



# A G E N D A

## Council Meeting

**Council Chambers  
36 Weld Street  
Hokitika**

**Thursday  
17 December 2015  
commencing at 9.00 am**

His Worship the Mayor, M.T. Havill (**Chairperson**)  
Cr. J.H. Butzbach, Cr. P.M. Cox, Cr. M.S. Dawson,  
Cr. D.G. Hope, Cr. L.J. Martin, Cr. M.D. Montagu,  
Cr A. P. Thompson, Cr. C.A. van Beek



## COUNCIL MEETING

NOTICE IS HEREBY GIVEN THAT AN ORDINARY MEETING OF THE WESTLAND DISTRICT COUNCIL WILL BE HELD IN THE COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA ON THURSDAY 17 DECEMBER 2015 COMMENCING AT 9.00 AM

*Tanya Winter*  
*Chief Executive*

*11 December 2015*

### 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

**1. MEMBERS PRESENT AND APOLOGIES:**

**1.1 Apologies**

Cr Greg Hope - Leave of Absence.

**1.2 Interest Register**

**2. CONFIRMATION OF MINUTES**

**2.1 Confirmation of Minutes of Meetings of Council**

**2.1.1 Ordinary Council Minutes – 26 November 2015**

*(Pages 6-16)*

**3. PUBLIC FORUM**

*The public forum section will commence at the start of the meeting.*

**4. BUSINESS**

**4.1 Mayor's Report**

**4.2 Update from Councillors**

**4.3 Presentations to Council – 10am**

**4.3.1 Tourism West Coast – Kelly McLeod and Alicia Ulrich**

*Morning tea at 10.30 am.*

**4.4 Financial Performance: October 2015**

*(Pages 17-24)*

**4.5 2016 Council Meeting Schedule**

*(Pages 25-28)*

*Lunch at 12.30 pm.*

**5. ADMINISTRATIVE RESOLUTION**

**5.1 Warrant of Appointment: Edward John Newman**

**Purpose**

To act in the Westland District as:

- An Officer pursuant to Section 174 of the Local Government Act 2002; AND
- An Authorised Officer (Litter Control Officer) pursuant to Section 5 and Section 6 of the Litter Act 1979.
- An Officer under the Westland District Council Bylaws.

## 6. **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:

### 6.1 **Confidential Minutes**

### 6.2 **Westland Holdings Limited - Appointment of Directors**

### 6.3 **Appointment of Whataroa Cemetery Trustee**

### 6.4 **Council's Appointment to Tourism West Coast**

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 this 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
6.1	Minutes	Confidential Minutes	Good reasons to withhold exist under Section 7	Section 48(1)(a)
6.2	Westland Holdings Limited - Appointment of Directors	Confidential Report	Good reasons to withhold exist under Section 7	Section 48(1)(a)

6.3	Appointment of Whataroa Cemetery Trustee	Confidential Report	Good reasons to withhold exist under Section 7	Section 48(1(a))
6.4	Council's Appointment to Tourism West Coast	Confidential Report	Good reasons to withhold exist under Section 7	Section 48(1(a))

**Date of Next Ordinary Council Meeting  
TBC**

## MINUTES OF AN ORDINARY MEETING OF THE WESTLAND DISTRICT COUNCIL, HELD IN THE COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA ON THURSDAY 26 NOVEMBER 2015 COMMENCING AT 9.04 AM

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*His Worship the Mayor opened the meeting and Council observed a moments silence for the seven victims and their families of the Fox Glacier helicopter tragedy.*

### 1. MEMBERS PRESENT, APOLOGIES AND INTEREST REGISTER

His Worship the Mayor, M.T. Havill (**Chairperson**)

Deputy Mayor P.M. Cox

Cr. J.H. Butzbach, Cr. M.S. Dawson, Cr D.G. Hope, Cr. L.J. Martin, Cr A.P. Thompson, Cr. C.A. van Beek.

#### 1.1 Apologies

Cr M.D. Montagu.

Moved Cr Deputy Mayor Cox, seconded Cr Thompson and **Resolved** that the apology from Cr M.D. Montagu be received and accepted, and leave of absence be granted.

#### Staff in Attendance

T.L. Winter, Chief Executive; J. Bainbridge, Field Inspections Officer (part of the meeting); R.A. Beaumont, District Planner (part of the meeting); D.M. Blight, Community Development Advisor (part of the meeting); G.J. Borg, Group Manager: Corporate Services; P.A. Cannell, Engineer – Water Services (part of the meeting); A.J. Dunn, Resource Management Planner (part of the meeting); J.D. Ebenhoh, Group Manager: Planning, Community and Environment; V. Goel, Group Manager: District Assets; P.M. Kasipillai, Asset Management Planner (part of the meeting); D.M. Maitland, Executive Assistant; E.J. Newman, Solid Waste & Development Control Officer (part of the meeting).

## 1.2 Interest Register

The Interest Register was circulated and no amendments were noted.

## 2. CONFIRMATION OF MINUTES

### 2.1 Confirmation of Minutes of Meetings of Council

#### 2.1.1 Ordinary Council Minutes – 29 October 2015

Moved Cr Martin, seconded Cr van Beek and **Resolved** that the Minutes of the Ordinary Council Meeting, held on the 29 October 2015 be confirmed as a true and correct record of the meeting, subject to the following amendments:

Page 10:

Deputy Mayor Cox

“...attended the opening of the Hokitika to Ross section of the West Coast Wilderness Trail, and spoke on behalf of the Westland Wilderness Trust on the 24 October 2015.”

Page 11

Cr Butzbach

“...The meeting was advised that a NIWA hydrologist would be doing some work in relation to the Hokitika Erosion”.

#### 2.1.2 Extraordinary Council Minutes – 2 November 2015

Cr Martin outlined his disappointment in the way in which the Extraordinary Council Meeting of the 2 November was conducted resulting in him being denied the opportunity to review the Annual Report and Audit Report and thereby being marked as absent in the Minutes.

*Cr Dawson left the meeting at 9.08 am and returned to the meeting at 9.12 am*

His Worship the Mayor offered Cr Martin his sincere apologies for the above series of events at the Extraordinary Council Meeting on the 2 November 2015.

Moved Cr Butzbach, seconded Cr Thompson and **Resolved** that the Minutes of the Extraordinary Council Meeting, held on the 2 November 2015 be confirmed as a true and correct record of the meeting.

### 3. **PUBLIC FORUM**

*The following members of the public attended the Public Forum Section of the meeting:*

#### 3.1 **Presentations to Council**

##### i) **Karen Hamilton – Health Promoter, Community and Public Health**

*Karen Hamilton provided a presentation regarding Smokefree Community Spaces and how Westland District Council could assist CPH achieve the government goal of a Smokefree Aotearoa community by 2025. Council agreed that CPH could lead the review of the Smoking in Public Places Policy, and the Chief Executive asked the Community Development Advisor to liaise with CPH regarding this.*

*Cr Dawson left the meeting at 9.14 am and returned to the meeting at 9.17 am.*

*His Worship the Mayor thanked Ms Hamilton for attending the meeting and her presentation to Council.*

##### ii) **Graeme Kelly, General Manager and Jacko Fahey, Director of Westroads Limited**

*Mr Kelly and Mr Fahey attended the meeting and spoke in support of Item 4.7 on the Council Agenda “Review and Procurement of Roding Maintenance Term Contract”.*

*His Worship the Mayor thanked Mr Kelly and Mr Fahey for attending the meeting and speaking to Council.*

### 4. **BUSINESS**

*The following items were taken out of order to the Agenda papers:*

#### 4.7 **Review and Procurement of Roding Maintenance Term Contract**

*The Group Manager: District Assets spoke to this item.*

Moved Cr Thompson, seconded Cr Dawson and **Resolved** that:

- A) Subject to the New Zealand Transport Agency approvals, Council approves a one-off variation to the current procurement strategy to allow direct appointment of Westroads Limited for the Roding Term Maintenance Contract for a term no less than that which aligns with the



current State Highway Network Outcome Contract (NOC) which is 7 years plus 1 year plus 1 year.

- B) Council approves to extend the current roading maintenance contract to 30 June 2016 to enable the negotiation process to commence with Westroads Limited with a pricing to be agreed not above the budgets approved in the Ten Year Plan 2015-25.
- C) An independent organisation is engaged to review the contract prices to be submitted by Westroads Limited as part of the negotiation process for a direct appointment to the Roding Term Maintenance contract for Westland District.
- D) That Council notes that it is adopting this process for the following reasons:
  - i) They believe that it adds value for money,
  - ii) It ensures local employment and profits are retained in the West Coast Region,
  - iii) It retains local knowledge and experience.
  - iv) It has synergies with the State Highway Network Outcome Contract.
- E) The final contract comes back to Council for ratification.

*Cr Hope recorded his vote against the motion.*

#### **4.3 Citizenship Ceremony**

*The following people were in attendance at the Citizenship Ceremony to swear Allegiance to Her Majesty the Queen of New Zealand before His Worship the Mayor:*

<b>NAME</b>	<b>NATIONALITY</b>	<b>FORM OF OATH</b>
Mr Richard Siegfried <b>BUNGEROTH</b>	South African	Oath
Mrs Dalene Sarah <b>BUNGEROTH</b>	South African	Oath
Ms Inger Mary <b>PERKINS</b>	British	Oath
Miss Helen Mary <b>JONES</b>	British	Affirmation
Mr Joerum Gajo <b>ESCUETA</b>	Filipino	Oath
Mrs Maria Cristina Galang <b>ESCUETA</b>	Filipino	Oath

*The meeting adjourned for morning tea with the new citizens and their families at 10.15 am and reconvened at 10.51 am.*

#### **4.1 Mayor's Report**

*His Worship the Mayor provided the following update:*

- Thanked Council Staff for the successful completion of the new water treatment plant, accessing funding for the Kumara Water Supply and also the Haast Water Supply.
- Attended the Anniversary of the Haast Road Opening on the 7 November 2015.
- Attended a public meeting in Ross Township to retain a Police presence in Ross on the 10 November 2015.
- Chaired the Franz Josef/Waiau Working Group Meeting in Franz Josef on the 11 November 2015.
- Attended a Mayors and Chairs Forum in Westport on the 16 November 2015.
- Community Sport and Recreation Centre Meeting on the 17 November 2015.
- Attended an Air New Zealand Exhibition in Auckland on the 19 November 2015.
- Visited Franz Josef/Waiau and Fox Glacier with the Chief Executive on the 24 November 2015.
- Noted his disappointment regarding the Letter of the Editor from Durham Havill, Awatuna published in the Hokitika Guardian on the 20 November 2015 titled "Council Expenditure". He advised that Mr Havill had the opportunity to retract his letter but chose not to.

#### **4.2 Update from Councillors**

Councillors provided the following updates:

##### **i) Deputy Mayor Cox**

- Attended the Extraordinary Council Meeting held on Monday 2 November 2015 to adopt the 2014-2015 Annual Report.
- Attended the Whataroa Community Association on the 16 November 2015 with the Community Development Advisor. Noted that:
  - the Whataroa Community had lost up to 30 jobs with the cessation of native logging in South Westland.
  - the community has not received any MDI funding.
  - Advised that the Community Development Advisor and herself will be working with the Whataroa community going forward.
  - The community was concerned should Westroads move out of Whataroa.

- The Community was concerned about the lack of roading work being done in the area.
- Community Sport and Recreation Centre Meeting on the 17 November 2015.
- Attended the West Coast Wilderness Trail Meeting on the 24 November 2015 with Cr van Beek. Key items from that meeting were noted as follows:
  - the Ross to Pairie Road completion
  - concern about the speed on the section of State Highway from the Hokitika Golf Course to Mananui.
  - An update on marketing was provided by Jim Little, Chief Executive of Tourism West Coast.
  - The West Coast Wilderness Trail Guide that has been recently published.
  - The installation of interpretation panels.
- Noted the Ross policing situation.

**ii) Cr Martin**

- Extraordinary Council Meeting on the 2 November 2015 to adopt the 2014-2015 Annual Report.
  - Youth Development Strategy meetings on 5, 9, 12, 18, and 25 November 2015.
  - Community Led Development Meeting in Franz Josef on the 14 November 2015.
  - Community Sport and Recreation Centre Meeting on the 17 November 2015. Noted that a Steering Group was formed and outlined the process for the way forward.
  - Andrew Doughty, Office of Ethnic Communities on the 18 November 2015.
  - Wildfoods Festival Steering Committee on the 18 November 2015.
  - LGNZ Resource Management Act Workshop at Selwyn District Council on the 19 November 2015.
  - Community Christmas Function, Tall Tales on the 21 November 2015.
  - South Westland Cycle Trail Proponents on the 24 November 2015.
  - Wildfoods Festival Steering Committee on the 25 November 2015.
  - Enterprise Hokitika Meeting on the 25 November 2015.
- Noted that the “Love Hokitika” Group will commence the 25 Days of Christmas promotion to encourage people to shop locally.
- Noted that \$850 has been donated to purchase Christmas lights to install in the Pohutukawa tree on Fitzherbert Street, Hokitika.

**iii) Cr Butzbach**

- Extraordinary Council Meeting on the 2 November 2015 to adopt the 2014-2015 Annual Report.
- Franz Josef Workshop.
- LGNZ Rural Provincial Sector Meeting with the Group Manager: Planning, Community and Environment on the 19-20 November 2015. Noted that he has notes available from the workshop to share with the Mayor and Councillors.

**iv) Cr Thompson**

- Attended the Extraordinary Council Meeting on the 2 November 2015 to adopt the 2014-2015 Annual Report.
- Visited Korea on the 8-15 November 2015 for Agfest, representing the Council in various meetings. Noted that Korea have the best public Wifi system available. Advised that it would be good to have a public wifi system in Hokitika, Ross and Franz Josef Townships.
- Attended a PIM Course with the Emergency Management Officer in Wellington on the 16 November 2015.
- Spoke with Charlie McBeath, Chairman of the Ross Community Society regarding the Ross Police Station.

**v) Cr Hope**

- Noted that he has been away from Council for a period of time in Northern Ireland. Noted that he was available by email during this time period.
- Spoke regarding progress where Council is at in the triennium.
- Advised that he would like solid waste progressed to the agenda, including levels of service and cost.
- Noted his disappointment that the November Council Meeting was to be held in Haast, however it was moved back to the Council Chambers. He advised that there has been some good developments in Haast, particularly with the walking track being completed.
- Asked if there will be an opportunity to reschedule a Council Meeting in Haast.
- Advised that he has discussed with the Mayor matters surrounding Plan Change 7. He noted his concerns with the process that was followed and would like to discuss this with Council.

**vi) Cr van Beek**

- Safer Community Council Meeting on the 30 October 2015. Noted that the Ross policing issue was also discussed at that meeting.

- Extraordinary Council Meeting on the 2 November 2015 to adopt the 2014-2015 Annual Report.
- West Coast Wilderness Trail Meeting on the 24 November 2015 with Deputy Mayor Cox. Noted that there are two claims to Central Government and Development West Coast that need to be submitted by Council staff. Noted that Jonathan Kennett would like a list of trail improvements.
- Community Led Development Meeting in Franz Josef on the 14 November 2015.
- Community Sport and Recreation Centre Meeting on the 17 November 2015.
- Tuckers Flat Road – noted a landowner has complained regarding potholes.
- Signage has been erected on the Old Christchurch Road with regard to dust and asking people to slow down.
- Noted that more streetlights are required in Bonar Drive, Hokitika.

Moved Cr Dawson, seconded Cr Butzbach and **Resolved** that the verbal reports from the Mayor and Councillors be received.

#### **4.4 Quarterly Performance Report to 30 September 2015**

*The Group Manager: Corporate Services spoke to this report and noted the amendments on Page 22 with regard to operating costs.*

Moved Cr Dawson, seconded Cr Thompson and **Resolved** that Council receives the Quarterly Performance Report to 30 September 2015.

#### **4.5 Recreation Contributions**

*The Group Manager: Planning, Community and Environment and the District Planner spoke to this report.*

Moved Cr Hope, seconded Cr van Beek and **Resolved** that the Council rejects the proposed reduction in recreation contribution and confirms that the resource consent should continue to be processed with the recreation contribution being calculated on the basis of the District Plan and Long Term Plan.

*Deputy Mayor Cox recorded her vote against the motion*

#### **4.6 Update on Local Alcohol Policy (LAP)**

The Group Manager: Planning Community and Environment and the Community Development Advisor spoke to this item.

Moved Cr Martin, seconded Cr Butzbach and **Resolved** that:

- A) Council defers creating a Local Alcohol Policy until April 2016 at the earliest.
- B) Council approves the extension of the term of the Alcohol Working Party (Cr Butzbach, Cr Martin and Cr Montagu) to the end of the current triennium.

#### **4.8 Hokitika Stormwater Flooding Issues and Options**

The Group Manager: District Assets and the Engineer 3 Waters spoke to this item.

The Group Manager: District Assets tabled an amended report on the Hokitika Stormwater Flooding Issues and Options Assessment prepared for Westland District Council.

*Deputy Mayor Cox left the meeting at 10.17 am and returned to the meeting at 10.19 am.*

Moved Cr Dawson, seconded Cr Butzbach and **Resolved** that Council receives the MWH report on Hokitika Stormwater issues and options, and include the proposed improvement works as highlighted in the summary tables in Section 3.2 or Table 8 for Hokitika Stormwater Networks as proposed capital projects in the 2016-17 Annual Plan for consultation with the local community.

#### **4.9 Statement of Proposal for Consultation – Adoption of Water Supply Bylaw – 2015 Westland District**

The Group Manager: District Assets and the Engineer Water Services spoke to this item and advised that the two public information sessions will be advertised and held on the 12 January 2016 and the 19 January 2016.

*Cr Martin left the Council Meeting at 12.35 pm and returned to the meeting at 12.37 pm.*

Moved Cr Martin, seconded Cr Dawson that Council adopts the Statement of Proposal for consultation under special consultative procedure in accordance with Section 82 and Section 83 of the Local Government Act.

An alternative motion was then proposed by Cr Hope.

Moved Cr Hope, seconded Cr van Beek **by way of amendment** that Council

rejects the Statement of Proposal for consultation.  
*The amendment was put to the meeting and was lost.*

The original motion became the substantive motion, was put to the meeting and carried.

*Cr Butzbach recorded his vote against the original motion.*

*The meeting was adjourned at 12.39 pm for lunch and then a visit to Kaniere School, and reconvened at 3.05 pm.*

#### **4.10 Memorandum of Understanding – A Commitment to Regional Efficiency**

Moved Cr Dawson, seconded Cr van Beek and **Resolved** that Council endorse the Memorandum of Understanding – A Commitment to Regional Efficiency.

### **5. MATTERS TO BE CONSIDERED IN THE ‘PUBLIC EXCLUDED SECTION’**

Moved Cr Thompson, seconded Cr Butzbach and **Resolved** that Council exclude the public in accordance with Section 48, Local Government Official Information and Meetings Act 1987 at 3.50 pm.

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

#### **5.1 Confidential Minutes**

#### **5.2 Health and Safety Initiatives**

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 this 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
5.1	Minutes	Confidential Minutes	Good reasons to withhold exist under Section 7	Section 48(1(a))
5.2	Report	Health and Safety Initiatives	Good reasons to withhold exist under Section 7	Section 48(1(a))

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
5.1 & 5.2	Protection of privacy of natural persons/organisations.	Section 7(2)(a)

Moved Cr van Beek, seconded Deputy Mayor Cox 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 3.58 pm.

**MEETING CLOSED AT 3.58 PM**

Confirmed by:

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**Mike Havill**  
**Mayor**

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**Date**

**Date of Next Ordinary Council Meeting**  
**17 December 2015**  
**Council Chambers**



# Report



**DATE:** 17 December 2015

**TO:** Mayor and Councillors

**FROM:** Finance Manager

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## **FINANCIAL PERFORMANCE: OCTOBER 2015**

### **1 SUMMARY**

- 1.1 The purpose of this report is to provide an indication of Council's financial performance for one month to 31 October 2015.
- 1.2 This issue arises from a requirement for sound financial governance and stewardship with regards to the financial performance and sustainability of a local authority.
- 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 financial performance report to 31 October 2015, attached as **Appendix 1**.

### **2 BACKGROUND**

- 2.1 Council receives monthly financial reporting so that it has current knowledge of its financial performance and position against targets and objectives adopted in the Long Term Plan 2015/25.

### **3 CURRENT SITUATION**

- 3.1 Council now receives a monthly financial summary report in a consistent format.

3.2 The Financial Performance Report to 31 October 2015, is attached as **Appendix 1** and contains the following elements:

- 3.2.1 Segmental graphs for net cost of services, operating revenue and expenditure.
- 3.2.2 Debt Position
- 3.2.3 Update on Rates Debtors.
- 3.2.4 Whole of Council Cost of Service Statement, including Full Year Forecast.
- 3.2.5 2015/16 Project progress report.
- 3.2.6 Carry overs.

#### **4 OPTIONS**

- 4.1 Council can decide to receive or not receive the report.

#### **5 SIGNIFICANCE AND CONSULTATION**

- 5.1 This report is for information only and, while feedback is invited from Council in order for staff to continuously improve the quality of information provided, no assessment of significance or consultation and no options analysis is required.

#### **6 RECOMMENDATION**

- A) **THAT** Council receives the Financial Performance Report to 31 October 2015

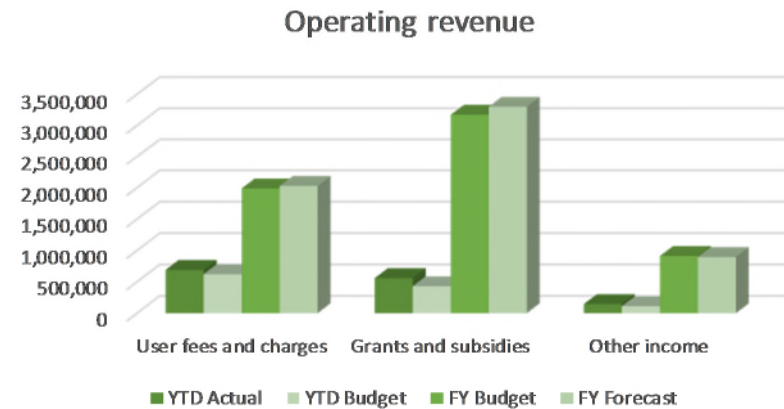
**Lesley Crichton**  
**Finance Manager**

**Appendix 1:** Financial Performance October 2015

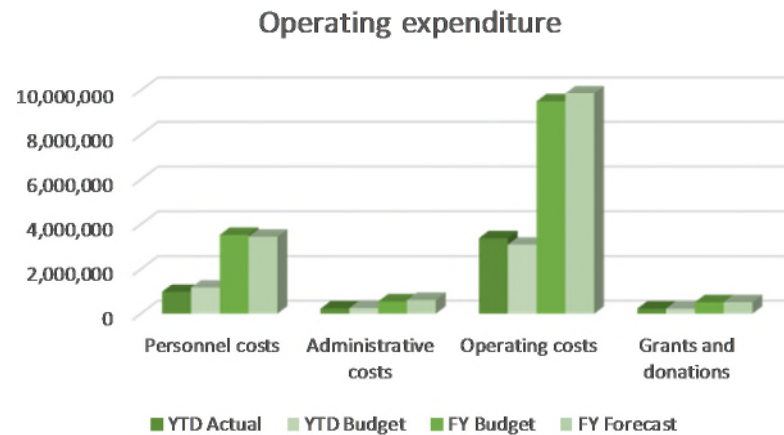


# Financial Performance October 2015

<b>Operating revenue</b>	<b>YTD Actual</b>	<b>YTD Budget</b>	<b>FY Budget</b>	<b>FY Forecast</b>
User fees and charges	689,256	620,074	1,988,303	2,027,187
Grants and subsidies	558,074	427,820	3,171,625	3,298,847
Other income	144,846	110,062	910,430	895,354



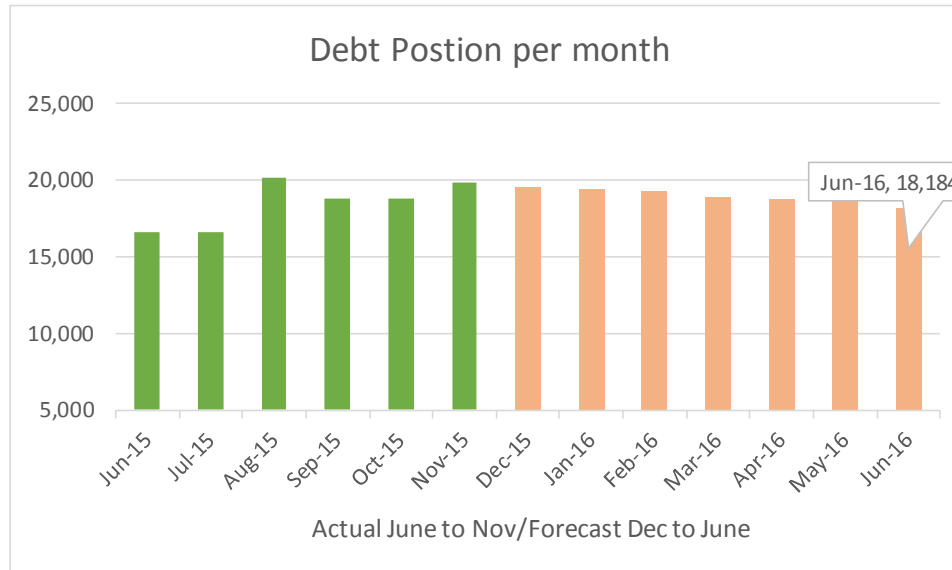
<b>Operating expenditure</b>	<b>YTD Actual</b>	<b>YTD Budget</b>	<b>FY Budget</b>	<b>FY Forecast</b>
Personnel costs	982,483	1,173,697	3,536,405	3,454,235
Administrative costs	231,669	247,676	549,224	608,102
Operating costs	3,385,260	3,097,443	9,498,013	9,867,403
Grants and donations	224,974	230,299	518,500	518,500



## Debt Position

### Debt Position 2015

Opening Balance	16,660
Loan funded capex forecast	806
Loan funded WTP upgrade	2,190
Forecast repayments 2015-16	-1,472
<b>Forecast balance June 2016</b>	<b>18,184</b>



### Rates debtors

<b>Rates debtors at 30 Sept 2015</b>	<b>1,488,943</b>
Installment 2	2,439,650
Arrears	1,371,807
	5,300,400
Less payments received	-2,161,796
paid in advance	672,853
	-1,488,943
<b>Total rates debtors 31 Oct 2015</b>	<b>3,811,457</b>
Arrears at 31st October 2014	1,429,388
Arrears at 31st October 2015	1,371,807
<b>Reduction in Arrears</b>	<b>57,581</b>

Note: 1. 260 second reminder letters were sent out in October.

WESTLAND DISTRICT COUNCIL	Year to October			Full year 2015-2016	
	Actual	Budget	Variance	Budget	FY Forecast
<b>Operating revenue</b>					
Rates (includes targeted rates and metered water)	6,306,032	6,292,549	13,483	14,033,643	14,105,865
User fees and charges	689,256	620,074	69,182	1,988,303	2,027,187
Grants and Subsidies	558,074	427,820	130,254	3,171,625	3,298,847
Other income	144,846	110,062	34,785	910,430	895,354
Overhead recoveries	2,075,495	2,088,308	(12,813)	6,318,673	6,410,303
<b>Total revenue (A)</b>	<b>9,773,704</b>	<b>9,538,813</b>	<b>234,891</b>	<b>26,422,674</b>	<b>26,737,556</b>
<b>Operating expenditure</b>					
Personnel costs	982,483	1,173,697	(191,213)	3,536,405	3,454,235
Administrative costs	231,669	247,676	(16,008)	549,224	608,102
Operating costs	3,385,260	3,097,443	287,817	9,498,013	9,867,403
Grants and donations	224,974	230,299	(5,325)	518,500	518,500
Overheads	2,078,828	2,092,300	(13,471)	6,318,673	6,297,959
<b>Total operating expenditure (B)</b>	<b>6,903,214</b>	<b>6,841,414</b>	<b>61,799</b>	<b>20,420,815</b>	<b>20,746,199</b>
<b>Net operating cost of services - surplus/(deficit) (A - B)</b>	<b>2,870,490</b>	<b>2,697,398</b>	<b>173,092</b>	<b>6,001,859</b>	<b>5,991,357</b>
<b>Other expenditure</b>					
Interest and finance costs	259,977	294,158	(34,181)	882,473	882,473
Depreciation	2,087,428	1,822,692	264,735	5,468,077	5,765,292
(Gain)/loss on investments	(11,296)	0	(11,296)	0	(11,296)
(Gain)Loss on swaps	134,261	0	134,261	0	262,261
(Gain)Loss on disposals	(4,457)	0	(4,457)	0	(4,457)
<b>Total other expenditure (C)</b>	<b>2,465,912</b>	<b>2,116,850</b>	<b>349,062</b>	<b>6,350,550</b>	<b>6,894,272</b>
<b>Total expenditure (D = B + C)</b>	<b>9,369,126</b>	<b>8,958,265</b>	<b>410,861</b>	<b>26,771,366</b>	<b>27,640,471</b>
<b>Net cost of services - surplus/(deficit) (A - D)</b>	<b>404,578</b>	<b>580,548</b>	<b>(175,970)</b>	<b>(348,691)</b>	<b>(902,915)</b>

### Variance Analysis

<b>Operating revenue</b>	
User fees and charges	
Grants and Subsidies	Haast water subsidy not budgeted.
Other income	
<b>Operating expenditure</b>	
Personnel costs	
Administrative costs	
Operating costs	Insurance claim costs for Blue Spur upgrade project, it is unlikely that the cost will be reimbursed
<b>Other expenditure</b>	
(Gain)/loss on investments/Swaps	There was a small gain on swaps (\$12k), it is likely there will be a similar gain in november



## Project progress report

As at 31/10/2015						Legend - Key
		Forecast on Budget				Project Delayed - Will not be completed by 30th June 2016
		Forecast over Budget				Project on-Track - Will be completed by 30th June 2016
						Project Complete - 100% Progress
Project / Activity	YTD exp	2015-16	Forecast	Budget Track	Progress / Track	Progress comments
	\$0	\$0	\$0			
<b>Museum</b>						
Research Development Centre	-	22,000	22,000	🟢	🟡	not yet begun, but still expected to be on-track for completion by 30 June 2016
Retail Development	-	30,000	30,000	🟢	🟡	not yet begun, but still expected to be on-track for completion by 30 June 2016
<b>Total</b>	-	52,000	52,000			
<b>Corporate Services</b>						
Shelving for Council records and archives	-	10,000	10,000	🟢	🟢	Shelving complete
<b>WATER SUPPLY</b>						
Mains Upgrade (on-going)	40,000	100,000	100,000	🟢	🟡	Hokitika. WIP
Replace Water meters (on-going)	-	200,000	200,000	🟢	🟡	Hokitika. Not started
Mains Upgrade (on-going)	-	80,000	80,000	🟢	🟡	Ross. Not started
Permanent Generator in Harihari	-	30,000	30,000	🟢	🟡	WIP - On Order
Water supply service assurance	20,536	100,000	100,000	🟢	🟡	Work in progress
Replacement of Water Meters	-	50,000	50,000	🟢	🟡	Fox Glacier meters. WIP
<b>Total</b>	60,536	560,000	560,000			
<b>WASTEWATER</b>						
West Dr Pump & Electrics Upgrade	-	40,000	40,000	🟢	🟡	Three Mile. WIP
WWTP Improvements at Franz	8,645	50,000	50,000	🟢	🟡	50% spent. Infiltration galleries repaired. Other treatment options being investigated
<b>Total</b>	8,645	90,000	90,000			
<b>STORMWATER</b>						
Mobile Generator	-	50,000	50,000	🟢	🟡	WIP
<b>SOLID WASTE</b>						
Landfills - Hokitika	327,525	350,000	350,000	🟢	🟡	In progress
Landfills - Butlers Site Shed - Hazardous	-	15,000	15,000	🟢	🟡	Not started. Need to determine scope and drawings & water source.
Washdown Facility	-	50,000	50,000	🟢	🟡	Not started.
Intermediate Capping for Butlers	-	10,000	10,000	🟢	🟡	After Xmas
Landfill - Haast - Digout new Cell	-	10,000	10,000	🟢	🟡	Not started.
Haast intermediate cap current cell	-	5,000	5,000	🟢	🟡	Haast. Portable shed WIP
<b>Total</b>	327,525	440,000	440,000			
<b>CEMETERIES</b>						
Hokitika Cemetery - Building Improvements	585	20,000	20,000	🟢	🟡	WIP
Hokitika Cemetery - Improvements	-	10,000	10,000	🟢	🟢	Complete
Berm Development	-	10,000	10,000	🟢	🟡	First stage complete.
<b>Total</b>	585	40,000	40,000			
<b>Community Halls and Buildings</b>						
Ross Hall - Upgrade/Replacement	46,233	90,000	90,000	🟢	🟡	Kitchen works completed in October – WIP
Carnegie Building - Improvements	-	20,000	20,000	🟢	🟡	Security C/F. Earthquake report conducted by OPUS
<b>Total</b>	46,233	110,000	110,000			
<b>Community Township Development</b>						
Footpath - Sale street	-	10,000	10,000	🟢	🟡	Hokitika
Footpath Tiles replacements	-	12,000	12,000	🟢	🟡	Fox. Business area. Not started. Summer work
Footpath Tiles replacements	-	6,000	6,000	🟢	🟡	Fox. Business area. Not started
New Footpath	-	15,000	15,000	🟢	🟡	Franz. SH6/Cron southside. Not started
Upgrade footpaths and driveways over next three years	-	5,000	5,000	🟢	🟡	Kumara. Liaising with community representatives.
<b>Total</b>	0	48,000	48,000			
<b>Elderly Housing</b>						
Pensioner Housing	-	45,000	45,000	🟢	🟢	
<b>Information Services</b>						
IT equipment Renewals	7,125	30,000	30,000	🟢	🟡	
<b>Inspection and Compliance</b>						
Noise Meter	7,819	10,000	7,819	🟢	🟢	Complete
<b>Land &amp; Buildings</b>						
Improvements in Hokitika - Car Parks	-	15,000	15,000	🟢	🟡	Primary school traffic islands project.
<b>Parks &amp; Reserves</b>						
Cass Square - Turf Improvements	-	120,000	120,000	🟢	🟡	After Wildfood Festivals
Upgrade of Playground equipment	-	45,000	45,000	🟢	🟡	WIP. Scope to be agreed
Repair to Statues	-	5,000	5,000	🟢	🟡	Part of larger project. Heritage Hokitika involved
Marks road reserve improvements	-	10,000	10,000	🟢	🟡	Haast toilets.
Developments	-	30,000	30,000	🟢	🟡	Beachfront?
<b>Total</b>	0	210,000	210,000			
<b>Transportation</b>						
Seal 4th Street Kumara	-	140,000	140,000	🟢	🟡	Scheduled after Xmas
<b>Vehicle Operations</b>						
Replacing pool vehicle	27,687	33,000	27,687	🟢	🟢	Complete
New Vehicle -	27,934	38,000	27,934	🟢	🟢	Complete
<b>Total</b>	55,621	71,000	55,621			
<b>Total</b>	514,089	1,921,000	1,903,440			



# Carry Over Schedule to 2015-16

Requestor	Detail	Funded by	Approved \$	Actual \$	Forecast \$	Balance \$	Approved variance in 2016	Status
Julia Bradshaw	Museum Donations - for Exhibitions	Donations	- 11,167	- 11,167	- 11,167	-	Favourable income	Complete
Julia Bradshaw	Museum Donations - for Exhibitions	Donations	- 5,000	- 5,000	- 5,000	-	Favourable income	Complete
		<b>Donations Total</b>	<b>- 16,167</b>	<b>- 16,167</b>	<b>- 16,167</b>	-		
Derek Blight	Creative New Zealand	External Grant	- 5,403	- 5,403	- 5,403	-	Favourable income	Complete
		<b>External Grant Total</b>	<b>- 5,403</b>	<b>- 5,403</b>	<b>- 5,403</b>	-		
Petrina Cannell	Haast WTP	Subsidy (\$240k) & Depreciation (\$160k)	73,732	1,452	10,691	63,041	Capital	Complete
		<b>Subsidy/Depreciation Total</b>	<b>73,732</b>	<b>1,452</b>	<b>10,691</b>	<b>63,041</b>		
Petrina Cannell	Franz Josef WWTP	Loan	99,474	-	99,474	-	Capital	Under review
Petrina Cannell	Haast WWTP Improvements	Loan	35,167	8,094	27,073	27,073	Capital	Complete
Simon Eyre	Council HQ re-roofing	Loan	125,000	29,446	125,000	-	Capital	In Progress
Vivek Goel	Franz Josef Landfill	Loan	25,000	-	25,000	-	Capital	
		<b>Loan Total</b>	<b>284,641</b>	<b>37,540</b>	<b>257,568</b>			
Jim Ebenhoh	Builder's Accreditation	Rates YE 2014	20,000	16,203	16,203	3,797	Operating adverse	Complete
John Bainbridge	Hokitika Cemetery Capital Development	Rates YE 2015	10,000	-	10,000	-	Capital	Stage 1 completed
Tanya Winter	Cass Square Statues	Rates YE 2014	10,000	-	10,000	-	Capital	Heritage Hokitika approached
Tanya Winter	Cass Square Statues	Rates YE 2015	5,000	-	5,000	-	Capital	Heritage Hokitika approached
Tanya Winter	CCO review	Rates YE 2015	6,988	1,000	6,988	-	Operating adverse	\$1,000 committed
Vivek Goel	Kumara CAP	Targeted Rates YE 2015	5,712	-	5,712	-	Capital	Complete
		<b>Rates Total</b>	<b>57,700</b>	<b>17,203</b>	<b>53,903</b>	<b>3,797</b>		
Petrina Cannell	Hokitika WWTP Resource Consent	Renewal reserve - Depreciation	29,552	59,093	-	50,000	Capital	Current
Simon Eyre	Upgrade fire-alarm system - Museum	Renewal reserve - Depreciation	30,000	-	30,000	-	Capital	Current
Petrina Cannell	Rural Water supply	Renewal reserve - Depreciation	49,475	48,298	49,475	-	Capital	Complete
		<b>Renewal reserve - Depreciation Total</b>	<b>109,027</b>	<b>107,391</b>	<b>159,027</b>	<b>50,000</b>		
Simon Eyre	Hari Hari Community Facility	\$100k Reserves Development fund, \$190k Hari Hari Community complex reserve fund	225,972	228,077	225,972	-	Capital	In Progress
Tanya Winter	Franz Josef Cycle Trail	Reserves	48,000	-	48,000	-	Operating adverse	FJCC engaged
Jim Ebenhoh	Franz Josef Urban Revitalisation plan	Reserves	100,000	-	100,000	-	Capital	Likely to require further carryover due to needing to wait for findings and direction of Council / community working party on Franz Josef / Waiau Future Planning.
Derek Blight	Fox Glacier Community Centre	Reserves	100,000	100,000	100,000	-	Capital	Complete
Derek Blight	Hari Hari Township Development fund	Reserves	14,000	14,000	14,000	-	Operating adverse	
		<b>Reserves Total</b>	<b>487,972</b>	<b>342,077</b>	<b>487,972</b>	-		
Tanya Winter	Cycle Trail - Partner Programme Revenue	Stakeholder Contribution	- 21,125	- 21,125	- 21,125	-	Appropriation / operating	Establishing operational trust
Tanya Winter	Cycle Trail - Partner Programme Revenue	Stakeholder Contribution	- 6,808	- 6,808	- 6,808	-	Appropriation	Year end 2016
			<b>- 27,933</b>	<b>- 27,933</b>	<b>- 27,933</b>			
			<b>963,569</b>	<b>456,160</b>	<b>919,657</b>	<b>16,839</b>		



# Report



**DATE:** 17 December 2015

**TO:** Mayor and Councillors

**FROM:** Chief Executive

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## 2016 COUNCIL MEETING SCHEDULE

### 1 SUMMARY

- 1.1 The purpose of this report is to provide a listing of Council Meetings for 2016 for confirmation by Council.
- 1.2 This issue arises from the requirement to adopt a schedule of Council Meetings for 2016.
- 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 adopt the meeting schedule attached as **Appendix 1**.

### 2 BACKGROUND

- 2.1 The Council has historically adopted meeting schedules for the following year, at their December Council meeting each year. This is so that elected members, staff and the community are provided with the dates in advance and can plan their diaries accordingly.

### 3 CURRENT SITUATION

- 3.1 Council meetings are currently held on the fourth Thursday of every month. Staff are not proposing to change this.
- 3.2 The Executive Committee has adopted a work plan with scheduled regular Committee meetings.

- 3.3 A proposed timetable of meetings is attached as **Appendix 1**.

#### **4 OPTIONS**

- 4.1 **Option 1** - Adopt the meeting schedule.
- 4.2 **Option 2** – Amend the meeting schedule and adopt it.
- 4.3 **Option 3** - Do not adopt the meeting schedule.

#### **5 SIGNIFICANCE AND CONSULTATION**

- 5.1 Council meetings are legislatively required and part of the decision-making process of local government provided for in the Local Government Act 2002. When assessed against Council's Policy on Significance and Engagement however, this decision is administrative in nature and therefore of a low level of significance.
- 5.2 Council has previously indicated a preference to hold Council meetings throughout the Westland district to encourage engagement with local communities. It is proposed to hold two Council Meetings outside of the Westland District Council Chambers at 36 Weld Street, Hokitika.

#### **6 ASSESSMENT OF OPTIONS (INCLUDING FINANCIAL IMPLICATIONS)**

- 6.1 The advantages of holding meetings in the Council Chambers is that technology and staff are available and the cost to Council is negligible as there is no meeting room hire. There are still catering costs and travel costs for those elected members who meet the travel criteria.
- 6.2 The disadvantages of holding meetings in the Council Chambers is that people in remote communities are disadvantaged due to travelling distances.
- 6.3 The advantages of holding Council meetings throughout the district is that Council has the opportunity to meet with the local community members in their respective areas and is able to combine visits to district assets, hear community concerns, and see other community projects.
- 6.4 The disadvantages of holding meetings throughout the District are that technology is not readily available and venue hire needs to be paid for. Staff can however take a portable screen, laptop and data projector if required. There is also the cost of travel as staff and most elected members live in or close to Hokitika.

## **7      PREFERRED OPTION AND REASONS**

- 7.1      The preferred option is that Council adopt the meeting schedule attached as **Appendix 1**. This will mean that most meetings will be held in Hokitika, but it will also enable Council to have a presence in two other communities in Westland district.

## **8      RECOMMENDATION**

- A)      **THAT** the schedule of Council Meetings for 2016 attached as Appendix 1 be adopted.

**Tanya Winter**  
**Chief Executive**

**Appendix 1:**      Council Meetings 2016.

# APPENDIX 1

## COUNCIL MEETINGS 2016

Month	Meeting Date	
January	28	Chambers
February	25	Chambers
March	24	Harihari
April	28	Chambers
May	26	Chambers
June	23	Chambers
July	28	Chambers
August	25	Franz Josef
September	22	Chambers
October	27	RSA Building
November	24	Chambers
December	15	Chambers