser period as may be determined by the Group. The term of office of an appointed chairperson or deputy

chairperson ends if that person ceases to be a representative of a member of the Group.

20. Casting Vote

- 20.1** As general statements of principle, the following shall apply:
- (a) The casting vote is to be used in the best interests of the West Coast Region represented by members considered together; and
 - (b) The casting vote is to be used in the best interests of all members considered together.
- 20.2** Members shall use their best endeavours to avoid use of a casting vote by obtaining consensus.
- 20.3** In the event of clauses 20.1 to 20.2 being unable to be applied, section 24(1)(b)(i) of schedule 7 of the Local Government Act 2002 will apply, whereby the Chair will be able to exercise a casting vote mindful of the interests of all members of the Group.

21. Administering Authority

- 21.1** Under section 23 of the Act the administering authority for the Group is the West Coast Regional Council.
- 21.2** Under section 24(2) of the Act the administrative and related services referred to in clause 21.1 of this agreement include services required for the purposes of the Local Government Act 1974, the Act, or any other Act, regulation, or bylaw that applies to the conduct of the joint standing committee under section 114S of the Local Government Act 1974 (and Section 30 Schedule 7 of the Local Government Act 2002).
- 21.3** The costs for the provision of administrative and related services that may be required of the administering authority under section 24 of the Act are to be included in the Group's annual budget.

22. Funding

- 22.1** Each territorial authority member of the Group will be responsible for funding the reduction, readiness, response and recovery arrangements required in its district.
- 22.2** The Group shall agree a budget every year. The budget shall be prepared by the Administering Authority and approved by the Group at a meeting conducted in accordance with clause 18 of this agreement.
- 22.3** The funding of the West Coast CDEMG budget will be agreed between the four local authorities. The budget will include:
- (a) Administering authority costs;
 - (b) Emergency Management Office costs if necessary;
 - (c) Costs associated with the preparation and approval of the Group Plan;
 - (d) The costs of Group reduction, readiness, response and recovery activities as determined by the Group; and
 - (e) Such other Group expenses as the Group may decide.

- 22.4** CEG and Group meetings will be held on a rotational basis amongst the four local authorities based on the principle of costs lie where they fall basis.

23. Entering Contracts

- 23.1** The parties agree that the West Coast Regional Council may exercise the functions, powers and duties of the Group in relation to contracts for the provision of (any) goods or services provided for in the Group budget.
- 23.2** The West Coast Regional Council will enter into contracts under clause 23.1 in its own name rather than the name of all members of the Group, notwithstanding that the contract is for the purposes of performing the functions, powers and duties of the Group.
- 23.3** Any financial liability that the West Coast Regional Council assumes under a contract entered into under clause 23.1 is to be met from the Group budget.
- 23.4** Pursuant to section 3 of the Public Bodies Contracts Act 1959, two officers of the West Coast Regional Council, one of whom is the chief executive or acting chief executive, may sign a contract entered into under clause 23.1.
- 23.5** Ownership of copyright in any reports commissioned by the West Coast Regional Council under clause 23.1 shall vest in the members jointly.
- 23.6** During a state of emergency contracts may be entered into on behalf of the Group by the persons set out in section 94(1) of the Act.

24. Arbitration

- 24.1** Any dispute arising out of the interpretation of this agreement, including any question regarding its existence, validity or termination, shall be referred to arbitration.
- 24.2** If the parties are unable to agree upon the appointment of a single arbitrator within five (5) working days of the receipt of written notification of the desire of a party to have a dispute arbitrated, or if any arbitrator agreed upon refuses or fails to act within fourteen days of his or her appointment then any party may request the President for the time of the Westland District Law Society to appoint an arbitrator and the arbitration shall be carried out in accordance with the Arbitration Act 1996.
- 24.3** In this clause time shall be of the essence and the parties agree to be bound by any decision, determination or award given pursuant to the provisions hereof.

25. Variations

- 25.1** In the event of any circumstances arising that were unforeseen by the parties at the time of entering into of this agreement the parties hereby record their intention that they will negotiate in good faith to add to or vary this agreement so to resolve the impact of those circumstances in the best interests of:

- (a) The members of the Group collectively; and
- (b) The West Coast community represented by the members of the Group collectively.

25.2 Any member may propose a variation, deletion or addition to this agreement by putting the wording of the proposed variation, deletion or addition to a meeting of the Group.

25.3 Once a proposed variation, deletion or addition to this agreement has been put to the Group, this agreement is not amended until each member executes under common seal a written amendment to the agreement giving affect to the proposed variation, deletion or addition.

THE WEST COAST REGIONAL COUNCIL

Prepared for: Council Meeting 18 March 2014
Prepared by: Andrew Robb – Chairman
Date: 6 March 2014
Subject: **CHAIRMAN'S REPORT**

Meetings Attended

- I attended the Regional Sector Group meeting in Christchurch on the 13th and 14th of February. On the Thursday there was a presentation and discussion by the Freshwater Iwi Leaders Group led by Sir Mark Solomon. Hon Chris Finlayson spoke about treaty settlements.
 - Roger Sutton from CERA gave a presentation on progress to date with the Canterbury earthquake recovery. This included a tour of the Red Zone and a visit to Port Lyttelton.
 - Shamubeel Equib (Economist) gave a presentation on regional economic development.
- I attended a presentation at Westland Milk Products on the 26th of February. This was an overview of where the company is at and where they heading in terms of investment in Hokitika. I also took part in a plant tour.
- I will be attending the LGNZ Transport Summit and Special General Meeting in Wellington on the 13th of March and meeting with the Hon Nathan Guy later that afternoon.

RECOMMENDATION

That this report is received.

Cr Andrew Robb
Chairman

THE WEST COAST REGIONAL COUNCIL

Prepared for: Council Meeting 18 March 2014
 Prepared by: Chris Ingle – Chief Executive
 Date: 5 March 2014
 Subject: **CHIEF EXECUTIVE'S REPORT**

Meetings Attended

- Attended the Regional Sector Group meeting in Christchurch on 13 February.
- Chaired a SOLGM Working Party Meeting in Wellington on 14 February.
- Met with Westland Milk Products senior management team on 17 February in Hokitika.
- Met with DoC partnership managers Chris Hickford and Johnathon Thomas on 17 February.
- Attended the SOLGM Working Party Chairs meeting on 25 February in Wellington.
- Attended the Regional Council Chief Executive's meeting on 26 February in Wellington.
- Attended the Chief Executives Environmental Forum in Wellington on 26 February.
- I met with the three District Council Chief Executives in Westport on 28 February.
- Met with WMP on 4 March to discuss the new Dairy Water Accord.
- I took part in the SISA Transport Working Group teleconference on 5 March
- The Westpac Financial Advisors are visiting on 11 March.
- Attending the Grey District Economic Forum on 12 March.
- Attending the Transport Summit & LGNZ Special General Meeting in Wellington on 13 March.

Submission in support of Westland Milk Products new dryer project

I drafted a submission in support of the new Dryer at WMP, after a discussion with the Chairman. The Westland District Council had notified this consent application for public input. Regional Councillors received a copy of the draft submission on Saturday 1 March by email, and all but one Councillor had endorsed it by Tuesday 4 March when it was lodged with Westland District Council.

The project involves a \$100M capital into the region and creates over 30 new jobs. Value-add production via secondary processing will produce high end products for overseas markets. That will bring much greater returns than exporting primary products in semi processed form.

2014-15 Budget Round

Councillors will have received the budget papers for next year's Annual Plan. We can discuss these at a workshop to follow the Council meeting.

RECOMMENDATION

That this report be received.

Chris Ingle
Chief Executive

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.

36 – 37

- 8.1 Confirmation of Confidential Minutes 11 February 2014
- 8.2 Overdue Debtors Report (to be tabled)
- 8.3 Response to Presentation (if any)
- 8.4 In Committee Items to be Released to Media

Item No.	General Subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution.
8.			
8.1	Confirmation of Confidential Minutes 11 February 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.