

From: [Diane Maitland](#)
To: [Diane Maitland](#)
Subject: Emailing: 12.06.18 - Future Franz - Terms of Reference, 12.06.18 - Future Franz - Minutes of Meeting
Date: Friday, 15 June 2018 2:43:48 PM
Attachments: [12.06.18 - Future Franz - Terms of Reference.pdf](#)
[12.06.18 - Future Franz - Minutes of Meeting.pdf](#)

Good afternoon,

Please find attached the following documents:

1. Future Franz - 12.06.18 Terms of Reference (Final)
2. Future Franz - 12.06.18 Minutes of Meeting

Kind Regards

Diane

Diane Maitland | Executive Assistant
Westland District Council

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Future Franz: Terms of Reference (15 June 2018)

The Working Group's Purpose

The purpose of the working group is to work in a collaborative manner to plan for the future of the Franz Josef / Waiau area in regards to the challenges it faces.

Scope

The working group has been set up by the Westland District Council in partnership with the West Coast Regional Council. The Working Group is not a committee of either Council. It is tasked with providing recommendations to both Councils via the Franz Josef Governance Group regarding the future planning for the Franz Josef area, particularly in regards to natural hazard management and associated infrastructure and development challenges.

Background

Tourism is an important sector for the West Coast and particularly for Westland. The environmental value inherent in the wider Franz Josef area drives this industry.

In 2016, 700,000 visitors arrived at the glaciers (Franz and Fox). This number represents roughly 20% of total visitors to New Zealand in the same year. The wider Franz Josef area has a resident population of 510 people. The visitor night to resident ratio of around 2.9:1 (2.9 visitors per day, per resident) is one of the highest, if not highest, in New Zealand.

Franz Josef has faced issues over a long period of time with flooding from the Waiho River to the south of the township and faces potentially serious consequences in the event of a major earthquake on the Alpine Fault. Although infrastructure improvements continue to be made (for example, stop bank repairs, raising of the Waiho River bridge), these are only temporary measures and require ongoing maintenance.

Numerous future planning exercises have been undertaken in and around the Franz Josef / Waiau area in the past decade.

In addition to these future planning exercises, there are also immediate challenges in relation to community infrastructure such as drinking water capacity and the vulnerability of the oxidation ponds to erosion and flooding from the Waiho River.

Under the Regional Growth Programme, Senior Regional Officials funding was approved in November 2016 for WCRC, on behalf of the FJWG, WDC and central government agencies, to contract Tonkin+Taylor and Ernest & Young to conduct a Natural Hazards Options Assessment and Cost Benefit Analysis. MfE, MCDEM and NZTA also contributed to the project. The Options Assessment was to develop an appropriate evidence base to assist decision-making about 'the best' way forward for Franz Josef.

The Options Assessment was completed in October 2017. Consultation with the community on the packages and options for the future commenced in November 2017 and was completed in

late January 2018. While the consultants had worked closely with the FJWG throughout the process of identifying the options and packages, this was an opportunity for the wider community to be involved in the process.

A summary of the feedback received from the community has now been prepared.

Objectives of the Franz Josef Future Planning Working Group

1. To collaboratively work together to assist with progressing a business case, or cases, to inform the discussion, and gain certainty with government, in regards to the future of the Franz Josef / Waiau area.
2. To support the representatives to the Franz Josef Governance Group with information and advice as a collective group.
3. Provide timely and relevant feedback and input to the business case process.

Working Group Membership

The Mayor of Westland District will chair the group.

The remainder of the working group will comprise:

- 2 members appointed by the Regional Council (1 elected member and 1 staff member)
- 2 member appointed by the Westland District Council (1 elected member from the Southern Ward and 2 staff members)
- 1 member appointed by Te Runanga O Makaawhio
- 1 member appointed by Ngai Tahu as a key landowner and business owner
- 1 member appointed by the New Zealand Transport Agency
- 1 member appointed by the Department of Conservation
- 1 representative of the electricity supply companies / lifelines group
- 1 member representing Tourism West Coast.
- All community stakeholders

Voting and final decision-making

All meetings will be held in an open manner with an open invitation sent to the wider Franz Josef / Waiau area. All present at the meeting are able to vote.

While a unanimous decision will be sought during any vote, it is appreciated that this will not always be possible. Consensus of 75 per cent of those present, with voting rights, will be adopted as the outcome.

Term of Appointment and meetings

The term of the working group is until this project has been completed. Meetings will generally be held monthly (time to be discussed with wider group). Based on activity between each meeting the chair may cancel the meeting.

Subgroups

The working group may establish subgroups to advance discussion on particular issues requiring additional work between the meetings of the main working group, or that require a different mix of participants that the working group.

Appointments to the Franz Josef Governance Group

Three appointments from the Franz Josef Working Group are required to represent the interests of the Franz Josef / Waiau area on the Franz Josef Governance Group. These members will attend the meetings of the Franz Josef Governance Group and feed back to the Franz Josef Working Group. These appointments will come up for re-election after three years. Next election for appointments will be April 2021.

General Operating Principles

The working group is expected to:

1. Work in a collaborative and co-operative manner using its best endeavours to reach solutions that take into account the interests of all sectors of the community.
2. The Working Group will seek consensus in its decision-making where at all possible.
3. Where the Working Group encounters fundamental disagreements, despite having sought assistance and exhausted all avenues to resolve matters, they will report the matters where agreement was achieved and also those matters where disagreement remained including whether there was a consensus, or a majority view, on each matter.
4. Discuss matters as a group before going to the media, and agree on spokespeople to talk to the media on behalf of the group.

Working Group Support

The Working Group shall be supported by the Westland District and West Coast Regional Councils, with the primary contacts being:

Jim Ebenhoh

Group Manager: Planning, Community & Environment
Westland District Council

DDI s 9(2)(a)

Jim.Ebenhoh@westlanddc.govt.nz

Hadley Mills

Planning, Science and Innovation Manager
West Coast Regional Council

DDI s 9(2)(a)

hadleym@wrc.govt.nz

Add the details of the Project Manager resource (to be appointed) here

MINUTES OF FUTURE FRANZ WORKING GROUP MEETING HELD AT THE FRANZ JOSEF HEALTH CENTRE TUESDAY 12 JUNE AT 7:00PM

1. CHAIR: Mayor Bruce Smith

2. PRESENT:

Bruce Smith (Westland District Mayor), Simon Bastion (Chief Executive WDC), Hadley Mills (Planning, Science and Innovation Manager, WCRC), Councillor Helen Lash (Deputy Mayor WDC), Brendon Russ (WCRC), Cornelia Vervoorn (DOC), Colin Hey (NZTA), Grant Gibb, Paul Cumming, Ian and Kathy Hartshorne, Chris Roy, Craig Rankin, Graham Berry (Chair FJCC), Paul Wilson (Makaawhio Runanga), Dianne Ferguson, Jolene Paterson (WCCDEM), Alexander Tschampel, Lee Frendrup, Neil Frendrup, Nathan Hende, Dave and Tracey Waters, Jeremy Williams, Howard Brockie, Fanming Chu, C. Huany, Chris Mouson, Katherine More, Derek Blight (Community Development Advisor, WDC)

3. APOLOGIES: Craig Goodall, Rebecca Sharp, Dale Burrows, Neil Matchett, Logan Skinner, Janelle Shaw, Wayne Costello

4. Mayor Bruce Smith: Welcomed everyone to the meeting.

5. Minutes of the previous meeting held 23 April: Moved Ian Hartshorne, seconded Alexander Tschampel and resolved that the minutes be accepted as a true and correct record. There were no matters arising from the minutes.

5. Simon Bastion (CE Westland District Council):

The Amended Terms of Reference: Proposed changes

Working Group membership: All community members can attend meetings i.e. it is an open forum.

Meetings: Meetings will be held monthly, generally on the 2nd Tuesday of the month but if there is not a lot of activity to report on between meetings, they will be postponed. The Governance Group will continue to meet bi-monthly.

Moved Grant Gibb, seconded Craig Rankin and resolved that the amended Terms of Reference be adopted.

The Business Case for Funding and Project Timeline:

There are four **components**:

1. Full stakeholder engagement affecting every business/resident
2. Masterplanning – working on a progression north for the town and a full re-location approach if that is deemed an outcome.
3. If there is no or little appetite for 2 above, then direction will be reviewed.
4. Tonkin and Taylor land and environmental assessments. Geological work will be done alongside 1 and 2 above.

Timeline:

The aim is to have the application in by the end of July with no approval expected from MBIE until September.

The prework will go out for tender and a full time project manager will be appointed.

November – stakeholder assessment commences which includes canvassing every business

January-June 2019 Geological assessments

Around Christmas 2019 Cabinet approval sought

After this waiting for a decision from Parliament

A business case will go to Development West Coast and Grey & Buller District Councils but the application for this will be from WDC. There will be two business cases – one to get things moving, followed by a second one. It will be a staged approach.

Costs:

Full stakeholder engagement – \$100,000 to \$150,000

Masterplanning - \$125,000 to \$400,000

Land and environmental assessment - \$100,000 to \$150,000

5 cases developed according to the Better Business Case Methodology - \$500,000 to \$800,000

plus some administrative costs

Total: \$2,000,000 to \$2,500,000.

Other considerations/points:

1. We need to be able to identify some quick wins early on.
2. There are 12 affected parties on the fault line.
3. Masterplanning is needed to grow the town north and we need to put some communications out concerning this.
4. Nicola Costley (WCRC) is preparing an article for the National Business Review to bolster investment confidence in Franz.
5. Business Assurance will be covered by the Governance Group.
6. NZTA need to confirm their future plans.
7. Work needs to be done with landowners to get access to land.
8. MBIE has appointed Paul Barker from the Department of Internal Affairs to the Governance Group. Paul is an expert in community resilience.
9. We have received good feedback from the community. Questions that we can't answer and technical questions will be forwarded to Tonkin and Taylor for their answers.

10. WDC will put an ad in the July Community Contact and Graham Berry will put the same ad on Franz's Facebook page for people to contact futurefranz@westlanddc.govt.nz with their questions.
11. The Business Manager will be an Engineer. The position will be for 2 years full time based in Franz.
12. The Governance Group has its own criteria. The Mayor is the sponsor of the project but is not on the Governance Group.
13. We will hopefully get answers from Tonkin and Taylor on all the questions we have passed on to them before our next meeting.

Comments from other people:

Paul Wilson: Every stakeholder will be involved. There are two business cases involved. What does "defending the river mean?" We are stuck with the river while we plan the future.

Weather patterns are changing. We will see a flood that we haven't seen since 1995. There are three options in the Tonkin and Taylor Report – two will have to be used. The people, not the river, should be deciding what will happen. Contingencies need to be in place and steps taken if necessary to avoid flooding.

Brendon Russ: We need to keep surveying the river and if necessary, raise the stopbanks.

Mayor Bruce Smith: We want to present Franz as a going concern, need to go out on a regular basis to people to ensure that Franz goes out with a positive story on where Franz is going. Franz Inc needs to convey the story. I would like to see planning done.

Craig Rankin: It's about marketing the success of the town which is hard when there are difficult decisions to make. People only take snippets out of what they hear. Key businesses need to be placed strategically.

Ian Hartshorne: It's about bringing businesses that are on the fault line to where they want to be.

Chris Roy: Needs for storage space and accommodation are immediate – things need to happen yesterday.

Graham Berry: The Business Manager needs to be independent

Dianne Ferguson: We need a register of all stakeholders.

Next tentative meeting date: Tuesday 10 July at 7pm.