

A G E N D A

Ordinary Council Meeting

**Council Chambers,
36 Weld Street
Hokitika**

**Thursday 27 April 2017
commencing at 11.00 am**

His Worship the Mayor R.B. Smith
Deputy Mayors Cr H.M. Lash and Cr L.J. Martin
Crs D.L. Carruthers, R.W. (G) Eatwell, D.M.J. Havill ONZM,
J.A. Neale, G.L. Olson, D.C. Routhan.





ORDINARY COUNCIL MEETING

AGENDA FOR AN ORDINARY MEETING OF THE WESTLAND DISTRICT COUNCIL, TO BE HELD IN THE COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA ON THURSDAY 27 APRIL 2017 COMMENCING AT 11.00 AM

21 April 2017

COUNCIL VISION

Westland District Council will facilitate the development of communities within its district through delivery of sound infrastructure, policy and regulation.

This will be achieved by:

- Involving the community and stakeholders.
- Delivering core services that meet community expectations and demonstrate value and quality.
- Proudly promoting, protecting and leveraging our historic, environmental, cultural and natural resource base to enhance lifestyle and opportunity for future generations.

Purpose:

The Council is required to give effect to the purpose of local government as prescribed by section 10 of the Local Government Act 2002. That purpose is:

- (a) To enable democratic local decision-making and action, by and on behalf of, communities; and
- (b) To meet the current and future needs of communities for good-quality local infrastructure, local public services, and performance of regulatory functions in a way that is most cost-effective for households and businesses.

Health & Safety Snapshot

	Accidents	Incidents	Near Misses
April 2016	0	1	0
May 2016	0	1	0
June 2016	0	1	0
July 2016	0	0	0
August 2016	1	0	0
September 2016	0	1	0
October 2016	0	0	0
November 2016	0	0	0
December 2016	0	0	0
January 2017	0	0	0
February 2017	0	0	1
March 2017	0	0	0
to the 21 April 2017	0	0	0

1. MEMBERS PRESENT, APOLOGIES AND INTEREST REGISTER:

1.1 Apologies & Leave of Absence

1.2 Interest Register

2. CONFIRMATION OF MINUTES:

2.1 Extraordinary Council Meeting – 7 April 2017. (Pages 6-8)

3. GENERAL BUSINESS:

3.1 11.30 am - Enterprise Hokitika – Presentation to Council

Representatives of Enterprise Hokitika will be in attendance at the meeting at 11.30 am to provide a presentation to Council.

3.2 12 noon – Citizenship Ceremony

Candidates for the Citizenship Ceremony will be in attendance at the meeting at 12 noon to undertake their Form of Oath.

3.3 May Council Meeting

Three Councillors have advised of unavailability for the proposed 25 May 2017 Council meeting.

- 3.4 Notice of Motion – Cr Carruthers
- 3.5 West Coast Reorganisation Process: Proposals for Change – Local Government Commission (Pages 9-19)

4. ACTION LIST:

The Action List is attached. (Pages 20-28)

Lunch from 12.30 pm to 1.00 pm.

5. AGENDA ITEMS FOR DECISION:

- 5.1 Adoption of 2017-2018 Draft Annual Plan (Pages 29-86)
- 5.2 Christmas Lights Summer Events 2017 and the New Year – Expressions of Interest (Pages 87-101)
- 5.3 Planning Update Through March 2017 (Pages 102-115)
- 5.4 West Coast Wilderness Trail – Project Update April 2017 (Pages 116-120)
- 5.5 Tancred Street Stormwater Pump Station – Approval for Unbudgeted Expenditure Associated with Upsizing Electrical Cabinet (Pages 121-124)
- 5.6 Consultant Spend and Legal Fees

It is proposed that the Consultant Spend and Legal Fees cap of \$5,000 as resolved by Council at its meeting on the 24 November 2016 be removed and the delegations manual be amended accordingly:

“Extract from Council Meeting – 24 November 2016

5.13 *Financial Delegations to the Chief Executive*

...that Council put in place a \$5,000 cap on consultant spend and legal fees in the organisation, trialled on a 6 months basis, with any spend in excess of \$5,000 to be referred to the Mayor and Chair of the Finance, Audit and Risk Committee.”

6. AGENDA ITEMS FOR DISCUSSION:

- 6.1 Household Street Access – Cr Routhan
- 6.2 Franz Josef Waste Water Treatment Plant
- 6.3 Hokitika Museum
- 6.4 Dissolve Infrastructure Investigation Committee
- 6.5 Dissolve Toilet Fund Application Committee

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

Resolutions to exclude the public: Section 48, Local Government Official Information and Meetings Act 1987.

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

- 7.1 Confidential Minutes
- 7.2 Dog Control Contract

The general subject of the matters to be considered while the public are excluded, the reason for passing this resolution in relation to each matter and the specific grounds under Section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of the resolution are as follows:

Item No.	Minutes/ Report of	General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under Section 48(1) for the passing of this resolution
7.1	Confidential Minutes	Confidential Minutes	Good reasons to withhold exist under Section 7	Section 48(1(a) & (d)
7.2	Confidential Report to Council	Dog Control Contract	Good reasons to withhold exist under Section 7	Section 48(1(a) & (d)

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



Extraordinary Council Minutes

MINUTES OF AN EXTRAORDINARY MEETING OF THE WESTLAND DISTRICT COUNCIL, HELD IN THE COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA ON FRIDAY 7 APRIL 2017 COMMENCING AT 4.00 PM

1 MEMBERS PRESENT, APOLOGIES AND INTEREST REGISTER:

1.1 Members Present

His Worship the Mayor R.B. Smith (Chair)
Deputy Mayors Crs H.M. Lash and L.J. Martin
Crs R.W.(G) Eatwell, D.M.J. Havill (ONZM), J.A. Neale, G.L. Olson, Cr D.C. Routhan.

Apologies:

Cr D.L. Carruthers.

Moved Cr Routhan, seconded Cr Eatwell and Resolved that the apology from Cr Carruthers be received and accepted.

Also in Attendance:

R.F. Reeves, proposed Acting CE (part of the meeting), D.M. Maitland, Executive Assistant.

1.2 Interest Register

The Interest Register was circulated and no amendments were made.

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

Moved Cr Havill, seconded Cr Olson and **Resolved** that Council exclude the public in accordance with Section 48, Local Government Official Information and Meetings Act 1987 at 4.03 pm and that under Standing Orders 17.2 – Specified People May Remain, that Robin Reeves, and Richard Hardie from Internal Affairs as an Observer be permitted to remain at this meeting, after the public has been excluded, because of their knowledge of the matters to be discussed.

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

2.1 Confirm the Actions of the Subcommittee in Relation to Employment Issues.

2.2 Confidential Minutes

The general subject of the matters to be considered while the public are excluded, the reason for passing this resolution in relation to each matter and the specific grounds under Section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of the resolution are as follows:

Item No.	Minutes/ Report of	General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under Section 48(1) for the passing of this resolution
2.1	Confidential	Confidential Information	Good reasons to withhold exist under Section 7	Section 48(1)(a) & (d)
2.2	Confidential Minutes	Confidential Minutes	Good reasons to withhold exist under Section 7	Section 48(1)(a) & (d)

This resolution is made in reliance on Section 48(1)(a) and 48(2)(a)(i) and (ii) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by Section 6 or 7 of that Act which would be prejudiced by the holding of the whole or relevant part of the proceedings of the meeting in public are as follows:

No.	Item	Section
2.1	Protection of privacy of natural persons/organisations.	Section 7(2)(a)
2.2	Protection of privacy of natural persons/organisations.	Section 7(2)(a)

Moved Cr Olson, seconded Cr Havill and **Resolved** that the business conducted in the “Public Excluded Section” be confirmed and accordingly the meeting went back to the open part of the meeting at 5.06 pm.

3. CONFIRMATION OF MINUTES

Standing Orders – Item 9.12

Items of business not on the agenda

His Worship the Mayor advised that the following items are placed on this Extraordinary Agenda as they are able to be considered at the next (this) Council Meeting:

3.1 Extraordinary Council Minutes – 15 March 2017

3.2 Finance, Audit and Risk Committee Minutes – 23 March 2017

3.3 Ordinary Council Minutes – 23 March 2017

Councillors were then given the opportunity to read the Minutes that had been circulated.

3.1 Extraordinary Council Minutes – 15 March 2017

Moved Cr Havill, seconded Deputy Mayor Martin and **Resolved** that the Minutes of the Extraordinary Council Meeting held on the 15 March 2017 be confirmed as a true and correct record of the meeting.

3.2 Finance, Audit and Risk Committee Minutes – 23 March 2017

It was noted that the Minutes of the Finance, Audit and Risk Committee would be tabled at the next ordinary meeting of the committee for confirmation.

3.3 Ordinary Council Minutes – 23 March 2017

Moved Cr Olson, seconded Cr Havill and **Resolved** that the Minutes of the Ordinary Meeting of Council, held on the 23 March 2017 be confirmed as a true and correct record of the meeting subject to the following amendments:

- Change to Initials of Cr Eatwell.
- Leave of Absence – Cr Routhan for the May Council Meeting.

Moved Cr Olson, seconded Cr Havill and **Resolved** that the business conducted in the “Public Excluded Section” be confirmed and accordingly the meeting went back to the open part of the meeting at 5.11 pm.

MEETING CLOSED AT 5.11 PM

Confirmed by:

Mayor Bruce Smith
Chair

Date

From: Gavin Beattie [<mailto:Gavin.Beattie@dia.govt.nz>]

Sent: Friday, 21 April 2017 9:13 a.m.

To: 'Michael Meehan'; Robin Reeves; 'paul.pretorius@greydc.govt.nz'; 'andy@bdc.govt.nz'

Subject: West Coast reorganisation process: Proposals for change

Good morning all, below is a brief update on the reorganisation process for your information which we are sending to all those who responded to the Commission's invitation for alternative reorganisation applications and other proposals for change to local government arrangements on the West Coast. These responses included the joint submission received from the four West Coast councils. We are also preparing a media release today on this issue.

We received a total of 23 responses to the invitation. Of these, 14 proposed a specific form of structural reorganisation and 5 proposed some form of arrangement for councils to share the delivery of particular council services (with no change to council structures). The remaining four responses commented on the reorganisation process generally or matters relating to council performance. We will be putting the 19 responses making specific proposals for change on the Commission's website.

We have commenced the next step in the legislative process requiring the Commission to identify the "reasonably practicable options" for local government on the West Coast i.e. options that meet specified legislative criteria. The reasonably practicable options must include status quo local government arrangements (no change to the current four-council structure). If more than one reasonably practicable option is identified, the Commission must then determine its preferred option. We have engaged consultants to assist the Commission in this process.

It is anticipated that the Commission will determine its preferred option towards the end of the year. If that option is not the status quo, the Commission will then issue a draft reorganisation proposal for consultation purposes.

If you have any questions, please contact me at gavin.beattie@lgc.govt.nz or phone (details below).

Gavin Beattie | Acting Lead Advisor

Local Government Commission Mana Kāwanatanga Ā Rohe

Direct Dial: +64 4 460 2204 | Extn: 5004 | Mobile: +64 27 801 5539

L7, 147 Lambton Quay | Box 5362, Wellington 6140, New Zealand | www.lgc.govt.nz





15 March 2017

Chief Executive Officer
Local Government Commission
PO Box 5362
Wellington 6140

By email: info@lgc.govt.nz

Dear Suzanne

Submission on Alternative Arrangements for the West Coast

We write in our capacity as the Mayors of the Buller, Grey and Westland District Councils and the Chair of the West Coast Regional Council, noting that this submission is also supported by the Chair of Development West Coast. As the West Coast Mayors and Chairs Forum we have a strong commitment to working together and cooperating on matters that benefit the West Coast and our economy as a whole.

We would like to thank the Local Government Commission for the opportunity to make this submission and for having extensive dialogue on the reorganisation review process to date. We submit the following for your consideration.

Our region

The West Coast has a number of unique characteristics which sets it apart from the rest of New Zealand.

The West Coast has a small population of 32,600, sparsely scattered over a long and narrow coastline. The length of the region, the same as the distance between Auckland to Wellington, requires careful consideration as to how to provide efficient and effective services and functions to the communities along this narrow strip. Some of our communities already have significant distance to travel to engage with our officers, and we work closely with them to ensure that they feel empowered and included within our local government services.

Of the 23,000 square kilometres or 2,300,000 hectares land area on the West Coast, the Department of Conservation manages 1,964,141 hectares, or approximately 84% of this. This land management has a significant impact on the ratepayer base for the region and the districts. As a result, we have long had to consider how to deliver a multitude of functions in a cost effective and value for money way. This in part, has contributed to a desire to approach shared services between the four Councils, which over the past years had led to a number of efficiencies and cost savings.

Our history

The West Coast has been stereotyped by a history of 'patch protection', considered as parochial and very much focused on individual district matters. While some of this may have occurred in the past, it is no longer the case. Together we are focused on creating a region that is successful, that has communities that are resilient with a diversified economy, supported through efficient local government service delivery.

In 2015 the four West Coast Councils signed a memorandum of understanding to *A Commitment to Regional Efficiency*. The MOU documented the range of collaborative approaches already in place amongst the four Councils and then the future intentions for further collaboration (a copy of the MOU is appended to this submission).

Our future – what do we want to achieve?

We are of the firm belief that a status quo model with enhanced shared services will provide the best format for the delivery of local government functions across the region. Better alignment between the Councils will

make working across the region more streamlined for business, and having more shared service options will provide for more regionally consistent service delivery.

The New Zealand Initiative has undertaken significant investigation into local government structures around the world. Amalgamating councils is not always the answer. The devolution of responsibility to local government has led to remarkable success in the Netherlands, Switzerland as well as the UK. As such, we believe that greater focus on shared services is a much more productive alternative to a Unitary Council.

There are several key projects that are seen to be crucial to a better delivery of services, and which we wish to progress development and implementation. These include:

- A single district plan across the region
Unifying the district plans across the West Coast brings many advantages to the region. Not only will it standardize the regulatory framework, creating a more seamless environment to undertake the consenting process within, but it provides further certainty to investors. More importantly the cost of undertaking this, and any potential appeal and court processes, will be minimized. It has also been recognised that there is a lack of resource in the policy space across the District Councils to undertake individual reviews. This process better utilizes staff capacity across the region and ensures we are able to have in place a fit for purpose district plan to cater to the needs of not only the individual districts, but the region as a whole.
- Unified regulatory services
There are opportunities to review the delivery of a number of regulatory functions between Councils. This includes consent processing, compliance monitoring and building consent work. Similar to the outcomes of the single district plan, this again provides opportunity to streamline processes, making it easier to work through the consenting process delivering savings in both time and money to investors, businesses and the community generally. Some of this is already occurring in the building area and with some RMA functions delegated to a neighbouring district or the regional council.
- A shared pool of 'expertise'
As small Councils it is inherently difficult to fund a number of services adequately on an individual basis. This expertise would add significantly to the capability and capacity of our Councils individually and collectively as these are functions that are generally only found in larger Councils and it is unlikely that as individual entities we would ever have the resources to perform these functions well. The current situation sees many of these functions 'tacked on' to existing roles, performed by those who have little time to undertake them to the level they need to be.

We believe that there is merit in the development of a shared pool of expertise, including but not limited to:

- Human resources (high level strategic advice)
 - Risk management
 - Health and safety
 - Procurement and contracts
 - Policy and strategy
 - Quality assurance
 - Business improvement
 - Business development / funding (seeking external funding opportunities)
 - Strategic communications
 - Information management
 - Iwi engagement
 - Rates and accounting services
- WC4 Collaborative Information Systems
The four West Coast Councils have a strategy and roadmap for proposed information systems projects that will be worked on collaboratively. The aim is to provide a high level of service that meets business needs, while containing costs through a combination of collaborative purchasing and sharing of services and effort where practical. There have been a number of projects that have recently been completed, or are being rolled out in the coming weeks which further highlights how the Councils are already working a collaborative space. These projects include:

- The installation of high speed network connections between the Councils. This enables better communication / collaboration between the Councils and enhanced delivery of online services to the community.
- Based on this new network we are installing a shared phone system that will make it much easier for communication directly between staff from the different Councils. This will be delivered over the next few weeks.
- The next step is to enable a user to have a single logon that will enable access to the computer network at more than one Council. This has become important now we have positions that are shared between Councils and there is increasing interest in pooling of staff resources.
- A single Emergency Management web site has been created for the whole region and will be made public over the next few weeks.
- A regional web map portal has been created using the latest technologies as a joint project for the Buller District Council and West Coast Regional Council. The next step for this is to also display Grey and Westland District map information so it becomes a one-stop-shop.
- The three District Councils have worked together to roll out the Alpha-One system for Building Consents
- Aerial photography for the Buller and Grey Districts has been delivered and work has started on capturing images for Westland District.
- All four Councils have worked together on a 'Request for Information' for the supply of a document management system. A number of proposals have been received and we will now choose a preferred vendor and proceed to implementation.
- The new technologies are already being used for video conferencing considerably reducing the need to travel.

A roadmap of future projects in the IT space has already been developed which includes some key projects such as:

- The implementation of an electronic document management system so that document storage and handling can be much more consistent across Councils.
- The Councils are also working together to use the new network to improve the resiliency of our information systems and disaster recovery ability in the case of an event that affects our systems.

Our future – the pathway forward

We believe that to be successful as a region we need to be present in our communities. The issues that each part of the region faces are diverse and require close consultation and engagement with the community.

As outlined above, and in the appended MOU, the region is already committed to identifying how we can do things together to provide for more efficient and effective local government service delivery. Key to the success of such initiatives relies significantly on the governance that surrounds it. We propose that the Mayors and Chairs forum is the vehicle that can champion and drive forward the collaboration progress between the Councils. We are committed to building on the strong foundation that has been established to date.

We propose the following pathway forward:

- Review and update the memorandum of understanding: A Commitment to Regional Efficiency. Note that this is currently underway following local government elections. This would include ensuring there is a clear purpose and agreed outcomes put in place.
- Have the memorandum endorsed and supported by each of our individual Councils.
- Every year review and undertake a stock take of initiatives that can be put forward for investigation, development and implementation based on its potential to provide increased service delivery, efficiency and effectiveness to the West Coast communities. This may be undertaken in conjunction with Local Government assistance.
- Agree on checks and balances – how we would ensure that initiatives are progressed and that they do not remain as good ideas on a shelf.
- Implement a reporting back mechanism which outlines progress, as well as the successes and failures. This would be shared with our Councils and our communities. Shared services and other collaborations must deliver tangible benefits by way of either improved levels of service, or reduced costs. The

overriding priority is that the benefits should outweigh the costs and the end result must be an improved service/facility for the region's residents.

We would also note the amendments to the Local Government Act, and the inclusion of Section 17A requiring Councils to consider their services and determine the best way to deliver these. This is an activity that Councils throughout New Zealand are undertaking, not just those on the West Coast. We would also note that we support the intent of Section 17A reviews as while it may be a legislative requirement, it is simply good practice

The Section 17A review is another mechanism by which we can identify potential areas for collaboration and other shared services. We consider that many of these have already been identified in what we want to achieve in the future above.

What will success look like?

As we look to our future it is important we consider what success will look like, particularly for our communities. We desire a region where our communities are economically and socially better off, well represented and served. The West Coast will be a region where investors and industry find it straightforward to engage and interact with Councils, with services that are delivered to a high and consistent standard across the region. We are confident that this can be achieved through the approach we have identified.

In summary

In summary we submit that:

- A status quo model with enhanced shared services, an approach that we are already progressing, will provide the best format for the delivery of local government functions across the region.
- To be successful as a region we need to be present in our communities.
- Initiatives to progress collaboration and shared services for the future will rely significantly on the governance of the Mayors and Chairs forum to champion this.

We thank you for the opportunity to make this submission and look forward to hearing both the views of our communities and further discussions with yourself.

Yours sincerely



Garry Howard
Mayor, Buller District Council



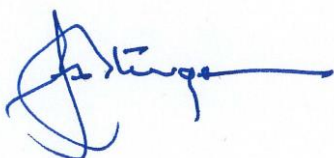
Tony Kokshoorn
Mayor, Grey District Council



Andrew Robb
Chair, West Coast Regional Council



Bruce Smith
Mayor, Westland District Council



John Sturgeon
Chair, Development West Coast

The 4 West Coast Councils – A Commitment to Regional Efficiency

A Memorandum of Understanding under the West Coast Triennial Agreement 2014-2016

The West Coast Mayors and Chair forum's foundation document is the Triennial Agreement which is reviewed after each election, as required by the Local Government Act. The 2014-2016 Triennial Agreement includes a new section titled "A commitment to work together collaboratively". The recent civil defence and regional economic development memoranda are examples of work recently completed in the interests of improving regional efficiency.

This memorandum documents the range of collaborative approaches already in place amongst the four councils. It then sets out the future intentions for further collaboration, identifies the key drivers for collaboration and establishes the criteria to be used in deciding which services would benefit from a collaborative approach in the future.

Since December 2013 the West Coast Mayors and Chair forum adopted a unified approach to improve the efficiency of local government service delivery within our region. Each Council leader is committed to an open, collaborative approach where each organisation supports the others.

We are guided by what is best for our regional community as a whole. This unity of purpose provides clarity, focus and a mandate to achieve desired outcomes and provides Government decision makers a clear picture of our region's goals.

One of our goals is to achieve greater cost effectiveness and efficiency in delivery of public services.

A Sample of Recent Collaborative Projects

The four Councils have progressed a number of collaborative projects. Appendix 1 contains a more comprehensive list of collaborations. Some of the key recent collaborations include:

1. We have restructured our civil defence staff so they are now joined up and delivering on regional priorities through a new regional organisation: Civil Defence West Coast.
2. We are restructuring our economic development functions so that this is delivered regionally, with a new manager position currently being recruited to lead regional development.
3. Joint procurement of insurances in 2015 resulted in substantial savings across the four councils.
4. Our Regional Transport Plan was completed early in 2015, strategically focusing regional effort on improving the Taramakau Bridge & improving SH 73 east of Arthurs Pass.
5. The Councils have prepared a joint application for the ultra-fast broadband/cellular blackspot fund and are developing a regional financial contribution, expected to result in regional growth.

6. A new Minerals Strategy will provide a statement of community expectations from the minerals sector and a 'red carpet not red tape' approach to consenting processes.
7. Information Technology staff have been quietly collaborating on 'back office' solutions for several years now, which will lead to shared IT/IS platforms in a number of functional areas.
8. The region's developing cycleways were initially championed, and approved, using a regional approach, and a lot of our advocacy work is now done collaboratively.
9. The district Councils have recently committed to a joint Building Consent service, Alpha One. This includes standardised documentation and a sharing of staff resources and expertise between West Coast Councils and other District Councils outside the region who are participants.

Core Drivers for Regional Collaboration

When making decisions around what services should be delivered regionally vs locally, it is useful to keep in mind the drivers, or reasons why we collaborate. These include the following:

- We recognise that working with those who already do things well will lift our game as well.
- We all need to modernise and standardise our processes and adopt best practice.
- A larger service delivery team might enable hiring of more specialised staff, which may not be justifiable in a smaller organisation.
- A larger team may mean better collegial support and better practical support in terms of continuity of service delivery when staff are on leave, become sick, resign or retire.
- Enhancing back office enablers is generally of major benefit (eg common IT platforms). This in turn has a positive effect on customer service and staff morale.
- Sharing the development costs of projects will generally deliver greater value than if each council develops projects individually.

We also remember that our over-arching driver is from the Local Government Act's purpose, to:

- a. Provide good quality local infrastructure and local public services, and
- b. Perform our regulatory functions in a way that is most cost effective for households and businesses.

Where *good quality* means: efficient, effective, & appropriate for current and future circumstances.

Criteria to be used for deciding which service to look into next

Our collaboration progress to date demonstrates our commitment to the long-term journey towards regional delivery of any and all services where a regional model makes more sense than local delivery.

The Mayors and Chairs are currently working on a companion paper to this paper, which will focus on setting out a forward work programme for the next five to ten years on collaboration investigations and actions. This process will look into each service currently delivered individually by each council, investigate the potential efficiencies or cost savings to be gained by combining the service regionally, by applying the criteria below...

1. Courageous Leadership

The world of Local Government is changing and we need to embrace that. While local government in the West Coast generally works well, we can always do better. The four Councils are committed to actively identifying and exploring new or improved ways of operating.

2. Show me the Money

Shared services and other collaborations must deliver tangible benefits by way of either improved levels of service, or reduced costs. The overriding priority is that the benefits should outweigh the costs and the end result must be an improved service/facility for the region's residents. Ideally there should be some benefit (cost savings or efficiencies or improved service) to all parties involved.

3. Horses for Courses

We accept that one size won't always fit all. Each Council has its own political climates and may differ in its approach to collaboration. We won't always agree and this is appropriate and acceptable. Any party has the right to opt out of any initiative at the outset.

4. Understanding our current environment

No one knows our patch better than we do. The first step in looking at any potential collaboration is always assembling our current data and relevant metrics. We will also investigate other examples/models around the country. The above information will be collated and followed by a robust debate on whether there are real opportunities to collaborate.

5. Gaining an independent view

External consultants can bring a valuable and objective view of the world and we reserve the right to use them as and when appropriate. We will not pay external consultants to tell us what we should already know and any consultants will be delivered a clear brief with a fixed budget. We will agree in advance on a relevant cost sharing model.

6. Our people are important

Shared services have the ability to impact on our people's jobs and livelihoods. Incumbent staff need to be aware of the intentions to investigate services and activities and to be fully involved in relevant initiatives from the beginning. We will communicate regularly and endeavour to ensure we do not disenfranchise or de-motivate our staff.

Where do we start?

Those services to be investigated may include:

- i. Shared RMA planning, consenting and compliance monitoring team for the region;
- ii. Regional advocacy and policy development advice team;
- iii. Asset Management Plan and corporate (Long Term) planning as a team;
- iv. Joint back office services (payroll, valuation & rates collection, accounting services);
- v. Common IT support services (and preferably common software, where practicable);
- vi. Shared on-line portal and on-line services;
- vii. Shared Communications officer and community engagement expertise;
- viii. Shared Regional Archive;
- ix. Common HR services office;
- x. Common Legal services office;
- xi. Road maintenance centre of excellence;
- xii. Solid waste management centre of excellence;
- xiii. Water supply centre of excellence;
- xiv. Wastewater treatment centre of excellence;
- xv. Property management service for the 4 councils.

Our Commitment

The three Mayors and Regional Council Chair agree to the above principles and approach to future collaboration, on behalf of their respective Councils, for the benefit of our communities of ratepayers.

We each agree to assist with funding the necessary investigations, in an agreed order or priority, over the coming months and years.

This commitment is made in the spirit of the Triennial Agreement (attached) in order to further the purpose of the Local Government Act, being:

To provide good quality local infrastructure and local public services, and to perform our regulatory functions in a way that is most cost effective for households and businesses.

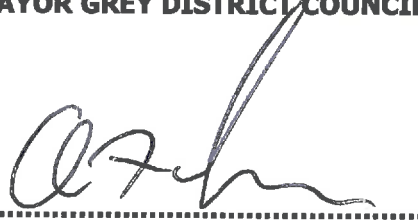
MAYOR BULLER DISTRICT COUNCIL



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Date 14/10/2015

MAYOR GREY DISTRICT COUNCIL



.....

Date 14/10/2015

CHAIRMAN WEST COAST REGIONAL COUNCIL



.....

Date 14/10/2015

MAYOR WESTLAND DISTRICT COUNCIL



.....

Date 14/10/15

Appendix 1: West Coast Collaborative approaches in place already

The four Councils have over time developed many regional approaches to public services, in recognition that a regional approach is often (but not always) more effective and efficient than a district by district approach to service delivery, or procurement. Some of these have been in place for some years:

- Regional Economic Summit in 2013 led to Regional Economic Development plan and subsequent MOU being signed, and a new regional manager being recruited.
- Civil Defence West Coast MOU and Secondment Agreements, Regional Planning, regional manager employed in 2014.
- Lifelines group (regional co-ordinator employed in 2015 by the regional council).
- Natural Hazards planning and investigations work being approached regionally.
- Joined-up Building Permit service has just been adopted by the 3 District Councils (Selwyn Council's Alpha One initiative).
- Regional Transport Committee operates well, with the Regional Transport advisory (officers) group in support.
- The Road Safety contract is jointly funded by the four councils and NZTA.
- Rural Fire is jointly funded by the three District Councils, the Fire Service and others.
- Environmental Health Services provided by a single shared resource who operates regionally.
- Regional Council, DWC and DHB Elections are run by a returning officer at Grey District Council.
- Joint hearings are often held for larger resource consent applications, in all three districts.
- IT / IS strategic planning is conducted region-wide.
- The 4 Councils ran a shared RFP for financial software in 2011, for shared web mapping in 2012, for common website development in 2014, and for telephony services and Ultra Fast Broadband connections for all council headquarters and facilities in 2015.
- Shared Insurance Procurement, and now looking at other joint procurement (eg electricity).
- Joint approach for purchasing aerial imagery across the region.
- Joint approach to government on the two national cycleways.
- Joint development of the Digital Enablement Plan for the region - enabling Ultra Fast Broadband and cell black spots throughout the region to be addressed (with local funding from DWC).
- Joint advocacy approach on several recent issues (eg. Electricity Authority submission).
- Joined up Library services.
- Triennial Agreement, under the Local Government Act; Mayors and Chairs forum.
- Tourism West Coast is co-funded by the 3 District Councils and DWC.
- Waste Management Working Group (in abeyance) and Regional Waste Strategy.
- Several Collaborative groups are led by the CEOs forum which meets regularly and drives the 11 action points under the Economic Development Plan for the region, among other things.
- Planning and Operations managers group of eight second tier managers (two from each council) drives various shared initiatives at an operational level.
- Joint floodwall and seawall committees are joint council initiatives on a sub-regional level.
- Joint council working parties on natural hazard response and other issues at community level (eg Franz Josef group, Westport group, Reefton air quality group).
- The Regional Council is a member of IRIS & LAWA and has several other shared arrangements with NZ's other regional and unitary councils, collaborating around regional council functions.

Action List

Date of Meeting	Meeting	Item	Action	Who Responsible	Timeframe	Status
26.01.17	Finance, Audit and Risk Committee	Audit Management Report for the year ended 30 June 2016.	Advise Bede Kearney, Audit Director of future meetings of the Committee.	GMCS		
26.01.17	Finance, Audit and Risk Committee	CCOs Financial Reporting	Write to the CCOs requesting the provision of earlier financial reporting and also agree on an appropriate timeframe going forward; and release of the Audit Management Report for the year ended 30 June 2016.	GMCS		
26.01.17	Finance, Audit and Risk Committee	Treasury Management Workshop	Committee to participate in a Treasury Management Workshop on 23 February 2017.	GMCS		Completed 23.02.17
26.01.17	Finance, Audit and Risk Committee	Quarterly Performance Report to the 31 December 2016	Delete the statement that the Carnegie Building is earthquake prone.	Finance		Completed
26.01.17	Finance, Audit and Risk Committee	Committee Workplan	View the previous Executive Committee Workplan and circulate to the Finance, Audit and Risk Committee and also look at using the Audit Management Report to inform the workplan going forward	Deputy Mayor Martin and GMCS		

Date of Meeting	Meeting	Item	Action	Who Responsible	Timeframe	Status
26.01.17	Council	Section 33 RMA Transfer of Functions to West Coast Regional Council	Transfer to be actioned	GMPCE	1 July 2017	WCRC has approved the transfer subject to amendments to Deed of Transfer, which can be approved by CE
26.01.17	Council	Easter Shop Trading Policy	Undertake Special Consultative Procedure	GMPCE	Before Easter	Completed; Adopted 15 March Extraordinary Council Meeting
26.01.17	Council	Marks Road Reserve \$5,000 Reimbursement	Approve the St John South Westland Area Committee's Request for Reimbursement	GMCS		Completed, paid 21/02/17
26.01.17	Council	West Coast Wilderness Trail	Update regarding archaeological sites, perceived contamination and resource consents; and that monthly resource consents be brought into the monthly reporting to Council.			
26.01.17	Council	Blue Spur Water Treatment Plant PH Correction	Approve the unbudgeted expenditure to a maximum of \$50,000	GMCS		Completed
26.01.17	Council	West Coast Whitebaiters Association Letter	Map required for the 23 February 2017 Council Meeting	GMDA		
26.01.17	Council	Signage on Old Christchurch Road	Advise Councillors when signage has been erected	GMDA		
26.01.17 and 23.02.17	Council	Grey District Council – Offer to Share Butlers Landfill	Council to go back to Grey DC regarding the rate	GMDA		

Date of Meeting	Meeting	Item	Action	Who Responsible	Timeframe	Status
			in the dollar amount. To be discussed again at the 23 February 2017 Council Meeting. Further update: Mayors of the respective communities to discuss.	Mayor Smith		
26.01.17	Council	Passing Bays – SH6 and SH73	Write to State Highways Manager	GMDA		
26.01.17	Council	Footpath Repairs/Replacement	Staff to investigate and come back with the budget and prioritisation schedule	GMDA		
26.01.17	Council	Shared Services – Agreements between the Councils	Circulate the two Local Government Commission Reports to the Mayor and Councillors	CE		
26.01.17	Council	Businesses in Weld/Tancred Streets	Pallets with sandbags to be placed accessible for those businesses affected in Tancred/Weld Street. Temporary basis until October 2017.	GMDA		
26.01.17	Council	74 Revell Street	Carparking for commercial premises to be revisited.	GMDA		
26.01.17 and 23.02.17	Council	Hokitika Carparking Plan	Priority and staff to bring back a concept plan to Council for parking in the CBD. Item to come back to Council for	GMDA		No further action from Planning team in absence of GMDA

Date of Meeting	Meeting	Item	Action	Who Responsible	Timeframe	Status
			further discussion/input. Further update: District Assets and Planning Teams to peruse the plan with Deputy Mayor Martin and bring it back to Council	District Assets, Planning and Deputy Mayor Martin		
26.01.17	Council	Events Liquor Licensing	Meeting required between His Worship the Mayor, Deputy Mayor Lash, Cr Eatwell and Cr Olson with Crown Public Health, and the West Coast Police	GMPCE		Invitation Issued; Invitation Declined by C&PH and Police due to concerns about media statements by Elected Members.
26.01.17	Council	Air B&B	Staff procedure to be circulated to the Mayor and Councillors	Corporate Planner		Completed
26.01.17	Council	Wanganui Flat Subdivision Rating	Background information from Cr Eatwell to be forwarded to staff to research and come back with a recommendation to Council			Completed information forwarded to staff.
26.01.17	Council	Planning Matters	Signage compliance, carparking for resource consents, employment of consultants or contractors, notification of resource consent and decisions on whether to go to a	GM: PC&E		System in place

Date of Meeting	Meeting	Item	Action	Who Responsible	Timeframe	Status
			hearing to be referred to Deputy Mayor Lash in the first instance as portfolio holder for input and then if necessary to Crs Neale and Deputy Mayor Martin			
26.01.17	Council	Revenue to Council for services provided by Westland District Property Limited	CE and GMCS to review the policy for consistency, ensuring no disconnect between the companies and Council	CE, GMCS		
26.01.17 and 23.02.17	Council	Community Owned Halls, Council costs for consents charged to the community	Staff to come back to the 23 February 2017 Council Meeting with a report and options. Further Update: \$10,000 to be put into a contestable budget to go into the Annual Plan for consent fees for community halls. Funded from reserves contributions	Finance	Completed	23.02.17 Council Meeting
26.01.17	Council	Christmas 2017 and New Year	Staff to call for expressions of interest from interested parties to take the item forward. Expressions of Interest to be considered at the 23.03.17 Council Meeting.	Community Development Advisor		Advertised 13.03.17 with expressions closing 07.04.17. To go to April Council meeting
26.01.17	Council	Update on Review of CCO Structure	Mayor and GMCS invite the Tax Team to meet with	Mayor & GMCS		Tax advice received, Audit NZ

Executive Team Purpose: To Communicate, Collaborate and Challenge in order to Collectively Lead and Support the Organisation to Deliver the Best Service Possible to Elected Members and the Community



Date of Meeting	Meeting	Item	Action	Who Responsible	Timeframe	Status
			Elected Members to discuss tax advice.			advise further discussions with Peter Cuff as he has been through this process before and there are timeframes to meet for companies house
26.01.17	Council	Lazar Park Upgrade	Staff to include Lazar Park Upgrade at \$45,000 back into the budget.	GMCS, FM	Included in 2017/18 annual plan	Completed
26.01.17	Council	Hokitika Foreshore Working Group and Terms of Reference	Meeting to be held as the first step then report back to Council.	Cr Carruthers		
26.01.17	Council	Hokitika-Westland RSA Update – Balance Works	District Assets staff to investigate the \$20,000 available in the reserves account.	GMDA		
23.02.17	Council	Local Government Commission – Submission on West Coast Governance Arrangements	Joint Submission approved and the Mayor to sign.	CE		
23.02.17	Council	CCO Director Appointments	Approval of recommendations to be conveyed to the Chair of Westroads, Hokitika Airport Ltd. Advises Westroads of appointment of Cr Havill as a Council appointee	GMCS		
23.02.17	Council	West Coast Wilderness Trail	Resource Consent can be issued	Project Manager - WCWT		
23.02.17	Council	Mayor and Councillors Expenses	Update the Policy on Elected	CE		

Date of Meeting	Meeting	Item	Action	Who Responsible	Timeframe	Status
			Members' Allowances and Recovery of Expenses Policy for the period 1 July 2016 to the 30 June 2019.			
23.02.17	Council	Proposed Sale of Land at Blue Spur to the adjoining landowner	Dispose of the land to the adjoining landowner for no less than \$3,000 with all associated costs to be borne by the purchaser.	GMCS		
23.02.17	Council	Marks Road Beautification	Contact the Haast Promotions Group to request an outline of the project before funds are released.	CE		
23.02.17	Council	Grease Traps, Franz Josef	Letter drop to every business in Franz Josef Township.	District Assets		
23.02.17	Council	Franz Josef Wastewater Treatment Plant	Circulate PDP Report to the Mayor and Councillors; and obtain a quote in consultation with Cr Havill for tidying up the existing site.	CE		
23.02.17	Council	Township Development Funds/Community Rates	Consultation with Whataroa, Ōkārito, Fox Glacier and Bruce Bay communities	GMCS	I understand that discussions have taken place – Derek Blight may be able to advise further	

Executive Team Purpose: To Communicate, Collaborate and Challenge in order to Collectively Lead and Support the Organisation to Deliver the Best Service Possible to Elected Members and the Community

Date of Meeting	Meeting	Item	Action	Who Responsible	Timeframe	Status
23.02.17	Council	Whitcombe Valley Road	Transfer of funds from Whitcombe Valley Road to Keogans Road to enable sealing.	District Assets and Finance	Transfer between 2016/17 and 2017/18 annual plan	Completed
23.02.17	Council	Carnegie Building	Management of the building be transferred to WDPL with a clause that it does not allow WDPL to lease it for any longer than 6 months.	GMCS		Completed
23.03.17	Finance, Audit and Risk Committee	2017-2018 Annual Plan	Staff to prepare the 2017-2018 Annual Plan in line with Council's decision leading to an overall rates increase of 3.45%.	Corporate Planner		Report and Annual Plan on the agenda for the 27.04.17 Council Meeting for adoption.
23.03.17	Council	Part Reserve 452	Transfer of Part Reserve 452 Block I Kaniere SD to Westland District Property Limited for management purposes	GMCS		Was not transferred to WDPL. Offer was received to purchase
23.03.17	Council	Policy on Recreational and Non-Recreational Occupations on Unformed Legal Road	Revised Policy to be update and placed in Policy Manual and on Council Website	GMPCE		
23.03.17	Council	Carnegie Building Management Fee to WDPL	Management fee of \$20,000 plus GST to WDPL for managing the Carnegie Building funded from the Museum Operating Budget	GMCS	Agreed - PO had been requested from WDPL – not yet raised	
23.03.17	Council	Planning Committee	Reinstatement of a Standing Committee of	Mayor		

Executive Team Purpose: To Communicate, Collaborate and Challenge in order to Collectively Lead and Support the Organisation to Deliver the Best Service Possible to Elected Members and the Community



Date of Meeting	Meeting	Item	Action	Who Responsible	Timeframe	Status
			Council: Planning Committee			
23.03.17	Council	Franz Josef Waste Water Treatment Plant	Staff work through a process and come back to Council	CE & District Assets		
23.03.17	Council	Shared Landfill with Grey District Council	Cr Carruthers & CE to discuss the matter further with Grey District Council representatives	CE		
23.03.17	Council	Sunset Point/Beach – Theme and Working Group Terms of Reference	CAD design software for staff member required to enable a design proposal to be prepared. Interested parties then to meet to work through the issues and recommendations with the plan to come back to Council.	District Assets		
23.03.17	Council	Carnegie Building – Working Group	Work on the costings for the Carnegie Building and how it will be paid for.	Cr Olson, Cr Carruthers, CE GMPCE, Property & Projects Supervisor.		

Report



DATE: 27 April 2017
TO: Mayor and Councillors
FROM: Strategy and Communications Adviser

ADOPTION OF DRAFT ANNUAL PLAN 2017/18

1 SUMMARY

- 1.1 The purpose of this report is to propose the adoption of the Annual Plan for the financial year ending 30 June 2018. This document is attached to this report [Appendix 1].
- 1.2 This issue arises from the requirements of Section 95 of the Local Government Act 2002 (LGA). Council seeks to meet its obligations under the Local Government Act 2002 and the achievement of the District Vision adopted by Council as part of the Long Term Plan 2015-25. These are stated on Page 2 of this agenda.

2 BACKGROUND

- 2.1 Section 95(1) LGA requires Council to adopt an Annual Plan for each financial year.
- 2.2 Elected members and staff sought input from external parties involved in the work programme and budget for 2017/18 (which is set out in year 3 of its Long Term Plan 2015 – 2025). As a result some budgets were adjusted to reflect current contracts and costs.
- 2.3 Council then adopted a draft budget for 2017/18 on 23 March 2017. It also made resolutions about a number of funding and/or capital project requests that had been received from external parties. Staff were instructed to use these Council resolutions to create the Annual Plan.
- 2.4 Council did not undertake a S95(2) Special Consultative Procedure about the Annual Plan 2017/18 as it does not propose any significant variation or changes to the work programme set out in its Long Term Plan 2015 – 2025 (LTP).

3 CURRENT SITUATION

- 3.1 The Annual Plan 2017/18 corresponds to year 3 of the LTP 2015-25 and is attached as **Appendix 1**. It is prepared in accordance with Part 2 of Schedule 10 of the LGA.
- 3.2 The purpose of an annual plan is to contain the proposed annual budget and funding impact statement for the year to which the annual plan relates [S95(5)(a)] and identify any variation from the financial statements and funding impact statement included in the local authority's long-term plan [LTP] in respect of the year [S95(5)(b)].
- 3.3 The Annual Plan should be read with reference to the LTP.
- 3.4 Year 3 of the LTP shows a forecast increase of 6.8%. In response to direction from Council, the Annual Plan proposes an overall rates increase of 3.45%. The reduction in spending has been achieved by reducing consultant budgets and aligning budgeted contractor costs. Some operational expenditure adjustments have been made and revenue has been increased in two areas.
- 3.5 Of this increase, 2.3% is a result of the final year of the unwinding of the Austerity Depreciation Funding Policy, adopted in July 2013. From 1 July 2017 Council will be rating for the full depreciation charge.
- 3.6 The budget contained in the Annual Plan 2017/18 contains sufficient revenue to cover Council's operating expenses and there is adequate debt capacity in committed loan facilities to accommodate net borrowing of \$2.7m to fund capital renewals. On this basis the Annual Plan 2017/18 contains a balanced budget.
- 3.7 Total capital expenditure in the Annual Plan is \$7.3 million compared to \$8.5 million in the LTP, - the main difference between the plan and LTP is a reduction of \$1m in the Franz Josef Wastewater Treatment Plant budget.

4 SIGNIFICANCE AND ENGAGEMENT

- 4.1 In accordance with Council's policy on Significance and Engagement the adoption of an Annual Plan is of low significance.
- 4.2 Council adopted its Long Term Plan in 2015. This plan was put together with input from external parties that Council works closely with, agencies in the District and with public input. The document sets out a detailed 3-year work programme and a 7-year framework thereafter. It identifies Councils Strategies and key policies. The programme in the Long Term

Plan is what Council originally consulted ratepayers and the community about. It is what the Council said it would do for 2015, 2016 and 2017. Council is already starting to look into its next Long Term Plan, so public involvement will start to occur from July of this year.

5 OPTIONS

- 5.1 Option 1: Do nothing
- 5.2 Option 2: Instruct the Chief Executive to make amendments to the Annual Plan.
- 5.3 Option 3: Adopt the Annual Plan that is attached to this report.

6 ASSESSMENT OF OPTIONS (INCLUDING FINANCIAL IMPLICATIONS)

- 6.1 Option 1: The adoption of an annual plan is a statutory requirement, without which Council cannot strike Rates.
- 6.2 Option 2: Council may wish to make editorial amendments. Any material changes could require consultation.
- 6.3 Option 3: Adoption of the Annual Plan will enable Council to fulfil its objectives and fund its activities as set out in year 3 of the LTP. It will enable Council to strike the rates for 2017-18.

7 PREFERRED OPTION AND REASONS

- 7.1 The writer prefers Option 3: Adopt the Annual Plan that is attached to this report [Appendix 1]. In addition to meeting its statutory obligations, this option enables Council to continue to demonstrate its commitment to its vision and the objectives contained in the LTP. The proposals contained in these documents demonstrate that Council is responding to community expectations while maintaining sound fiscal stewardship.

8 RECOMMENDATION

THAT Council adopts the Annual Plan 2017/1 attached as **Appendix 1**.

Karen Jury
Strategy and Communications Adviser

Appendix 1: Annual Plan 2017/18

Annual Plan 2017/18



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This is the Westland District Council's Annual Plan as prescribed by the Local Government Act, section 95.

It was adopted and released on 27 April 2017.

This plan must be read in combination with the Council's Long Term Plan 2015 – 25 (LTP), as information already included in the LTP has not been duplicated.

COUNCIL'S VISION 2015+

Westland District Council will facilitate the development of communities within its district through delivery of sound infrastructure, policy and regulation.

This will be achieved by:

Involving the community and stakeholders

Delivering core services that meet community expectations and demonstrate value and quality

Proudly promoting, protecting and leveraging our historic, environmental, cultural and natural resource base to enhance lifestyle and opportunity for future generations.



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Opening message

Welcome to Council's Annual Plan 2017/18.

This is Year 3 "the final year" of implementing the 2015-25 Long Term Plan (LTP), which is our ten-year blueprint for Council's activity in the district. The programme in the Long Term Plan is what Council originally consulted ratepayers and the community about. It is what the Council said it would do for 2015, 2016 and 2017.

This Council is keen to complete the work that it said it would do. A work programme is in place in its Long Term Plan and we have not made any significant changes to it for 2017/18. We have made some financial changes though. Councillors and I have spent time going through every line of the budget to ensure it reflects prudent spending. We will be delivering this year's programme at a better price.

We have managed to reduce the overall rates increase, from the original forecast 6.8% to the 3.45% we are now going out with.

Council is already starting to look into its next Long Term Plan. We have plans to review some policies and will be looking carefully into the delivery of some services.



Bruce Smith, Mayor

On Target



Changes from the Long Term Plan

Council's Annual Plan contains no significant variations from what is set out in Year 3 of our 2015 Long Term Plan.

To produce the Annual Plan, direct liaison has occurred with external parties that are involved in delivering Council's current activities and work programme. This is reflected in an adjustment of some budgets, grants and budgets for this year.

Council has already commenced a review of its provision of services, which will assist with its preparation of the next Long Term Plan, which is to be in place by 1 July 2018. The public will be consulted about any proposed significant variations to current practice.

Public engagement about Council's delivery of service and its next Long Term Plan will commence later this year, with consultation occurring in 2018.

Like its current Long Term Plan, the 2018 – 2028 Long Term Plan will set out in detail Council's strategies, key policies, financial approaches and work programme for the next 3-years. It will also forecast at least 10 years in regard to our intended delivery of services and infrastructure.

Updates that have been made to budgets and work programmes for 2017/18 reflect:

- ⇒ Actions requested by elected members of Council
- ⇒ Variances to budgets already approved during the 2016/17 year
- ⇒ Detailed costing of 2017/18 work programmes
- ⇒ Resource adjustments to ensure delivery of the same level of service by Council and external parties

Council's Austerity Depreciation Policy

This Annual Plan budget represents the final year of Council's austerity depreciation unwinding programme.

In 2014 Council recognised that it hadn't been adequately funding its depreciation reserves, and made the decision to financial rebuild for a 5-year period of time.

This rebuild programme has impacted on rates over the last 4 years and on the 2017/18 rates. Council will have fully funded depreciation on completion of the current year.

Year ended 30 June	2014	2015	2016		2017	2018
Short life assets	100%	100%	100%		100%	100%
Three Waters	50%	60%	80%		90%	100%
Solid Waste	0%	0%	0%		0%	0%
Buildings & Amenities	25%	45%	65%		85%	100%
Administrative	0%	25%	50%		75%	100%
Managed Assets	0%	0%	0%		0%	0%
Transportation local share	0%	25%	50%		75%	100%

On Target



Council's capital expenditure for 2017/18

Projects 2017-18	LTP Year 3	Annual Plan 2017-18
Leadership		
Council HQ refurbishment	-	150,000
Information Management - Shelving	10,000	10,000
IT Equipment renewals	130,000	130,000
Council website	25,000	-
Total Leadership	165,000	290,000
Transportation		
Unsealed Road Metalling	286,500	270,000
Sealed Road Resurfacing	902,000	782,000
Maintenance - Drainage Renewals	159,000	150,000
Structures Component Replace	212,500	200,000
Traffic Services Renewals	127,500	120,000
Sealed Road Resurfacing	159,000	159,000
Drainage Renewal	27,000	27,000
Structures Component Replace	53,000	53,000
Traffic services renewals	11,000	11,000
Minor Improvements	190,000	190,000
Minor Improvements	29,000	29,000
Sealed Road Pavement Rehabilitation	100,000	100,000
Associated Improvements	1,500,000	1,500,000
Whitcome Valley Road widening, seal and extension	-	100,000
Ross car park seal	-	-
New footpaths	-	-
Footpath upgrades	45,000	45,000
Total Transportation	3,801,500	3,736,000
Water Supply		
Hokitika - Water treatment plant improvements	420,000	420,000
Hokitika - Mains upgrades	100,000	100,000
Ross - Water treatment plant - Seismic valves	30,000	30,000
Whataroa - Pump upgrades	35,000	35,000
Fox Glacier - Water treatment plant upgrade	450,000	450,000
Fox Glacier - Seismic valves	30,000	30,000
Total Water Supply	1,065,000	1,065,000
Wastewater		
Hokitika - WWTP upgrade	500,000	300,000
Franz Josef - New WWTP	2,500,000	1,500,000
Fox Glacier - WWTP upgrade	100,000	100,000
Total Wastewater	3,100,000	1,900,000

Continued

Projects 2017-18	LTP Year 3	Annual Plan 2017-18
Stormwater		
Hokitika - Stormwater upgrade	104,000	-
Total Stormwater	104,000	-
Solid Waste		
Hokitika - Improvements to transfer station access	50,000	-
Haast - Toilet office building	-	32,000
Total Solid Waste	50,000	32,000
Community Services - Development		
Community Halls - Custom House roof replacement	-	18,000
Township maintenance - Kumara rubbish bins	-	3,000
Township maintenance - Hokitika rubbish bins	-	7,000
Township maintenance - Fox rubbish bins	-	3,000
Township maintenance - Haast rubbish bins	-	2,000
Total Community Services	-	33,000
Leisure Services & Facilities - Parks & Reserves		
Reserves - Cass Square - Repairs to Statues	5,000	5,000
Reserves - Cass Square - Grandstand cladding	50,000	-
Reserves - Cass Square - Playground equipment upgrade	20,000	20,000
Reserves - Lazar park upgrade	-	45,000
Reserves - Cass Square - Playground rubber matting	10,000	20,000
Total Leisure Services & Facilities - Parks & Reserves	85,000	90,000
Leisure Services & Facilities - Other		
Cemetery - Hokitika upgrade & expansion	10,000	10,000
Land & Buildings - car parking	15,000	15,000
Elderly Housing - Roof repairs	50,000	50,000
Swimming Pool - Earthquake strengthening	-	30,000
Swimming Pool - Ventilation compliance	-	16,000
i-SITE/CSC - Replacement Television screens	-	4,125
Library - Chromebooks for children's code club	-	5,000
Library - iPad Pro for digital literacy classes	-	1,200
Library - Whiteboard for digital literacy classes	-	600
Library - Book trolleys	-	850
Library - Book display holders	-	800
Library - Website upgrade	-	8,000
Library - Audio/Visual Resource	4,000	4,000
Library - Free Adult Books	15,000	15,000
Library - Adult Non Fiction	15,500	15,500
Library - Junior Publications	11,500	11,500
Library - Large Print Books	6,000	6,000
Total Leisure Services & Facilities - Other	127,000	193,575
District Assets Administration		
Pool vehicle	-	31,000
Total Leisure Services & Facilities - Parks & Reserves	-	31,000
Total Capital Expenditure	8,497,500	7,370,575

Forecast financial statements

This section of the Plan contains Council's:

- ⇒ Prospective statement of financial performance for the year ended 30 June 2018
- ⇒ Prospective statement of comprehensive revenue and expense, for the year ended 30 June 2018
- ⇒ Prospective changes of net assets/equity for the year ended 30 June 2018
- ⇒ Prospective statement of financial position as at 30 June 2018
- ⇒ Prospective statements of cashflows as at 30 June 2018
- ⇒ Prospective reconciliation of net surplus to operating activities for the year ended 30 June 2018

Prospective statement of financial performance, for the year ended 30 June 2018

	Notes	LTP Year 2 30 June 2017 \$	LTP Year 3 30 June 2018 \$	Annual Plan Year 3 30 June 2018 \$
Operating Revenue				
Rates		14,821,661	15,826,058	15,036,433
Rates penalties		164,000	168,264	168,264
Finance revenue	1	560,675	575,253	622,314
Fees and charges	2	2,058,673	2,102,644	2,409,414
External recoveries	3	118,312	96,117	140,682
Commissions	4	80,488	82,502	62,154
NZTA subsidy		3,903,876	4,113,630	4,113,630
Petrol tax		121,680	124,357	120,000
Grants and subsidies	5	1,069,038	1,096,795	512,679
Rentals		124,696	121,398	29,750
Contributions		-	-	-
Forestry harvest		-	-	-
Assets vested in council		-	-	-
Profit on sale of assets		-	-	-
Share revaluation		-	-	-
Revaluation gains		-	-	175,517
Miscellaneous revenue	6	43,959	45,088	278,016
Internal charges		-	-	-
Total operating revenue		23,067,058	24,352,105	23,668,853
Operating Expenditure				
Leadership		1,251,791	1,251,067	1,231,099
Transportation		6,059,349	6,190,961	5,845,505
Water Supply		3,346,289	3,370,460	3,066,326
Wastewater		1,132,289	1,189,551	1,123,632
Stormwater		503,576	517,078	494,236
Solid Waste		2,422,121	2,419,793	2,217,036
Community Services	7	988,961	1,001,865	1,217,687
Leisure Services & Facilities	8	3,186,505	3,211,858	3,758,818
Planning & Regulatory		2,019,641	2,165,015	2,179,881
Bad debts		-	-	-
Loss on sale of assets		-	-	-
Revaluation losses		-	-	-
Total operating expenditure		20,910,522	21,317,648	21,134,219
Surplus/(deficit) before tax		2,156,536	3,034,458	2,534,634
Taxation expense		-	-	-
Surplus/(deficit) after tax		2,156,536	3,034,458	2,534,634
Note: Total expenditure includes -				
Depreciation		5,582,778	5,740,536	5,807,916
Finance expenditure		851,836	942,663	777,592

Notes to the prospective financial performance statement, for the year ended 30 June 2018:

These notes explain differences between Year 3 of the Long Term Plan and the Annual Plan 2017/18

- 1 *Interest received from investments increased to current actual values*
- 2 *User fees and charges reviewed and aligned with actual revenues previously received*
- 3 *Recoveries for shared resources with Regional Council for HR and Civil Defence*
- 4 *Lower i-SITE commissions expected due to tourists making more online bookings*
- 5 *The anticipated subsidy for the new Franz Josef Wastewater Treatment Plant removed from budget (as other treatment options are being reviewed)*
- 6 *Increase is due to change in categorisation of revenue in budget*
- 7 *Township Maintenance contracts have been reviewed and aligned to the contract amounts*
- 8 *Reserves Maintenance contracts have been reviewed and aligned to the contract amounts, revalued assets has resulted in increased depreciation charges*

In addition: Throughout all activities the consultant budgets have been reduced.

Prospective statement of comprehensive revenue and expense, for the year ended 30 June 2018

	LTP Year 2 30 June 2017 \$	LTP Year 3 30 June 2018 \$	Annual Plan Year 3 30 June 2018 \$
Surplus/(deficit) after tax	2,156,536	3,034,458	2,534,634
Increase/(decrease) in restricted reserves	-	-	-
Increase/(decrease) in revaluation reserves	-	12,405,354	16,976,700
Financial assets at fair value through other comprehensive revenue	-	-	-
Total other comprehensive revenue	-	12,405,354	16,976,700
Total comprehensive revenue	2,156,536	15,439,812	19,511,334

Prospective changes of net assets/equity, for the year ended 30 June 2018

	LTP Year 2 30 June 2017 \$	LTP Year 3 30 June 2018 \$	Annual Plan Year 3 30 June 2018 \$
Equity at start of year	381,335,121	383,491,657	425,746,369
Total comprehensive revenue	2,156,536	15,439,812	19,511,334
Equity at end of year	383,491,657	398,931,469	445,257,703
Components of equity			
Retained earnings at start of year	152,759,395	153,109,665	153,029,000
Surplus/(deficit) after tax	2,156,536	3,034,458	2,534,634
Transfers (to)/from restricted/council created reserves	(1,806,266)	(3,080,654)	(3,876,665)
Retained earnings at end of year	153,109,665	153,063,469	151,686,969
Revaluation reserves at start of year	224,841,866	224,841,866	267,817,440
Revaluation gains	-	12,405,354	16,976,700
Revaluation reserves at end of year	224,841,866	237,247,219	284,794,140
Restricted/council created reserves at start of year	3,733,860	5,540,126	4,899,929
Transfers (to)/from reserves	1,806,266	3,080,654	3,876,665
Financial asset revaluation gains	-	-	-
Restricted/council created reserves at end of year	5,540,126	8,620,780	8,776,594
Equity at end of year	383,491,657	398,931,469	445,257,703

Prospective statement of financial position, as at 30 June 2018

	LTP Year 2 30 June 2017	LTP Year 3 30 June 2018	Annual Plan Year 3 30 June 2018
ASSETS			
Current assets			
Cash and cash equivalents	2,580,678	3,070,648	6,763,316
Debtors and other receivables	2,542,874	2,664,123	2,666,239
Inventory	-	-	-
Investments	-	-	-
Non-current assets held for sale	-	-	-
Total current assets	5,123,552	5,734,771	9,429,555
Non-current assets			
Property, plant and equipment	389,025,044	401,968,688	452,668,212
Forestry assets	2,000	2,000	2,000
Investment property	-	-	-
Derivative financial instruments	160,000	160,000	-
Other financial assets	57,000	57,000	39,000
Council controlled organisations	8,695,000	8,695,000	8,695,000
Intangible assets	46,000	46,000	71,000
Investments	1,320,000	1,320,000	1,359,000
Total non-current assets	399,305,044	412,248,688	462,834,212
Total assets	404,428,596	417,983,459	472,263,767
LIABILITIES			
Current liabilities			
Creditors and other payables	2,336,083	2,373,148	2,423,192
Borrowings	1,799,538	2,057,506	6,343,000
Employee entitlements	240,484	245,294	296,000
Provisions	-	-	-
Tax payable	3,075	3,155	3,000
Other current liabilities	197,825	202,968	193,000
Total current liabilities	4,577,005	4,882,071	9,258,192
Non-current liabilities			
Provisions	1,666,000	1,666,000	1,000,000
Borrowings	14,415,946	12,224,872	16,304,452
Employee entitlements	52,988	54,048	29,000
Derivative financial instruments	135,000	135,000	384,420
Deferred tax	90,000	90,000	30,000
Other non-current liabilities	-	-	-
Total non-current liabilities	16,359,934	14,169,920	17,747,872
Equity			
Public equity	153,109,665	153,063,469	151,686,969
Restricted reserves	5,540,126	8,620,780	8,776,594
Asset revaluation reserves	224,841,866	237,247,219	284,794,140
Other reserves	-	-	-
Total equity	383,491,657	398,931,468	445,257,703
Total liabilities and equity	404,428,596	417,983,459	472,263,767

Prospective statement of cashflows, for the year ended 30 June 2018

	LTP Year 2 30 June 2017	LTP Year 3 30 June 2017	Annual Plan Year 3 30 June 2018
<u>CASH FLOWS FROM OPERATING ACTIVITIES</u>			
Cash was received from:			
Receipts from rates revenue	14,985,661	15,994,322	15,204,697
Grants, subsidies and donations	4,972,914	5,210,425	4,626,309
Petrol tax	121,680	124,357	120,000
Receipts from other revenue	5,572,814	5,757,393	6,189,698
Regional council rates	-	-	-
Finance revenue	560,675	575,253	622,314
	26,213,743	27,661,749	26,763,018
Cash was applied to:			
Payments to suppliers & employees	17,851,652	18,017,182	17,761,731
Regional council rates	-	-	-
Finance expenditure	851,836	942,663	777,592
	18,703,488	18,959,845	18,539,323
Net cash flow from operating activities	7,510,256	8,701,904	8,223,695
<u>CASH FLOWS FROM INVESTING ACTIVITIES</u>			
Cash was received from:			
Sale of property, plant & equipment	-	-	-
Term investments, shares and advances	-	-	450,000
Forestry investment	-	-	-
	-	-	450,000
Cash was applied to:			
Purchase of property, plant and equipment	5,543,033	6,278,827	7,370,575
Term investments, shares and advances	-	-	-
Forestry capital expenditure	-	-	-
	5,543,033	6,278,827	7,370,575
Net cash flow from investing activities	(5,543,033)	(6,278,827)	(6,920,575)
<u>CASH FLOWS FROM FINANCING ACTIVITIES</u>			
Cash was received from:			
Proceeds from borrowings	3,743,740	4,866,432	4,552,000
	3,743,740	4,866,432	4,552,000
Cash was applied to:			
Repayment of borrowings	5,712,330	6,799,538	1,791,804
	5,712,330	6,799,538	1,791,804
Net cash flow from financing activities	(1,968,590)	(1,933,106)	2,760,196
Net increase/(decrease) in cash held	(1,367)	489,972	4,063,316
Add cash at start of year (1 July)	2,582,046	2,580,679	2,700,000
Balance at end of year (30 June)	2,580,679	3,070,651	6,763,316
<u>REPRESENTED BY:</u>			
Cash, cash equivalents and bank overdrafts	2,580,679	3,070,651	6,763,316
	2,580,679	3,070,651	6,763,316

Prospective reconciliation of net surplus to operating activities, for the year ended 30 June 2018

	LTP Year 2 30 June 2017	LTP Year 3 30 June 2017	Annual Plan Year 3 30 June 2018
Surplus/deficit after tax	2,156,536	3,034,458	2,534,634
Add/(Less) non-cash expenses			
Revaluation (gains)/losses	-	-	(175,517)
Depreciation & amortisation	5,582,778	5,740,536	5,807,916
Increase/(decrease) provisions			-
Bad debts	-	-	-
Assets vesting in council	-	-	-
	5,582,778	5,740,536	5,632,399
Add/(Less) items classified as investing or financing activities			
(Gains)/losses on sale of property, plant and equipment	-	-	-
(Gains)/losses in fair value of forestry assets	-	-	-
(Gains)/losses in fair value of investment properties	-	-	-
	-	-	-
Plus/(less) movements in working capital			
(Increase)/decrease in inventories	-	-	-
(Increase)/decrease in debtors and other receivables	(298,914)	(114,964)	(866,530)
Increase/(decrease) in creditors and other payables	65,371	37,065	923,192
Increase/(decrease) in employee entitlements	4,484	4,810	-
Increase/(decrease) in provisions	-	-	-
	(229,058)	(73,089)	56,662
Net cashflow from operating activities	7,510,256	8,701,904	8,223,695

Rating Base Information as at 30 June 2017

Number of rating units:	6,678
Rateable land value:	\$1,373,013,400
Rateable capital value:	\$2,432,936,200

Prospective Comprehensive Funding Impact Statement for the year ended 30 June 2018

The Funding Impact Statement contains the following information:

- ⇒ Rates Information for 2017/18. This section describes the types of rates that Council utilises, the factors and differentials, bases of calculation, and the activities to which the funds are applied. Rates are set in accordance with Council's Revenue and Financing Policy.
- ⇒ Rates Calculations, as determined by Council's Rating Policy. The amount for each rate is calculated per unit and in total.
- ⇒ Rates Samples for 2017/18. Indicative Rates for a sample of rating units compared to 2016/17.
- ⇒ The Whole of Council Statement for 2015-25. This schedule identifies and quantifies all of Council's expected sources of revenue and how these are to be applied.

The Funding Impact Statement is effected by Council's Rating Policy and should be read in conjunction with the Financial Statements and Council's Revenue and Financing Policy (which is included the LTP 2015 -2025, pages 170 – 179).

The rates information and Rates Samples are GST inclusive; the Whole of Council Funding Impact Statement is GST exclusive.

Rating Information

Council sets the following rates under the Local Government (Rating) Act 2002:

General Rates:

- General Rate
- Uniform Annual Charge

Targeted Rates:

- Kumara Community Rate
- Hokitika Community Rate
- Ross Community Rate
- Harihari Community Rate
- Whataroa Community Rate
- Franz Josef Glacier Community Rate
- Fox Glacier Community Rate
- Haast Community Rate
- Water rates
- Metered Water Rates
- Sewerage Rates
- Refuse Collection Rates
- Tourism Promotion Rate
- Hokitika Area Promotions Rate
- Kokatahi Community Rates
- Kaniere Sewerage Capital Contribution Rate
- Hannah's Clearing Water Supply Capital Repayment Rate
- Emergency Management Contingency Fund Rate

Details of the activities these rates fund and the rating categories liable for the rates are listed below.

This is followed by a table which shows how the rates are calculated and total revenue sought for each rate.

General Rate

A general rate is set and assessed on the capital value of all rateable land in the district.

The general rate is set differentially based on the location of the land and use to which the land is put.

The differential categories are: Residential, Rural Residential, Commercial and Rural. The definitions of each category and differential factors are in the *Rating Policy*.

Uniform Annual General Charge

A uniform annual general charge is set and assessed on all rateable land in the district as a fixed amount per rating unit.

The general rate and uniform annual general charge fund part of the following activities: democracy, corporate services, inspections and compliance, resource management, emergency management, animal control, community development and assistance, library, museum, public toilets, land and buildings, cemeteries, transportation and solid waste.

Targeted Rates

Kumara Community Rate

The Kumara community rate is set and assessed as a fixed amount per rating unit, on all rateable land in the Kumara community rate zone (as mapped in the *Rating Policy*). Within that area the rate is set differentially based on the location of the land and the use to which the land is put.

The differential categories are: Residential, Rural Residential, Commercial and Rural. The definitions of each category and differential factors are in the *Rating Policy*. The Kumara community rate funds all or part of the following activities: Transportation, Township Development fund, and Parks and Reserves.

Hokitika Community Rate

The Hokitika community rate is set and assessed as a fixed amount per rating unit, on all rateable land in the Hokitika community rate zone (as mapped in the Rating Policy). Within that area the rate is set differentially based on the location of the land and the use to which the land is put.

The differential categories are: Residential, Rural Residential, Commercial and Rural. The definitions of each category and differential factors are in the Rating Policy.

The Hokitika community rate funds all or part of the following activities: Transportation, stormwater, township development fund, parks and reserves, land and buildings (Carnegie Building, RSA Building, Custom House and Band rooms), community development and assistance (Regent Theatre), and swimming pools (Hokitika pool).

Ross Community Rate

The Ross community rate is set and assessed as a fixed amount per rating unit, on all rateable land in the Ross community rate zone (as mapped in the Rating Policy). Within that area the rate is set differentially based on the location of the land and the use to which the land is put.

The differential categories are: Residential, Rural Residential, Commercial and Rural. The definitions of each category and differential factors are in the Rating Policy.

The Ross community rate funds all or part of the following activities: Transportation, township development fund, parks and reserves, community halls (Ross Memorial and Waitaha) and swimming pools (Ross pool).

Harihari Community Rate

The Harihari community rate is set and assessed as a fixed amount per rating unit, on all rateable land in the Harihari community rate zone (as mapped in the Rating Policy). Within that area the rate is set differentially based on the location of the land and the use to which the land is put.

The differential categories are: Residential, Rural Residential, Commercial and Rural. The definitions of each category and differential factors are in the Rating Policy.

The Harihari community rate funds all or part of the following activities: Transportation, Township Development fund and Parks and Reserves.

Whataroa Community Rate

The Whataroa community rate is set and assessed as a fixed amount per rating unit, on all rateable land in the Whataroa community rate zone (as mapped in the Rating Policy). Within that area the rate is set differentially based on the location of the land and the use to which the land is put.

The differential categories are: Residential, Rural Residential, Commercial and Rural. The definitions of each category and differential factors are in the Rating Policy.

The Whataroa community rate funds all or part of the following activities: Transportation, township development fund (including Okarito), and parks and reserves.

Franz Josef Glacier Community Rate

The Franz Josef Glacier community rate is set and assessed as a fixed amount per rating unit, on all rateable land in the Franz Josef Glacier community rate zone (as mapped in the Rating Policy). Within that area the rate is set differentially based on the location of the land and the use to which the land is put.

The differential categories are: Residential, Rural Residential, Commercial and Rural. The definitions of each category and differential factors are in the Rating Policy.

The Franz Josef Glacier community rate funds all or part of the following activities: Transportation, stormwater, township development fund, parks and reserves and community development & assistance (Glacier Country Promotions).

Fox Glacier Community Rate

The Fox Glacier community rate is set and assessed as a fixed amount per rating unit, on all rateable land in the Fox Glacier community rate zone (as mapped in the Rating Policy). Within that area the rate is set differentially based on the location of the land and the use to which the land is put.

The differential categories are: Residential, Rural Residential, Commercial and Rural. The definitions of each category and differential factors are in the Rating Policy.

The Fox Glacier community rate funds all or part of the following activities: Transportation, stormwater, township development fund, parks and reserves and community development & assistance (Glacier Country Promotions).

Haast Community Rate

The Haast community rate is set and assessed as a fixed amount per rating unit, on all rateable land in the Haast community rate zone (as mapped in the Rating Policy). Within that area the rate is set differentially based on the location of the land and the use to which the land is put.

The differential categories are: Residential, Rural Residential, Commercial and Rural. The definitions of each category and differential factors are in the Rating Policy.

The Haast community rate funds all or part of the following activities: Transportation, stormwater, township development fund (Haast, Hannahs Clearing and Neils Beach), parks and reserves and community halls (Haast and Okuru).

Water Rates

Water rates are set and assessed as a fixed amount per connection, on all land, situated in specified locations, to which is provided or is available a council funded water supply service that is not metered.

The rate is set differentially depending on the nature of the connection to the land and the use to which the land is put. Commercial properties are defined as they are for the general rate (see Rating Policy).

The locations and differential categories are:

Hokitika and Kaniere Treated water – Connected (all rating units other than commercial ones)

Hokitika and Kaniere Treated water – Commercial connected

Hokitika and Kaniere Treated water – Unconnected

Rural Townships Treated water – Connected (all rating units other than commercial ones)

Rural Townships Treated water – Commercial connected

Rural Townships Treated water - Unconnected

Rural Townships Untreated – Connected (all rating units other than commercial ones)

Rural Townships Untreated –Commercial connected

Rural Townships Untreated – Unconnected

Water rates fund part of the water supply activity.

Metered Water Rates

Water rates are set and assessed as a fixed charge per unit of water supplied on all properties located in a specified location and where the nature of the connection is a metered water supply.

The locations are:

Hokitika and Kaniere metered water

Rural Townships metered water

Metered water rates fund part of the water supply activity.

Water rates are set and assessed on the property used as a milk treatment plant in Hokitika for the quantity of water provided on a scale of charges.

Hokitika Milk Treatment Plant metered water 0 to 2,000,000 m³

Hokitika Milk Treatment Plant metered water greater than 2,000,000 m³

Water Supply Capital Repayment Rate

Hokitika Milk Treatment Plant Metered water rates fund part of the water supply activity and as part of the first 2,000,000 m³ includes the cost of finance for the upgrade of the Hokitika Water Supply include the river intake, plant and new trunk main.

Sewerage Rates

Sewerage rates are set and assessed as a fixed amount per water closet or urinal on all land, to which is provided or has available to the land a council funded sewerage supply service.

The rates are:

Sewerage Connected

Sewerage Unconnected

Sewerage rates fund part of the wastewater activity.

Kaniere Sewerage Capital Contribution Rate

The Kaniere sewerage capital contribution rate is set and assessed as a fixed rate per rating unit on all rateable properties that are connected to the Kaniere sewerage scheme and have not repaid the capital amount.

The Kaniere Sewerage Capital Contribution Rate funds part of the Waste water activity (Kaniere sewerage upgrade loan).

Refuse Collection Rates

Refuse collection rates are set and assessed as a fixed amount per bin on all land, located in specific locations, which is provided with a refuse collection service and according to where the land is situated.

The locations are:

Hokitika refuse collection area

Rural refuse collection area

A property may choose to have more than one supply and will pay a full refuse collection rate for each supply.

Refuse collection funds part of the solid waste activity.

Tourism Promotion Rate

The tourism promotion rate is set and assessed as an amount per rating unit on all rateable properties in the district.

The tourism promotion rate is set differentially based on the use to which the land is put and for commercial use properties on the capital value of the rateable properties.

The differential categories are:

Commercial:

Greater than \$10m

Greater than \$3m and up to \$10m

Greater than \$1m and up to \$3m

\$1m or less

Residential, Rural Residential and Rural

The definitions of each category are the same as those in the Rating Policy for the general rate. The tourism and promotions rate funds part or all of the following activities: West Coast Wilderness Trail, i-SITE and community development & assistance (Tourism West Coast grant).

Hokitika Area Promotions Rate

The Hokitika area promotions rate is set and assessed as a fixed amount per rating unit on all rateable properties defined as commercial use properties (using the same definition as for the general rate) and located in the Hokitika area promotions zone (as mapped in the Rating Policy).

The Hokitika area promotions rate funds the community development & assistance activity (Enterprise Hokitika grant).

Kokatahi Community Rates

Kokatahi community rates are set and assessed on all rateable properties located in the Kokatahi Community area.

The Kokatahi community rate is set as a fixed rate per rating unit and as a rate on the land value per rating unit.

The Kokatahi community rate funds the community development & assistance activity (Kokatahi community grant).

Hannah's Clearing

The Hannah's Clearing water supply capital repayment rate is set and assessed as a fixed rate rating unit on all rateable properties located in Hannahs Clearing where the nature of the connection is a Council funded water supply.

The Hannahs Clearing water supply capital repayment rate funds part of the water supply activity.

Emergency Management Contingency Fund Rate

The emergency management contingency fund rate is set and assessed on the land value of all rateable properties in the district.

The emergency management contingency fund rate funds part of the emergency management & rural fire activity.

Council will accept lump sum contributions equivalent to the capital portion of the rate outstanding on the following rates:

- Kaniere Sewerage Capital Contribution Rate
- Hannah's Clearing Water Supply Capital Repayment Rate.

Rates Calculations for the year ended 30 June 2018

General rates

Rate		Sector				Services	Totals		
		Rural	Rural Residential	Residential	Commercial		Units	Revenue	
							Inc GST \$	Ex GST \$	
General Rates									
- General Rate	Capital Value Per \$ Capital Value	1,087,238,100	362,968,500	568,034,600	390,264,000		2,408,505,200		
	Revenue	0.0015562	0.0011672	0.0015562	0.0031125	0.0000000	4,270,005	3,713,048	
		1,661,998	438,039	914,023	1,255,945				
Uniform Annual General Charge	Rateable Units Each	1,433	1,285	2,521	369		5,609		
	Revenue	640.78	640.78	640.78	640.78				
		918,234	823,399	1,615,400	236,447		3,593,480	3,124,765	
Total General Rates		2,580,232	1,261,438	2,529,423	1,492,392		7,863,485	6,837,813	

Targeted Rates

Rate	Factor	Sector					Services	Totals	
		Rural	Rural Residential	Residential	Commercial	Units		Revenue	Ex GST
Community Rates								Inc GST \$	Ex GST \$
Kumara	Rateable Units Each Revenue	110 139.59 15,355	128 139.59 17,853	173 139.59 24,149	10 139.59 1,410		421	58,766	51,101
Hokitika	Rateable Units Each Revenue	599 418.55 250,505	676 418.55 283,048	1,714 558.07 956,620	186 1,116.15 207,715		3,175	1,697,888	1,476,424
Ross	Rateable Units Each Revenue	124 486.47 60,322	22 486.47 10,702	168 486.47 81,727	10 486.47 4,865		324	157,616	137,057
Harihari	Rateable Units Each Revenue	95 135.40 12,863	33 135.40 4,468	93 135.40 12,593	12 135.40 1,625		233	31,549	27,434
Whataroa	Rateable Units Each Revenue	100 165.17 16,517	88 165.17 14,535	56 165.17 9,194	17 165.17 2,864		261	43,110	37,487
Franz Josef	Rateable Units Each Revenue	78 303.26 23,654	43 303.26 13,040	146 404.34 59,034	59 808.69 47,712		326	143,441	124,731
Fox Glacier	Rateable Units Each Revenue	86 275.36 23,681	54 275.36 14,869	85 367.14 31,024	32 734.29 23,130		256	92,704	80,612
Haast Bruce Bay General	Rateable Units Each Revenue	201 134.51 27,036	219 134.51 29,457	83 134.51 11,164	21 134.51 2,825		524	70,481	61,288
Total Community Rates	Rateable Units	1,393	1,263	2,517	347		5,520		

	Revenue	429,933	387,973	1,185,503	292,145			2,295,554	1,996,134
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Other Targeted Rates

Rate	Factor	Unit Amounts			Totals		
					Units	Revenue	
Refuse Collection Rates		\$	\$	\$	\$		
Hokitika Refuse Collection	Per bin			294.43	1,584	467,124	
Rural Refuse Collection	Per bin			267.66	1,405	375,314	
Total Refuse Collection Rates					2,989	842,438	732,555
Water Supply Rates		<u>Connected commercial</u>	<u>non Connected Commercial</u>	<u>Unconnected</u>			
Rural Township Untreated Water	Each	234.05	405.68	117.02	187/5/29		
Rural Township Treated Water	Each	312.06	546.11	156.03	549/37/146		
Hokitika/Kaniere Water	Each	312.06	546.11	156.03	1719/4/167	1,099,685	
Hannah's Clearing Capital	Each			575.00	11.00	6,325	
Hokitika Milk Treatment Plant Fixed Water Rate				2,756,551	1	3,170,034	
Metered Water Rates	Volumetric					285,200	
Total Water Supply Rates						4,561,244	3,966,299
Sewerage Rates							
Connected	Each			274.03	3,729	1,021,841	
Unconnected	Each			137.01	150	20,552	
Total						1,042,393	
Kaniere Sewerage Capital	Each			417.00	57	23,769	
Franz Josef Sewerage Capital				0.00	857.5	0	
Total Sewerage Rates						1,066,162	927,097

Continued

Other Targeted Rates (continued)

Rate	Factor	Unit Amounts				Totals		
						Units	Revenue	
		\$	\$	\$	\$		\$	\$
Kokatahi Community Rate								
Land Value	Per \$ Value			0.0000661	233,686,000	15,453		
Uniform Basis	Rateable Units			85.38	181	15,453		
Total Kokatahi Community Rates						30,906		26,875
Hokitika Area Promotions Rate								
	Rateable Units			329.78	136	44,850		39,000
Tourism Promotions Rates								
Non Commercial	Each			14.79	5,208	77,022		
Commercial within Capital Value Range:								
	Units	<u>Over \$10 million</u>	<u>\$3 - 10 million</u>	<u>\$1 - 3 million</u>	<u>\$0 - 1 million</u>			
	Each	5	12	75	263	355		
	Revenue	9,762.00	4,881.00	1,952.40	976.20		510,240	
Total Tourism Promotions Rates		48,810	58,572	146,430	256,428	5,563	587,262	510,662
Total Other Targeted Rates							7,132,862	6,202,488

Total Rates

17,291,901 **15,036,435**

Rates Samples for the year ended 30 June 2018

Example property	Capital value	Rates in 2016/17	Proposed rates for 2017/18	The dollar movement from 2016/17	% change
Kumara residential	245,000	1,834	1,861	\$28	1.5%
Awatuna rural-residential	475,000	1,816	1,844	\$28	1.5%
Keogan's Road rural-residential	490,000	1,834	1,862	\$28	1.5%
Brickfield Road residential	460,000	2,548	2,576	\$28	1.1%
Kaniere residential	255,000	2,482	2,510	\$28	1.1%
Hokitika residential	325,000	2,621	2,195	-\$425	-16.2%
Hokitika residential	210,000	2,437	2,011	-\$425	-17.5%
Hokitika Beachfront residential	310,000	2,597	2,171	-\$425	-16.4%
Ross residential	180,000	1,965	1,993	\$28	1.4%
Whataroa residential	175,000	1,508	1,536	\$28	1.8%
Okarito rural- residential	300,000	1,135	1,163	\$28	2.4%
Franz Josef residential	325,000	2,228	2,256	\$28	1.2%
Okuru rural- residential	240,000	1,020	1,048	\$28	2.7%
Kowhitirangi Farm	3,500,000	6,461	6,489	\$28	0.4%
Waitaha Farm	1,850,000	3,771	3,799	\$28	0.7%
Hokitika Shop	290,000	4,840	4,415	-\$425	-8.8%
Hokitika Motel	1,320,000	11,870	11,898	\$28	0.2%
Harihari commercial	850,000	5,026	5,054	\$28	0.6%
Franz Josef Hotel	12,400,000	85,245	85,273	\$28	0.0%
Haast commercial	1,750,000	7,890	7,918	\$28	0.4%

WHOLE OF COUNCIL Prospective Funding Impact Statement for the year ended 30 June 2017

	LTP Year 2 30 June 2017	LTP Year 3 30 June 2017	Annual Plan Year 3 30 June 2018
OPERATING FUNDING			
Sources of operating funding			
General rates, UAGC and rates penalties	7,113,397	7,672,682	7,006,077
Targeted rates	7,872,264	8,321,640	8,198,621
Grants, subsidies and donations	1,694,979	1,631,063	2,235,269
Fees and charges	2,058,673	2,102,644	2,409,414
Interest and dividends from investments	560,675	575,253	622,314
Local authorities fuel tax, fines, infringement fees and other	3,940,623	3,900,355	4,673,019
Total operating funding	23,240,612	24,203,636	25,144,713
Applications of operating funding			
Payments to staff and suppliers	17,927,396	18,065,342	18,684,923
Finance costs	851,836	942,663	777,592
Other operating funding applications	-	-	-
Total applications of operating funding	18,779,232	19,008,004	19,462,515
Surplus/(deficit) of operating funding	4,461,380	5,195,632	5,682,198
CAPITAL FUNDING			
Sources of capital funding			
Grants, subsidies and donations	3,277,934	3,579,362	2,391,040
Development and financial contributions	-	-	93,795
Increase/(decrease) in debt	2,031,410	(1,933,106)	2,760,196
Gross proceeds from sale of assets	-	-	-
Lump sum contributions	-	-	-
Other dedicated capital funding	-	-	-
Total capital funding	5,309,344	1,646,256	5,245,031
Applications of capital funding			
Capital expenditure - meet additional demand	71,238	46,814	60,300
Capital expenditure - improve level of service	3,804,980	3,813,060	588,800
Capital expenditure - replace existing assets	4,229,316	5,051,453	6,721,475
Increase/(decrease) in reserves	1,665,191	(2,069,439)	3,556,654
Increase/(decrease) of investments	-	-	-
Total applications of capital funding	9,770,724	6,841,888	10,927,229
Surplus/(deficit) of Capital Funding	(4,461,380)	(5,195,632)	(5,682,198)
Funding balance	-	-	-

Annual Plan disclosure statement

The purpose of this statement is to disclose the council's planned financial performance in relation to various benchmarks, to enable the assessment of whether the council is prudently managing its revenues, expenses, assets, liabilities, and general financial dealings. Council is required to include this statement in its Annual Plan in accordance with the Local Government (Financial Reporting and Prudence) Regulations 2014. Refer to these regulations for more information, including definitions of some of the terms used in this statement.

Benchmark	Limit	Planned	Met (Yes/No)
Rates affordability benchmark			
- Income	\$19,411,962	\$15,036,433	Yes
- Increases	5%	3.45%	Yes
Debt affordability benchmark	\$60,085,258	\$22,647,452	Yes
Balanced budget benchmark	100%	110%	Yes
Essential services benchmark	100%	147%	Yes
Debt servicing benchmark	10%	3%	Yes

Notes:

1 Rates affordability benchmark

(1) For this benchmark, —

(a) The council's planned rates income for the year is compared with the limit on rates contained in the financial strategy included in the council's long-term plan; and

(b) The council's planned rates increases for the year are compared with the limit on rates increases for the year contained in the financial strategy included in the council's long-term plan.

(2) The council meets the rates affordability benchmark if—

(a) Its planned rates income for the year equals or is less than each quantified limit on rates; and

(b) Its planned rates increases for the year equal or are less than each quantified limit on rates increases.

2 Debt affordability benchmark

(1) For this benchmark, the council's planned borrowing is compared with the limit on borrowing contained in the financial strategy included in the council's long-term plan.

(2) The council meets the debt affordability benchmark if its planned borrowing is within each quantified limit on borrowing.

3 Balanced budget benchmark

(1) For this benchmark, the council's planned revenue (excluding development contributions, vested assets, financial contributions, gains on derivative financial instruments, and revaluations of property, plant, or equipment) is presented as a proportion of its planned operating expenses (excluding losses on derivative financial instruments and revaluations of property, plant, or equipment).

(2) The council meets the balanced budget benchmark if its revenue equals or is greater than its operating expenses.

4 Essential services benchmark

(1) For this benchmark, the council's planned capital expenditure on network services is presented as a proportion of expected depreciation on network services.

(2) The council meets the essential services benchmark if its planned capital expenditure on network services equals or is greater than expected depreciation on network services.

5 Debt servicing benchmark

(1) For this benchmark, the council's planned borrowing costs are presented as a proportion of planned revenue (excluding development contributions, financial contributions, vested assets, gains on derivative financial instruments, and revaluations of property, plant, or equipment).

(2) Because Statistics New Zealand projects that the council's population will grow slower than the national population growth rate, it meets the debt servicing benchmark if it's planned borrowing costs equal or are less than 10% of its planned revenue.

On Target



Reserve Funds

Prospective statement of special funds reserves, for the year ended 30 June 2018

Council created reserve funds	Purpose of each reserve fund	Annual Plan 30 June 2018
		\$
Kumara Township Fund	Township funding for the purpose of community related projects	
Opening Balance		116
Deposits		14,004
Withdrawals		(14,000)
Closing Balance		120
Harihari Township Fund	Township funding for the purpose of community related projects	
Opening Balance		1,623
Deposits		14,058
Withdrawals		(14,000)
Closing Balance		1,681
Whataroa Township Fund	Township funding for the purpose of community related projects	
Opening Balance		1,554
Deposits		14,056
Withdrawals		(14,000)
Closing Balance		1,610
Ross Township Fund	Township funding for the purpose of community related projects	
Opening Balance		311
Deposits		14,011
Withdrawals		(14,000)
Closing Balance		322
Haast Township Fund	Township funding for the purpose of community related projects	
Opening Balance		410
Deposits		14,015
Withdrawals		(14,000)
Closing Balance		425
Franz Township Fund	Township funding for the purpose of community related projects	
Opening Balance		1,500
Deposits		35,054
Withdrawals		(35,000)
Closing Balance		1,554

Continued

Council created reserve funds	Purpose of each reserve fund	Annual Plan 30 June 2018
		\$
Fox Township Fund	Township funding for the purpose of community related projects	
Opening Balance		1,036
Deposits		35,037
Withdrawals		(35,000)
Closing Balance		1,073
Kokatahi/Kowhitirangi Community Rate	Township funding for the purpose of community related projects	
Opening Balance		156
Deposits		8,006
Withdrawals		(8,000)
Closing Balance		162
Foreshore Protection Fund	Foreshore Protection for groin replacement on the foreshore.	
Opening Balance		26,936
Deposits		970
Withdrawals		-
Closing Balance		27,906
Glacier Country Promotions	Targeted rates collected from Glacier Country to provide funding for marketing projects.	
Opening Balance		-
Deposits		65,000
Withdrawals		(65,000)
Closing Balance		-
The Preston Bush Trust	Mr Preston donated the reserve to Council. This fund was for the community to beautify the bush with tracks and interpretation boards.	
Opening Balance		8,702
Deposits		313
Withdrawals		-
Closing Balance		9,015
Harihari Community Complex	The Harihari Pony Club land was sold and the funding was to go towards a new community complex. (Another \$100,000 is allocated from the Reserve Development Fund.)	
Opening Balance		128,000
Deposits		4,608
Withdrawals		-
Closing Balance		132,608
Guy Menzies Day	Surplus from Guy Menzies Day Event.	
Opening Balance		1,243
Deposits		45
Withdrawals		-
Closing Balance		1,288

Continued

Council created reserve funds	Purpose of each reserve fund	Annual Plan 30 June 2018
		\$
Cycleway	Road Reserve sold to Westland Diaries allocated to fund towards construction of Wilderness Trail.	
Opening Balance		-
Deposits		-
Withdrawals		-
Closing Balance		-
Cycle Partner Contributions	Contributions from commercial partners towards upkeep of the Wilderness Trail	
Opening Balance		-
Deposits		-
Withdrawals		-
Closing Balance		-
Emergency Contingency Fund	Rates collected to support Westland in a Civil Defence emergency.	
Opening Balance		51,800
Deposits		1,865
Withdrawals		-
Closing Balance		53,665
Transportation Asset Renewal	For funding the renewal of roads and bridges.	
Opening Balance		-
Deposits		-
Withdrawals		-
Closing Balance		-
Water Renewal	For funding the renewal of water supplies networks	
Opening Balance		508,676
Deposits		18,312
Withdrawals		-
Closing Balance		526,988
Wastewater Renewal	For funding the renewal of sewerage and sewage networks	
Opening Balance		816,368
Deposits		29,389
Withdrawals		-
Closing Balance		845,757
Stormwater Renewal	For funding the renewal of stormwater systems	
Opening Balance		701,372
Deposits		25,249
Withdrawals		-
Closing Balance		726,621

Continued

Council created reserve funds	Purpose of each reserve fund	Annual Plan 30 June 2018
		\$
Solid Waste Renewal	For funding the renewal of Refuse transfer Stations and landfills.	
Opening Balance		-
Deposits		-
Withdrawals		-
Closing Balance		-
Parks Renewal	For funding Parks, Reserves, Public Toilets, Ross Pool and Cemeteries Asset Renewal	
Opening Balance		-
Deposits		-
Withdrawals		-
Closing Balance		-
Buildings Renewal	For renewal of all Council operational buildings.	
Opening Balance		264,180
Deposits		9,510
Withdrawals		-
Closing Balance		273,690
Administration Renewal	For renewal of office equipment, furniture, technical equipment, vehicles and technology	
Opening Balance		130,536
Deposits		4,699
Withdrawals		-
Closing Balance		135,235
Library Books Renewals	To replace library books	
Opening Balance		(20,000)
Deposits		52,000
Withdrawals		(52,720)
Closing Balance		(20,720)

Council Created Reserve Funds – Summary		
		\$
Opening Balance		2,624,519
Deposits		360,201
Withdrawals		(265,720)
Closing Balance		2,719,000

Continued

Restricted reserve funds	Purpose of each reserve fund	Annual Plan 30 June 2018
		\$
Off street Parking	Collected from developments in town to pay for off-street parking. Imposed by RMA/District Plan	
Opening Balance		32,116
Deposits		1,156
Withdrawals		-
Closing Balance		33,272
Reserve Development	Monies collected from developments. Imposed by RMA/District Plan	
Opening Balance		571,872
Deposits		20,587
Withdrawals		-
Closing Balance		592,459
Museum Assistance Fund	Originally the Museum Bequest Fund (\$8,458) & Carnegie Furnishings (\$3,929)	
Opening Balance		20,720
Deposits		746
Withdrawals		-
Closing Balance		21,466
Kumara Endowment Fund	Proceeds from sale of Endowment land. Our brief research has not identified the specific terms of the endowment.	
Opening Balance		350,388
Deposits		12,614
Withdrawals		-
Closing Balance		363,002
Euphemia Brown Bequest	Interest earned on funds administered by Public Trust Offices for the estates of Euphemia & William E Brown.	
Opening Balance		23,310
Deposits		839
Withdrawals		-
Closing Balance		24,149
Hokitika War Memorial	For Maintenance of car parks	
Opening Balance		29,837
Deposits		1,074
Withdrawals		-
Closing Balance		30,911
Mayors Trust Funds	Contributions from James & Margaret Isdell Trust; Coulston Herbert Trust;	
Opening Balance		13,054
Deposits		470
Withdrawals		-
Closing Balance		13,524

Restricted Reserve Funds	Purpose of each reserve fund	Annual Plan 30 June 2018
		\$
Three Mile Domain	To fund three mile domain costs.	
Opening Balance		203,470
Deposits		7,325
Withdrawals		-
Closing Balance		210,795
Ross Endowment Land	Various endowment land parcels in Ross sold over time.	
Opening Balance		52,836
Deposits		1,902
Withdrawals		-
Closing Balance		54,738
Big Brothers Big Sisters	Grant funding Received	
Opening Balance		(1,036)
Deposits		(37)
Withdrawals		-
Closing Balance		(1,073)
Community Patrol	Grant funding Received	
Opening Balance		-
Deposits		-
Withdrawals		-
Closing Balance		-
Graffiti	Grant funding Received	
Opening Balance		1,036
Deposits		37
Withdrawals		-
Closing Balance		1,073
Taxi Chits	Grant funding Received	
Opening Balance		-
Deposits		-
Withdrawals		-
Closing Balance		-

Restricted Reserve Funds - Summary		
		\$
Opening Balance		1,297,603
Deposits		46,713
Withdrawals		-
Closing Balance		1,344,316

Continued

Depreciation Reserve Funds - Summary		
		\$
Opening Balance		977,807
Deposits		11,106,046
Withdrawals		(7,370,575)
Closing Balance		4,713,278

Special Funds Reserves - Summary		
		\$
Opening Balance		4,899,929
Deposits		11,512,960
Withdrawals		(7,636,295)
Closing Balance		8,776,594

Fees and Charges 2017/18

All Fees and Charges are GST inclusive unless otherwise stated

Corporate Service charges	
Customer enquiries	
<i>First 30 minutes of staff costs, after that pro-rata \$55/hour</i>	
Black & White Photocopying	
Single Sided - A4	\$0.30
Single Sided - A3	\$0.50
Double Sided - A4	\$0.40
Double Sided - A3	\$0.60
Single Sided - A2	\$2.60
Single Sided - A1	\$3.60
Single Sided - A0	\$5.10
Overheads - A4	\$0.50
Colour Photocopying	
Single Sided - A4	\$2.60
Single Sided - A3	\$4.10
Double Sided - A4	\$3.60
Double Sided - A3	\$5.10
Laminating	
A4 - Per Page	\$3.10
A3 - Per Page	\$4.10
Binding	
Small - less than 100 pages	\$4.10
Large - more than 100 pages	\$6.10
Scanning and scanning to email	
Large scale format scanning	\$3.00 per scan
Document scanning via photocopy machine	\$1.00 per scan
Faxes	
Domestic	\$3.00
International	\$5.00
Received	\$1.00
Council Chambers	
Full day - maximum charge	\$307.00
Half day - maximum charge	\$102.00
Equipment Hire	
Data Projector- per day	\$51.00
Overhead Projector - per day	\$21.00

Requests under the Local Government Official Information and Meetings Act (LGOIMA)	
First hour of staff costs	Free
First 20 black and white copies	Free
Additional time	\$38 per ½ hour
Other charges as per fees and charges schedule	

Marriage services
No longer offered: all enquiries regarding Births, Deaths, or Marriages please free phone 0800 225 252

Westland Library	
Overdue Charges - per day (Adults)	\$0.30 (Max \$9.00)
Overdue charges - per day (Children)	\$0.10 (Max \$3.00)
DVDs	\$3.00
Adult music CDs	\$2.00
Book reserve fee	\$1.00
Replacement cards	\$5.00
Lost / Damaged Items	Replacement Cost
Visitors from other NZ Districts - Subscription charges –	\$20.00 per card per month \$25.00 for 3 Months \$50.00 for 6 Months
No subscription charges for those holding a library card from Buller or Grey Districts	
No subscription charge is made for exchange students staying with families in the District for six months or more	
Interlibrary loans (per item)	\$7.00 - \$21.00
Corporate Interlibrary Loans (per Item)	\$41.00
Book Covering	\$4.00 - \$6.00
Computer print outs: single side A4	\$0.30
Computer print outs: double side A4	\$0.40

Hokitika Museum	
Admission free	
Westland residents	Free
Adult visitors	\$6.00
School age visitors (under 5 years old free)	\$3.00
Research	
In person enquiry first half hour Additional hours thereafter	\$5.00 \$15.00 per half hour
Written research service (per hour) Minimum charge	\$60.00 \$30.00
Special project research	By negotiation
Copies and Reproduction Fees	
Photographs (depending on size plus postage and packaging)	\$18.00 - \$40.00
Photocopying- Black and white A4 and A3	Refer to charges as set out in Corporate Services Section
Books - reproduction fee	\$20.00 per item
Greeting cards- reproduction fee	\$100.00 per item
Advertising, display or publicity	\$125.00 per item
Reproduction of books, manuscripts, fine art or other material in collection	5% of the recommended retail price of entire print run
Filming of items in collection (per item)	\$22.50
Filming (excluding advertising) under supervision (per hour or part thereof)	\$75.00
Newspaper articles, news broadcasts	No fee
Family History publications	Negotiable
Commercial display	\$225.00
Venue Hire	
Carnegie Gallery Hire (per week) Commission on sales	\$60.00 20%
Museum Hire for events (by negotiation)	by negotiation
Meeting room hire (per meeting)	\$25.00

Sports field charges	
Cass Square (season hire)	
Touch Rugby per season	\$165.00
Softball per season	\$165.00

Rugby - per season	\$900.00
Cricket per season	\$165.00
Soccer per season	\$900.00
Cass Square (casual use)	
Daily	\$60.00
Hourly	\$25.00
Wildfoods Festival	\$5,750.00
Showers and Changing Rooms	\$40.00
Changing Rooms Only	\$20.00
Commercial Operators.	To be negotiated depending on type of usage

Cemetery Charges	
Hokitika	
New Grave (includes plot, interment and maintenance in perpetuity)	\$1,620.00
Ashes Plot Purchase and Interment (includes plot in Ashes Garden area and opening of plot)	\$454.00
Pre-purchase new Plot	\$1,236.00
Dig Grave site to extra depth	\$118.00
Interment on Saturday, Sunday or Public Holiday	\$256.00
Additional Cost to excavate grave on Saturday, Sunday or Public Holiday	\$332.00
Reopen a grave site	\$650.00
Intern Ashes in an existing grave	\$132.00
New grave in RSA area	\$613.00
Reopen a grave in the RSA Area	\$613.00
Intern a child under 12 in Lawn Area	\$1,620.00
Intern a child under 12 in children's section	\$368.00
Intern a child under 18 months in the children's section	\$172.00
Research of cemetery records for family trees per hour (one hour minimum charge)	\$35.00
Ross and Kumara	
New Grave (includes plot, interment and maintenance in perpetuity)	\$854.00
Inter a child under 18 months in a new grave	\$429.00

Pre-purchase new plot	\$245.00
Bury Ashes (including registration)	\$368.00
Reopen a grave site	\$419.00
Research of cemetery records for family trees per hour (one hour minimum charge)	\$35.00
Minimum Charge	\$35.00

Land Information Services

Land online Search—CT or Plan Instrument	\$15.00
Land Information	
GIS Map—A4	\$10.00
GIS Map- A4 with aerial photos	\$15.00
GIS Map - A3	\$20.40
GIS Map - A3 with aerial photos	\$31.00
GIS Client Services (per hour)	\$51.00

Land information memoranda

Land Information Memoranda	\$210.00
Urgent - within 48 hours	\$330.00

Animal Control

Dog control

Standard Registration

Registration Fee: Hokitika and Kaniere township (urban)	\$74.00
Registration Fee: Other Areas	\$58.50

Selected Owners

Registration Fee: all areas	\$45.00
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Working Dogs

Registration Fee: all areas	\$30 for first, \$20 for subsequent
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Dangerous dogs

Registration Fee: all areas	Standard registration fee plus 50%
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Late Registration

Registration Penalty - 1 August	50% of applicable registration fee
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Dog Impounding Fees

First Impounding Offence	\$82.00
Second Impounding Offence	\$164.00
Third Impounding Offence	\$245.00
Feeding per day	\$26.00
Second & Third Impounding will apply if occurring within 12 months of the first impounding date.	
Call-out for Dog Reclaiming	\$78.00
Impounding Act	
Stock Control Callout Fees	\$225.00 per callout
Stock poundage and sustenance Fees	Cattle, horse, deer, mule: \$25.00/head/day Sheep, goats, pigs, other animals: \$5.00/head/day

Health Act and Food Act

Food Act 2014 – registration fee	\$200.00 (initial registration) \$100.00 (renewal of registration)
Food Act 2014 – verification fee (audit)	\$200.00 flat rate plus \$150 per hour (\$100 per hour administration time after first 30 minutes)
Food Act 2014 – Compliance and Monitoring fee	\$150 per hour (\$100 per hour administration time)
Hairdressers Registration	\$388.00
Offensive Trade Registration	\$388.00
Mortuary Registration	\$388.00
Camping Ground Registration	\$388.00
Camping Ground - fewer than 10 sites	\$286.00
Transfer of Registration	50% of registration fee

LGA Activities

Trading in Public Places (Hawkers and Mobile Shops)

Full Year	\$500
1 October to 31 March only	\$350

Activities under other Legislation

Amusement Devices	
For one device, for the first seven days of proposed operation or part thereof.	\$11.50
For each additional device operated by the same owner, for the first seven days or part thereof.	\$2.30
For each device, for each further period of seven days or part thereof.	\$1.12
Class 4 Gaming	
Class 4 Gambling Venue	\$287.50

Resource Management

NOTE: All fees and charges below, unless specified as a Fixed Fee, are deposits and minimum fees paid as initial charges on application. Staff time will be calculated at the hourly rates below. Under Section 36 of the Resource Management Act 1991, the costs of staff time and costs incurred processing the consent over the deposit will be invoiced, and where a charge is inadequate to enable the recovery of actual and reasonable costs the Council may require payment of any additional charge.

Printed copy of the District Plan	\$154.00
Preparation & change to the District Plan (deposit)	\$5,000.00
Pre-application enquiries that exceed 30 minutes	Rate \$150.00/Hour
New Designations	\$1,000.00
Notified Resource Consents (in addition to consent deposit)	\$1,000.00
Variations to Designations	\$500.00
Land use activities (not listed elsewhere)	\$600.00
Mining consents	\$800.00
Land use: setback reductions	\$400.00
Subdivisions	\$800.00
Variations to Resource Consents	\$350.00
Subdivision Consents - including land use	\$900.00
Certificates of Compliance and Existing Use Certificates	\$300.00
Extension of time (S 125)	\$300.00
Survey Plan Approval (S 223) : Fixed Fee	\$100.00
S 224 approval deposit	\$200.00
Certification: Fixed Fee	\$200.00
Notices of Requirements & Heritage Orders	\$1000.00

Monitoring charges	\$150/hour
Monitoring fee charged upon issue of each consent (fixed fee)	\$100.00
Administration fee charged on each consent	\$100.00
Approval of Outline Plan	\$350.00
Consideration of Waiving of Outline Plan	\$150.00
Issue of abatement notice: Fixed Fee	\$300.00
Return of items seized pursuant to Section 328 of the Resource Management Act 1991: Fixed Fee	\$150.00
Release of Covenants : Fixed Fee	\$100.00
Planning staff processing time for resource management activities	\$150/hour
Administration Planning staff time	\$100.00/hour
In-house Engineering Services that exceed 15 minutes	\$150/hour
Councillor Hearing Commissioner (Chair)	\$100/hour
Councillor Hearing Commissioner (Committee)	\$80/hour
Independent commissioner	At cost
Recreation contribution	
5% of the value of each new allotment or the value of 4,000m ² of each new allotment, whichever is the lesser. The minimum charge is \$1,000.00 per new allotment and the maximum charge is \$3,000.00 per new allotment, both GST-inclusive.	
Performance Bonds	
Performance bonds may be put in place from time to time with the amount to be established on a case by case basis. Lodgement fee \$250.00	
Relocated buildings	
In addition to building consent fees, and the building Research levy, a minimum deposit of up to \$10,000 is required for buildings being relocated.	

Building Consent Activity	
1) Total fees will vary according to the extent of processing required to grant a building consent and the number of inspections that may need to be undertaken. An estimated number of inspections will be charged for at the outset, but refunds will be available for any unused inspections.	
Free-standing Fire Places	
Project Information Memorandum	\$150 per hour (\$100 per hour for administrative staff)
Consent	\$31.00 Fee plus \$150.00 per hour (\$100 per hour for administrative staff)
BCA Accreditation Levy	\$56.00
Inspection Fee	\$205.00 each
Code Compliance Certificate	\$31.00 Fee plus \$150.00 per hour (\$100 per hour for administrative staff)
Accessory Buildings	
Project Information Memorandum	\$75 Fee plus \$150.00 per hour (\$100 per hour for administrative staff)
Compliance Check	\$61.00
Consent	\$184.00 Fee plus \$150.00 per hour (\$100 per hour for administrative staff)
BCA Accreditation Levy	\$56.00
Inspection Fee	\$205.00 each
Code Compliance Certificate	\$61.00 Fee plus \$150.00 per hour (\$100 per hour for administrative staff)
Alterations/Renovations (Minor)	
Project Information Memorandum	\$75 Fee plus \$150.00/hour (\$100 per hour for administrative staff)
Compliance Check	\$61.00
Consent	\$184.00 plus \$150.00 per hour (\$100 per hour for administrative staff)
BCA Accreditation Levy	\$56.00

Inspection Fee	\$205.00 each
Code Compliance Certificate	\$61.00 Fee plus \$150.00 per hour (\$100 per hour for administrative staff)
Alterations/Renovations (Major)	
Project Information Memorandum	\$75 Fee plus \$150.00 per hour (\$100 per hour for administrative staff)
Compliance Check	\$61.00
Consent	\$409.00 plus \$150.00 per hour (\$100 per hour for administrative staff)
BCA Accreditation Levy	\$56.00
Inspection Fee	\$205.00 each
Code Compliance Certificate	\$511.00 Fee plus \$150.00 per hour (\$100 per hour for administrative staff)
Temporary Buildings	
Project Information Memorandum	\$150 per hour (\$100 per hour for administrative staff)
Compliance Check	\$61.00
Consent	\$102.00 Fee plus \$150.00 per hour (\$100 per hour for administrative staff)
BCA Accreditation Levy	\$56.00
Inspection Fee	\$205.00 each
Code Compliance Certificate	\$61.00 Fee plus \$150.00 per Hour (\$100 per hour for administrative staff)
Marquees Only	
Consent	\$61.00 Fee) plus \$150.00 per Hour (\$100 per hour for administrative staff)
BCA Accreditation Levy	\$56.00
Inspection Fee	\$205.00 each
Reports	
Monthly building consent reports	\$49.10

Signs	
Project Information Memorandum	At cost \$150.00/hour (\$100 per hour for administrative staff)
Compliance Check	\$61.00
Consent	\$123.00 Fee plus \$150.00 per Hour (\$100 per hour for administrative staff)
BCA Accreditation Levy	\$56.00
Inspection Fee	\$205.00 each
Code Compliance Certificate	\$31.00 Fee plus \$150.00 per hour (\$100 per hour for administrative staff)
Election Signs	
Up to 3 signs	\$307.00
Up to 6 signs	\$613.00
For each additional sign in excess of 6. signs	\$20.00
Housing - Average (<120m2)	
Project Information Memorandum	\$75 Fee plus \$150.00 per hour (\$100 per hour for administrative staff)
Compliance Check	\$61.00
Consent	\$409 Fee plus \$150.00 per hour (\$100 per hour for administrative staff)
BCA Accreditation Levy	\$56.00
Inspection Fees	\$205.00 each
Code Compliance Certificate	\$511.00 Fee plus \$150.00 per hour (\$100 per hour for administrative staff)
Housing Executive (>120m2)	
Project Information Memorandum	\$75 Fee plus \$150.00 per hour (\$100 per hour for administrative staff)
Compliance Check	\$61.00
Consent	\$613.00 Fee plus \$150.00 per hour (\$100 per hour for administrative staff)
BCA Accreditation Levy	\$56.00
Inspection Fees	\$205.00 each

Code Compliance Certificate	\$613.00 Fee plus \$150.00 per hour (\$100 per hour for administrative staff)
Drainage & Plumbing - Public System	
Project Information Memoranda	At cost \$150.00 per hour (\$100 per hour for administrative staff)
Consent- Public Sewerage System	\$123.00 Fee plus \$150.00 per hour (\$100 per hour for administrative staff)
BCA Accreditation Levy	\$56.00
Inspection Fee	\$205.00 each
Code Compliance Certificate	\$51.00 Fee plus \$150.00 per hour (\$100 per hour for administrative staff)
Drainage & Plumbing – Stand Alone System	
Project Information Memorandum	At cost \$150.00 per hour (\$100 per hour for administrative staff)
Consent – Stand Alone System	\$184.00 Fee plus \$150.00 per hour (\$100 per hour for administrative staff)
BCA Accreditation Levy	\$56.00
Inspection Fee	\$205.00 each
Code Compliance Certificate	\$51.00 Fee plus \$150.00 per hour (\$100 per hour for administrative staff)
Commercial/Industrial/Multi Unit Development	
Project Information Memorandum	\$125 Fee plus \$150.00 per hour (\$100 per hour for administrative staff)
Compliance Check	\$61.00
Consent	\$664.00 Fee plus \$150.00 per hour (\$100 per hour for administrative staff)
CA Accreditation Levy	\$56.00
Inspection Fee	\$205.00 each
Code Compliance Certificate	\$664.00
Other	

Building Consent Amendment	\$123.00 Fee plus \$150.00 per hour (\$100 per hour for administrative staff)
Extension of time for exercise of building consent	\$123.00
Extension of time for obtaining CCC	\$123.00
Building Consent Holding Fee (not uplifted within 10 working days)	\$72.00
Road Damage Deposit – Refundable deposit	\$716.00
Building Research Levy	
In addition to the Building Consent fee, a Building Research levy based upon \$1.00 per \$1,000 or part thereof of total value is required to be paid. Consents of lesser value than \$20,000 are exempt from this levy.	
Building MBIE Levy	
In addition to the Building Consent, a Building Industry levy based upon \$2.01 per \$1,000 or part thereof of total value is required to be paid. Consents of lesser value than \$20,000 are exempt from this levy.	
Independent Building Consent Authority (BCA)	
Where the services of a Building Certifier are used, the fee will be established on a case by case basis to ensure full cost recovery.	
Demolition (if not exempt work under Schedule 1 of Building Act 2004)	
Consent	\$123.00 Fee plus \$150.00 per Hour (\$100 per hour for administrative staff)
Inspection Fee (where necessary)	\$205.00 each
Receiving and Checking Building Warrant of Fitness	
On or before due date	\$90.00, plus \$40.00 for 3 systems or less, plus \$15.00 for each additional system in excess of 3
After due date	\$180.00, plus \$40.00 for 3 systems or less, plus \$15.00 for each additional system in excess of 3
Other Building Charges	
Soakage Tests	\$205.00

Certificate of Acceptance	\$511.00 Fee plus \$150.00 per Hour (\$100 per hour for administrative staff) Plus applicable Building Consent Fee
Certificate of Public Use	\$256.00 Fee plus \$150.00 per hour (\$100 per hour for administrative staff)
Compliance Schedules	\$286.00
Duplicate Schedules	\$143.00
Amendment to Compliance Schedule	\$92.00
Preparation of Certificates for Lodgement	\$358.00
Preparation of Sec 37 Certificate	\$153.00
Receipt and checking of Schedule 1 advice	\$123.00
Notices to Fix	\$256.00 fee for first \$512.00 Fee for second \$768.00 Fee for third Plus \$200.00 per hour
Additional Inspections	\$205.00
Application for PIM only	
Residential	\$75.00 fee plus \$150.00/hour (\$100 per hour for administrative staff)
Commercial/Industrial	\$125.00 Fee plus \$150.00/hour (\$100 per hour for administrative staff)
Stock Underpass	Levies Only
Solar water heating installations	Levies Only
Where any building charge is inadequate to enable the recovery of the actual and reasonable costs, a further charge may be payable.	

Hokitika Swimming Pool

Single Admission

Adult	\$5.00
Senior Citizen (60+)	\$4.00
Child at school	\$3.00
Pre Schooler	\$1.50
Pre Schooler and Parent	\$3.00
Family (2 adults / 2 children)	\$13.00
Spectator	Free

Concession Ticket - 10 Swims

Adult	\$40.00
Senior Citizen (60+)	\$32.00
Child at school	\$24.00
Pre Schooler	\$12.00
Pre Schooler and Parent	\$24.00
Family (2 adults / 2 children)	\$104.00

Season Ticket

Adult	\$280.00
Senior Citizen (60+)	\$224.00
Child at school	\$168.00

Baches on Unformed Legal Road

Annual Site Fee	\$2,050.00
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Trade Waste charges are levied separately according to waste volume and utilisation of sewerage system.	Minimum fee of \$1600 per annum
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Water Supply Annual Charges

Hokitika/Kaniere Water Supply	Commercial metered supply per cubic metre \$1.30
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Council reserves the right to negotiate metered charges with significant users.

Treated Supplies—Rural Towns Fox Glacier/Franz Josef/Whataroa/Harihari	Commercial metered supply per cubic metre \$1.20
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Property Rentals

Council property rentals are regularly reviewed to ensure they are set at fair market value.

Temporary Road Closures

Non-refundable application fee	\$100.00
Additional Information request (from applicant)	\$100 per hour
Public Notification on approval	At cost
Management of temporary road closure	At cost
Call Out / Audit of Traffic Management Plan	\$225.00 per hour
Not for Profit Organisations	Exempt

Operations

Water Supply Connections

Actual cost recovery relating to the installation of water supply connections.

Sewerage & Stormwater Connections

Actual cost recovery relating to the installation of sewerage and stormwater connections.

Vehicle Crossings

Actual cost recovery relating to the installation of vehicle crossings.

Sewerage Supply

Hokitika Transfer Station

Refuse Site Gate Fees

General Waste

Per tonne	\$475.00
60L bag	\$4.00

Green Waste

Green Waste per tonne	\$46.00
60L bag Green Waste uncompacted	\$0.50

Accepted Recyclable Items* *Colour sorted glass will be accepted free of charge, unsorted glass will be charged at the general waste rate	Free
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Non Weighbridge Sites

Uncompacted General Waste

Per Cubic Metre small loads < 0.5m ³	\$65.00
Per Cubic Metre large loads > 0.5m ³	\$95.00
60L bag	\$4.00
120L Wheelie Bin	\$8.00
240L Wheelie Bin	\$16.00
Small Trailer /Ute (0.68m ³)	\$65.00
Medium Trailer (0.91m ³)	\$90.00
Cage or Large Trailer (2.7m ³)	\$260.00

Accepted Recyclable Items* *Colour sorted glass will be accepted free of charge, unsorted glass will be charged at the general waste rate	Free
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Uncompacted Green Waste

Per Cubic Metre	\$10.00
60L bag	\$0.50
Small Trailer /Ute (0.68m ³)	\$6.00
Medium Trailer (0.91m ³)	\$10.00

All Sites: Other Items

Whiteware (Fridges must be degassed, per item)	\$10.00
Tyres (Based on average weight of 7.5kg, per item)	\$3.50
Cars Prepared (Conditions apply, per item)	\$45.00

Jackson Bay Wharf Charges (prices exclude GST)

Commercial Fishing Vessels operating from the Wharf for discharge of *wet fish* and/or crayfish must have a licence to occupy.

Annual Charge

Vessels over 13.7 metres (45 feet)	\$4,000.00
Vessels between 9.1 metres and 13.7 metres (30-45 feet)	\$1,500.00
Vessels up to 9.1 metres (30 feet)	\$1,000.00
Casual users landing <i>wet fish</i> (per tonne)	\$23.00
Casual users landing <i>crayfish</i> (per tonne)	\$300.00

Other Vessels (not discharging) must pay a daily charge (24 hours) as below

Vessels over 13.7 metres (45 feet)	\$250.00
Vessels between 9.1 metres and 13.7 metres (30-45 feet)	\$200.00
Vessels up to 9.1 metres (30 feet)	\$100.00

For information: management@westlanddistrictproperty.co.nz
Westland District Property Ltd (03) 755 8497

WASTE MANAGEMENT continued:

Any legislative charges under the Waste Management Act will be imposed as a levy if required. Note: Government requires Council to charge a levy of \$10.00 per tonne, or equivalent volume at non weighbridge sites, on all waste

SALE AND SUPPLY OF ALCOHOL

On, Off or Club Licence

Applications and renewals for On, Off or Club Licence are assessed using a cost/risk rating system. The cost/risk rating of the premises is the sum of the highest applicable weighting for the type of premises and type of licence, the hours of operation and any enforcement holdings in the last 18 months.

In addition an annual fee is payable which will be due on the anniversary date of the licence.

Cost/risk rating	Fees category	Application fee \$inc GST	Annual fee \$ inc GST
0-2	Very low	\$368.00	\$161.00
3-5	Low	\$609.50	\$391.00
6-15	Medium	\$816.50	\$632.50
16-25	High	\$1,023.50	\$1035.00
26 plus	Very High	\$1,207.50	\$1437.50

The cost/risk rating used to set the fees above is calculated using the tables below.

Latest alcohol sales time allowed for premises

Type of Premises	Latest trading time allowed (during 24 hour period)	Weighting
Premises for which an on-licence or club-licence is held or sought	2.00 am or earlier	0
	Between 2.01 and 3.00 am	3
	Any time after 3.00 am	5
Premises for which an off-licence is held or sought (other than remote sales)	10.00 pm or earlier	0
	Any time after 10.00 pm	3
Remote sales premises	Not applicable	0

Type of premises

Type of Licence	Type of Premises	Weighting
On-licence	Class 1 restaurant, night club, tavern, adult premises	15
	Class 2 restaurant, hotel, function centre	10
	Class 3 restaurant, other premises not otherwise specified	5
	BYO restaurants, theatres, cinemas, winery cellar doors	2
Off-Licence	Supermarket, grocery store, bottle store	15
	Hotel, Tavern	10
	Class 1, 2 or 3 club, remote sale premises, premises not otherwise specified	5
	Winery cellar doors	2
Club-licence	Class 1 club	10
	Class 2 club	5
	Class 3 club	2

Enforcement holdings

Number of enforcement holdings in respect of the premises in the last 18 months	Weighting
None	0
One	10
Two or more	20

Definitions for types of premises

Type	Class	Description
Restaurants	1	A restaurant that has or applies for an on-licence and has, in the opinion of the Territorial Authority, a significant bar area and operates that bar area at least one night a week in the manner of a tavern.

	2	A restaurant that has or applies for an on-licence and has, in the opinion of the Territorial Authority, a separate bar area and does not operate that bar area in the manner of a tavern at any time.
	3	A restaurant that has or applies for an on-licence and, in the opinion of the Territorial Authority, only serves alcohol to the table and does not have a separate bar area.
	BYO	A restaurant for which an on-licence is or will be endorsed under section 37 of the Act.
Clubs	1	A club that has or applies for a club licence and has at least 1,000 members of purchase age and in the opinion of the territorial authority, operates any part of the premises in the nature of a tavern at any time.
	2	A club that has or applies for a club licence and is not a class 1 or class 3 club
	3	A club that has or applies for a club licence and has fewer than 250 members of purchase age and in the opinion of the territorial authority, operates a bar for no more than 40 hours each week.
Remote sales premises		Premises for which an off-licence is or will be endorsed under section 40 of the Act.
Enforcement holding		A holding as defined in section 288 of the Act, or an offence under the Sale of Liquor Act 1989 for which a holding could have been made if the conduct had occurred after 18 December 2013.

Other Licence Fees

Type	Description of activity	Application fee \$ incl GST
Temporary Authority	Fee payable to the territorial authority under s.136(2) of the Act for a temporary authority to carry on the sale and supply of alcohol	\$296.70
Temporary Licence	Fee payable to the territorial authority by a person applying under section 74 of the Act to sell alcohol pursuant to a licence from premises other than the premises to which the licence relates	\$296.70
Permanent Club Charter	Annual fee payable to the territorial authority in which the club's premises are situated by the holder of a permanent club charter as described in section 414 of the Act.	\$632.50
Extract from register	Fee payable to a licensing committee under section 66(2) of the Act for an extract from a register.	\$57.50
	Fee payable to ARLA under section 65(2) of the Act for an extract from a register.	\$57.50
Appeals	Fee payable to ARLA under section 154 of the Act (against a decision of a licensing committee)	\$517.50
	Fee payable to ARLA under section 81 of the Act (against a local alcohol policy)	\$517.50
Manager's Certificate	New or Renewal	\$316.20

Special Licenses

The fee payable for a Special Licence is assessed using a cost/risk rating system depending on the size of the event and the number of events applied for.

Large event: Means an event that the territorial authority believes on reasonable grounds will have patronage of more than 400 people.

Medium event: Means an event that the territorial authority believes on reasonable grounds will have patronage of between 100 and 400 people.

Small event: Means an event that the territorial authority believes on reasonable grounds will have patronage of fewer than 100 people.

Class	Issued in respect of	Application fee \$ inc GST
1	1 large event: More than 3 medium events: More than 12 small events	\$575.00
2	3 to 12 small events: 1 to 3 medium events	\$207.00
3	1 or 2 small events	\$63.20

Westland District Council

36 Weld Street
Private Bag 704
Hokitika 7842
New Zealand
Phone 03 756 9010 or 0800 474 834
www.westlanddc.govt.nz

Hokitika i-SITE

36 Weld Street
Private Bag 704
Hokitika 7842
New Zealand
Phone 03 756 9010 or 0800 474 834
enquiries@hokitikainfo.co.nz

Westland Library

20 Sewell Street
Hokitika 7842
New Zealand
Phone 03 755 6208 or 0800 474 834
www.westlib.co.nz

Hokitika Museum

The Carnegie Building
Corner of Tancred and Hamilton Streets
Temporary Research Centre: 47 Revell Street
(Open 10.00 and 5pm on weekdays)
Private Bag 704
Hokitika 7842
New Zealand
Phone 03 755 6898 or 0800 474 834
www.westlanddc.govt.nz/hokitika-museum

Hokitika Swimming Pool

53 Weld Street
Hokitika 7842
New Zealand
Phone 03 755 8119
www.westlanddc.govt.nz/swimming-pool

Council Controlled Organisations:**Westland District Property Limited**

PO Box 22
Hokitika 7842
New Zealand
Phone 03 755 8497

Westroads Limited

267 Kaniere Road
Hokitika 7811
New Zealand
Phone 03 756 8044

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Report



DATE: 27 April 2017
TO: Mayor and Councillors
FROM: Community Development Advisor

CHRISTMAS LIGHTS, SUMMER EVENTS 2017 AND THE NEW YEAR

1 SUMMARY

- 1.1 The purpose of this report is to provide a summary of the Expressions of Interest received from community groups to obtain funding to develop lighting and events for Christmas 2017 and the New Year in the CBD of Hokitika and to make a recommendation to Council on which Expression of Interest would be the best value for the \$10,000 which has been budgeted for this purpose.
- 1.2 This issue arises from the Council meeting, 26 January 2017, where the Mayor called for Expressions of Interest for Christmas 2017 and the New Year to make Hokitika “hum.”
- 1.3 Council seeks to meet its obligations under the Local Government Act 2002 and the achievement of the District Vision adopted by Council as part of the Long Term Plan 2015-25. These are stated on Page 2 of this agenda.
- 1.4 This report concludes by recommending that Council allocate the funds to the Lions Club of Hokitika, Ashley Cassin and Don Neale.

2 BACKGROUND

- 2.1 The Mayor has called for Expressions of Interest from the community to make Hokitika “hum” at Christmas time and to put some vibrancy back into the CBD of Hokitika during the summer season.

3 CURRENT SITUATION

3.1 Five Expressions of Interest have been received. See Appendix 1.

- Christmas Display Solutions Australia
- Ashley Cassin
- Hokitika Lions and Enterprise Hokitika
- Don Neale
- Lions Club of Hokitika

4 OPTIONS

4.1 The basic options are:

4.1.1 Spread the funds over some of the applications.

4.1.2 Allocate the funding to only one application.

The next level of options is about which applications the funds should go to.

5 SIGNIFICANCE AND ENGAGEMENT

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

5.2 Expressions of interest were called for in the Hokitika Guardian on Wednesday 8 March 2017, in emails to community groups and on Council's website.

6 ASSESSMENT OF OPTIONS (INCLUDING FINANCIAL IMPLICATIONS)

6.1 The following assessments of the Expressions of Interest are the views of the Community Development Advisor only. The Council is invited to review and discuss the Expressions of Interest and form its own views on the best proposal.

6.2 The Expression of Interest from Christmas Display Solutions has the advantage of showing Westland a wide variety of street pole decorations that could be used, but its disadvantage is that it merely presents a range of options, is not using local experience and knowledge, and is being proposed by a group who have no knowledge of the CBD in Hokitika.

6.3 Ashley Cassin's Expression of Interest has the advantage of building on an existing event, namely Christmas at the Hokitika Beach, but its disadvantage

is that it is a one-off event and includes nothing about lighting up Hokitika on a longer-term basis than one day.

- 6.4 The Hokitika Lions in combination with Enterprise Hokitika's Expression of Interest has the advantage of encouraging the business owners to be involved through donations and sponsorship, but the disadvantages are that the costs are estimated and it involves obtaining donations and sponsorship from local businesses when many small businesses already have high overheads.
- 6.5 Don Neale's Expression of Interest has the advantage of receiving positive comments from the community, but the disadvantage of it is that it is only one way of making the town "hum" and doesn't light up the town.
- 6.6 The Lions Club of Hokitika Expression of Interest has the advantage of already having permission in place, the cost of the tree obtained, the support of the I-Site staff, preliminary discussions with Electronet underway, and a linkage into other summer events. They also have the experience in running a winter festival and are well known for their fundraising efforts for many local projects. Its disadvantage is that the giant tree on the ground could be vandalised easily.
- 6.7 There are no financial implications for Council as the funds have already been budgeted.

7 PREFERRED OPTION(S) AND REASONS

- 7.1 The preferred option is Option One to fund three Expressions of Interest. The Community Development Advisor's recommendation is the Lions Club of Hokitika's Expression of Interest because of the preliminary work completed, Ashley Cassin's Expression of Interest because of his past experience in running events and Don Neale's Expression of interest for his humorous approach to Christmas.

8 RECOMMENDATIONS

- 8.1 **THAT** \$8,500 of the allocated budget of \$10,000 for Christmas 2017 and New Year's 2018 decorations in Hokitika be allocated to the Lions Club of Hokitika for the proposal attached to this report.
- 8.2 **THAT** \$1,000 of the allocated budget of \$10,000 for Christmas 2017 and New Year's 2018 decorations in Hokitika be allocated to Ashley Cassin for the Christmas at Hokitika Beach event.

- 8.3 **THAT** \$500 of the allocated budget of \$10,000 for Christmas 2017 and New Year's 2018 decorations in Hokitika be allocated to Don Neale for the recreation of the "Ho Ho Hokitika" sign at the Fitzherbert Street intersection.

Derek Blight
Community Development Advisor

Appendix 1: Expressions of Interest

Appendix 1



Derek Blight

From: greg@christmasdisplaysolutions.com.au
Sent: Tuesday, 14 March 2017 12:33 p.m.
To: Derek Blight
Subject: Street Decorations
Attachments: Local Govt - Capability Statement - Christmas Display Solutions.pdf; AUS Holographic Street Pole Decorations 2017.pdf

Good Morning Derek

In Response to your Tender for expressions of Interest for the supply of Street Decorations for Hokitika.

We are a Commercial Christmas Company supplying & Installing quality Outdoor & Indoor Christmas Decorations to a wide range of Clients throughout Australia

A large number of our existing clients Include Shopping Centres, Councils, Casinos, Please see attached Compatibility Statement & Street Pole Decoration document.

Including-

- Cat and Fiddle Arcade
- Centrepoint Shopping Centre
- City Prom – City of Launceston
- Federation Centres (Centro) – Hobart, Launceston and Burnie
- Hobart Airport
- Hobart City Council
- Houn Valley Council
- Knight Frank Asset Management
- Launceston Airport
- Launceston Motor Group – Mitsubishi, Mazda
- McDonalds – Launceston, Invermay, Burnie, Devonport, Ulverstone
- Motors Group
- Nekon Pty Ltd – Hobart for various commercial buildings including Salamanca Place and the ATO
- Nixon Industrial – Mowbray Marketplace and Target
- Northgate Shopping Centre – Hobart
- Riverside Plaza – Launceston
- Salamanca Fresh
- Southern Cross Austereo – Hobart and Launceston
- Trafalgar Shopping Centre – Hobart
- Waratah Village- Newcastle
- Bayside Council -Victoria
- Latrobe Council – Tasmania
- Huon Valley Council – Tasmania
-

Kindest Regards

Greg Lake
Project Manager
Christmas Display Solutions



45 Thistle Street West
South Launceston TAS 7250
PO Box 1373
Launceston TAS 7250
P: 03 6380 6007
M: 0468837469
E: greg@christmasdisplaysolutions.com.au
W: www.christmasdisplaysolutions.com.au
Follow us in Instagram <https://www.instagram.com/christmasdisplaysolutions/>



Derek Blight

From: Ashley Cassin
Sent: Thursday, 16 March 2017 9:13 a.m.
To: Derek Blight
Subject: RE: Christmas Fund

Ok,

My proposition is to but forward the "Christmas @ Hokitika Beach" event that Left Coast Events delivered in 2016 at our own expense and by leveraging further support from the community and local businesses.

We would seek \$1,000 of the \$10,000 budget, just 10% of what is available to help grow this event and ensure it stays on the local calendar in 2017 and beyond.

As per 2016 we would use the money to leverage further support and continue the successful event plan that saw the 2016 event be warmly received and many people are already looking forward to the 2017 version.

In kind support in 2016 came from Hokitika New World, Hokitika Mitre 10, Hokitika Music Club and Service Cartage. Whilst all financial costs were covered by Left Coast Events.

Happy to discuss this further when the time is right.

Cheers,

Ashley Cassin
Event Manager-Hokitika Wildfoods Festival
Westland District Council

Address Private Bag 704, Hokitika 7842
Phone 03 756 9048 ext 733
Mobile 027 807 8970
Email manager@wildfoods.co.nz

Website www.wildfoods.co.nz
Facebook [Hokitika Wildfoods Festival](#)
Twitter [@wildfoodHQ](#)
YouTube [Hokitika Wildfoods Festival](#)
Snapchat tastewildfoods



From: Derek Blight
Sent: Wednesday, 15 March 2017 4:16 p.m.
To: Ashley Cassin <manager@wildfoods.co.nz>
Subject: RE: Christmas Fund

You probably at this stage, should provide a bit more detail around what you would do with the funds. My guess is that a small group of Councillors will be picked to make the final decision on Eols that come in.

Derek Blight
Community Development Advisor
Westland District Council

36 Weld Street, Private Bag 704, Hokitika 7842 | www.westlanddc.govt.nz
Tel (+64 3 756 9047) | M +64 21 215 6252 | F (+64 3 756 9045) | derek.blight@westlanddc.govt.nz
"Westland – The Last Best Place"

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Be green - read on the screen

From: Ashley Cassin
Sent: Wednesday, 15 March 2017 4:05 p.m.
To: Derek Blight <derek.blight@westlanddc.govt.nz>
Subject: RE: Christmas Fund

Ok, can you please take this as formal expression of interest from Ashley Cassin-Left Coast Events, look forward to an update on the process when it is out.

Ashley Cassin
Event Manager-Hokitika Wildfoods Festival
Westland District Council

Address Private Bag 704, Hokitika 7842
Phone 03 756 9048 ext 733
Mobile 027 807 8970
Email manager@wildfoods.co.nz

Website www.wildfoods.co.nz
Facebook [Hokitika Wildfoods Festival](https://www.facebook.com/HokitikaWildfoodsFestival)
Twitter [@wildfoodHQ](https://twitter.com/wildfoodHQ)
YouTube [Hokitika Wildfoods Festival](https://www.youtube.com/HokitikaWildfoodsFestival)

2

Westland District Council
Christmas Lights in Hokitika
December 2017 and beyond.



Project Team: Hokitika Lions Club in combination with Enterprise Hokitika.Inc.

Project manager: Jacquie Grant MNZM

Assignment: Provide an incredible Christmas presence in the CBD of Hokitika starting in December 2017.

Program Background:

Over the last decade Hokitika has progressively lost its Christmas spirit and feel even though during this same period visitor numbers have increased. This leaves the question, are we meeting expectations of both the community and visitors as far as providing an experience that both enthuses visitors and makes the community feel proud of its town. Let's get some vibrancy back into our town during Christmas and New Year.

Remember the good old days when the community gathered at the town clock to see in the New Year. I see this project as being a catalyst for other events to happen in conjunction, for instance: street party, live entertainment and the like.

This past Christmas we found ourselves in the position of having only one artificial Christmas tree, which ended up being unusable (its base had rusted away) and it was not even allowed to be placed in its usual position on the verandah of the council building. I have canvassed for feedback from many sectors of the community and generally the feedback has been negative with Council bearing the brunt of the blame for allowing this situation to get to this point.

Program Objective:

The objective is to provide and install a display of illuminated Christmas lights in as much of the Hokitika CBD as funding will allow. The proposal is to light Weld St from and including the Westland District Council building to Weld Lane. Revell St from the Corner Hamilton St to the Supermarket, Tancred St from Weld to Hamilton and Tancred to the end of the Pharmacy. To encourage business owners to not only donate to the project but to also provide Christmas themed shop displays, provide Christmas themed music, late night shopping on Christmas Eve.

Secondary Objective

To encourage business owners not included in this plan to be able to take advantage of the buying power we will generate with our supplier and purchase additional lights to gain momentum with the project. This will engage and promote their businesses in the Christmas spirit.

Opportunity

We are in a competitive market place, lighting up our “Cool Little Town” along with events like Wild Foods, the Christmas Parade, Kids day, The Beach front development all help to cement our status as “The Tourist Capital “ of the West Coast. and reignite our sense of pride.

Parameters

The proposed lighting will have a lifetime of several years if looked after and stored properly, I suggest Lions be in charge of storage and maintenance.

Work Scope

The project size will depend on the amount of monies raised so to that effect will be self limiting. The proposal is to secure The Westland District Council budget already allocated of at least \$10,000 dollars and possibly more. We will raise a further 10,000 + from the business community through set donations and sponsorships. An example could be 50 businesses in the CBD donate \$300 each totaling \$15,000 corporate sponsors, will be asked to sponsor a "large over the street" illuminated decoration. Applications will be made to the Lion Foundation and Pub charity, possibly Lotto and the Community trust for funding to get the total up to the estimated \$40,000 needed.

All electrician firms will be approached to provide free labor for the installation these will include local contractors as well as Electronet and Trustpower.

Framework.

On approval a detailed plan will be drawn up and quotes for the various lights will be sourced from overseas suppliers. (and no we won't repeat the mistake Invercargill made).

Being able to tap into the Council engineering department without any charge against the budget would be appreciated, especially as the council building will need to be one of the prominent displays.

Jacque Grant MNZM

Derek Blight

From: Diane Maitland
Sent: Monday, 3 April 2017 8:38 a.m.
To: redmoki1@gmail.com; Derek Blight
Cc: Maire Hearty
Subject: RE: Christmas decorations funding

Good morning Don,

Many thanks for your email. The officer that is handling the expressions of interest is Derek Blight. I have forwarded your email to Derek.

Kind Regards

Diane

Diane Maitland
Executive Assistant
Westland District Council

36 Weld Street, Private Bag 704, Hokitika 7842 | www.westlanddc.govt.nz DDI +64 3 756 9038 | M +64 27 503 9111 | F +64 3 756 9046 | diane.maitland@westlanddc.govt.nz "Westland – The Last Best Place"

WARNING: The information in this message is confidential and maybe legally privileged. If you are not the intended recipient, please notify the sender immediately by return e-mail, delete this e-mail and destroy any copies. You may not use, review, distribute or copy this message Be green - read on the screen

-----Original Message-----

From: Maire Hearty
Sent: Monday, 3 April 2017 8:36 AM
To: Diane Maitland <diane.maitland@westlanddc.govt.nz>
Subject: FW: Christmas decorations funding

For your attention.

-----Original Message-----

From: Don Neale & Sue Asplin [<mailto:redmoki1@gmail.com>]
Sent: Sunday, 2 April 2017 9:48 PM
To: Maire Hearty <maire.hearty@thelastbestplace.co.nz>
Subject: Christmas decorations funding

Hi WDC/ Diane

I'd like to put in a bid for part of the Christmas decoration funds, to recreate the "HO HO Hokitika" at the Fitzherbert-Weld town entrance roundabout. My original plywood sign that I erected in Dec 2015 & Dec 2016 was vandalised in December 2016 and is now mostly unable to be re-used. So I'd like to put in a bid for \$500 from the Council to make and erect a new version, similar to the last one. This price could be negotiable, but if I don't get sufficient funding, I'm not planning to go to the trouble of remaking the sign for 2017. Once erected, I would not be responsible for maintaining it should it be vandalised again.

A good alternative might be for you to find someone else to make a new sign of more durable materials & mountings, in which case I'd like to work with the person who makes it, as I have some ideas on how it might best be done.

Regards

Don Neale

7557092

217 Sewell St



**The Lions Club of Hokitika
Charitable Trust**
We Serve

P O Box 184
HOKITIKA 7842

HokitikaLions@HokitikaLions.org.nz

7 April 2017

Derek Blight
Community Development Officer
Westland District Council
Weld St
Hokitika

Cc Bruce Smith, Mayor

Expression of Interest: Summer Festival Hokitika

Please note: This proposal is separate from, but complimentary to, the combined Enterprise Hokitika - Lions lighting proposal. Should either be declined, the other can still proceed.

The Lions Club of Hokitika has been the organizer of the Hokitika Winter Festival for the past 3 years. We have grown the festival from a 2-week event to a 9-week programme which includes several other groups and businesses. This has proved to be an effective model that can be replicated as a Summer festival.

Giant Outdoor Christmas Tree (6m) - Please note that if Lions is not successful with this EOI, we will still be fundraising towards providing the community with a replacement giant outdoor Christmas tree. This fundraising has already started. We have permission from John Bainbridge for the tree to be placed on the ground outside the i-Site and are in discussions with Electronet around a power supply. i-Site staff are enthusiastic about the proposal. The cost of the tree is approximately \$20 000 and proceeds from the Winter Festival fundraisers will be allocated to the tree purchase. We will be completing funding applications as well.

Festival events:

Our approach would involve organizing the various community events into an official programme and promoting this. Events would start from end November.

Some events could be:

End November Lions annual dinner

3 December – Anniversary weekend street party and turning on the giant Christmas tree lights.

8 December – Christmas parade

15 December WIHP open day

Carol singing Regent Theatre

Christmas Day Community Dinner

New Year's Eve Kids treasure hunt and cannon firing

Hokitika Races

20 January – WIHP open day

27 January A+P Show

Charities Commission Registration number: CC26117
www.hokitikalions.org.nz

Woodstock Rally
Driftwood and Sand

You will note that these are all events that have already got a track record for being successful.


Funding

Council funding is not required for this proposal. Individual events would seek their own funding if required. As with the winter festival, Lions would provide the publicity, including social media posts, billboards and posters. A QR code linked to a festival calendar will also be generated.

In summary:

Lions expresses interest in arranging a Summer Festival incorporating community organization activities into a festival of events to enthuse and stimulate the CBD, locals and visitors.

Yours sincerely



Reilly Burden
President



Anna Dyzel
Secretary

Report



DATE: 27 April 2017

TO: Mayor and Councillors

FROM: Group Manager: Planning, Community and Environment

PLANNING UPDATE THROUGH FEBRUARY 2017

1 SUMMARY

- 1.1 The purpose of this report is to provide the third in an ongoing series of monthly reports to the Council on its planning activities under the Resource Management Act 1991, including resource consent processing, monitoring and enforcement, and policy development including the review of the Westland District Plan.
- 1.2 This issue arises from Elected Members' request to be better informed on planning matters, as well as positive and constructive feedback on the reports to date.
- 1.3 Council seeks to meet its obligations under the Local Government Act 2002 and the achievement of the District Vision adopted by Council as part of the Long Term Plan 2015-25. These are stated on Page 2 of this agenda.
- 1.4 This report concludes by recommending that Council receives this report.

2 BACKGROUND

- 2.1 Council's planning department performs a number of functions under the Resource Management Act 1991 (RMA), including resource consent processing, monitoring and enforcement, and policy development including the review of the Westland District Plan.
- 2.2 Currently, in addition to this monthly report, Elected Members receive a weekly list of resource consents received, and a quarterly report on performance and statutory timeframes for the issuance of resource consents.

2.3 On 23 February the Council received its first written monthly report, followed by a second monthly report on 23 March. The reports covered the matters below, which are also the subject headings for this month's report:

- Resource consent applications received, by type and location
- Resource consents issued, by type and location, and compliance with statutory timeframes
- Resource consent applications notified (limited or full public), by type and location
- Resource consent applications that went to or are going to a hearing (due to submitters wishing to be heard)
- Status of significant resource consent applications not otherwise covered by the above
- Commissioners (March report only)
- Significant compliance monitoring and enforcement activity
- Progress with the District Plan Review
- Process improvements of note
- Resourcing issues

2.4 This month's report also adds a discussion about the transfer of RMA functions in relation to mining to the West Coast Regional Council (WCRC).

2.5 In addition, there is a new section discussing the total number of 'live' consent applications, highlighting the issue of a backlog of older applications that appear to have stalled somewhere in the process.

2.6 In response to Elected Member feedback, a number of visual aids (tables, graphs and charts) have been included to illustrate the current situation and historic trends.

2.7 Like monthly financial reports, the monthly planning report focuses on the previous calendar month – in this case the month ending 31 March. A verbal supplement to this report will be provided at the upcoming Council meeting if there are any significant matters arising since the close of the previous calendar month.

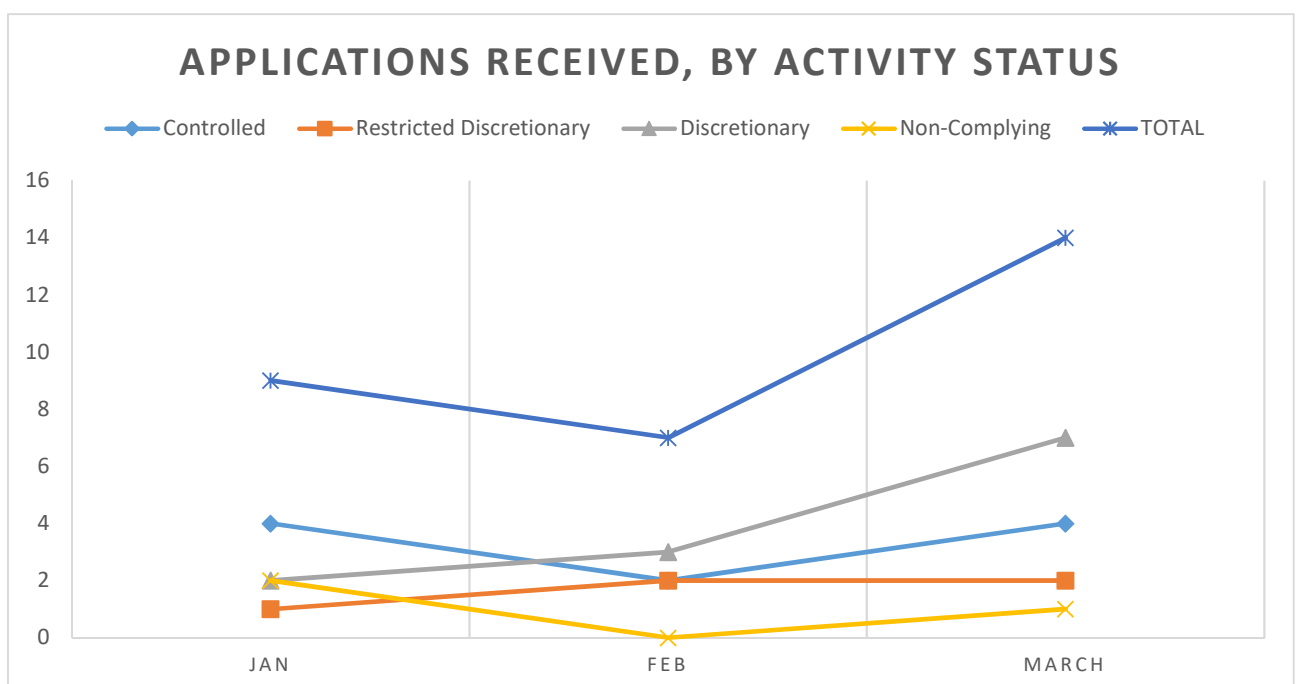
3 CURRENT SITUATION

3.1 Resource consent applications received

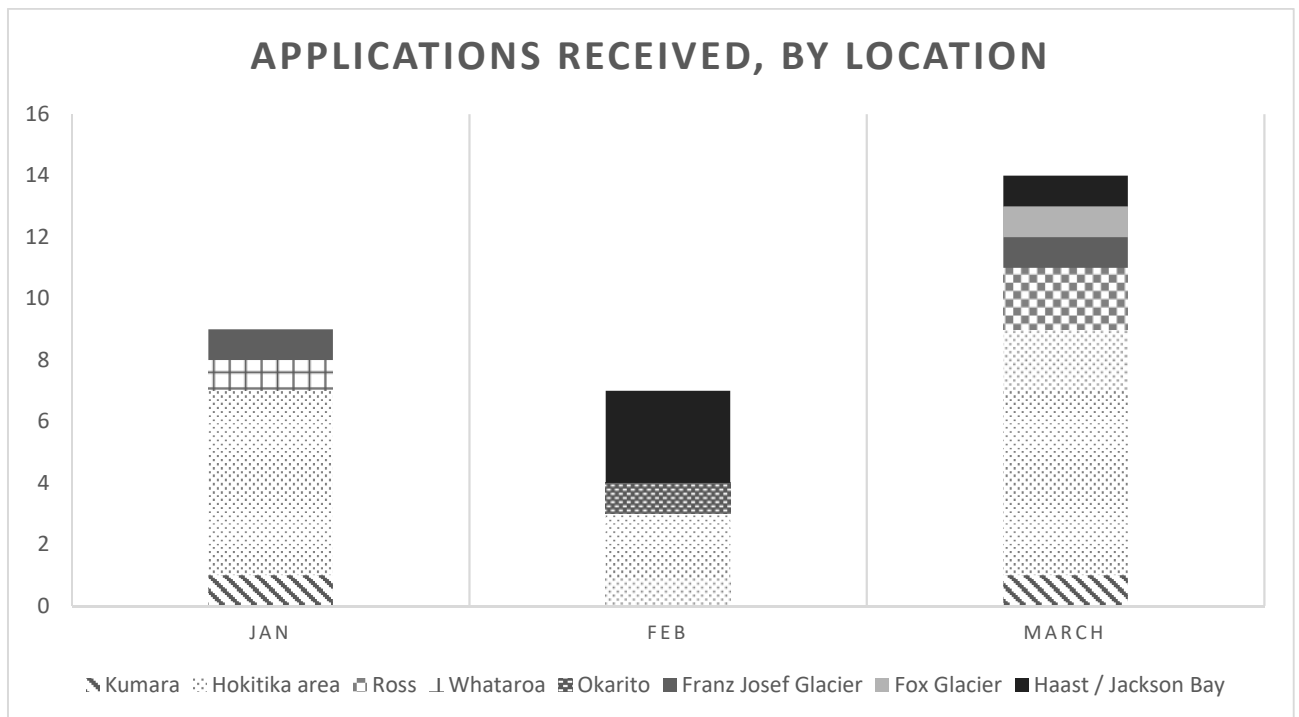
3.1.1 A total of 14 complete applications were received in February 2017, double the number from February and significantly up from 9 in January.

3.1.2 In terms of their activity status under the District Plan:

- 4 are controlled activities (the Council must approve them as long as they meet controlled activity standards); two are for houses in the rural zone (Kowhitirangi and Blue Spur), and the other two are for small two- and three-lot subdivisions (Hokitika and Kaniere).
- 7 are discretionary activities (the Council can approve or decline them); one is for a truck stop (Three Mile, Hokitika), one is for retrospective vegetation clearance (Neil’s Beach), one is for a commercial helicopter operation (Kowhitirangi), one is for Chinese Miners Memorial Gardens (Kumara), and three are for small subdivisions (Awatuna, Fox and Franz).
- 2 are restricted discretionary activities (the Council can approve or decline, but must restrict its analysis to matters specified in the District Plan); these are both for mining activities (one in the Stafford area and one in the Mikonui Valley south of Ross).
- 1 is a non-complying activity (the Council can only approve if this is not contrary to the objectives and policies of the District Plan, and the environmental effects are no more than minor); this is for a proposed dwelling within 150m of the coastline at Ross Beach.



3.1.3 Summarising by location, 1 is in Kumara, 8 are in the wider Hokitika area (including Awatuna, Three Mile, Kaniere, Blue Spur, Kowhitirangi and Stafford), 2 are near Ross, 1 is in the Fox Glacier area, 1 is in the Franz Josef area, and 1 is at Neil's Beach.



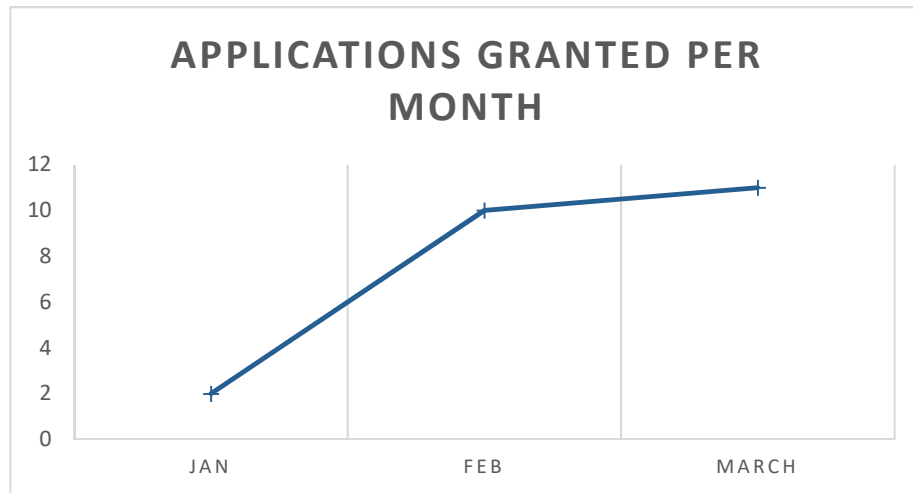
3.1.4 Further details of each application received are not provided in this report but have been included in the weekly e-mail updates to Elected Members on the consents received. The updates include the name of the applicant, the location, and the proposed activity.

3.2 Resource consents issued

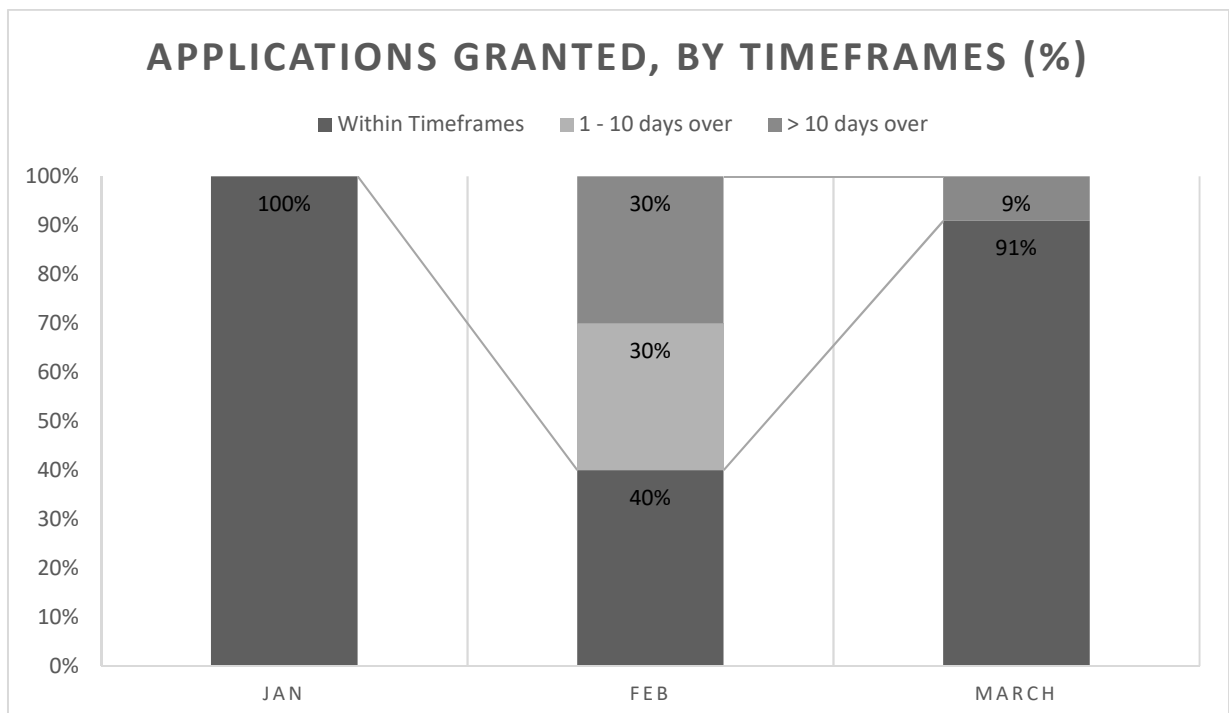
3.2.1 A total of 11 consents were issued in March, up from 10 in February and 2 in January. The breakdown of these consents is as follows:

- Five for rural dwellings (controlled and discretionary activities): 1 at Otira, 1 at Dillmanstown, 1 at Kowhitirangi, 1 at Okarito and 1 near Neil's Beach
- Two for mining activities in the Stafford area (restricted discretionary activity)
- Two subdivisions: two lots in Haast township for St John's (controlled activity) and two lots near Neil's Beach (discretionary activity)

- One for a truck stop on Fitzherbert St in Hokitika (discretionary activity)
- One for a portion of the West Coast Wilderness Trail along Hokitika-Kaniere Tramway (non-complying activity)



3.2.2 Encouragingly, all but one of these consents were issued within statutory timeframes. The exception was for a rural house in Kowhitirangi. The overall result of 91% of consents being issued within statutory timeframes is a considerable improvement on the 40% result for February, which had a number of extenuating circumstances.



3.3 Resource consent applications notified

- 3.3.1 Applications found to have potentially affected parties only proceed to limited notification if the applicants do not attempt or are unsuccessful in gaining affected party approval (APA). Applications are only fully publicly notified (wider than specified parties) if effects on the wider environment are deemed to be more than minor.
- 3.3.2 In March, one application (mining near Stafford) was limited notified, the same as in February, and compared to zero in January. To put this in context 17 applications were limited notified in the calendar year 2016.
- 3.3.3 So far in April, one application has proceeded to limited notification (a truck stop at Three Mile, Hokitika).
- 3.3.4 No applications were fully publicly notified in March, the same as in February and January. To put this in context, only 1 application was fully publicly notified in the calendar year 2016 (modification of St Mary's Church in Hokitika), 1 in 2015 (Renton's building demolition in Hokitika), and 1 in 2014 (Westland Milk Products expansion in Hokitika).

3.4 Resource consent applications that went to or are going to a hearing

- 3.4.1 The outcome of notification is not always that a hearing occurs. Sometimes there are no submitters, or the submitters are in support of the project. Other times the submitters and the applicant agree to consent conditions before a hearing.
- 3.4.2 A hearing was held before Commissioner Don Turley on 27 February for Tuffy Investments Ltd (campground in Davie St, Hokitika). The Council planner's initial recommendation was to decline the application, but following the hearing and a redrafting of conditions the planner's recommendation is now to approve the application. The commissioner has now formally closed the hearing and his decision is due by 5 May.
- 3.4.3 Another hearing was held before Commissioner Don Turley on 17 March for Okuru Enterprises Ltd (water extraction facility at Tuning Fork Creek, Okuru). The commissioner has issued his decision to

grant the application, and the appeal period is now open to submitters until 3 May. The general public and national interest groups cannot appeal the decision to the Environment Court.

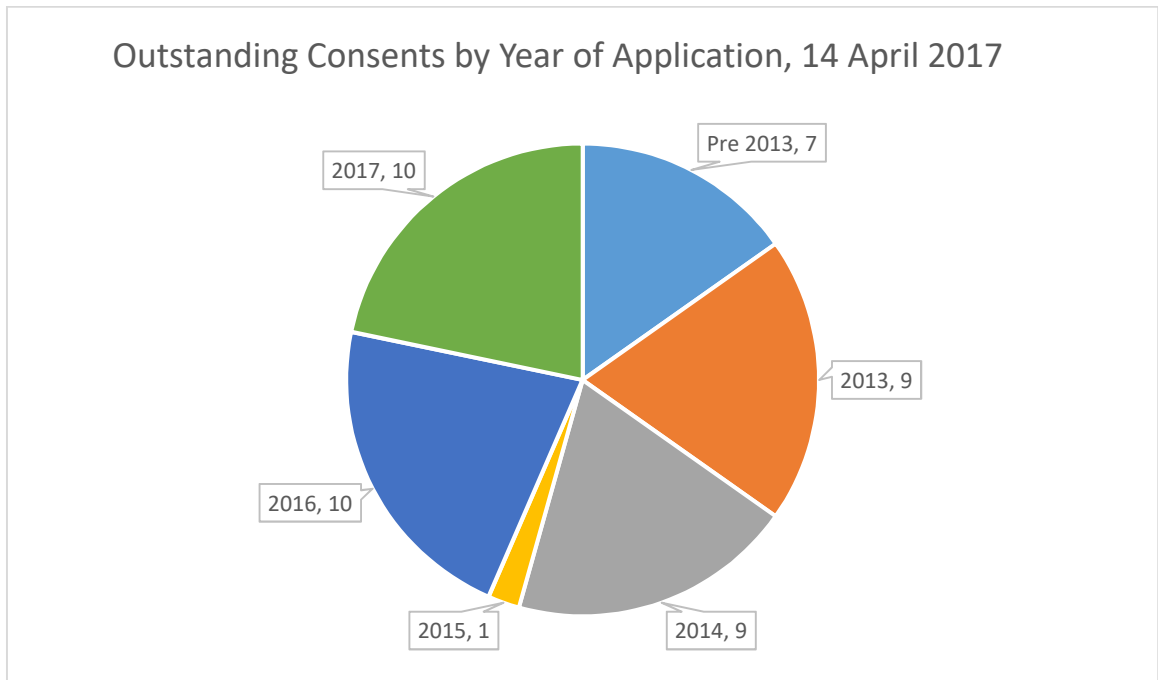
- 3.4.4 One hearing has commenced in early April for a determination 'on the papers' as to whether a rural residential subdivision in the Mikonui Valley ought to have been more widely notified; if so, the Council's view is that the application should be declined under section 104(3)(d) of the RMA so that it can then be re-lodged and notified to the appropriate parties.
- 3.4.5 Three hearings are coming up in the next month or so, as a result of submitters wishing to be heard:
- Phoenix Mining (Stafford area): 8 May before commissioner Gary Rae
 - Prospect Resources (near Blue Spur): to be scheduled
 - WestREAP building extension: to be scheduled

3.5 Status of other significant consents not otherwise covered above

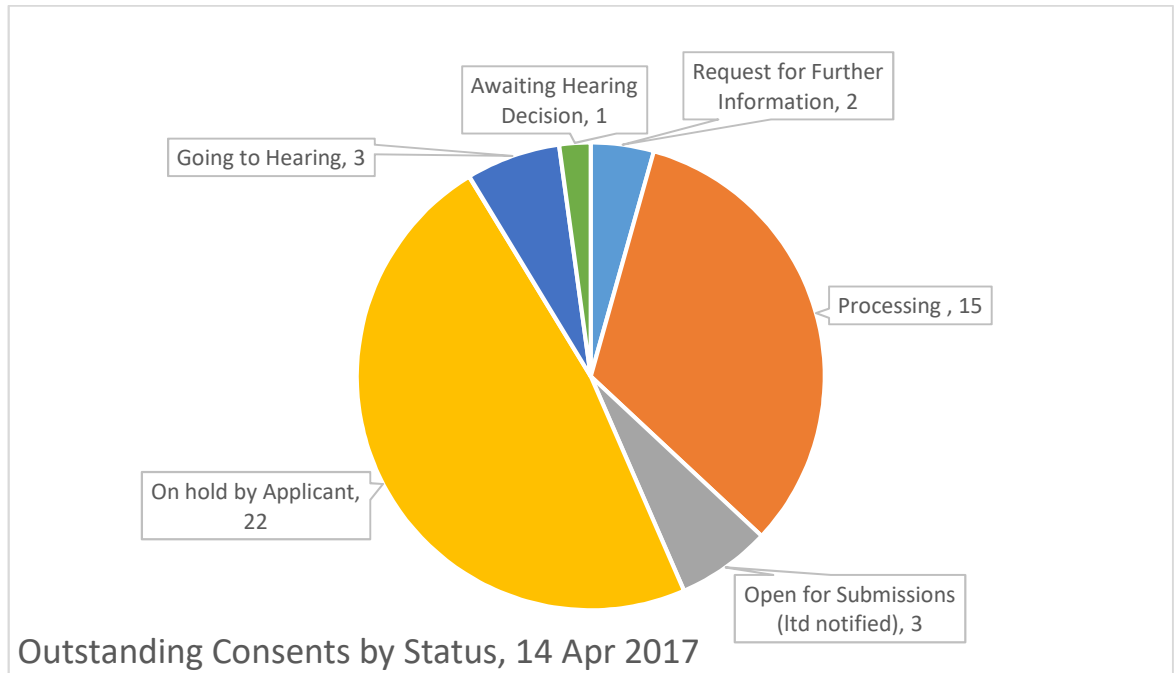
- 3.5.1 The 2015 consent from Alistair Cameron for a subdivision and housing in Sewell St, Hokitika, has been progressed recently and is likely to have a decision issued shortly.
- 3.5.2 No other consents in progress, other than those mentioned above, are considered to require a status update in this section. Enquiries to the planning department from Elected Members as to the status of any consent are welcome at any time.
- 3.5.3 In general a common status not covered by the above sections is "on hold." There are a few reasons why an application may be on hold. One is that it could be on hold for further information under s92 of the RMA. If a consent is accepted as complete, Council has only one opportunity to 'stop the clock' and issue a Request for Further Information (RFI) in this way; the clock is restarted when the information is provided by the applicant. Another reason is that it could be on hold at the applicant's request to seek affected party approval (APA). It could also be on hold at the applicant's request to provide further information that might resolve an issue prior to it going to a hearing. There are now limits in the RMA on how long an application can be on hold in total, though this limit is fairly generous at 130 working days.

3.6 Number and type of 'live consents' including historic backlog

3.6.1 As at 14 April 2017, there are currently 46 resource consent applications showing in the Council's system as 'live,' i.e. a decision has not yet been made. Of these, the majority are pre-2015, which indicates that there are a number of applications that have stalled for one reason or another.



3.6.2 The status of the live applications is shown below, indicating that being on hold by the applicant (including for seeking affected party approvals) is the most common status. This is especially the case for older applications.



3.6.3 This backlog has been reduced considerably in the past several months. The Planning Department's goal is to continue to reduce the historic backlog through a combination of correcting any erroneous or incomplete data in the Council's electronic consent tracking system, and progressing any applications that have stalled. This will include encouraging applicants with older applications to move forward with their applications or withdraw them. With recent changes to the RMA, the Council can require this for more recent applications, but for older applications it is possible that applicants can keep the applications on hold indefinitely.

3.6.4 Future monthly reports will show trends in the size and type of this historic backlog.

3.7 Commissioners

3.7.1 Further to last month's update on commissioner costs and appointment processes, the process has now begun of advising

applicants of commissioner's hourly rates, along with providing an estimate of potential hearing costs if requested. Going forward, an hourly rate cap of \$300/hr will be in place for all but exceptional circumstances.

- 3.7.2 Now that three Councillors are accredited hearing commissioners, they can participate in hearing panels (though not as chair until they have completed chair training). As Council normally has only one-person panels for resource consent hearings, it is recommended that the Council commissioners not charge for their time at present. They may also wish to simply sit in and observe alongside an experienced independent commissioner until they feel ready to participate in a panel.
- 3.7.3 Having Councillors as accredited hearing commissioners will be of considerable value when hearings on the District Plan occur. The Councillors' time on District Plan hearings is not oncharged, so even with an experienced independent chairperson there will be a savings to ratepayers in having Councillors as part of the hearing panel, compared to having a panel of entirely external independent commissioners.

3.8 Significant compliance monitoring and enforcement activity

- 3.8.1 There are no significant updates to last month's report. To briefly recap, the Council's Senior Planner has begun work on a draft compliance monitoring and enforcement strategy, in collaboration with other West Coast Councils. This will be discussed at either the April or May Council meeting.
- 3.8.2 The principles of the strategy will include a graduated approach prioritising education, then gradually moving through formal measures as required, e.g. warning letters and abatement notices, before any more serious action such as prosecution is taken. Stocktakes of existing resource consent conditions and the most common unconsented activities will assist in discussions with Elected Members about approach and priorities.
- 3.8.3 Significant monitoring and enforcement activity is likely to remain on hold, aside from the most urgent complaint-based issues, until the Planning team's resource is bolstered by the appointment of a Planning Manager.

3.9 Progress with the District Plan Review

- 3.9.1 At last month's Council meeting, as part of Annual Plan discussions, the consultant budget for the District Plan Review was reduced from \$105,000 to \$60,000 for 2017/18. The majority of Elected Members thought this was appropriate given the parallel Local Government Commission work on shared services and/or amalgamation, and the need to strike a balance between pushing ahead quickly and deferring the work completely.
- 3.9.2 The Council is yet to decide on whether to advance the 'rolling review' approved by the previous Council that would complete the District Plan Review by 2022 (10 years after the Plan was due for review). A meeting to discuss priorities for the review is still to be held between the three RMA-trained Councillors and Council staff, as per the Council's December 2016 resolution.
- 3.9.3 Once the meeting is held, a formal report can be brought to Council for discussion and decisions about timeframes, resources, priorities and linkages to work at the regional scale. This can inform the resourcing decisions to be made as part of the Long Term Plan 2018-2028 discussions.
- 3.9.4 In the meantime, no District Plan Review work will occur before 30 June 2017, due to budgetary issues as well as the need to appoint a Planning Manager before the District Plan Review work can begin in earnest.

3.10 Process improvements of note

- 3.10.1 In addition to previously reported system improvements, approval has now been given to obtain consultant assistance in developing up-to-date decision report templates, clear flow charts for subdivision processes, improvements to electronic consent tracking systems, and best-practice customer communication protocols. This work will begin in May and be largely complete by the end of June.
- 3.10.2 The Group Manager: Planning, Community and Environment has now finished drafting procedures for a "key account management" system for major development projects, a complaint management system, and a customer enquiries system. These procedures were

being reviewed by the Chief Executive in early April and will be reported to Council as soon as that review is complete.

3.11 Resourcing issues

3.11.1 The Planning Manager position was advertised nationwide in March, and a number of impressive applications were received by the closing date of 3 April. Interviews were held on 12 April and discussions are underway with the preferred candidate. It is hoped that an appointment can be made soon and that the successful applicant can begin by early June.

3.11.2 A few consents are still required to be outsourced to planning contractors due to workload and resourcing issues. With the departure of a key contractor from the West Coast, the contractor pool has recently been widened to include contractors from Canterbury with West Coast experience and familiarity.

3.11.3 The Group Manager: Planning, Community and Environment continues to be based in the Planning department area, undertaking some of the key Planning Manager responsibilities as time and ability allows, until the Planning Manager begins.

3.12 Transfer of functions (mining)

3.12.1 On 11 April the WCRC resolved to accept the transfer of certain RMA functions for mining (consent process, and compliance monitoring and enforcement) from 1 July 2017, subject to the following two additions to the proposed deed of transfer:

- A requirement for either party to give six months' notice prior to transferring the powers back
- A requirement for WDC to cover the costs of any liabilities arising from matters dealt with by WDC prior to 1 July

3.12.2 These amendments are expected to be signed off by our Chief Executive or Acting Chief Executive as soon as the amended deed is forwarded by WCRC.

3.12.3 Applications made before 1 July will still need to be lodged with WDC.

3.12.4 Council staff are preparing for the transfer by:

- inviting WCRC to assist with processing any new mining consent applications, with WDC oversight and signoff, prior to 1 July
- inviting WCRC staff to attend upcoming hearings about to be scheduled for two mining consent applications
- identifying and preparing electronically all our granted and 'in process' mining consents, so that WCRC has all the files ready for monitoring and enforcement after 1 July
- continuing to process any live mining consent applications WDC staff have started, with any processing that extends beyond 1 July requiring WCRC signoff

4 OPTIONS

- 4.1 As this is a report for information purposes, the options are simple; Council can receive the report or not receive the report.
- 4.2 As always, Elected Members are invited to provide feedback on the content and format of the report, so that as it evolves from month to month it can be of greater benefit. Previous feedback has been that Elected Members would like to see more graphics, to illustrate volume, type, location and timeliness of consents; that feedback has been incorporated in this report.

5 SIGNIFICANCE AND ENGAGEMENT

- 5.1 The decision to be made today is of low significance as it is simply to receive the report or not.
- 5.2 No consultation or engagement has been undertaken in relation to the content of this report, aside from discussions with Elected Members about the type of information that would be helpful. More feedback is always welcome.

6 ASSESSMENT OF OPTIONS (INCLUDING FINANCIAL IMPLICATIONS)

- 6.1 There are no significant differences between the options of receiving the report or not, aside from a possible perception that receiving the report would signal that the Council is interested in these matters and finds the information useful.

7 PREFERRED OPTION AND REASONS

7.1 The preferred option is that Council receives this report.

8 RECOMMENDATION

A) **THAT** Council receives this report.

Jim Ebenhoh

Group Manager: Planning, Community and Environment

Report



DATE: 27 April 2017
TO: Mayor and Councillors
FROM: Project Manager: West Coast Wilderness Trail

WEST COAST WILDERNESS TRAIL – PROJECT UPDATE

1.0 SUMMARY

- 1.1 The purpose of this report is to provide an update to Council on the West Coast Wilderness Trail (WCWT) project.
- 1.2 This report arises from the obligation to keep Council fully informed on the progress of the project. In particular it aims to provide Council with reassurance that the adopted Project Completion Plan and project management framework is in place for the remaining milestones that require completion in order for it to be declared officially open.
- 1.3 Council seeks to meet its obligations under the Local Government Act 2002 and the achievement of the District Vision adopted by Council as part of the Long Term Plan 2015-25. These are stated on Page 2 of this agenda.
- 1.4 This report concludes by recommending that Council receives the report.

2.0 BACKGROUND

- 2.1 A report was submitted to council in September 2016 providing an update status on the outstanding cycleway activities required to be actioned for completion by mid-August 2017. This included five (5) projects identified by MBIE that need to be actioned. Four (4) of those projects requiring action relate directly to the trail being on State Highway 6 and the need for a safer trail alignment.
- 2.2 Monthly report updates will continue to be provided to council for the period of the Project Completion Plan which is to be delivered by August 2017, and the trail will then be capable of achieving 'Great Ride' status.

- 2.3 The Nga Haerenga (the journeys) Great Rides currently consists of 22 trails throughout New Zealand covering 2,600km. In addition to the 'Great Rides' there are also 2,600km of 'Heartland Rides', a vision to link the trails with the support of NZ Cycle Trail Inc (NZCT) and NZ Transport Agency (NZTA).

3.0 CURRENT SITUATION

Project Completion Plan

- 3.1 Item 1 Taramakau. Physical work was completed through the Stage 1 bushland section and riders are now able to utilise this trail. Currently only riders moving in a southerly direction will benefit from the trail until the boardwalk has been completed. There is no indication from the contractor when the final section of trail will be completed. This trail section is being project managed and funded by NZTA.
- 3.2 Item 2 Hokitika-Kaniere Tramway. Building consent has been lodged for the two bridges and will be tendered in conjunction with the two Mahinapua bridges. Physical works was carried out for 200m at the eastern end on Hokitika-Kaniere Tramway to enable the realignment of a fence onto legal road boundary (refer Appendix 1 photo).
- 3.3 Item 3 Golf Links Road. Contract 16-17-11 is nearing completion and the cycle trail will be open for riders mid-April. The successful tender was within engineers estimate and there were minor variations for stormwater related matters. This work is being actioned and completed under the project management of Westland District Council and will receive full cost reimbursement from NZTA upon completion.
- 3.4 Item 4 Mahinapua. More than 2,300m of trail on Department of Conservation and Ngai Tahu land has been pre-cleared in preparation for the contractor to construct the trail. Bridge design has been completed for the Hopper waterway and will be lodged for building consent once the Tarleton bridge design is completed. The recent Department of Conservation Regional work day provided in excess of 50 people on various sections of the cycle trail and more than 30 were working on this section. This enabled a significant amount of work to be completed in a very short timeframe. The old rail bridge embankments alongside State Highway 6 have been cleared of all vegetation. An engineers structural assessment of the rail bridge will be completed within the next few weeks. Department of Conservation will be replacing two beams and supplying sleepers for part of the decking.
- 3.5 Item 5 Ruatapu. The cycle trail alignment has been finalised along the State Highway for 900m from Woodstock-Rimu to an unnamed road. An alternative alignment is now being investigated to get the cycle trail off the remaining 1,100m of road-side trail with access across private property and Department of Conservation land. In the event that the alternative cannot be constructed the trail will revert back to State Highway 6.

Financial

- 3.6 There has been minimal capital expenditure on the West Coast Wilderness Trail in recent months, however we are about to move into a major spending period with both physical works and technical designs. Current total construction related costs are \$42,664.81 this financial year and there will be little change to this with the nearing completion of Taramakau and Golf Links Road being funded by NZTA.
- 3.7 An internal finance and risk audit process has been implemented consisting of the Chief Executive, Group Manager: Corporate Services and Project Manager. This may require further review in the absence of Group Manager: Corporate Services.

General

- 3.8 Only one project was submitted in the Maintaining Great Rides (MGR) funding application due to the inability to confirm the co-share funding at this point in time. The nominated project is a bridge replacement at Hurunui Jacks in conjunction with Trustpower.
- 3.9 The third shelter has remained untouched since last report due to other priorities and resourcing.
- 3.10 Results from the initial rider survey are currently being evaluated and will enable better correlation to determine actual rider numbers. Currently the assumption is that all riders have ridden the entire trail and therefore numbers are likely to be understated in the reporting process.

4.0 OPTIONS

- 4.1 The options available to Council are that Council can choose to receive this report or not receive it.

5.0 SIGNIFICANCE AND ENGAGEMENT

- 5.1 This matter is of low significance as it merely provides Council with an update on progress on a project that is already approved and funded.
- 5.2 Engagement and consultation is not required.

6.0 RECOMMENDATION

- 6.1 THAT Council receives this report.

David Inwood

Project Manager: West Coast Wilderness Trail

Hokitika-Kaniere Tramway Cycle Trail Fencing Realignment



Hokitika-Kaniere Tramway Cycle Trail Hump and Hollow



State Highway 6 (Hokitika Bridge)



State Highway 6 (Golf Link Road)



Report



DATE: 27 April 2017
TO: Mayor and Councillors
FROM: Engineer – Water Services

TANCRED ST STORMWATER PUMP STATION – APPROVAL FOR UNBUDGETED EXPENDITURE ASSOCIATED WITH UPSIZING ELECTRICAL CABINET

1 SUMMARY

- 1.1 The purpose of this report is to seek approval for the unbudgeted expenditure of \$18,500 (excluding GST) for the upsizing of the electrical cabinet at the Tancred St Stormwater Pump Station.
- 1.2 This issue arises from the existing electrical cabinet being too small, leading to the pump drive/s overheating and subsequent failure of the stormwater pumps to run. There is an opportunity to carry out the work of upsizing the cabinet while construction work on the Hokitika Stormwater Upgrade Contract (WDC 16-17-09) is underway in the immediate vicinity of the pump station.
- 1.3 Council seeks to meet its obligations under the Local Government Act 2002 and the achievement of the District Vision adopted by Council as part of the Long Term Plan 2015-25. These are stated on Page 2 of this agenda.
- 1.4 This report concludes by recommending that Council approves the unbudgeted expenditure of \$18,500 (excluding GST) for the upsizing of the electrical cabinet at the Tancred St Stormwater Pump Station.

2 BACKGROUND

- 2.1 The existing electrical cabinet at the Tancred St Stormwater Pump Station is too small and does not allow for adequate air circulation around the existing pump drives. The drives overheat and fail as a result.
- 2.2 There are two drives inside the electrical cabinet, one for each of the two pumps inside the pump station. The pump drives work by transferring power

to the pump motor when water in the pump station reaches a set level. If a pump drive fails to run because it has overheated, the corresponding pump motor does not receive any power and will not run.

- 2.3 Our utilities contractor has been required in the past to stay onsite during prolonged rainfall events to hold the doors of the electrical cabinet open in an effort to provide adequate air circulation and minimise the risk of the drives overheating.
- 2.4 One of the pump drives has been replaced as recently as January 2017 due to overheating and subsequent irreparable failure. Replacement of this pump drive cost approximately \$5,400 (excluding GST).

3 CURRENT SITUATION

- 3.1 The Tancred St Stormwater Pump Station has a history of issues associated with overheating pump drives. This has led to operability issues with a subsequent effect on operational costs. There are also additional capital costs associated with replacing the pump drives which are key components of the pump station.
- 3.2 It is not feasible to forecast the timing of any breakdowns associated with the drive/s overheating at this pump station. There is a risk that drive failure may occur during a significant rainfall event and that the pump station will not be able to function to full capacity.
- 3.3 The Hokitika Stormwater Upgrade Contract (WDC 16-17-09) is underway and construction work is currently occurring in the immediate vicinity of the Tancred St Stormwater Pump Station. The existing cabinet has been temporarily relocated while the construction work is being carried out. It is proposed to upsize the cabinet when it is relocated back to a suitable position after the construction works as part of Contract WDC 16-17-09 have been completed.

4 OPTIONS

- 4.1 **Option 1:** Status Quo – Do nothing
- 4.2 **Option 2:** Council gives approval for the unbudgeted expenditure associated with upsizing the electrical cabinet at the Sewell St stormwater pump station.

5 SIGNIFICANCE AND ENGAGEMENT

- 5.1 In accordance with Council's policy on Significance and Engagement, this work is considered to be of low significance. It involves work on part of a strategic asset (stormwater reticulation) however it is not associated with the transfer of ownership or control, or to construct, replace or abandon the asset. The work impacts on the ability of Council to maintain a level of service and is business as usual as far as operation and maintenance of the asset is concerned.
- 5.2 Engagement is not required as the work is of low significance and related to the operation and maintenance of a Council asset. Responsible management requires the works to take place.

6 ASSESSMENT OF OPTIONS (INCLUDING FINANCIAL IMPLICATIONS)

6.1 **Option 1:** Status Quo – Do nothing

This option exposes Council to financial risk associated with unbudgeted operational and capital expenditure. These costs are unable to be forecasted due to the uncontrollable nature of the breakdowns that will occur as a result of pump drives overheating.

The Council is also exposed to liability risk as a result of failure of the pump station during a significant rainfall and/or flood event affecting the Tancred St stormwater catchment and a proportion of the Hokitika town centre.

The level of service of this pump station is reduced to an unacceptable standard in the event that a pump drive fails due to overheating during a rainfall event.

6.2 **Option 2:** Council gives approval for the unbudgeted expenditure associated with upsizing the electrical cabinet at the Sewell St stormwater pump station.

The works are estimated to cost \$18,500 (excluding GST).

The installation of the new cabinet will mitigate the financial risks associated with the uncontrollable nature of the breakdowns.

The risk associated with a reduced level of service resulting from failure of one or both pump drives due to overheating will be mitigated.

7 PREFERRED OPTION(S) AND REASONS

- 7.1 Option 2 is the preferred option.
- 7.2 Upsizing the existing cabinet will mitigate the risks associated with potential failure of the pumps due to the drive/s overheating.
- 7.3 There is a minor cost benefit associated with carrying out this work simultaneously with the current Hokitika Stormwater Upgrade Contract (WDC 16-17-09).

8 RECOMMENDATION(S)

- A) **THAT** Council approves the unbudgeted expenditure of \$18,500 (excluding GST) for the upsizing of the electrical cabinet at the Tancred St Stormwater Pump Station.

Pam Wilson
Engineer – Water Services