

# A G E N D A

## Council

**Thursday  
22 May 2014  
commencing at 9.00 am  
Council Chambers**

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. A.R. Keenan,  
Cr. L.J. Martin, Cr. M.D. Montagu, 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 22 MAY 2014 COMMENCING AT 9.00 AM

*Tanya Winter*  
*Chief Executive*

*22 May 2014*

### **Council Vision**

*“Westland will, by 2030, be a world class tourist destination and have industries and businesses leading through innovation and service.*

*This will be achieved by:*

- *Involving the community and stakeholders*
- *Having inspirational leadership*
- *Having expanded development opportunities*
- *Having top class infrastructure for all communities*
- *Living the ‘100% Pure NZ’ brand*

*“Westland, the last best place”*

### **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.**

#### **1.2 Register of Conflicts of Interest.**

## **2. CONFIRMATION OF MINUTES:**

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

#### **2.1.1 Ordinary Meeting – 17 April 2014.**

(Pages 6-23)

### **2.2 Minutes and Reports to be received**

#### **2.2.1 Minutes of the Public Excluded portion of the Westland District Council Meeting, held on Thursday 27 March 2014.**

*(Refer Public Excluded Minutes).*

## **3. PUBLIC FORUM**

## **4. BUSINESS**

### **4.1 Presentations to Council at 10.00 am**

#### **i) Ross Community**

Members of the Ross Community will be in attendance at the meeting to give a presentation on the Ross Community Hall.

#### **ii) Jacquie Grant**

Jacquie Grant will be in attendance at the meeting to give a presentation on the Pioneer Statue.

#### **iii) Des Routhan**

Des Routhan will be in attendance at the meeting to speak about the Mint Creek Water Supply at Whataroa.

### **4.2 Update on Proposed Relocation of Pioneer Statue**

(Pages 24-31)

### **4.3 Whataroa Rural (Mint Creek) Water Scheme – Divestment and Ownership Transfer**

(Pages 32-42)

**4.4 Mayor's Report.**

*A verbal update will be provided by Mayor Havill.*

**4.5 Update from Councillors.**

**4.6 Q3 Report: Performance Report for the Nine Months to 31 March 2014.**

(Pages 43-105)

**4.7 West Coast Regional Economic Development Plan 2014-2030**

(Pages 106-114)

**4.8 Wildfoods Festival 2014**

(Pages 115-119)

**4.9 Cyclone Ita Storm Damage**

(Pages 120-125)

**4.10 Approval to Commence Project - Ross Swimming Pool Liner Installation**

(Pages 126-130)

**5. 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:

**5.1 Public Excluded Minutes of Meetings of Council**

**5.2 Request for Restricted Delegation to make Financial Adjustments**

**5.3 Review of Council Controlled Organisations – Implementations Plan**

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
1.	Public Excluded Minutes of Meetings of Council	Confirmation of April Public Excluded Council Minutes.	Good reasons to withhold exists under Section 7.	Section 48(1)(a)
2.	Report to Council	Request for Restricted Delegation to make Financial Adjustments	Good reasons to withhold exists under Section 7.	Section 48(1)(a)
3.	Report to Council	Review of Council Controlled Organisations – Implementation Plan	Good reasons to withhold exists under Section 7.	Section 48(1)(a)

Next Meetings:      28 May 2014 to Hear Submissions  
                               29 May 2014 to Consider Submissions  
                               26 June 2014 Ordinary Council Meeting

# Ordinary Council Minutes

## MINUTES OF AN ORDINARY MEETING OF THE WESTLAND DISTRICT COUNCIL, HELD IN THE COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA ON THURSDAY 17 APRIL 2014 COMMENCING AT 3.00 PM

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### 1. MEMBERS PRESENT

His Worship the Mayor, M.T. Havill

Deputy Mayor P.M. Cox

Cr. J.H. Butzbach, Cr. M.S. Dawson, Cr. D.G. Hope, Cr. A.R. Keenan, Cr. L.J. Martin, Cr M.D. Montagu (from 3.21 pm), Cr. C.A. van Beek.

#### 1.1 Apologies

Cr M.D. Montagu for lateness.

#### Staff In Attendance (for part of the meeting)

T.L. Winter – Chief Executive, G. Borg – Group Manager: Corporate Services; V. Goel – Group Manager: District Assets; Diane Maitland – Executive Assistant.

#### 1.2 Register of Conflicts of Interest

The Conflicts of Interest Register was circulated and amendments were noted.

### 2. CONFIRMATION OF MINUTES:

#### 2.1 Confirmation of Minutes of Meetings of Council

##### 2.1.1 Ordinary Meeting – 27 March 2014.

Moved Cr Dawson, seconded Cr van Beek and **Resolved** that the Minutes of the Ordinary Meeting of Council, held on the 27 March 2014 be confirmed as a true and correct record of the meeting.

### **2.1.2 Special Council Meeting – 10 April 2014.**

Moved Cr Dawson, seconded Deputy Mayor Cox and **Resolved** that that the Minutes of the Special Council Meeting held on the 10 April 2014 be received as a true and correct record of the meeting.

## **2.2 Minutes and Reports to be received**

### **2.2.1 Minutes of the Public Excluded portion of the Westland District Council Meeting, held on Thursday 27 March 2014.**

*(Refer Public Excluded Minutes).*

## **3. PUBLIC FORUM**

No members of the public spoke in the Public Forum Section of the meeting.

## **4. BUSINESS**

### **4.1 Presentation of Civic Award**

Mrs Frances Stapleton attended the meeting to receive a Civic Award from His Worship the Mayor and Councillors for her contribution to Westland community groups.

The Mayor, Councillors and staff then observed a moments silence for Neale Gray and Darryl Condon who lost their lives in a tragic helicopter accident at Fish River at Haast.

## **5. REPORTS**

### **5.1 Mayor's Report.**

His Worship the Mayor provided a verbal update regarding:

- The meeting with Waitaha Valley Residents.
- David Verrall's Citizenship Ceremony.
- The 2014-2015 Draft Annual Plan.
- Mayors and Chairs Meeting on Monday 14 April 2014.

Moved His Worship the Mayor, seconded Cr Dawson and **Resolved** that the Mayor Havill's verbal report be received.

## 5.2 Update from Councillors.

Verbal updates were provided by the following Councillors:

- i) **Cr Martin:**
  - Heritage Hokitika meeting – 25 March 2014.
  - Hokitika Central Business District Meeting.
- ii) **Cr Butzbach**
  - Enterprise Hokitika Meeting.
  - Goldrush 150<sup>th</sup> meeting.
- iii) **Cr Keenan**
  - Beachfront Working Group meeting on the 20 March 2014.
  - Heritage West Coast
  - Historic Places Trust
  - Heritage Hokitika meeting - 25 March 2014.
  - 150th Goldrush Committee
  - 150th Celebrations Plan.
  - Ross Community Society.
  - RSA Working Group.
  - Westland Ratepayers and Residents Association Meeting – 1 May 2014.
  - Airport and landing fees.
- iv) **Cr Hope**
  - Haast School – Speed Limits.
  - Mayors and Chairs meeting regarding the proposed Haast-Hollyford Road.

*Cr Montagu attended the meeting at 3.21 pm.*

- v) **Cr van Beek**
  - Proposed rate increases.
  - Kawhaka Bridge
- vi) **Deputy Mayor Cox**
  - Okarito Community Association
- vii) **Cr Montagu**
  - Ross Community – MDI Funding.



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

**5.4     Submission on Building (Earthquake Prone Buildings) Amendment Bill 2013**

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

- A)     The Council join with the Southern Councils to make a joint submission on the Building (Earthquake Prone Buildings) Amendment Bill 2013 with a contribution of \$1,000 to be funded from operational budgets.
- B)     The Council resolves to add the Mayor's signature to the draft joint submission attached to the Minutes, subject to any minor editorial changes suggested by any of the Southern Councils.

*It was noted that a West Coast town is to be included in the list.*

**5.3     Jim Little, Tourism West Coast**

Jim Little, Chief Executive, Tourism West Coast and Gary Lee from Enterprise Hokitika attended the meeting at 3.30 pm and provided an update regarding Tourism West Coast.

*The Mayor and Councillors asked that the benchmarking information be circulated to them.*

**5.5     Report to Council from Executive Committee Chair**

*Cr Dawson spoke to this report.*

Moved Cr Dawson, seconded Cr van Beek and **Resolved** that the report from the Chair of the Executive Committee be received.

**5.6     Report to Council - Baches and other occupations on Unformed Legal Roads**

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

Moved Cr Dawson, seconded Cr Montagu and **Resolved** that Council adopts the policy appended to these Minutes (Appendix 2); subject to the following amendment to the wording on Page 47:

“...continued use of baches for recreational purposes...”

*Cr Hope and Cr Keenan recorded their votes against the motion.*

#### **5.7 Report to Council - West Coast Civil Defence Heads of Agreement**

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

- A) Council endorse the ‘Heads of Agreement on Joint Civil Defence Services’ attached as **Appendix 1** to the Minutes and authorise the Mayor and Chief Executive to sign and seal the document once approval of all West Coast Councils is confirmed.
- B) Any minor amendments to the document that may be requested by any one of the other Councils, be accepted at the discretion of the Mayor and Chief Executive.

*Vivek Goel assumed the role of Acting Chief Executive for this section of the meeting.*

#### **5.8 Report to Council - Psychoactive Substances Act and Local Approved Product Policy (LAPP)**

Moved Cr Keenan, seconded Cr Martin and **Resolved** that a Local Approved Product Policy under the Psychoactive Substances Act 2013 be developed through consultation with the community.

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

Moved Cr Martin, seconded Deputy Mayor Cox and **Resolved** that Council exclude the public in accordance with Section 48, Local Government Official Information and Meetings Act 1987 at 4.28 pm.

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 Report to Council from Executive Committee Chair**

#### **6.3 Fitzherbert Street Pumping Main Upgrade Contract 13/14/18**

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)(a) and (d) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

GENERAL SUBJECT OF THE MATTER TO BE CONSIDERED		REASON FOR PASSING THIS RESOLUTION IN RELATION TO THE MATTER	GROUND(S) UNDER SECTION 48(1) FOR THE PASSING OF THIS RESOLUTION
1.&2.	Confidential Minutes.	To protect the privacy of individuals/organisations under Section 7(2) (a) and (i)	48(1)(a)(i) & (d)
3.	Fitzherbert Street Pumping Main Upgrade Contract 13/14/18	To protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information	48(1)(a)(i) & (d)

This resolution is made in reliance on Section 48(1)(a) 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
1.&2.	Protection of privacy of natural persons/organisations.	Section 7(2)(a)
3.	Protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or is the subject of the information.	Section 7(2)(b)(ii)

Moved Cr Butzbach, seconded Cr Hope and **Resolved** that the business conducted in the "Public Excluded Section" be confirmed and the public be readmitted at 5.54 pm.

**MEETING CLOSED AT 5.55 PM**

**Next Meeting – Thursday 22 May 2014**

**Confirmed by:**

\_\_\_\_\_  
**Mike Havill**  
**Mayor**

\_\_\_\_\_  
**Date**

**Date:** 7 April 2014

**Version:** 4

**Updated:** 7 April Post Comments From Joint Southern Councils

## LOGOS

### **JOINT SOUTHERN COUNCILS SUBMISSION ON THE BUILDING (EARTHQUAKE PRONE BUILDINGS) AMENDMENT BILL**

To the Local Government and Environment Committee

#### **Introduction**

1. The following submission to the Local Government and Environment Select Committee has been prepared by the undersigned Joint Southern Councils: Buller District Council, Central Otago District Council, Clutha District Council, Dunedin City Council, Gore District Council, Invercargill City Council, Mackenzie District Council, Queenstown Lakes District Council, Southland District Council, Timaru District Council, Waimate District Council, Waitaki District Council and Westland District Councils.
2. Representatives of the undersigned Councils wish to appear before the Local Government and Environment Committee to speak to this submission. Our submission complements individual submissions prepared by southern Councils. Given our joint submission includes a number of Councils which do not intend to make an individual submission we request the Select Committee consider a request for 40 minutes for our verbal submission.
3. The Joint Southern Councils support the Local Government New Zealand (LGNZ), Federated Farmers and Auckland City Council submissions to the Select Committee. The Joint Southern Council submission particularly endorses the following messages:
  - a. LGNZ:
    - i. That the Bills emphasis on life safety in the absence of broader economic and social factors is too narrow.
    - ii. That rural and provincial New Zealand will carry a disproportionate burden of the economic and social impacts of the Bill.
    - iii. That any approach should prioritise risks (i.e. areas susceptible to seismic risk) and parts of buildings most likely to cause harm.

- iv. Regulations should be developed as soon as possible to allow the Select Committee time to consider their implications before reporting back on the Bill.
- b. Auckland City Council:
    - i. Continues to support a national approach to earthquake-prone building policy and MBIE leadership, as long as it reflects the varying risk across the country and the provision for local discretion to be applied to ensure operational policy reflects the local environment.
    - ii. Social, environmental, and economic factors in Auckland are different to other parts of the country, and what we can afford to bear in our jurisdiction, might be impractical for others.
    - iii. It is of absolute necessity to ensure that the final outcome of the legislative change is a system that will function well not only for the likes of Auckland and other metropolitan centres, but for our smaller rural centres as well.
4. Our Joint Submission is also supported by the following public and private sector organisations:
    - a. The Otago Chamber of Commerce.
    - b. The Otago Southland Employers Association.
    - c. Otago, North Otago and South Canterbury Federated Farmers.
  5. Questions regarding the submission should be referred to either Fraser Liggett, Policy and Communications Manager, Waitaki District Council, Phone: (03) 433 0300, Email: [fliggett@waitaki.govt.nz](mailto:fliggett@waitaki.govt.nz) or Dr Glen Hazelton, Policy Planner (Heritage), Dunedin City Council, Phone: (03) 474 3375, Email: [ghazelto@dcc.govt.nz](mailto:ghazelto@dcc.govt.nz)
  6. The undersigned Joint Southern Councils represent communities in Otago, Southland and South Canterbury which collectively submitted on the Government's consultation process in March last year. Our previous submission emphasised the challenges that southern rural and provincial New Zealand would face in meeting the changes proposed in the Ministry of Business Innovation and Employment (MBIE) consultation document.
  7. As a group of thirteen District and City Councils we represent approximately 380,000 residents or a population greater than Christchurch or Wellington. Our communities are characterised by a greater proportion of pre 1976 buildings (56% of building stock compared with 33% nationwide) and rural buildings when compared with the rest of New Zealand. In addition many of us face demographic challenges such as ageing and declining populations. For example the population aged 65 and over in Otago is expected to increase from 16% to 21% by 2021. The numbers are even more challenging for Districts

such as Waitaki where the population aged 65 and over is expected to increase to 40% by 2031. In summary, many communities across Otago, Southland, South Canterbury and Westland will have less ability to absorb the social and economic costs that will inevitably flow from the proposed Bill.

8. The Joint Southern Councils note the potential challenge for many smaller communities in managing the costs of the Bill across residential, business and rural rate payers. We echo comments made in the Federated Farmers submission that this could lead to increases in rates falling disproportionately on farming communities due to the inequities of land or capital value rating.

#### **GENERAL COMMENTS**

9. The Joint Southern Councils support the intent of improving the earthquake prone building system and in particular the requirement for active approaches or policies. While we support a more active approach we believe that timeframes for assessment and strengthening need to take account of local decision making, economic and social variations, priorities and risk.
10. The Joint Southern Councils support the retention of the one third new building standard (NBS) but equally, understand some property owners may wish to increase seismic strengthening beyond this requirement. Further clarity is required regarding the potential risk of criminal prosecution under Health and Safety in the Employment Act 1992. The requirement for an employer to take all practical steps to avoid injury or death appears open ended. Therefore the Southern Councils support the inclusion of provisions within the Bill that would indemnify directors and owners of property 34% NBS and above from actions by people subsequently harmed in some future event.
11. The Joint Southern Councils support the proposed extensions under section 133AT for owners of Category 1 Historic places to apply for extensions of up to ten years given the nature of the building stock and the intrinsic value to our communities.
12. Because many of the details critical to understanding the implications of the proposed changes have been deferred to the regulations, and these regulations have not been made available to authorities to consider, we remain cautious about the proposed "one size fits all" approach and nationally established timeframes within the Bill. We believe that without this detail it is difficult to determine with certainty, whether the Bill represents the best option for protecting people from harm in a cost effective manner or, indeed, the affordability of this new policy framework for our communities.

13. The issues raised within our joint submission have been echoed by other rural, provincial and metropolitan Councils such as Auckland City Council and groups such as Federated Farmers. We understand that Auckland City Council has advocated on many of the same issues raised in our submission such as the importance of local decision making and discretion, appropriate levels of strengthening based on seismic risk, targeted strengthening of specific parts of buildings such as veranda, parapets, facades and heavy ornaments. We would encourage the Select Committee to note this strong message from rural and provincial and metropolitan New Zealand. In short we are seeking legislation that is not one sized and which works equally well for Auckland and Hamilton as it does for Geraldine, Waimate, Kurow, Dunedin, Gore and Invercargill.
14. Our joint submission does not intend to go into the same level of detail as the individual submissions. Rather we wish to emphasise three specific issues which we think will prevent improvements to the system for managing earthquake prone buildings in a cost effective manner.

#### **SPECIFIC COMMENTS**

##### ***The Intent of the Legislation and Purpose of Local Government***

15. As Councils we are responsible under Section 10 of the Local Government Act 2002 for meeting the current and future need of our 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. Clearly any change to the Building Act 2004 and regulations will have implications for the way that we meet our obligations under the Local Government Act 2002.
16. The Building (Earthquake-prone buildings) Amendment Bill General Policy Statement sets out Government's intention of introducing a revised system for managing earthquake prone buildings that strikes a balance between protecting people from harm in an earthquake and managing the costs of strengthening or removal.

##### **Recommendation**

**The Joint Southern Councils support improvements to the current earthquake prone building system but we remained concerned the proposed changes to the Building Act may not represent the most optimal solution for central and local government – in particular rural and provincial New Zealand.**

17. We remain concerned that the Building (Earthquake-prone buildings) Amendment Bill and process reflects many of the barriers and issues raised by the Productivity Commission in their report "Towards Better Local Regulation (2013)" including:

- a. Limited analysis of local government's capability or capacity to implement regulations prior to allocation of additional regulatory functions (F4.2)
  - b. Central government agencies with oversight responsibility for regulations do not have knowledge of local government commensurate with the importance of the sector in implementing these regulations (F4.3)
  - c. The lack of effective interaction between central and local government is having a detrimental impact on New Zealand's regulatory system. The uneasy relationship between the two spheres of government is rooted in divergent...understanding of the nature of their respective roles, obligation and accountabilities (F4.14)
18. We acknowledge the engagement between local government and the Ministry of Business Innovation and Employment on the Bill. However many of the above issues identified by the Productivity Commission risk limiting the overall effectiveness of the proposed system for identifying and managing earthquake prone buildings. In particular the lack of detail on the proposed regulatory framework (especially in relation to assessment methodology, responsibilities, exemptions and extensions) in advance of the Select Committee process has created ambiguity and left Councils with considerable uncertainty over the costs and socio economic impacts.

#### **Risk Profile and Variability**

19. The proposed "one size fits all" approach risks creating a situation where Councils (rural, provincial and metropolitan) will not have flexibility to respond, prioritise and best manage earthquake prone buildings in the most cost effective manner for their communities.
20. We believe the variability of territorial authorities (building stock, current policy settings – passive or active, growth, metropolitan – rural) requires an approach which takes account of risk and choices by local communities. We support the retention of local decision making by individual Councils (or, group of Councils at a regional/sub-regional level (e.g. Otago, Coastal Otago) based on seismic risk/z factor zones (e.g. low, medium, high seismicity), to determine priorities and timeframes for the assessment and strengthening of earthquake prone buildings – in whole or in part.

#### **Recommendation:**

**The Joint Southern Councils support a more risk based response to the assessment and seismic strengthening of earthquake prone buildings in whole or in part.**



We would remind the Select Committee that such an approach has been applied in the management of other risks before. The Health (Drinking Water) Amendment Act 2007 aimed to protect public health by improving the quality of drinking water provided to communities. The Act introduced a flexible, risk management based and outcome focused legislation for drinking water standards which allowed phased commencement, compliance effort proportionate to risk along with an explicit reference to cost and affordability. Under this approach territorial authorities and communities, facing the risk and cost, retained some choice in the prioritisation and timing of upgrades.

**Recommendation:**

**The Joint Southern Councils support a national framework to improve the earthquake prone building system which takes account of varying seismic risk across the country, local decision making and choice.**

This position goes beyond the proposed intent of Section 133AE in the Bill and would allow Councils to prioritise particular building components such as parapets and utilised or occupied buildings (such as hotels, high-rise high-occupancy office buildings, halls and schools) targeted over the fifteen year period, whereas buildings with lower levels of risk could be addressed over a longer periods similar to that in existing active earthquake prone policies.

21. The Joint Southern Councils note the 31 March 2005 definition of an existing building differs from the analysis in the MBIE Building Seismic Performance consultation document which used pre 1976. We understand this change would equate to another 112,000 properties and assessments nation-wide. We believe this change (not considered in the initial MBIE analysis) will significantly increase the costs with minimal additional benefits to public safety.

**Recommendation:**

**The Joint Southern Councils do not support the threshold for seismic assessment set in Section 133AF of the Bill - the mandatory assessment of all buildings constructed before 31 March 2005 unless other specific information is obtained which changes its risk profile.**

22. On-going ambiguity and lack of details on the proposed exemptions and extensions for seismic work in Section 133AS and Section 401c (b) of the Bill mean the Joint Southern Councils cannot fully determine the implications of the proposed changes on our communities. Based on our earlier analysis last year (which included post 1976 and rural buildings) we estimate our Councils would need to carry out in excess of 22,000 seismic assessments (half of which are rural properties) within five years across the Joint Southern Council region. This will require a large amount of new resources and have a negative impact on ratepayers unless "user pays" mechanisms are developed.

23. We have received reassurance from officials that the regulations are likely to include exemptions for strengthening for rural or underutilised property, but the requirement for assessment of rural buildings will still require resources and is unwarranted on the basis of risk.

**Recommendation:**

**The Joint Southern Councils recommend sections 133AS and proposed regulations should exempt rural buildings from both assessment and strengthening.**

24. The Joint Southern Councils believe that local decision making needs to extend to the options at the end of the twenty year assessment and strengthening period.

**Recommendation:**

**The Joint Southern Councils:**

- a. Do not support the mandatory demolition of an earthquake prone building at the conclusion of the upgrading timeframe.**
- b. Support options to cordon, shut down or make the structure safe instead.**

25. The Joint Southern Councils remain concerned about the proposed accountabilities set out in Section 133AF and in particular the requirement for Councils to undertake seismic assessments of all buildings within their District within five years. Under this proposal, the accountability and obligation to understand seismic performance of a building is transferred from the property owner to Council. This differs significantly from current active policies such as DCC who have required building owners to commission their own seismic assessments within a specified timeframe. That owners enjoy the greatest benefit of improving the seismic performance of their buildings means they should shoulder the responsibility and cost of assessments. We are concerned that Council commissioned reports will be disputed under Section 133AR and further increase costs for rate payers. There is no clear justification for why residential ratepayers or owners of non-earthquake prone buildings should subsidise the costs of assessment of earthquake prone commercial buildings.

26. The Joint Southern Councils also consider an exception based approach should be adopted for the provision of information in the proposed national seismic capacity register i.e. the register should only capture information on earthquake prone buildings – not all buildings as currently proposed.

**Recommendations:**

**The Joint Southern Councils:**

- a. Support the inclusion of discretion under Section 133AF to allow territorial authorities the choice of either undertaking seismic assessments themselves or to require property owners to submit assessments within the five year period.
- b. Support the inclusion of additional provisions under Section 133AF(2) to enable cost recovery of seismic assessments from property owners.

#### ***Affordability – Impact on Our Communities***

27. While the composition of the Joint Southern Councils is diverse, there are a number of common challenges which face many of our communities. Outside of areas such as Queenstown Lakes District Council, many of our communities are struggling with issues such as a challenging demographic profile – both in terms of a declining population and age profile, withdrawal and change to government services, the challenge of maintaining large and in many cases aging infrastructure and changes to Government funding. It is within this context that we, as southern rural and provincial councils, will need to work through the changes proposed in the Building (Earthquake - prone buildings) Amendment Bill. For many of our communities this will be challenging.
28. With the exception of the West Coast Councils and Queenstown Lakes District Council our communities are characterised by a lower level of seismic risk than other parts of New Zealand such as Wellington. GNS Science indicates that urban centres particularly along the east coast of the South Island such as Timaru, Oamaru, Dunedin, Clutha and Invercargill have some of the lowest seismic risk rankings of any areas in the country.
29. As indicated the Joint Southern Councils have a higher incidence of pre 1976 buildings when compared with the rest of New Zealand and on average a lower level of rents per square metre than the metropolitan areas of Wellington, Auckland and Christchurch. Many property owners (particularly of buildings which are underutilised and uneconomic) will be unable to recover the cost of strengthening from increased rentals. We believe our building owners have less ability to recoup seismic strengthening costs through increased rentals. Where there is insufficient rental return on re-building costs to justify redevelopment, tenants will simply move on, leaving a heightened risk of demolition and non-replacement of buildings. We consider that this will lead to the further decline of rural and provincial centres.
30. It is important to restate that baseline costs for strengthening and new construction are relatively standard throughout the country (costs of labour, materials etc) while returns are substantially lower outside Auckland, Wellington, and Christchurch.

31. We believe that this will impact on retention of business and services within small urban communities, as businesses operating out of marginally uneconomic earthquake prone buildings close or relocate.
32. The Joint Southern Councils believe the Government has two roles to play in mitigating this risk. The first role is for Government to take a consistent approach to the seismic assessment and strengthening of its own building portfolio. We consider the requirement for earthquake strengthening beyond the proposed one third NBS for low priority, low utilised state sector buildings or for buildings without post disaster functions has created a higher threshold for risk. The Joint Southern Councils remain concerned that this situation has been used as a basis for reducing or cutting services in rural and provincial communities (especially those in areas of low seismic risk) and distorts the definition of earthquake prone building as being one third new building standard.
33. Secondly, the Joint Southern Councils support further assistance to property owners through tax incentives for depreciation and seismic upgrades. We consider that such an approach goes to the heart of the "public good" test and would incentivise property owners to meet the proposed national established timeframes. This would go some way to distribute the costs of the proposed policy between Councils, property owners and central Government.

**Recommendation:**

**The Joint Southern Councils support:**

- a. Delinking of the requirements for fire and accessibility requirements as a means of minimising costs for building owners and encouraging seismic upgrades.**
- b. Development of tax incentives or other financial to incentivise and support seismic strengthening of earthquake prone buildings.**
- c. Seismic assessment and strengthening of building parts as opposed to whole buildings in areas of low seismic risk.**

**Conclusion**

34. The Joint Southern Councils support the intention of improving the earthquake prone building system. However, in its current form the Building (earthquake prone buildings) Bill risks creating inflexible legislation which will have a detrimental impact on rural, provincial (and in cases metropolitan) communities in the South Island and New Zealand.
35. The lack of detail regarding the proposed regulations and, in particular, assessment methodology, exemptions and extensions remains a core issue for

our Councils. Clarifying the status of rural properties, underutilised buildings or other areas of exemptions would quickly clarify and resolve a number of areas of uncertainty, accountability and costs. We would stress that the Bill comes at a time when Councils (especially smaller Councils) are continuing to try to manage rates pressures and respond to other significant changes to the Local Government legislation and the Building Act, which have introduced substantial additional costs to building owners and councils.

36. The Joint Southern Councils strongly support a more targeted, risk based approach to the identification, prioritisation, seismic assessment and seismic strengthening of earthquake prone buildings. We support the retention of local decision making to prioritise and respond to earthquake prone buildings or parts of earthquake prone buildings which represent the highest risk in a timeframe which is affordable for communities. Such an approach could meet the proposed twenty year timeframe for the identification, assessment and strengthening for the buildings with highest risk.

37. Given the nature and age of our building stock, removing the low risk rural and remote, underutilised properties from both assessment and strengthening will free up resources in smaller communities which can be focused on the more high risk buildings. Similarly the Joint Southern Councils consider an exception based approach should be adopted for the provision of information in the proposed national seismic capacity register i.e. the register should only capture information on earthquake prone buildings – not all buildings as currently proposed.

As with other recent policy decisions communities should have the opportunity to determine an acceptable risk profile and timeframe for heritage, underutilised or uneconomic buildings to reach the one third new building standard (NBS). Conversely, Councils (or groups of Councils, based on seismic risk, geography or socio economic indicators) could determine shorter timeframes for the assessment and strengthening of buildings which have higher risk profiles, are on transport routes or have post disaster recovery functions. As with our previous submission, regional clustering of approaches would assist the Government in reducing inconsistency across New Zealand while avoiding the one size fits all approach which will likely have a greater socio economic impact on some regions more than others.

38. In summary we the undersigned Mayors and Chief Executives stress the same final message in our submission in March 2013. We remain committed to working collaboratively with the Crown to strengthen the earthquake prone building system. We consider that our submission and the specific recommendations below provide a solution that meets our community needs and which can also achieve consistent nation-wide goals.

Signature

Garry Howard

**Mayor, Buller District Council**

Signature

Tony Lepper

**Mayor, Central Otago District Council**

Signature

Bryan Cadogan

**Mayor, Clutha District Council**

Signature

Dave Cull

**Mayor, Dunedin City Council**

Signature

Tracy Hicks

**Mayor, Gore District Council**

Signature

Tim Shadbolt

**Mayor, Invercargill City Council**

Signature

Claire Barlow

**Mayor, Mackenzie District Council**

Signature

Vanessa van Uden

**Mayor, Queenstown Lakes District Council**

Signature

Gary Tong

**Mayor, Southland District Council**

Signature

Damon Odey

**Mayor, Timaru District Council**

### **Proposed Westland District Council Policy Baches and Other Occupations on Unformed Legal Road**

Council recognises that baches have a unique place in the history of Westland.

As a matter of policy, Westland District Council accepts the continued use of baches for recreational purposes. As well, other occupations exist on unformed legal road that require policy direction to acknowledge their existence, subject to the following conditions:

- i) On behalf of Council, WDPL manages unformed legal roads in Westland.
- ii) Council retains the responsibility for any decisions made relating to the management of unformed legal roads.
- iii) All holders of baches and other occupations must have a WDPL Licence to Occupy Unformed Legal Road and must comply with the conditions of that License to Occupy. A fee is payable.
- iv) Baches and other occupations must not interfere with the public right to pass and re-pass along the unformed legal road. Buildings must be ultimately relocatable.
- v) Holders of a Licence to Occupy are responsible for obtaining all necessary resource consents and building consents.
- vi) Baches on existing sites with footprint less than 100sqm may increase their footprint up to 100sqm; however baches on existing sites with footprint greater than 100sqm may not increase their footprint. Baches on new sites must not exceed 100sqm footprint.
- vii) For clarity, WDPL and Council management reserves the right to classify an occupation as a bach and associated structures (subject to 100sqm maximum footprint) or any other associated structure(maximum area to be set in case-by-case basis) on 1 site. This will be determined at the time of the application.
- viii) Council, upon recommendation from WDPL, will set the scale of licence fees for baches and other occupations on unformed legal road as part of its Annual Plan. Distribution of Licence fees will be 75% WDPL, 25% Council.
- ix) This policy will be reviewed in line with the Long Term Plan every 3 years, beginning with the 2018/19 Long Term Plan.

# Report

**DATE:** 22 May 2014

**TO:** Mayor and Councillors

**FROM:** Group Manager: District Assets

## UPDATE ON PROPOSED RELOCATION OF PIONEER STATUE

### 1.0 SUMMARY

- 1.1 The purpose of this report is to provide Council with updated information related to the proposed relocation of the Pioneer Statue.
- 1.2 The issue arises as a result of a recent request from a community group to relocate the Pioneer Statue to some other location within Hokitika Township.
- 1.3 Council seeks to meet its obligations under the Local Government Act and the achievement of the District Vision set out in the Long Term Plan 2012-22. The matters raised in this report relate to those elements of the vision identified in the following table.

Vision's Objectives	Achieved By
Involving the community and stakeholders	Ensuring that community is involved with any decision regarding relocation of this historic statue to a location where it will be viewed and appreciated by many more people as well as to a location that is more secure for future generations
Having inspirational leadership	

- 1.4 This report concludes by recommending that Council makes a decision on whether the statue is relocated or whether it remains where it is.

### 2.0 BACKGROUND

- 2.1 The Pioneer Statue located at the Stafford Street and SH 6 intersection was unveiled on 8 July 1914 to commemorate past pioneers and their contribution



to the development of Hokitika and its environs.

- 2.2 This statue is of significance to the history of Hokitika and its environs and is a public reminder today of the early history of this area.
- 2.3 Over the last few years the statue has been subject to vandalism. Subsequent attempts to carry out remedial works have proven unsuccessful.
- 2.4 A status report was completed on the statue by Emily Fryer Conservation in November 2012. This report indicated a need to carry out numerous rebuilding/repairs to the statue including refreshing the whole structure and replacement or building various parts which are lost or damaged.
- 2.5 The total costs of the remedial works just for the statue and base is \$12,330 as per the quote dated November 2012.
- 2.6 Heritage Hokitika indicated in August 2013 that they support the relocation of the Pioneer Statue in principle. This support was revoked on 26 February 2014.
- 2.7 Hokitika Gold Rush 150<sup>th</sup> Committee indicated in January 2014 their desire to have this structure relocated, but have since changed their view and now support the statue remaining in its current position.
- 2.8 At its 27 February 2014 meeting, the Council resolved the following:

“Moved Cr Dawson, seconded Deputy Mayor Cox and **Resolved** that:

- A) Council supports the proposal from the Hokitika Gold Rush 150<sup>th</sup> Committee and make available the \$10,000 in the 2013-14 budget for them to use as leverage to generate further funding to undertake the relocation and restoration of the Pioneer Statue.
- B) Council requests that the Hokitika Gold Rush 150<sup>th</sup> Committee demonstrate that there is community support for this project and that they have all funding in place before work commences.

*Cr Montagu recorded his vote against the motion.”*

### 3.0 CURRENT SITUATION

- 3.1 Hokitika Gold Rush 150<sup>th</sup> Committee decided at their 14 April 2014 Meeting that they support the Pioneer Statue remaining in its current position. They intend to prepare a submission to the Westland District Council 2014/15 Draft Annual Plan regarding the repair of the statue. The minutes from

Hokitika Gold Rush 150<sup>th</sup> Committee 14 April Meeting are attached as **Appendix 1**.

- 3.2 Heritage Hokitika have indicated in an email dated 12 May 2014 that they support the Hokitika Gold Rush 150<sup>th</sup> Committee decision that the Pioneer Statue remain in its current site. A copy of the 12 May Heritage Hokitika email is attached as **Appendix 2**.
- 3.3 An alternative proposal for the Pioneer Statue has been prepared by a group of local volunteers coordinated by Ms Jacquie Grant. It is understood that Ms Grant is proposing that the statue be relocated to the Tancred/Weld Street roundabout. Ms Grant will be presenting this proposal at the 22 May 2014 Council meeting.

#### **4.0 OPTIONS**

- 4.1 Option 1: Status Quo: Statue remains at its current location.
- 4.2 Option 2: Relocate the statue to the roundabout at intersection of Tancred/Weld Street.

#### **5.0 SIGNIFICANCE AND CONSULTATION**

- 5.1 In accordance with Council's Policy on Significance this proposal is deemed to have low significance as it merely provides Council with an update on the progress on the project as a result of the 27 February 2014 Council resolution. However, given the historic importance associated with the statue, any proposal to relocate it will require public consultation. The past few months has demonstrated that relocating the statute has the potential to generate significant public interest.
- 5.2 No public consultation by Westland District Council has occurred to date on this proposal. The only consultation has been with the stakeholders identified in this report.

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

- 6.1 Option 1: Status Quo: Statue remains at its current location.

Leave the statue where it is and complete the renovation works. This will cost about \$13,000. There is \$10,000 in the 2013-14 budgets and this could contribute to this work. Based on the historic events of vandalism there is a possibility the works will be destroyed within six months by vandals.

- 6.2 Option 2: Relocate the Statue to roundabout at intersection of Tancred/Weld Street.

The proposal led by Ms Grant suggests that the statue be relocated to the roundabout at the intersection of Tancred/Weld Street. The basis of the proposal as advised to staff by Ms Grant is that the statue will be in more prominent place and less subject to vandalism. Ms Grant claims to have a signed petition from the local community in support of the proposal.

Staff have also been advised that there is no cost to ratepayers and the relocation will be undertaken at the costs of the submitters and the group led by Ms Grant.

## 7.0 PREFERRED OPTION AND REASONS

- 7.1 Given that both options have same on-going maintenance costs irrespective of the location, the only deciding factor will be visual impact on the local business community. The proposal led by Ms Grant claims to have more visibility for tourists for the statue at the new location.
- 7.2 The current location has been subject to vandalism in the past but it is debatable whether the new location in middle of town will have no vandalism. However it could be better managed from an operational point of view due to its location in the main street. It is worth noting that the Tancred/Weld Street roundabout already has a structure in the middle of it: a streetlamp.
- 7.3 Council can choose either of these options.

## 8.0 RECOMMENDATION

- 8.1 **THAT** Council resolves whether the statue remains in its current location or whether it is moved to a new location.

**Vivek Goel**

**Group Manager: District Assets**

**Appendix 1:** Minutes Hokitika Gold Rush 150<sup>th</sup> Committee

**Appendix 2:** Heritage Hokitika Email

# Appendix 1

**Peter Anderson**

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**From:** Brian Ward  
**Sent:** Monday, 12 May 2014 11:52 a.m.  
**To:** Peter Anderson  
**Subject:** Pioneer Statue

Good morning Peter

During our last HH committee meeting held 29 April the Pioneer Statue Project was discussed as part of the Goldfields150 report from their April meeting.

At the HH February meeting we resolved by motion and sent The Mayor & Councillors 'that Heritage Hokitika recommends that the Pioneer Statue be restored and security provided.' This rescinded a previous decision to support in principle the relocation.

Our current view largely follows that of the Goldfields150 committee consensus for the Pioneer Statue to remain on site, be repaired and protected by raising the plinth.

Yours sincerely

B E Ward - Secretary Heritage Hokitika Inc.

Information from ESET NOD32 Antivirus, version of virus signature database 9786  
(20140511) \_\_\_\_\_

The message was checked by ESET NOD32 Antivirus.

<http://www.eset.com>

## Appendix 2

### **Hokitika Gold Rush 150**

Minutes of a Committee Meeting held at 7.00 pm 14 April 2014 at St Andrews Church Hall

**Present:** S Barker, M Keenan, W. Dowell, A Jackson, A Routhen, E Sandford, F Stapleton, J Russell, D Verrall, B Wood, B Ward

**Apologies:**

**Guests:** J Butzbach, Dr Anna, Roy McDougall, Jane Churchill, Michael McKeown, Tony Copping, Reilly Burden

**History Timespot:** James Russell presented this month's snippet.

Time was allocated for submissions on the statue repairs and location. Andrea Jackson outlined the procedure for the repair and possible movement of statue. e.g. outside Museum, i/SITE, or in situ. Jane Churchill - submission enclosed, Michael McKeown that statue be repaired and stay in present location, Roy MacDougall (stonemason) that location is wrong, it is prone to vandalism, suggests replinting it to raise the statue and help prevent vandal access.

Mike Keenan replied that quotes could be sought for repair and relocation. Mike to take control of seeking full details.

After full discussion the consensus by the committee was to keep the statue in its present location. Letter to be sent to the Soroptomist and Lions Clubs asking for support in tidying and rejuvenating statue site. Suggestion from Brian Wood that the restored statue be unveiled on the 20<sup>th</sup> December 2014.

Mike Keenan will draft a letter and send onto secretary to put in submission to the Council re process followed, decisions made and information gathered on repair of statue.

**Financial Report:** Balance of \$6241.94. An anonymous donation of \$250 was received. Account from Gavin Schist for \$70. Moved S.Barker/ Seconded D Verrall

**General Business:**

**Full Events Calendar** has been published on Hokitika.org Event forms still need to be gathered for individuals and organisations.

**AgFest Stall:** decision made to hold a stall with Messrs Seddon and Teichelman present.

**Waugh Brothers** definitely coming to visit Hokitika in April/May.

**Beard Growing Competition:** Lions will discuss taking responsibility for this at their next meeting in 9 days time.

**Rotary** suggested they might sponsor a concert type event to remember Jim Keenan. If not, then perhaps the Savages Club. There was also the suggestion of a plaque for Jim Keenan, placed on Gibson Quay which could be unveiled by the Governor General.

**Stamps:** Mike Keenan is getting together old photos to be made into commemorative stamps which will be sold by the i/Site. Mike to report back to committee with suggestions.

**TV One news:** letter to be sent giving information on the 20<sup>th</sup> December.

**Other Organisations:** Frances to write to local organizations to encourage them to hold an event.

**Regent Theatre:** a programme of archival films is to be developed by the Regent Theatre Committee. A letter to be sent to Bruce Watson suggesting we start on Sunday 21<sup>st</sup> and perhaps run for a week.

**Luncheon:** James spoke about attendees at the Saturday luncheon. A letter to be sent to Runangas for them to nominate a Kumatu. Suggested list of attendees to be sent out to all committee members. Sub-committee was set up to organise luncheon – Sonja, Andrea, Frances, Winona and Elizabeth

**Ball:** Letter to be sent to Lions Club saying we support the ball being held in the evening of December 20<sup>th</sup>.

**Re-enactment:** Sonja to work alongside M Dowell to move plans along for the re-enactment.

**Photos:** Suggestion that photos be published in the Hokitika Guardian every day for a whole year, June to June. Also, that information about local families be published weekly. Posters of Revell to be copied and laminated and then displayed in shop windows. The official supplement is to be published Friday previous to the 20<sup>th</sup> December. Work is starting on this, inclusions are invited.

**Facebook:** Sonja suggested starting a Facebook page. Reilly and Sonja to work on this.

**Don Neale:** Don has resigned from the 150 committee. Reilly Burden is the new representative for Lions.  
Next meeting will be held Monday 19<sup>th</sup> May at the St Andrews Church Hall at 7.00 pm.

# Report



**DATE:** 22 May 2014

**TO:** Mayor and Councillors

**FROM:** Group Manager: District Assets

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## **WHATAROA RURAL (MINT CREEK) WATER SCHEME – DIVESTMENT AND OWNERSHIP TRANSFER**

### **1.0 SUMMARY**

- 1.1 The purpose of this report is to seek Council approval to divest Council's interest from Mint Creek Stock Water Supply and transfer the ownership of the scheme to the current users.
- 1.2 This issue arises from as a result of requirements laid by the Health (Drinking Water) Amendment Act 2007 for Council (as a provider) to make all water supplies comply with Drinking Water Standards New Zealand 2008 by 2015/16.
- 1.3 Council seeks to meet its obligation under the Local Government Act 2002 and the achievement of the District Vision set out in the Long Term Plan 2012-22. The matters raised in this report relate to those elements of the vision identified in the following table.

<b>Vision's Objectives</b>	<b>Achieved By</b>
Involving the community and stakeholders Having inspirational leadership Having top class infrastructure for all communities	Ensuring Council only manages compliant Water Schemes as required by the Health (Drinking Water) Amendment Act 2007 and a decision on the future of Mint Creek Water Scheme is made in consultation with the community and stakeholders.

- 1.4 This report concludes by recommending that Council divests its interest from the Min Creek Water Scheme effective 1 July 2014, and ceases applying any water rates on the Mint Creek Water Scheme from 1 July 2014. It also



recommends that Council includes a capital works program to the value of \$50,000 for Mint Creek Water Scheme in the 2014-15 Annual Plan.

## **2.0 BACKGROUND**

- 2.1 Whataroa Rural Water Supply – commonly known as “Mint Creek Stock Water Supply” was installed in the 1980’s (exact date unknown).
- 2.2 The scheme was installed under a government scheme and is for the sole purpose of supplying water for stock.
- 2.3 The scheme is rated by a targeted untreated water rate, in accordance with Council’s Revenue and Financing Policy
- 2.4 There has been minimal or reactive only maintenance done on the scheme with no capital improvements. The scheme has been looked after by the local community it serves with help from Council from time to time.
- 2.5 The intake structure is in urgent need of upgrade and could fail at any time.
- 2.6 There is little information available on whether there are any household connections to the scheme. Council has never approved or given any consent for any domestic connections given the fact that the scheme is stock-water supply only.
- 2.7 Regular communication has taken place in the recent past with the users of the supply which also involved the Office of the Ombudsman. It is fair to say that the users are not happy with the current state of the supply and have requested Council to make a decision on its future.
- 2.8 Under the Health (Drinking Water) Amendment Act 2007 all Water Service providers (in this case Council) have to meet the requirements of Drinking Water Standards New Zealand 2008 (DWSNZ).
- 2.9 Mint Creek Stock Water Scheme is currently not a registered scheme. However under the advice from Ministry of Health (MoH) if Council continues to provide this service, it will be deemed to be a rural agricultural supply which will then be required to be upgraded to a treated water supply by 1 June 2016.
- 2.10 Council in the current Annual Plan 2013-14 have allowed a \$5,000 budget to undertake a divestment process in consultation with the local community.

### 3.0 CURRENT SITUATION

- 3.1 Currently there are 36 properties connected to the scheme. They are charged an annual targeted rate of \$271.90. This is the untreated water rate.
- 3.2 Under the current Health (Drinking Water) Amendment Act 2007 all drinking-water supplies will have to comply with revised Drinking Water Standards as per the table below:

Type of supplier	Legislative compliance date as originally en-acted	New compliance dates as announced by the Government on 24 June 2009
New Drinking-Water Suppliers	1 July 2009	1 July 2012
Large Drinking-Water Suppliers	1 July 2009	1 July 2012
Medium Drinking-Water Suppliers	1 July 2010	1 July 2013
Minor Drinking-Water Suppliers	1 July 2011	1 July 2014
Small Drinking-Water Suppliers	1 July 2012	1 July 2015
Neighbourhood Drinking Water-Suppliers	1 July 2013	1 July 2016
Rural Agricultural Drinking Water supplies	1 July 2013 or later depending on when standards are amended to explicitly recognize this category of supply	1 July 2016

- 3.3 A small water supply is a supply that serves fewer than 500 people. Most small water supplies are privately owned, but a significant number are publically owned (i.e., owned by a local authority)
- 3.4 Mint Creek Water Scheme is not a registered scheme, however if categorised it would be considered to be a small water supply and a rural agricultural water supply.
- 3.5 The Local Government Act 2002, Section 131 allows for divesting a water scheme within its defined parameters. Mint Creek Stock Water Scheme is well within these parameters and can be divested or ownership transferred under this section.
- 3.6 To divest the scheme, a referendum needs to be held with mandate received from the community of interest to either shut it down completely or transfer the ownership of the scheme. However, under the advice of MoH, with Mint Creek Stock Water Supply not being a registered water supply this does not

apply and Council can run a similar process independently using the same guidelines.

3.7 Consultation has taken place with the local community on the options available regarding the future of this scheme.

3.8 Two public meetings were held with the local community and followed up with an opinion survey on the options available.

9 residents attended the 1 May 2014 meeting and 4 residents were present at 12 May 2014 meeting. It is worth to note that some of these residents represent more than 2 properties connected to the supply.

3.9 All responses received to date have been in favour of the ownership transfer, though with an improved and safe intake structure. No opposition has been received. A full update on the responses will be provided at the Council meeting.

3.10 The options are detailed in Section 4.0 and Section 6.0 below, and Council needs to resolve on one of these options as analysed.

#### **4.0 OPTIONS**

4.1 Option 1: Status Quo or Do Nothing

4.2 Option 2: Shut down the scheme

4.3 Option 3: Upgrade the Water Supply to meet the current DWSNZ requirements

4.4 Option 4: Upgrade the current failing intake structure to make it safe and pass the ownership to local community

#### **5.0 SIGNIFICANCE AND CONSULTATION**

5.1 In accordance with Council's Policy on Significance, this matter is assessed as being of moderate significance. In making this decision Council is proposing to transfer the provision of a service to the community to manage. This water supply is part of Council's water supplies which is listed as a strategic asset in the Long Term Plan 2012-22.

5.2 Given the change in level of service and the status of the scheme as a non-registered water supply, and the matter is site specific to Mint Creek users consultation has taken place with the local community and their opinions recorded by way of an opinion survey.

## 6.0 ASSESSMENT OF OPTIONS (INCLUDING FINANCIAL IMPLICATIONS)

### 6.1 **Option 1:** Status Quo or Do Nothing

Status Quo means that we continue with the current arrangement. This is not feasible and means that the supply continues to be overlooked and left in a vulnerable state.

As explained above in the report, Council will be required to upgrade the supply to comply with DWSNZ if it continues to manage the supply.

This is not a preferred option.

### 6.2 **Option 2:** Shut down the scheme

This is a complete change in the current level of service. The 36 connections are rural farm connections. Users currently use this supply for dry stock feed and other farming activities. Shutting the scheme will impact the local economy and create a negative public image for Council.

This is not a feasible option and not recommended.

### 6.3 **Option 3:** Upgrade the Water Supply to meet the current DWSNZ requirements

This option will mean a major capital expenditure. It is estimated that it will require a minimum of \$800,000 of capital funds to upgrade the scheme to current DWSNZ. The funds will be loan funded. Without a detailed analysis the following impact are known:

- a. A loan funded capital requirement of \$800,000 which will increase the overall debt.
- b. Finance costs will be added to the annual rates requirement.
- c. A new scheme to be established at a considerable cost for 36 connections only.
- d. On-going maintenance, funding of depreciation, planning for future replacement at the end of asset life and consent compliance requirements will add further to the operational budget requirements.
- e. The scheme as its current state has no resource consent and the intake is situated on Department of Conservation (DOC) land. These costs are additional to the total capital requirements.
- f. A precedent will be set for future water supply upgrades for small communities.

- g. Decision to proceed with this option will be in contrary to a previous Council decision to shut down Hannahs Clearing Water supply which had a similar number of connections.

Council can also choose to target a special rate on the community if they prefer to have a treated water supply, though at 36 connections only this option would be financially uneconomical.

6.4 **Option 4:** Upgrade the current failing intake structure to make it safe and pass the ownership to local community.

This option will involve the current intake to be upgraded to a reasonably stable state and transfer the ownership of the scheme to the local Mint Creek Community.

Council historically has collected an untreated water rate from the users of the Mint Creek scheme. There has been little benefit provided in terms of maintenance and any upgrades other than occasional support like providing materials for repairs in emergency. While the community is willing to take on the future management of the scheme, it is a fair expectation of the community to demand the supply be handed over in a workable state. The works proposed are estimated at approximately \$50,000. The proposed works will include:

- a. Upgrade intake - \$25,000 (includes pipe line from paddock to intake)
- b. New reservoirs - \$10,000 (need two to replace similar volume of existing)
- c. Removal of old reservoir - \$5000
- d. Installing new reservoir - \$5000
- e. Contingency - \$5000

Total - \$50,000. These costs are recommended to be included in the 2014-15 Annual Plan as a special project. This can be funded from the Water Depreciation account.

A memorandum of understanding/agreement will be drafted with the residents and the ownership is proposed to be transferred from 1<sup>st</sup> July 2014. Council will be no longer be maintaining the scheme and the un-treated water rate for Mint Creek Water Scheme will be removed.

This is the most economical and the community supports this option.

## 7.0 PREFERRED OPTION AND REASONS

7.1 Option 4 is the preferred option.

- a. The option presents the most economical solution.
- b. There is no change in current level of service. Community still gets untreated stock water supply.
- c. The option presents a good faith and sensible solution for the local community given that, untreated water rate has been collected all these years with no effective maintenance done on the scheme.
- d. There will be no on-going maintenance costs for Council and the requirement to front up with a huge capital expenditure will not be required.

## 8.0 RECOMMENDATIONS

- A) **THAT** Council approves and includes a \$50,000 budget funded from the Water Depreciation Reserve account for improvements to the intake for the Whataroa Rural Stock Water Scheme as a special project in the Annual Plan for 2014/15,
- B) **THAT** Council removes the untreated water rate for Whataroa Rural Stock Water Scheme from 1<sup>st</sup> July 2014
- C) **THAT** Council instructs the Chief Executive to prepare a Memorandum of Understanding with the users of Whataroa Rural Stock Water Scheme to transfer the ownership of the scheme at a sale of price of \$1.00, subject to contract.

**Vivek Goel**

**Group Manager: District Assets**

**Appendix 1:** Copies of the meeting notice and opinion survey form.

08 April 2014

«Ratepayer\_Name1»  
«Ratepayer\_Name2»  
«Ratepayer\_Address1»  
«Ratepayer\_Address2»  
«Ratepayer\_Address3»  
«Ratepayer\_Address4» «Postal\_Code»

Dear Resident of the Mint Creek Water Supply

**MINT CREEK WATER SUPPLY**

This is in regards to the above water supply at the «Location».

As you are aware of the status of the supply, Council as part of its 2013-2014 Annual Plan is committed to undertake a detailed review of the proposed Water Supply Scheme.

To initiate this process, Council wishes to engage with the consumers of the water supply at its initiation phase of the review. As such, you are requested to attend a meeting to discuss the options available to the concerned consumers and Council.

At the meeting, Council staff would like to discuss the options including divesting the interest from the supply, contracting the management of the supply or improving the supply.

**The meeting will be held at the Whataroa Hall on Thursday 1<sup>st</sup> May 2014 at 10am.**

The Group Manager: District Assets Vivek Goel and Supervisor 3 Waters – Petrina Cannell will be present at the meeting.

Please RSVP to **Frosty Theron on 03 756 9084 or [frosty.theron@westlanddc.govt.nz](mailto:frosty.theron@westlanddc.govt.nz)**

Sincerely



**Vivek Goel**  
**Group Manager: District Assets**

VG/FT

6 May 2014

«Ratepayer\_Name1»  
«Ratepayer\_Name2»  
«Ratepayer\_Address1»  
«Ratepayer\_Address2»  
«Ratepayer\_Address3»  
«Ratepayer\_Address4» «Postal\_Code»

Dear Resident

**MINT CREEK WATER SUPPLY**

Re: Location

A meeting to discuss various options regarding the future of Mint Creek Stock Water Supply was held on 1<sup>st</sup> May 2014 at Whataroa.

A total of nine residents attended this meeting, where a number of issues and options were discussed. In general, the attendees were in agreement that the best possible way forward would be to handover the management of the scheme to residents. This would entail Council making some capital improvements to the current intake. The intention of this letter is to seek the opinion of the majority in favour of this option.

Other options for the scheme are detailed in the table below:

Options	Details	Timing & Cost
<b>Option 1</b> Do Nothing and Status Quo	<ol style="list-style-type: none"><li>1. Continue with the current status. With minor reactive improvements and continue with rating a water charge on residents.</li><li>2. This is not an acceptable solution as under the current legislation all service providers (Council) will have to upgrade the Water Supply to meet the current Drinking Water Standards</li></ol>	Not an Option



Options	Details	Timing & Cost
<b>Option 2</b> Upgrade the Water Supply	<ol style="list-style-type: none"> <li>1. For Council to Continue to manage and provide water through this supply, we will have to upgrade the supply.</li> <li>2. This will be a considerable cost and the treated water rate will go up. These costs are not feasible.</li> </ol>	By 2015 and the current estimate is approx. \$800,000
<b>Option 3</b> Upgrade the current intake structure and pass the ownership and management of supply to users	<ol style="list-style-type: none"> <li>1. This is a most preferred option as indicated by the residents and users.</li> <li>2. The Council will do improvement works at the current intake which will include works on water tanks and pipes.</li> <li>3. Residents then take over the scheme and manage on their own.</li> <li>4. There will be no water charge if this option is preferred by Mint Creek users</li> </ol>	<ol style="list-style-type: none"> <li>1. Approx costs of the works are estimated to be around \$40,000</li> <li>2. The costs will have to be included as Capital Work in the current Draft Annual Plan and are subject to Council approval.</li> <li>3. There will be no water charge from 1<sup>st</sup> July 2014 for Mint Creek.</li> </ol>

Please indicate on the attached response form your preference by 16<sup>th</sup> May 2014, for which a return envelope has been provided. It is important that you return these forms as this will help Council Management make appropriate recommendations to Council. An additional public meeting where you can return the response form will be held.

**Public Meeting: Whataroa Hall on Monday 12 May at 10.00am**

We look forward to seeing you there.

Sincerely



**Vivek Goel**  
**Group Manager: District Assets**

VG/FT

**MINT CREEK WATER SUPPLY - OPTIONS**

**RESPONSE FORM**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Please tick your preferred Option:

- ☐ **Option 1:** Do Nothing and Status Quo
- ☐ **Option 2:** Upgrade the Water Supply
- ☐ **Option 3:** Upgrade the current intake structure and pass the ownership and management of supply to users

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

# Report



**DATE:** 22 May 2014  
**TO:** Mayor and Councillors  
**FROM:** Group Manager: Corporate Services

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## **Q3 REPORT: PERFORMANCE REPORT FOR THE NINE MONTHS TO 31 MARCH 2014**

### **1.0 SUMMARY**

- 1.1 The purpose of this report is to provide information on Council's financial and non-financial performance for the nine months ended 31 March 2014.
- 1.2 This arises from a requirement for good practice in stewardship for the governance of a Local Authority.
- 1.3 Council seeks to meet this obligation and the achievement of the District Vision set out in the Long Term Plan 2012-22. The matters raised in this report relate to those elements of the vision identified in the following table.

<b>Vision's Objectives</b>	<b>Achieved By</b>
Involving the community and stakeholders Having inspirational leadership Having expanded development opportunities Having top class infrastructure for all communities Living the '100% Pure NZ' brand	The nine monthly report covers all aspects of Council's activities except CCO's for which performance monitoring is undertaken six monthly.

- 1.4 This report concludes by recommending that Council receive the Nine Month Report for 1 July 2013 to 31 March 2014.

### **2.0 BACKGROUND**

- 2.1 The report assesses Council's financial performance against the "Getting Real" Annual Plan 2013-14, and service levels against KPIs determined in the Long Term Plan 2012-22. The expectation is that Council can demonstrate the agreed service levels have been delivered at the agreed cost.
- 2.2 The content of the report includes.
  - Covering Report summarising the major matters.
  - Whole of Council Actual to Budget report.

- Activity reports including assessment of performance against LTP KPI's (Key Performance Indicators), with explanations of variance and Activity Financial Reports.
- Capital Projects Actual to Budget report
- Treasury Report, covering cash, borrowing and receivables.
- Reserve Funds Report, reporting on movements in reserve funds.

## **2.3 ANNUAL PLAN 2013/14**

2.3.1 Council adopted the 'Getting Real' Annual Plan in August 2013. The plan provided for KPI's and budgets starting from 1 July 2013.

2.3.2 Note: Financial budgets were phased evenly across the year (monthly budgets are set at 1/12 of the annual budget. In some areas all costs will fall in one month (e.g. insurance renewal was fully paid in August). This practice leads to inconclusive variance reporting since most actual expenditure is reported on a cash basis.

## **3.0 CURRENT SITUATION**

### **3.1 OVERALL FINANCIAL PERFORMANCE**

3.1.1 Council is \$270,382 over the budgeted year to date deficit. Notwithstanding the misalignment of phasing, it can be considered relatively reliable as most of the seasonality in operations arises during the first nine months. This result is an improvement of \$216,935 over the half year result of \$484,554 adverse to budget. At the reporting date, the NZTA subsidies for road works in March 2014 had yet to be claimed and was not accrued. This will net off against audit fees that are accrued at year end and the uninsured reparation costs associated with Cyclone Ita.

3.1.2 The areas of overruns are highlighted within this report and will continue to be monitored.

### **3.2 BUDGET VARIANCE**

3.2.1 Officers have undertaken to report to Council known adverse budget variances. This report concentrates on unfunded over-runs.

3.2.2 An unfunded over-run is either, unexpected expenditure that has no funding source, or an activity that after reprioritising budgets, management is unable to stay within the net activity budget and provide the agreed levels. (Note: this will mean that individual budget line over-runs are not reported to Council. Total revenue operating expenditure and capital expenditure will be reported to Council).

3.2.3 Budget variances are divided into two categories based on a traffic light system. Red: known unfunded over-run and Yellow: Possible unfunded over-run.



### **3.2.4 RED**

3.2.4.1 Solid Waste Butlers revenue is below target. The 2013/14 Annual Plan overestimated revenue.

3.2.4.2 The cost reductions signalled in the Library, Museum, Community Development due to service level reductions were not implemented until the second and third quarters. The cost reductions in Events won't be realised until 2014/15. It was envisioned in the budget that these cost reductions would start from 1 July 2013. This is likely to push the actual costs of running these activities over budget at year end.

3.2.4.3 It is likely that Corporate Services will incur a deficit higher than anticipated. This is due to revenue being over estimated for photocopying.

### **3.2.5 SERVICE LEVEL PERFORMANCE**

3.2.5.1 The assessment of service levels and measurement of KPI's is based on the measures adopted in the LTP. The satisfaction survey will not be completed as there are no funds available to complete it.

3.2.5.2 Management have assessed that overall service level targets have been achieved in all activities.

### **3.2.6 PROJECTS**

3.2.6.1 Substantial progress has been made on progressing projects in this last quarter. Overall project completion is 51%, compared to less than 20% at the half year. Since quarter end a competitive tender for the Fitzherbert Street Pumping Main was approved, the CCO review workshop was completed and a rates review workshop has been arranged.

### **3.2.7 TREASURY REPORTS**

3.2.7.1 A full Treasury Report is included and can be summarised as follows:

- Council's debt position remains unchanged at \$15.5m.
- Councils liquid assets amount to \$1.4m, which is  $\frac{2}{3}$  of the forecast cash requirement for April.
- Council's receivables show improvements in all areas.

### **3.2.8 RESERVE FUNDS**

3.2.8.1 A full Reserve fund report is attached.

3.2.8.2 Council's opening reserve funds were confirmed in the Annual Report 2012/13.

3.2.8.3 All movements in reserves are shown for the nine months including:

- \* Increase in renewals reserves funded by depreciation.
- \* Increase in all reserves for interest earned at council's weighted average interest earnings on deposits for the quarter (2.84%).
- \* All withdrawals from the reserves with narrative

#### **4.0 OPTIONS**

4.1 Receive the report.

#### **5.0 SIGNIFICANCE AND CONSULTATION**

5.1 This report is for information only and no decisions are being made, so it is not required to assess significance or consultation requirements.

#### **6.0 RECOMMENDATION**

D) **THAT** the performance report for the nine months to 31 March 2014 attached as **Appendix 1** be received.

**Gary Borg**  
**Group Manager: Corporate Services**

**Appendix 1:** Nine Month Performance Report 1 July 2013 to 31 N



# **NINE MONTH PERFORMANCE REPORT**

**1 JULY 2013 - 31 MARCH  
2014**

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**i-SITE**

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**Community Halls and Buildings**

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## WHOLE OF COUNCIL FINANCIAL SUMMARY

	Whole of Council				
	Budget	Actual	Budget	Variance	
	FYR	YTD	YTD	\$	f/(u)
	\$	\$	\$		
<b>Operating Revenue</b>					
Leisure And Cultural Assets	2,397,934	2,534,373	1,798,450	735,923	(f)
Community Services	345,537	322,757	259,153	63,604	(f)
Planning And Regulatory Services	1,421,076	1,128,624	1,065,807	62,817	(f)
Core Infrastructure	9,384,281	6,295,435	7,038,210	(742,775)	(u)
Other Infrastructural Assets And Services	744,930	567,612	558,698	8,914	
Democracy Services	1,633,092	1,201,121	1,224,819	(23,698)	(u)
	15,926,849	12,049,922	11,945,137	104,785	(f)
<b>Operating Expenditure</b>					
Leisure And Cultural Assets	2,625,532	2,525,885	1,969,149	556,736	(u)
Community Services	351,514	447,071	263,636	183,435	(u)
Planning And Regulatory Services	1,655,882	1,034,843	1,241,912	(207,069)	(f)
Core Infrastructure	11,080,088	8,258,762	8,310,066	(51,304)	(f)
Other Infrastructural Assets And Services	769,050	470,749	576,788	(106,038)	(f)
Democracy Services	1,616,293	1,211,626	1,212,220	(594)	
<b>Total Expenditure</b>	18,098,359	13,948,937	13,573,769	375,167	(u)
<b>Total Surplus/(Deficit)</b>	(2,171,510)	(1,899,014)	(1,628,633)	(270,382)	(u)

## LEISURE AND CULTURAL ASSETS GROUP

Library  
 Museum  
 Swimming Pools  
 i-SITE  
 Events  
 Community Halls and Buildings  
 Parks and Reserves

## Cemeteries

## Elderly Housing

	Leisure And Cultural Assets				
	Budget	Actual	Budget	Variance	
	FYR	YTD	YTD		
	\$	\$	\$	\$	f/(u)
<b>Net Position</b>					
Cemeteries	(3,324)	(4,054)	(2,493)	(1,561)	
Community Halls and Buildings	(7,662)	(34,100)	(5,747)	(28,353)	(u)
Cycletrail	(55,000)	(56,957)	(41,250)	(15,707)	(u)
Elderly Housing	(42,674)	(33,723)	(32,006)	(1,718)	
Events	(40,000)	31,005	(30,000)	61,005	(f)
I-Site	(6,189)	14,389	(4,642)	19,031	(f)
Library	(31,999)	(26,150)	(23,999)	(2,150)	
Museum	(10,363)	5,695	(7,772)	13,467	(f)
Parks and Reserves	(30,385)	117,524	(22,789)	140,313	(f)
Swimming Pools	(2)	(5,141)	(2)	(5,139)	
<b>Total Surplus/(Deficit)</b>	(227,598)	8,488	(170,699)	179,187	(f)

	Leisure And Cultural Assets				
	Budget	Actual	Budget	Variance	
	FYR	YTD	YTD		
	\$	\$	\$	\$	f/(u)
<b>Operating Revenue</b>					
Cemeteries	119,534	112,051	89,651	22,401	(f)
Community Halls and Buildings	104,824	69,040	78,618	(9,578)	
Cycletrail	85,715	41,206	64,286	(23,081)	(u)
Elderly Housing	-	22,450	-	22,450	(f)
Events	451,053	357,219	338,290	18,929	(f)
I-Site	311,049	829,960	233,287	596,673	(f)
Library	423,490	316,823	317,618	(795)	
Museum	279,664	246,187	209,748	36,439	(f)
Parks and Reserves	368,952	344,617	276,714	67,903	(f)
Swimming Pools	253,653	194,821	190,240	4,581	
	2,397,934	2,534,373	1,798,450	735,923	(f)
<b>Operating Expenditure</b>					
Cemeteries	122,858	116,106	92,144	23,962	(u)
Community Halls and Buildings	112,486	103,140	84,365	18,776	(u)
Cycletrail	140,715	98,163	105,536	(7,374)	
Elderly Housing	42,674	56,173	32,006	24,168	(u)
Events	491,053	326,214	368,290	(42,076)	(f)
I-Site	317,238	815,571	237,929	577,643	(u)
Library	455,489	342,973	341,617	1,356	
Museum	290,027	240,492	217,520	22,972	(u)
Parks and Reserves	399,337	227,093	299,503	(72,410)	(f)
Swimming Pools	253,655	199,961	190,241	9,720	
<b>Total Expenditure</b>	2,625,532	2,525,885	1,969,149	556,736	(u)
<b>Total Surplus/(Deficit)</b>	(227,598)	8,488	(170,699)	179,187	(f)

### Commentary

#### Parks & Reserves

The favourable revenue variance is due to \$70k of reserve contributions received that were not included in the budget

Repairs and maintenance is underspent by \$50k

The favourable variance in Events will reduce by \$40k as costs crystallise in May

## LIBRARY

### Vision

Library services contribute to our vision for Westland by providing a first class service accessible to all residents and by providing a space

### What we do

The library collection consists of adult fiction, adult non-fiction, large print, children's and young adults', reference and heritage books,

to involve the community in decision making and getting connected with each other. This activity contributes to our over arching vision relating to innovation, world class service, community and stakeholder involvement and expanded development opportunities. The core values that underlie these parts of our vision are affordability, customer focus, quality, reliability, responsiveness, accessibility, building relationships and sustainability.

magazines, newspapers, talking books, music CDs and DVDs. The Aotearoa People's Network Kaharoa provides internet access, software applications and wireless capability.

A library website [www.westlib.co.nz](http://www.westlib.co.nz) is available 24 hours per day, 7 days a week providing access to electronic databases, library catalogue and customer access to their individual account.

Other services include household deliveries, inter-library loans, story time for various age groups, youth book club, out-reach story time sessions, school class and group visits, training workshops.

### *Service Levels and Performance Measures*

Level of Service	Performance Measure	Information we will use to measure success	Note	Q3 Actual Mar 2014	LTP Target 2014	Actual Q3 Mar 2013
Opening hours are convenient for users of District Library services	% of customers satisfied with opening hours	Resident Satisfaction Survey and Internal Survey	1	Not measured.	90%	Not measured.
Library services are utilised	Number of physical visits to Library	Recorded visitor numbers		59,867	90,000	74,351
Library services are utilised	Increased use of Library facilities	Membership		3,845	3,600	3,501
Library services are utilised	Increased use of Library facilities	Issues		59,092	88,000	71,904
The Library environment is comfortable and user friendly	% of customers satisfied with library environment	Resident Satisfaction Survey	1	Not measured.	90%	Not measured.
A wide range of up to date material is available in a variety of formats and relevant to the community	% of customers satisfied with the selection of material available in print, E-format, audio/visual and IT services	Resident Satisfaction Survey	1	Not measured.	90%	Not measured.
A wide range of up to date material is available in a variety of formats and relevant to the community.	Increased awareness in the community of availability of material	Hits E-Service 'Overdrive'		1,182	1,224	972
A wide range of up to date material is available in a variety of formats and relevant to the community.	Increased awareness in the community of availability of material.	Hits on website.		9,428	32,242	20,534
The Library meets National Public Library Standards	The Library lending collection is up to date and relevant for the community	Meets NZ Public Library Standard D 3.1. • Issues per capita.		0 out of 3 measures. (measured on an annual basis)	3 out of 3 measures.	0 out of 3 measures. (measured on an annual basis)

Level of Service	Performance Measure	Information we will use to measure success	Note	Q3 Actual Mar 2014	LTP Target 2014	Actual Q3 Mar 2013
		<ul style="list-style-type: none"> <li>• Turnover of lending collections.</li> <li>• % of operating budget allocated for purchase of collection material.</li> </ul>				

1 Residents survey was not undertaken in the March quarter 2014.

# MUSEUM

## **Vision**

The Hokitika Museum successfully cares for its collection and shares Westland's stories and heritage through high quality exhibitions and other public programmes. The Hokitika Museum is recognised as a place to discover Westland's tales and treasures and contributes to the marketing of Westland, its heritage experiences and to the community's sense of identity. This activity contributes to our over arching vision relating to world class service, community and stakeholder involvement and '100% Pure NZ'. The core values that underlie these parts of our vision are customer focus, quality, reliability, responsiveness, accessibility, building relationships and sustainability.

## **What we do**

The Hokitika Museum manages the community's heritage collection and shares Westland's stories with visitors and residents through exhibitions, displays, publications and public programmes.

The museum has an extensive and valuable collection of objects, archives and photographs that relate to Westland and the wider West Coast region. Along with exhibiting part of this collection the Museum also provides access to it through catalogues and indexes. Copies of archives and photographs are available on a cost recovery basis.

The museum also manages the Carnegie Gallery which is an important space for local artists to exhibit their work and for the museum to house touring shows or temporary exhibitions produced in-house.

The Museum engages with the community by providing assistance and expertise to both local interest groups and individuals on a wide variety of heritage matters.

## ***Service Levels and Performance Measures***

Level of Service	Performance Measure	Information we will use to measure success	Note	Q3 Actual Mar 2014	LTP Target 2014	Actual Q3 Mar 2013
Users of the Museum visitor service are satisfied with their experience.	% of visitors satisfied with the museum displays and exhibitions.	Resident Satisfaction Survey.	1	Not measured.	90%	Not measured.
The Museum environment is comfortable and user friendly.	% satisfied with the museum environment, availability, opening hours and remote access.	Resident Satisfaction Survey.	1	Not measured.	90%	Not measured.
The Museum provides a good quality experience.	Maintain visitor numbers.	Museum visitor records.	2	11,519	23,539	10,359
The Museum reflects the history and character of the people of Westland.	Maintain number of exhibitions and programmes per annum.	Number of exhibitions or programmes that relate to Westland.		11	8	16
Level of Service	Performance Measure	Information we will use to measure success	Note	Q3 Actual Mar 2014	LTP Target 2014	Actual Q3 Mar 2013
Research and heritage advisory or related information services are easily accessible.	Requests for service are responded to within 5 working days.	The Museum enquiries register.		98%	100%	New measure.
Collection objects, archives and photographs are cared for to industry standard	Museum Collection is maintained and preserved.	Number of objects damaged due to poor climate and pests.		Not measured.	0	New measure.
Collection objects, archives and photographs are cared for to industry standard.	Museum Collection is maintained and accessible.	Number of donated items catalogued per annum.		14%	6.09%	New measure.
The Museum knows who their visitors are and will develop to meet their needs.	Analyse visitor profiles	Visitor survey.		689 completed surveys.	Completed by June 2013.	New measure.
The Museum will develop to reflect its stakeholders and the wider community	Strategic review within first year of plan	Plan tabled and recorded in Council minutes	3	Not completed.	Completed by June 2013.	Not completed.

1 Residents survey was not undertaken in the March quarter 2014.

2 The LTP required a baseline figure from the Annual Report 2011/12 visitor numbers. From this baseline the 2012/13 target was increased by 5%. 2011/12 was an extraordinary year as the Museum hosted a Whitebait Exhibition (September 11 – January 12) during the Rugby World Cup 2012 increasing visitor numbers significantly. The Museum cannot practically meet this target and achieve its revenue budget at the same time.

3 Council did not budget to undertake a Strategic Review of the Museum.



# SWIMMING POOLS

## Vision

The swimming pools in Westland provide an important recreation facility for residents and visitors contributing to our vision of top class infrastructure. This activity contributes to our over arching vision relating to innovation, world class service and top class infrastructure. The core values that underlie these parts of our vision are affordability, customer focus, quality, reliability, responsiveness and safety.

## What we do

Provide recreational pool facilities in Hokitika and Ross. Provision of learn to swim programmes at Hokitika.

## Service Levels and Performance Measures

4 Council has not budgeted for a Strategic Review and as such a Strategic Review has not occurred. The Westland District Property Limited has a Pool Revitalisation Plan in place and work has commenced on facility development.

Level of Service	Performance Measure	Information we will use to measure success	Note	Q3 Actual Mar 2014	LTP Target 2014	Actual Q3 Mar 2013
Users have the maximum usage if the pool during the year.	Minimum season October to April.	Opening times		37 weeks.	43 weeks.	33 weeks.
The water is a comfortable temperature for swimming.	Water temperature to be maintained at between 27.5 and 28.5 Celsius.	Monthly Report		27 – 28.5c	28 <sup>c</sup>	27 – 28.5c
Pool use is maximised by the community.	Increase pool usage by 1% pa.	Annual Report.		16,606	13,947	14,414
Learn to swim courses are available for the community to utilise.	A minimum of 5 courses to be held each year in either swim or exercise programme.	Annual Report.		18 courses 6 aqua classes per week	6 Courses.	12 Learn to swim 6 aqua aero per wk
Pool water is safe for swimming.	Tests compliant with NZS5826:2010	Monthly report for Hokitika Pool		99%	100%	99%
Pool water is safe for swimming.	Tests compliant with NZS5826:2010	Monthly report for Ross Pool.		99%	100%	99%
The pool environment is safe.	Lifeguard supervision provided in accordance with Swimming Pool Guidelines published by NZRA	Pool Safe Accreditation.		100%	100%	100%
The future of the pool facility is planned for.	Strategic review within first year of plan.	Plan tabled and recorded in Council minutes.	4	Under WDPL management.	Plan completed and tabled by June 13.	Under WDPL management.

4 Council has not budgeted for a Strategic Review and as such a Strategic Review has not occurred. The Westland District Property Limited has a Pool Revitalisation Plan in place and work has commenced on facility development.

## I-SITE

## Vision

The i-Site contributes to our vision of Westland as a world class tourist destination. This activity contributes to our over arching vision relating to innovation, world class service and '100% Pure NZ'. The core values that underlie these parts of our vision are affordability, customer focus, quality, reliability, responsiveness, building relationships and sustainability.

## What we do

- Promoting and selling Westland as the last best place to visit, explore and play.
- Working with our tourism community to develop reasons for visitors to stay longer and spend more.
- Investigate ways to increase visitor numbers and the dollars they spend while here.

## Service Levels and Performance Measures

Level of Service	Performance Measure	Information we will use to measure success	Note	Actual Q3 Mar 2014	LTP Target 2013/14	Actual Q3 Mar 2013
Increase number of activities and accommodation booked and purchased.	Increase sales of Westland activities and accommodation by 3%.	Recorded information from the IBIS booking and sales system used by i-SITE.		503,178	\$669,234	487,776
Provide excellent customer service.	Maintain customer satisfaction levels at 90%	Bi Annual mystery shopper assessment. Bi Annual Qualmark Assessment	5	AA Centre- 90%	90%	New measure.
Increase visitor numbers to Westland.	The number of Visitors handled by Hokitika i-SITE Visitor Centre maintained.	Recorded information from i-SITE.		43,487	53,470	40,948

5 Qualmark not measured until April 2014, i-SITE mystery shopper due late 2014.

# EVENTS

## Vision

Brilliant, vibrant and fun events will help drive our vision of being a top class tourist destination by 2030. This activity contributes to our over arching vision relating to innovation, expanded development opportunities and '100% Pure NZ'. The core values that underlie these parts of our vision are affordability, customer focus, quality, accessibility, building relationships and sustainability.

## What we do

We work on developing and growing our iconic major event – the Hokitika Wildfoods Festival. As it continues to flourish and prosper our focus will turn to developing at least one other new and iconic event experience by the close of 2013.

## Service Levels and Performance Measures

Level of Service	Performance Measure	Information we will use to measure success	Note	Q3 Actual Mar 2014	LTP Target 2014	Actual Q3 Mar 2013
Increase visitor numbers to Westland.	Grow the estimated economic impact to the District of major events.	BERL Impact report will not be undertaken in the 2014 year.	6	Not measured.	Baseline from 2011/12.	New measure.
Increase visitor numbers to Westland.	The number of events and the estimated attendance.	The number of events.		1	1	2
Increase visitor numbers to Westland.	The number of events and the estimated attendance.	The number of estimated attendance.		8,514	11,847	10,412
Provide excellent and well attended events.	% of residents satisfied with events and festivals.	% of residents satisfied with events and festivals.	1	Not measured.	90%	Not measured.

1 Residents survey was not undertaken in the March quarter 2014.

6 The BERL economic survey is a useful tool for understanding the benefit Westland gets from this event. The impact assessment does not change greatly on an annual basis and as such the report is only budgeted to be prepared every few years. Therefore no economic assessment was done in this quarter.

# COMMUNITY HALLS AND BUILDINGS

## Vision

Community Halls and Buildings contribute to our vision of having top class infrastructure and involving our stakeholders and communities by engaging them to help care for and use them. This activity contributes to our over arching vision relating to world class service, community and stakeholder involvement and inspirational leadership. The core

## What we do

Provide and manage various buildings and halls to be used by the community.

values that underlie these parts of our vision are customer focus, quality, reliability, responsiveness, accessibility, and building relationships.

### ***Service Levels and Performance Measures***

Level of Service	Performance Measure	Information we will use to measure success	Note	Q3 Actual Mar 2014	LTP Target 2014	Actual Q3 Mar 2013
Buildings and halls provide a safe and useful resource for the local community.	Buildings have current WOF where required.	WOF issued.		100%	100%	100%
Buildings and halls provide a safe and useful resource for the local community.	% of residents satisfied with the standard of their hall or community building.	Resident Satisfaction Survey.	1	Not measured.	80%	Not measured.
Requests for service are dealt with promptly.	Service requests are responded to within 3 working days.	Service Request support system.		No requests.	100%	100%

1 Residents survey was not undertaken in the March quarter 2014.

# PARKS AND RESERVES

## Vision

Parks and reserves that are well maintained and used contribute to our vision for top class infrastructure for all our communities. This activity contributes to our over arching vision relating to world class service, community and stakeholder involvement and top class infrastructure. The core values that underlie these parts of our vision are customer focus, quality, reliability, responsiveness, accessibility, affordability, building relationships and safety.

## What we do

The Council manages and maintains a number of parks and reserves throughout the District for active and passive recreation. Recreation and Local Purpose Reserves are managed under the Reserves Act 1977. For the past 18 years the main sports ground in Hokitika; Cass Square; has provided the venue for the famous Wildfoods Festival.

## Service Levels and Performance Measures

Level of Service	Performance Measure	Information we will use to measure success	Note	Q3 Actual Mar 2014	LTP Target 2014	Actual Q3 Mar 2013
Reserves are pleasant, enjoyable and safe places.	% of residents satisfied with parks and reserves.	Resident Satisfaction Survey.	1	Not measured.	80%	Not measured.
Reserves are pleasant, enjoyable and safe places.	Reported injuries.	Number of reported injuries.		1	0	0
Reserves are pleasant, enjoyable and safe places.	Playground equipment and furniture meet Health and Safety standards.	Playground warrant of fitness.		Inspected weekly	WOF issued	Not measured.
Requests for service are dealt with promptly.	Service requests are responded to within 1 day.	Service Request System.		100%	100%	No requests.
We want to keep the community safe so parks and reserves are maintained to a good standard and in an environmentally sensitive manner.	All necessary consents for maintenance and capital projects are applied for, held and monitored accordingly.	Monthly management reports		100%	100%	100%

1 Residents survey was not undertaken in the March quarter 2014.

# CEMETERIES

## Vision

Our beautiful historic cemeteries provide a peaceful resting place for our loved ones who have died. Westland District Council is privileged to provide this service to the people of Westland. This activity contributes to our vision of top class infrastructure for our community. This activity contributes to our over arching vision relating to innovation, world class service and top class infrastructure. The core values that underlie these parts of our vision are affordability, customer focus, quality, reliability, responsiveness, affordability and safety.

## What we do

The Council manages cemeteries which:

- Provide plots for interment on demand to meet the needs of the bereaved for a suitable resting place for departed relatives or friends.
- Provide areas for the burial and recording of ashes.
- Provide roading, car parks, seating, footpaths and other infrastructure.
- Meet the needs of visitors.
- Meet Council's statutory obligation to provide paupers graves.
- Meet the social and cultural needs of the community.
- Provide park like grounds which are visually appealing for visitors.
- Provide a historical record of the deceased for the community.

## Service Levels and Performance Measures

Level of Service	Performance Measure	Information we will use to measure success	Note	Q3 Actual Mar 2014	LTP Target 2014	Actual Q3 Mar 2013
Cemeteries are accessible and safe for the community.	% of customers feel safe in cemetery grounds.	Resident Satisfaction Survey.	1	Not measured.	80%	Not measured.
Requests for service are dealt with promptly.	Service requests are responded to within 5 working days.	Monthly meeting and audit report from contractor		No service requests.	100%	No service requests.
The Cemetery grounds are clean and tidy.	% of customers satisfaction with state of all cemetery grounds.	Resident Satisfaction Survey.	1	Not measured.	90%	Not measured.
Burials adhere to relevant legislation.	Standards for burial are adherence to Cemeteries & Cremations Act 1964.	Cemetery records.		100%	100%	100%
Cemeteries are accessible and safe for the community.	Opening hours are well advertised and adhered to.	Cemetery opening hours		No service requests.	No service requests.	No service requests.

1 Residents survey was not undertaken in the March quarter 2014.

# ELDERLY HOUSING

## Vision

Providing housing for the elderly gives the community infrastructure to support the elderly. Housing for the elderly that is safe, clean, functional and provides a network of close neighbours and friends is infrastructure

## What we do

Provide accommodation for the elderly as an alternative to living on their own.

that promotes our vision for Westland by making this a great place to live.

### ***Service Levels and Performance Measures***

Level of Service	Performance Measure	Information we will use to measure success	Note	Q3 Actual Mar 2014	LTP Target 2014	Actual Q3 Mar 2013
The units are safe to live in.	Maintenance program is completed each year.	Monitoring against Maintenance Programme		100% Under WDPL management.	100%	Not measured.
The units are clean and comfortable.	% of satisfaction of tenants with living conditions.	Resident Satisfaction Survey.		100% Under WDPL management.	95%	Not measured.
Tenants receive prompt response to their requests for service.	% of requests for maintenance or complaints actioned within 7 working days.	Service Request System.		100% Under WDPL management.	100%	Not measured.

# COMMUNITY SERVICES GROUP

## Community Development Community Assistance Safer Community Council

	Community Services and Development				
	Budget FYR	Actual YTD	Budget YTD	Variance	
	\$	\$	\$	\$	f/(u)
<b>Operating Revenue</b>					
Community Assistance	243,576	215,472	182,682	32,790	(f)
Community Development	65,546	91,158	49,160	41,999	(f)
Safer Community Council	36,415	16,126	27,311	(11,185)	(u)
	345,537	322,757	259,153	63,604	
<b>Operating Expenditure</b>					
Community Assistance	243,576	236,761	182,682	54,079	(u)
Community Development	69,077	189,948	51,808	138,140	(u)
Safer Community Council	38,861	20,362	29,146	(8,783)	
<b>Total Expenditure</b>	351,514	447,071	263,636	183,435	
<b>Total Surplus/(Deficit)</b>	(5,977)	(124,314)	(4,483)	(119,832)	

	Community Services and Development				
	Budget FYR	Actual YTD	Budget YTD	Variance	
	\$	\$	\$	\$	f/(u)
<b>Net Position</b>					
Community Assistance	-	(21,288)	-	(21,288)	(u)



Community Development	(3,531)	(98,790)	(2,648)	(96,141)	(u)
Safer Community Council	(2,446)	(4,237)	(1,835)	(2,402)	
<b>Total Surplus/(Deficit)</b>	<b>(5,977)</b>	<b>(124,314)</b>	<b>(4,483)</b>	<b>(119,832)</b>	<b>(u)</b>

## Commentary

### Community Assistance

In Q4 2012/13 Tourism West Coast moved from invoicing quarterly in arrears to quarterly in advance. Council has historically accounted on a cash basis. The Q4 invoice for 2012/13 was paid in September 2014. It was not accrued in 2012/13 and hence five quarters have been charged against the operational expenditure for 2013/14.

### Community Development

Head count savings were budgeted for the whole year but only achieved since February.  
The budget for this activity includes a \$40,000 round sum savings target which is not supported.

# COMMUNITY DEVELOPMENT

## Vision

Community Development involves the community and provides inspirational leadership for the community making Westland a great place to live, work and play. This activity contributes to our over arching vision relating to world class service, community and stakeholder involvement and inspirational leadership. The core values that underlie these parts of our vision are customer focus, quality, reliability, responsiveness, accessibility, and building relationships.

## What we do

We create educational opportunities for the community around emergency management and waste minimisation.

We communicate with the residents of Westland and ask them to have their say on issues and projects that are important to them.

We manage programmes that contribute to health and well-being and approve requests from Community Groups and Organisations and individuals to assist with recreational and cultural activities and other special events or activities. Provide advice to the community regarding other funding alternatives.

## Service Levels and Performance Measures

SAFER COMMUNITY COUNCIL						
Level of Service	Performance Measure	Information we will use to measure success	Note	Q3 Actual Mar 2014	LTP Target 2014	Actual Q3 Mar 2013
Build capacity in the community to reduce reported crime.	Maintain low level of family violence, vandalism, and burglary.	Number of reported crimes in Family Violence.		42	70	44
Build capacity in the community to reduce reported crime.	Maintain low level of family violence, vandalism, and burglary.	Number of reported crimes in Vandalism.		81	10	New measure.
Build capacity in the community to reduce reported crime.	Maintain low level of family violence, vandalism, and burglary.	Number of reported crimes in Burglary from NZ Police reports.		44	40	41
Build capacity in the community to reduce reported crime.	At least three programmes are delivered throughout the year that meet the requirements of the funder.	Number of programmes that meet the requirements of the funder.		4	3	6
Create opportunities for the community through building relationships with outside groups and agencies.	Meetings with the Police and other government agencies regarding prevention and programming.	Number of meetings per annum.		10	15	61
Protect the environment from littering.	Monitor freedom campers.	Number of infringements issued.	7	Not achieved.	50	Not achieved.

7 Council revoked the Westland District Freedom Camping Bylaw 2012 in September 2013.

ASSISTANCE FUNDING						
Level of Service	Performance Measure	Information we will use to measure success	Note	Q3 Actual Mar 2014	LTP Target 2014	Actual Q3 Mar 2013
Funding is available for community projects.	Advertising of grants occurs 4 times year.	Newspaper ads, advertising in Uniquely Westland.		3	4	3
Funding is available for community projects.	Number of groups/individual applying.	Number of applications received.		Not measured until Q4.	10	Not measured until Q4.
Funding is available for community projects.	Funding is made available to all members/groups of the community.	Number of applications approved.		Not measured until Q4.	10	Not measured until Q4.
Build capacity in the community to create community projects.	Referrals to external agencies.	Number of referrals recorded.		5	5	12
Consult the community on issues of importance.	Number of consultations per year.	Summary of consultation results over year tabled to Council.		3	4	1

# PLANNING AND REGULATORY SERVICES GROUP

Animal Control  
Corporate Planning  
Emergency Management  
Inspections and Compliance  
Resource Management

	Planning and Regulatory Services				
	Budget	Actual	Budget	Variance	
	FYR	YTD	YTD		
	\$	\$	\$	\$	f/(u)
<b>Operating Revenue</b>					
Animal Control	108,707	117,350	81,530	35,819	(f)
Corporate Planning	-	-	-	-	
Emergency Management	103,864	85,059	77,898	7,161	
Inspection and Compliance	778,676	636,966	584,007	52,959	(f)
Resource Management	429,829	289,250	322,372	(33,122)	(u)
	1,421,076	1,128,624	1,065,807	62,817	(f)
<b>Operating Expenditure</b>					
Animal Control	109,353	76,955	82,015	(5,060)	
Corporate Planning	225,144	26,292	168,858	(142,566)	(f)
Emergency Management	110,060	63,796	82,545	(18,749)	(f)
Inspection and Compliance	780,813	586,891	585,610	1,282	
Resource Management	430,512	280,909	322,884	(41,975)	(f)
	1,655,882	1,034,843	1,241,912	(207,069)	(f)
<b>Total Surplus/(Deficit)</b>	(234,806)	93,782	(176,105)	269,886	(f)

	Planning and Regulatory Services				
	Budget	Actual	Budget	Variance	
	FYR	YTD	YTD		
	\$	\$	\$	\$	f/(u)
<b>Net Position</b>					
Animal Control	(646)	40,395	(485)	40,879	(f)
Corporate Planning	(225,144)	(26,292)	168,858	142,566	(f)
Emergency Management	(6,196)	21,263	4,647	25,910	(f)
Inspection and Compliance	(2,137)	50,075	1,603	51,678	(f)
Resource Management	(683)	8,341	512	8,854	
<b>Total Surplus/(Deficit)</b>	(234,806)	93,782	(176,105)	269,886	(f)

## **Commentary**

### Animal Control & Inspection and Compliance

The favourable revenue variance for licence processing fees is due to phasing, because in practice most of the income is earned in the first half of the year.

### Corporate Planning

The Corporate Planner position, included in the budget, remains vacant

# INSPECTIONS AND COMPLIANCE

## Vision

Regular inspections and ensuring compliance with standards assists in Westland becoming a world class tourist destination and aiming towards 100% Pure NZ brand. This activity contributes to our over arching vision relating to world class service, community and stakeholder involvement and expanded development opportunities. The core values that underlie these parts of our vision are affordability, customer focus, quality, reliability, responsiveness, accessibility, building relationships and sustainability.

## What we do

The Council's role is principally in the nature of approval, licensing/registration, consents and surveillance. The inspection and compliance function is based on health and safety, community and environmental standards.

This activity comprises of:

- Building Inspection and Control.
- Environmental Health.
- Liquor Licensing.
- Noise Control.
- Onsite effluent disposal for new properties (as delegated by the West Coast Regional Council)

## Service Levels and Performance Measures

Level of Service	Performance Measure	Information we will use to measure success	Note	Q3 Actual Mar 2014	LTP Target 2014	Actual Q3 Mar 2013
Process all applications lodged under the Building Act 2004 within the timeframes specified in the Act.	All building consent applications will be processed within 20 working days.	Monthly Reports.		100%	100%	99%
Process all applications lodged under the Building Act 2004 within the timeframes specified in the Act.	All Project Information Memoranda applications will be processed within 20 working days.	Monthly Reports.		100%	100%	97%
Users of the service receive appropriate advice regarding their enquiry.	% of users are satisfied with advice.	Resident Satisfaction Survey.	1	Not measured.	100%	Not measured.
Encourage compliance with health standards by undertaking inspections so that all food, liquor and other licensed premises comply with the relevant legislation.	All licensed and registered premises are inspected at least annually.	Monthly Reports.		58 premises inspected out of 142	100%	71 premises inspected out of 127
Encourage compliance with health standards by undertaking inspections so that all food, liquor and other licensed premises comply with the relevant legislation.	Work with Police and Community Public Health to reduce the negative impacts of alcohol abuse through an annual meeting.	Quarterly Report.		100%	100%	100%

1 Residents survey was not undertaken in the March quarter 2014.

# RESOURCE MANAGEMENT

## Vision

The District Plan provides the regulatory framework to encourage and direct development in Westland. The processing of Resource Consents allows consideration of development against our vision and performance framework and ensures adverse environmental effects are mitigated. This activity contributes to our over arching vision relating to world class service, inspirational leadership and expanded development opportunities. The core values that underlie these parts of our vision are customer focus, quality, reliability, responsiveness, accessibility, building relationships and sustainability.

## What we do

Day to day activities include:

- Development and review of District Plan, by-laws and policy.
- Processing Resource Consents.
- Issuing Land Information Memoranda (LIM).
- Answering general enquiries.
- Ensuring activities within the District comply with the Resource Management Act and the District Plan.
- Performing environmental monitoring.

## Service Levels and Performance Measures

Level of Service	Performance Measure	Information we will use to measure success	Note	Q3 Actual Mar 2014	LTP Target 2014	Actual Q3 Mar 2013
To ensure customers can get on with their project or business opportunities we process Resource Consents within statutory timeframes as specified in Resource Management Act.	100% of Resource Consent processed within the timeframes of the Act.	Monthly Report.		87%  7 non notified consents were issued outside the twenty working day timeframes	100%	91%
Public complaints relating to environment are investigated and responded to in a timely manner.	Council respond to within 10 days.	Monthly Report.		80%	100%	100%
Provide and maintain a District Plan which is reflective of the community.	Work Plan is developed on changes required to the District Plan and these are effected.	Work plan developed and updated annually.		The District Plan is expected to progress upon appointment of the vacant Planner position.	Reviewed annually.	Reviewed annually.
Process all applications lodged under section 44A of the Local Government Official Information and Meetings Act 1987 within the timeframes specified in the Act.	100% of LIMs processed within 10 working days.	Monthly Reports.		100%	100%	99%
Process all applications lodged under section 44A of the Local Government Official Information and Meetings Act 1987 within the	% of fast-track LIMS processed within 3 days.			100%	100%	100%

Level of Service	Performance Measure	Information we will use to measure success	Note	Q3 Actual Mar 2014	LTP Target 2014	Actual Q3 Mar 2013
timeframes specified in the Act.						



# ANIMAL CONTROL

## Vision

Sensible animal control and well behaved and registered dogs make the experience of living and residing in Westland much more pleasant and enjoyable. This assists Westland become a world class tourist destination. This activity contributes to our over arching vision relating to world class service, community and stakeholder involvement and inspirational leadership. The core values that underlie these parts of our vision are customer focus, quality, reliability, responsiveness, accessibility and building relationships.

## What we do

- Undertake dog and animal control functions
- Enforcement and control of roaming dogs and other animals
- Ensure all known dogs are registered
- Education of dog owners through dog control contractors
- Provide a dog pound

## Service Levels and Performance Measures

Level of Service	Performance Measure	Information we will use to measure success	Note	Q3 Actual Mar 2014	LTP Target 2014	Actual Q3 Mar 2013
Requests for service are dealt with promptly.	All service requests are responded to within 1 working day.	Customer complaint form.		100%	100%	73%
The public are safe from dogs.	That the public are satisfied with the service.	Resident Satisfaction Survey.	1	Not measured.	95%	Not measured.
The public are safe from dogs.	Records will be kept relating to dog numbers, location, sex and breed and in conformity with the National Dog Database (NDDB).	NDDB.		100%	100%	100%

1 Residents survey was not undertaken in the March quarter 2014.

# EMERGENCY MANAGEMENT

## Vision

Good emergency management and leadership will allow Westland to recover quickly in the event of an emergency or natural disaster. This activity involves the community and stakeholders. This activity contributes to our over arching vision relating to world class service, community and stakeholder involvement and inspirational leadership. The core values that underlie these parts of our vision are customer focus, quality, reliability, responsiveness, accessibility and building relationships.

## What we do

The Council's goal is the continued development and maintenance of a Civil Defence Emergency Management Plan which provides for the following:

- Readiness, ensuring the public is aware of the risk and prepared for any civil defence emergency and training volunteers to be able to respond to emergency events.
- Reduction, mitigation of potential problems.
- Response, coordinating response to emergency events.
- Recovery, managing the community recovery after a civil defence emergency.

The Council reduces the likelihood and consequences of rural fire in the District by:

- Preventing fires through education, management of hazards and risks, enforcement and administration.
- Maintaining a level of preparedness which complies with the legislation and meets recognised national standards.
- Responding to out of control fires in the Council Rural Fire Zone with the objectives of minimising loss of human life, and minimising fire damage to property, land, and vegetation.

## Service Levels and Performance Measures

CIVIL DEFENCE						
Level of Service	Performance Measure	Information we will use to measure success	Note	Q3 Actual Mar 2014	LTP Target 2014	Actual Q3 Mar 2013
An excellent response to all disasters and emergencies across the District.	Number of exercises held each year.	Monitoring of these measures will be achieved through the management repots at Council's monthly meetings. Two exercises per annum.		2	2	2
An excellent response to all disasters and emergencies across the District.	Maintain community awareness.	Management reports at council monthly meetings of school visits.		Not achieved.	12	Not achieved.
An excellent response to all disasters and emergencies across the District.	Standard Operating Procedures (SOP's) documents are reviewed annually and signed off.	Latest signed documents held on file.		100%	100%	.100%
An excellent response to all disasters and emergencies across the District.	Plans updated annually and on Council website.	Reports to Regional Civil Defence Emergency Management group.		Plan available on website at all times.	Plan available on website at all times.	Plan available on website at all times.
An excellent response to all disasters and emergencies across the District.	% of residents that believe they are prepared for a civil defence emergency.	Resident Satisfaction Survey.	1	Not measured.	70%	Not measured.

1 Residents survey was not undertaken in the March quarter 2014.

<b>RURAL FIRE</b>						
<b>Level of Service</b>	<b>Performance Measure</b>	<b>Information we will use to measure success</b>	<b>Note</b>	<b>Q3 Actual Actual March 2014</b>	<b>LTP Target 2014</b>	<b>Actual Q3 Mar 2013</b>
The public is aware of Fire Permits and understands how to maintain a controlled fire.	Number of permitted fires that become out of control.	West Coast Rural Fire Authority reports.		0	0	0
The public is aware of Fire Permits and understands how to maintain a controlled fire.	Number of permits issued.	Number per year.		171	200	149
Fires can be fought and extinguished efficiently and effectively.	Equipment complies with NRFA audits.	Compliance.		100%	100%	Not achieved.
Fires can be fought and extinguished efficiently and effectively.	Number of training sessions is at least two per year.	Number of training sessions recorded.		9 Haast 2 Kaniere 18 Kokatahi	10	9 Haast 0 Kaniere 18 Kokatahi

# CORE INFRASTRUCTURE

## PROVIDING ESSENTIALS FOR THE COMMUNITY

Solid Waste Management  
Storm Water  
Transportation  
Water Supply  
Waste Water

	Core Infrastructure				
	Budget FYR	Actual YTD	Budget YTD	Variance	
	\$	\$	\$	\$	f/(u)
<b>Operating Revenue</b>					
Solid Waste Management	2,169,669	1,435,313	1,627,252	(191,939)	(u)
Stormwater	405,567	304,173	304,175	(1)	
Transportation	4,125,493	2,304,432	3,094,120	(789,688)	(u)
Waste Water	704,870	530,600	528,653	1,947	
Water Supply	1,978,682	1,720,917	1,484,012	236,906	(f)
	9,384,281	6,295,435	7,038,210	(742,775)	(u)
<b>Operating Expenditure</b>					
Solid Waste Management	2,264,194	1,491,917	1,698,146	(206,229)	(f)
Stormwater	593,959	452,189	445,469	6,720	
Transportation	4,896,232	3,755,404	3,672,174	83,230	(u)
Waste Water	906,050	663,649	679,538	(15,889)	(f)
Water Supply	2,419,653	1,895,603	1,814,740	80,863	(u)
	11,080,088	8,258,762	8,310,066	(51,304)	(f)
<b>Total Surplus/(Deficit)</b>	(1,695,808)	(1,963,327)	(1,271,856)	(691,471)	(u)

	Core Infrastructure				
	Budget FYR	Actual YTD	Budget YTD	Variance	
	\$	\$	\$	\$	f/(u)
<b>Net Position</b>					
Solid Waste Management	(94,525)	(56,604)	(70,894)	14,290	(f)
Stormwater	(188,393)	(148,016) -	141,294	(6,721)	
Transportation	(770,739)	(1,450,972) -	578,054	(872,918)	(u)
Waste Water	(201,180)	(133,049) -	150,885	17,836	(f)
Water Supply	(440,971)	(174,686) -	330,728	156,043	(f)
<b>Total Surplus/(Deficit)</b>	(1,695,808)	(1,963,327)	(1,271,856)	(691,471)	(u)

#### **Commentary**

##### Transportation

NZTA subsidy claim for March had not been submitted. Effective May these will be submitted monthly.

##### Water Supply

Metered water revenue is \$200k and targeted rates \$40k ahead of budget

The expenditure budget erroneously contains a \$105k reduction in respect of unfunded depreciation

# TRANSPORTATION

## Vision

Good roading is essential for our vision of top class infrastructure and opportunities for expanded development. This activity contributes to our over arching vision relating to innovation, world class service, community and stakeholder involvement and top class infrastructure. The core values that underlie these parts of our vision are affordability, customer focus, quality, reliability, responsiveness, accessibility, building relationships and safety.

## What we do

The major part of Councils transportation activity is to ensure the safe, efficient and sustainable maintenance, operation, renewal and upgrading of the roads and bridges. This activity covers the following:

- Funding and administration of performance based contract for maintenance of the roading asset.
- Programme of roading renewals funded and contracted out.
- Programme of seal extensions, safety improvements and road reconstruction works funded and contracted out.
- Strategy and programme of works to improve walking and cycling network, as part of regional strategy.
- On-going programme of maintaining, improving and constructing new footpaths.
- Funding and support for road safety education programmes in Westland, on all roads.
- Funding and support for passenger transport services.
- Administrative support for Total Mobility scheme.
- Maintenance of the Jackson Bay Wharf.

## Service Levels and Performance Measures

Level of Service	Performance Measure	Information we will use to measure success	Note	Q3 Actual Mar 2014	LTP Target 2014	Actual Q3 Mar 2013
The transportation network is constructed and maintained so that it is safe and good to use.	Number of Police reported vehicle crashes per year on Council maintained roads involving injury where the contributing factor is "road factor".	NZTA Crash Analysis System.		Figures obtained from end of year reporting in NZTA CAS. Can't be measured at time of reporting.	Less than 50	Figures obtained from end of year reporting in NZTA CAS. Can't be measured at time of reporting.
The transportation network is constructed and maintained in a prompt manner.	Contractors respond to and repair faults within timeframes that are specified within the maintenance contract.	Reporting from Contractors.		100%	90% compliance rate.	100%
Transportation activities are managed at a standard that satisfies the community.	% satisfied with Council's roading network.	Resident Satisfaction Survey.	1	Not measured.	80%	Not measured.
Transportation activities are managed at a standard that satisfies the community.	The number of service requests received regarding roading and transportation assets.	Service Request System.		33	Less than 12.	23
Transportation activities are managed at a standard that satisfies the	Consents are applied for held and monitored.	Compliance with West Coast Regional Council resource consent conditions.		100%	100%	100%

Level of Service	Performance Measure	Information we will use to measure success	Note	Q3 Actual Mar 2014	LTP Target 2014	Actual Q3 Mar 2013
community and legislation.						
Roads are comfortable to drive on.	Roads in Westland meet the national average according to the Smooth Travel Index Guide. This is the comparison of the condition of roads across New Zealand, measuring smoothness relative to traffic volume and whether the road is rural or urban.	Road Assessment and Maintenance Management system as a requirement by the New Zealand Transport Agency.		94% Westland 85.7% National Average.	Better than the National Average.	96% Westland 86.7% National Average
The surface condition of roads in Westland is good quality.	Road surfaces meet the national average according to the surface condition index. This represents surface condition of roads and demonstrates Council is maximising the life of road surfaces.	Road Assessment and Maintenance Management system as required by the New Zealand Transport Agency.		98.7% Westland 97.9% National Average.	Better than the National Average.	98.5% Westland 97.7% National Average.
The transportation network is constructed and maintained so that it is safe and good to use.	The road network is accessible subject to planned or emergency works closure.	Service Request System.		0	0 requests for service.	0
The transportation network is maintained so that failures are prevented as much as possible.	A customer service system is managed for handling emergency calls after hours promptly and efficiently.	Service Request System.		7	0 requests for service.	5
Footpaths are maintained and in good condition.	Service requests regarding the state of footpaths.	Service Request System.		17 requests for service.	12 requests for service.	12 requests for service.

1 Residents survey was not undertaken in the March quarter 2014.

## WATER SUPPLY

### Vision

### What we do

Clean and healthy water is vital for our vision of top class infrastructure for our communities. This activity contributes to our over arching vision relating to innovation, world class service, community and stakeholder involvement and top class infrastructure. The core values that underlie these parts of our vision are affordability, customer focus, quality, reliability, responsiveness, accessibility, building relationships and safety.

Manage the supply of clean, safe drinking water.

### *Service Levels and Performance Measures*

Level of Service	Performance Measure	Information we will use to measure success	Note	Q3 Actual Mar 2014	LTP Target 2014	Actual Q3 Mar 2013
Requests for service are dealt with promptly.	% of disruptions to water supply are responded to within 4 hours of reporting.	Monthly reports from contractors.	8	83%	90%	100%
Council supplied potable water is safe to drink.	The number of illnesses confirmed to be attributed to consuming from Council treated water supplies.	Information provided to Council from the Health Protection Officer, Community Public Health.	9	No illnesses.	No illnesses.	No illnesses.
Council supplied potable water is safe to drink and tastes good.	% satisfied with water supply and quality.	Resident Satisfaction Survey.		Not measured.	90%	Not measured.
All Council water supply sources are managed in an environmentally sensitive manner.	All necessary consents for maintenance and capital projects are applied for, held and monitored accordingly.	Monthly reports.		100%	100%	100%

8 For the March quarter 2014, 6 disruptions and 5 water breaks. 83% were responded and repaired within 4 hours.

9 No information received from HPO, CPH or MoH regarding illness relating to Council water supplies.

## WASTE WATER

### **Vision**

### **What we do**

Provide wastewater services to the townships of the District.



The management of wastewater contributes to our vision of top class infrastructure. This activity contributes to our over arching vision relating to innovation, world class service, community and stakeholder involvement and top class infrastructure. The core values that underlie these parts of our vision are affordability, customer focus, quality, reliability, responsiveness, accessibility, building relationships and safety.

## *Service Levels and Performance Measures*

### *Service Levels and Performance Measures*

Level of Service	Performance Measure	Information we will use to measure success	Note	Q3 Actual Mar 2014	LTP Target 2014	Actual Q3 Mar 2013
Requests for service are dealt with promptly.	% of disruptions to the wastewater system are responded to within 2 hours.	Monthly reports from contractors.	10	100%	90%	88%
Properties that are within the wastewater reticulation system are able to connect to it.	% of properties within urban areas where a reticulated wastewater system is provided by Council have the ability to connect to the system at their boundary.	Number of properties with service laterals to boundary providing the building is no more than 60m away.		100%	100%	100%
Council wastewater systems are managed in an environmentally sensitive manner and are reliable.	No service requests received with regard to odours from Councils wastewater reticulation.	Service Request System.		No service requests.	No service requests.	No service requests.
Council wastewater systems are managed affordably and appropriately.	All necessary consents for maintenance and capital projects are applied for, held and monitored accordingly.	Monthly reports.		100%	100%	100%

10 For the March quarter 2014 11 disruptions all responded to within the 2 hour timeframe.

# STORM WATER

## Vision

The management of storm water contributes to our vision of top class infrastructure.

## What we do

Provide water supply, wastewater and stormwater services to the townships of the District. This activity contributes to our overarching vision relating to innovation, world class service, community and stakeholder involvement and top class infrastructure. The core values that underlie these parts of our vision are affordability, customer focus, quality, reliability, responsiveness, accessibility, building relationships and safety.

## Service Levels and Performance Measures

Level of Service	Performance Measure	Information we will use to measure success	Note	Q3 Actual Mar 2014	LTP Target 2014	Actual Q3 Mar 2013
Storm water systems have the capacity to resist major storms and flooding events.	No flooding of properties will occur in events with a return period of 1 in 20 years.	Service Request System.		0	Less than 5	0
Storm water systems have the capacity to resist major storms and flooding events.	No reports of flooding of properties.	Service Request System.		0	Less than 5	3
Requests for service are dealt with promptly.	% of problems with the Council storm water system investigated within 24 hours of reporting, prioritised and a remedial plan prepared within 48 hours.	Service Request System.	11	88%	100%	100%
Council storm water systems are managed affordably and appropriately.	All necessary consents for maintenance and capital projects are applied for, held and monitored accordingly.	Monthly reports.		100%	100%	100%

11 For the March quarter 2014 8 requests received and 88% were responded to within the timeframe.

# SOLID WASTE MANAGEMENT GROUP

## Vision

Solid Waste Management contributes to our vision of top class infrastructure for our community. This activity contributes to our over arching vision relating to world class service, community and stakeholder involvement and top class infrastructure. The core values that underlie these parts of our vision are affordability, customer focus, quality, reliability, responsiveness, accessibility building relationships and safety.

## What we do

The Council manages solid waste across Westland District, including waste and recycling collection in the northern part of the District and the provision of transfer stations and disposal sites, serving all townships. Some small rural settlements are provided with waste/recycling trailers.

## Service Levels and Performance Measures

Level of Service	Performance Measure	Information we will use to measure success	Note	Q3 Actual Mar 2014	LTP Target 2014	Actual Q3 Mar 2013
A reliable refuse and recycling collection service is provided to customers.	% of customers satisfied – Collection.	Resident Satisfaction Survey.	1	Not measured.	100%	Not measured.
A reliable refuse and recycling collection service is provided to customers.	% of customers satisfied – Recycling.	Resident Satisfaction Survey.	1	Not measured.	100%	Not measured.
A reliable Transfer Station service is provided to customers.	% of customers satisfied – Opening hours at sites.	Resident Satisfaction Survey.	1	Not measured.	100%	Not measured.
Solid waste is managed affordably and appropriately.	All necessary consents for the solid waste activities and capital projects are applied for, held and monitored accordingly.	Monthly reports.		Butlers 100%	100%	100%
Waste diversion increases.	Waste diverted from landfill from recycling.	Tonnes recycled.	12	223 tonnes.	970 tonnes.	715 tonnes.
Recycling and diversion of waste increases.	Increased use of recycling and reuse services.	Calculate diversion rate for all waste through Hokitika Transfer Station based on tonnages reported.		28.3%	30.7%	49%
Education about waste minimisation is provided to the Community.	Number of visits to schools and community groups.	Monthly reports to Council.		Not achieved.	6 Schools 3 Community Groups	Not achieved.

1 Residents survey was not undertaken in the March quarter 2014.

# OTHER INFRASTRUCTURAL ASSETS AND SERVICES GROUP

## Community Township Development Land and Buildings Public Toilets

	Other Infrastructural Assets and Services				
	Budget FYR	Actual YTD	Budget YTD	Variance	
	\$	\$	\$	\$	f/(u)
<b>Operating Revenue</b>					
Community Township Development	424,084	325,969	318,063	7,906	
Land and Buildings	112,263	85,066	84,197	868	
Public Toilets	208,583	156,577	156,437	140	
	744,930	567,612	558,698	8,914	
<b>Operating Expenditure</b>					
Community Township Development	445,897	271,286	334,423	(63,136)	(f)
Land and Buildings	112,229	66,415	84,172	(17,756)	(f)
Public Toilets	210,924	133,047	158,193	(25,146)	(f)
	769,050	470,749	576,788	(106,038)	(f)
<b>Total Surplus/(Deficit)</b>	(24,120)	96,863	(18,090)	114,953	(f)

	Other Infrastructural Assets and Services				
	Budget FYR	Actual YTD	Budget YTD	Variance	
	\$	\$	\$	\$	f/(u)
<b>Net Position</b>					
Community Township Development	(21,813)	54,683	(16,360)	71,043	(f)
Land and Buildings	34	18,650	26	18,625	(f)
Public Toilets	(2,341)	23,529	1,756	25,285	(f)
<b>Total Surplus/(Deficit)</b>	(24,120)	96,863	(18,090)	114,953	(f)

### Commentary

#### Community Township Development

Expenditure on repairs and maintenance of footpaths is \$36k favourable against budget.  
Township development fund payments amounting to \$34k had not been made.

#### Land and Buildings

The favourable expenditure variance is due to commissions costs not incurred in land purchase and development.

#### Public Toilets

Caretaking and cleaning costs are lower than budget.

# COMMUNITY TOWNSHIP DEVELOPMENT

## Vision

Community township development supports our vision for Westland by providing maintenance and creating opportunities for communities to upgrade and develop their town environment. By involving the community and stakeholders we can create beautiful places that are fun to visit and awesome to live in. This activity contributes to our over arching vision relating to innovation, community and stakeholder involvement and expanded development opportunities. The core values that underlie these parts of our vision are affordability, customer focus, quality, accessibility, building relationships and sustainability.

## What we do

- Plan for communities and giving direction to future infrastructure.
- Upgrade amenities in communities.
- Respond to and support community initiatives.

## Service Levels and Performance Measures

Level of Service	Performance Measure	Information we will use to measure success	Note	Actual Q3 Mar 2014	LTP Target 2013/14	Actual Q3 Mar 2013
The community contributes to decision making.	Consultation occurs with each plan and projects completed to schedule.	Management reports to council.	12	Full consultation in Annual Plan, followed by each community associated being contacted for a list of projects.	Consultation occurs through a priority list signed off by Council.	Some consultation with Franz and Fox. A draft plan for development has been completed by the Community.
Community township development is understood and the community contributes to the process.	% satisfied with town planning services.	Resident Satisfaction Survey.	1	Not measured.	70%	Not measured.

1 Residents survey was not undertaken in the March quarter 2014.

12 Changes in the delivery of these services resulted in nine communities, instead of two, needing to be communicated with to manage the Township Development Funds.

# LAND AND BUILDINGS

## Vision

We manage land and buildings to serve the community. We do this by providing spaces for emergency management, cultural heritage and the space to do business for the community. We do this with the values of service and affordability at the core of our commitment to this activity. This activity contributes to our over arching vision relating to innovation, world class service, community and stakeholder involvement and expanded development opportunities. The core values that underlie these parts of our vision are affordability, customer focus, quality, reliability, responsiveness, accessibility, building relationships and sustainability.

## What we do

These cover land and buildings managed commercially. Included are:

- Council Headquarters building.
- Emergency Centre Haast.
- Carnegie Building/Museum.
- Forestry Land at Kaniere and Kumara, managed in conjunction with PF Olsen.
- Licenses to Occupy legal road.
- Three Mile Hall.
- Leased land.
- Westland Industrial Heritage Park.

## Service Levels and Performance Measures

Level of Service	Performance Measure	Information we will use to measure success	Note	Actual Q3 Mar 2014	LTP Target 2013/14	Actual Q3 Mar 2013
Maintain buildings so they are safe for the people who work and visit them.	Buildings get current Warrant of Fitness where required.	Warrant of Fitness issued.	13	75%	100%	100%
Requests for service are dealt with promptly.	Service requests are responded to within 3 working days.	Services request support system.		100%	100% compliance.	100%
Leased buildings or spaces are managed commercially.	Obtain market rental for offices leased.	Market review gained.		100%	100%	Not achieved.

13 The RSA building is now closed due to safety reasons. The Westland District Council building does not have a warrant of fitness and is operating with a public use certificate; a consent has been lodged to meet WOF compliance standards.

# PUBLIC TOILETS

## Vision

The provision of clean, safe and convenient facilities contributes to our vision for Westland as a first class tourist destination and somewhere that has top infrastructure for our community. This activity contributes to our over arching vision relating to world class service, community and stakeholder involvement and top class infrastructure. The core values that underlie these parts of our vision are affordability, customer focus, quality, reliability, responsiveness, accessibility, building relationships and safety.

## What we do

- Provide users with tidy, functional and accessible toilet facilities.
- Provision of public disposal stations at Hokitika and Haast that flow into the sewerage treatment plant.
- Three public dump stations for campervan waste disposal.
- Provision of the changing rooms in Hokitika.

## Service Levels and Performance Measures

Level of Service	Performance Measure	Information we will use to measure success	Note	Actual Q3 Mar 2014	LTP Target 2013/14	Actual Q3 Mar 2014
Requests for service are dealt with promptly.	Service requests are investigated and responded to within one day.	Service Request System.		5 complaints. 66%	Under 5 complaints.	3 complaints. 100%
Public toilets are clean and safe to use.	% residents satisfied with toilet facilities.	Resident Satisfaction Survey.	1	Not measured.	90%	Not measured.

1 Residents survey was not undertaken in the March quarter 2014.



## Governance Corporate Services

	Democracy Services				
	Budget FYR	Actual YTD	Budget YTD	Variance	
	\$	\$	\$	\$	f/(u)
<b>Operating Revenue</b>					
Corporate Services	621,472	444,876	466,104	(21,228)	(u)
Governance	1,011,620	756,245	758,715	(2,470)	
	1,633,092	1,201,121	1,224,819	(23,698)	(u)
<b>Operating Expenditure</b>					
Corporate Services	621,472	464,450	466,104	(1,654)	
Governance	994,821	747,176	746,116	1,061	
	1,616,293	1,211,626	1,212,220	(594)	
<b>Total Surplus/(Deficit)</b>	16,799	(10,505)	12,599	(23,105)	(u)

	Democracy Services				
	Budget FYR	Actual YTD	Budget YTD	Variance	
	\$	\$	\$	\$	f/(u)
<b>Net Position</b>					
Corporate Services	-	(19,574)	-	(19,574)	(u)
Governance	16,799	9,069	12,599	(3,530)	
<b>Total Surplus/(Deficit)</b>	16,799	(10,505)	12,599	(23,105)	(u)

### Commentary

A shortfall of \$180k in dividend receipts is offset against \$100k increase in rates penalties and \$60k uplift in interest revenue.

# GOVERNANCE

## Vision

Governance is a key area for Council to deliver on its vision of inspirational leadership. Another key aspect is involving the community in decision making. This activity contributes to our over arching vision relating to innovation, community and stakeholder involvement and inspirational leadership. The core values that underlie these parts of our vision are affordability, customer focus, quality, accessibility and building relationships.

## What we do

The Council is an elected body of representatives who assist in the running of the District. Responsibilities of their role include:

- Providing representation of residents views.
- Providing leadership in setting priorities and decision making.
- Development of policy.
- Employment of the CE.
- Provide advocacy to central government for other services and make submissions to central government.
- Take an active role in Major Regional Initiative (MRI) and Major District Initiatives (MDI) in association with Development West Coast and advocacy for economic development.
- Partnering with other organisations to achieve roles.

## Service Levels and Performance Measures

Level of Service	Performance Measure	Information we will use to measure success	Note	Q3 Actual Mar 2014	LTP Target 2014	Actual Q3 Mar 2013
The community contributes to decision making.	Public notifications of Council meetings must be at least 10 working days before each meeting.	Adverts placed in local newspaper.		100%	100%	100%
Council decision making is open and transparent.	At least 90% of items on the agenda are conducted in open meetings.	Review agendas for Council.		76.9%	90%	85.4%
Council decision making is open and transparent.	Local Government official information and Meetings Act 1987 (LGOIMA) requests are complied within the 20 working days.	Review of requests and written replies.		95.7%	100%	93.1%
Council decision making is open and transparent and promotes accountability.	Elected Representatives attend 90% of all meetings and workshops.	Number of meetings attended.		94%	100%	88%
The Community understands what Council does.	% of residents who understand how Council makes decisions.	Resident Satisfaction Survey.	1	Not measured.	50%	Not measured.

1 Residents survey was not undertaken in the March quarter 2014.

# CORPORATE SERVICES

## Vision

Corporate Services provides support and expertise to Council and to staff who work for Westland District Council. We provide the foundation for our vision to be fulfilled through first class customer service, innovation and leadership. This activity contributes to our over arching vision relating to innovation, world class service and inspirational leadership. The core values that underlie these parts of our vision are affordability, customer focus, quality, reliability, responsiveness, and building relationships.

## What we do

Corporate Services provides professional services to other Council departments. This includes human resources, finance and information technology. Corporate Services work closely with Community Development in the creation of the Long Term Plan and Annual Plan by consulting the community about their wants and needs. Corporate Services also provides advice on Policy and Strategy. We manage administration and collection of rates and monies for the smooth operation of Westland District Council. In general, the cost of providing these services is charged to the activity receiving the benefit of that service. This means that when reviewing the Council activities and Services pages in this LTP the costs of each activity include the cost of support departments. However, there are some Council wide costs and income which cannot be considered to be part of any activity. These income and expenditure items are includes in this Corporate Services section.

## Service Levels and Performance Measures

Level of Service	Performance Measure	Information we will use to measure success	Note	Q3 Actual Mar 2014	LTP Target 2014	Actual Q3 Mar 2013
The community contributes to decision making.	The annual Plan and LTP must be adopted using the special consultative process, within statutory requirements.	Date of council meeting for adoption.		Not measured until June 2014.	100%	Not measured until June 2013.
Council decision making is open and transparent.	The Annual report must be adopted within statutory requirements 31st October.	Date of council meeting for adoption.		2012/13 Annual report was adopted on 28 November 2013.	100%	2011/12 Annual report was adopted on 22 November 2012.
Service and information is provided to the Community.	% satisfied with service at front-line of Council.	Resident Satisfaction Survey.	1	Not measured.	90%	Not measured.
To provide value for money for residents and businesses who pay rates.	% reduction in rates arrears per annum.	Quarterly reports.		7.5%	Reduce arrears by 5% per year.	Not measured.

1 Residents survey was not undertaken in the March quarter 2014.

# ADMINISTRATION

	Administration			
	Budget	Actual	Budget	Variance
	FYR	YTD	YTD	
	\$	\$	\$	\$ f/(u)
<b>Operating Revenue</b>				
Chief Executive	-	383	-	383
Corporate Services	261,734	59,333	196,301	(136,968) (u)
In-House Professional Services	-	1,907	-	1,907
IT	2,200	1,591	1,650	(59)
Operations Administration	10,000	9,183	7,500	1,683
Planning & Regulatory Administration	-	60	-	60
Vehicles	-	36,941	-	36,941 (f)
	273,934	109,397	205,451	(96,053) (f)
<b>Operating Expenditure</b>				
Chief Executive	552,535	375,531	414,401	(38,870) (f)
Corporate Services	1,278,214	849,630	958,661	(109,031) (f)
In-House Professional Services	567,751	414,461	425,813	(11,352) (f)
IT	277,853	181,539	208,390	(26,851) (f)
Operations Administration	273,830	148,833	205,373	(56,539) (f)
Planning & Regulatory Administration	191,223	177,588	143,417	34,170 (u)
Vehicles	-	49,808	-	49,808 (u)
	3,141,406	2,197,390	2,356,055	(158,665) (f)
<b>Required overhead recharge</b>	2,867,472	2,087,992	2,150,604	(62,612) (f)

## Commentary

### Chief Executive

Overspends on consultants (\$60k), being recruitment and interim cover for vacant group manager roles, absorbed by reallocation of \$120k general budgeted savings from other activities.

### Corporate Services

Telephone and photocopying income overestimated in budget  
Audit fee is accrued at year end. Overrun for 2012/13 of \$35k

### IT

Expenditure on software licences at 50% of budget

### Operations

Savings on staff costs due to vacant asset management planner position

### Planning & Regulatory

Overspend on staff costs due to staff resignation

# PROJECTS

PROJECTS FOR YEAR ENDED 30 JUNE 2014				
Status Report	Project / Activity	Current YTD exp (\$,000)	2013-14 (\$,000)	Progress comments
	<b>LIBRARY</b>			
●	E-content for overdrive; Audio/Visual resources	1	3	Work in progress.
●	Adult - Fiction	8	13	Work in progress.
●	Adult - Non Fiction	8	18	Work in progress.
●	Children and Young Adult resources / Junior Publications	7	12	Work in progress.
●	Large print books	2	6	Work in progress.
	<b>CEMETERIES</b>			
●	Hokitika Cemetery - Expansion / Improvements	0	10	Scoping in progress
	<b>PARKS AND RESERVES</b>			
●	Cass Square - Repairs to Statues	0	10	Not yet commenced
	<b>PLANNING &amp; REGULATORY</b>			
●	Cost of Reviewing DP	25	50	Work in Progress
	<b>TRANSPORTATION</b>			
●	West Coast Wilderness Cycle Trail (Marketing)	30	86	
●	Franz Josef Cycletrail	4	55	Discussions in progress. Some work done
●	Renewals - District	1,794	1,871	Complete
	<b>WATER SUPPLY</b>			
●	Install Water Meters at Treatment Plants( Harihari , Whataroa and Fox)	0	25	Work to be completed by end of May
●	Hokitika Renewals - Reticulation upgrades	117	120	95% complete
●	Kumara Reticulation upgrades - 4th Street	40	50	Complete
●	Mint Creek - Whataroa Rural Supply - Divestment / Closure Costs	0	5	Statement of proposal development in progress. Referendum procedure maybe extended by a month.

●	On-Track			
●	Attention - Potential for delay			
●	Behind / Delayed			
<b>PROJECTS FOR YEAR ENDED 30 JUNE 2014</b>				
Status Report	Project / Activity	Current YTD exp (\$,000)	2013-14 (\$,000)	Progress comments
	<b>LIBRARY</b>			
●	E-content for overdrive; Audio/Visual resources	1	3	Work in progress.
●	Adult - Fiction	8	13	Work in progress.
●	Adult - Non Fiction	8	18	Work in progress.
●	Children and Young Adult resources / Junior Publications	7	12	Work in progress.
●	Large print books	2	6	Work in progress.
	<b>CEMETERIES</b>			
●	Hokitika Cemetery - Expansion / Improvements	0	10	Scoping in progress
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	<b>WATER SUPPLY</b>			
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●	Kumara Reticulation upgrades - 4th Street	40	50	Complete
●	Mint Creek - Whataroa Rural Supply - Divestment / Closure Costs	0	5	Statement of proposal development in progress. Referendum procedure maybe extended by a month.

	<b>WASTEWATER</b>			
●	Franz Josef Compliance issues (Infiltration Galleries)	20	20	Complete
●	Franz Josef Compliance issues - Stage 2 Plant Improvement (In progress)	16	175	The CAPEX works have been put on hold pending further reviews. A detailed Cost benefit analysis is being undertaken to assess the scope further.
●	WWTP - Improvements at Hokitika	4	50	Scoping done - Working with OPUS
●	Hokitika WWTP - Trade waste agreements	9	20	95% complete
●	Haast Treatment improvements	19	375	Resourcing issues have led to delay on this project. Very likely this project may be carried forward.
●	Flow Meters - Hokitika & Franz, Then Fox and Haast	16	60	WIP
●	Fitzherbert Street Pumping Main	0	325	Tender approved by Council in April 2015
	<b>STORMWATER</b>			
●	Franz Josef - Investigations	21	25	Complete
●	Fox Glacier - Investigations	15	25	Complete
	<b>SOLID WASTE</b>			
●	Capping of Franz Josef Landfill (With Resource consent Obligations)	0	25	Works have been re-prioritised. Design and scopes will now be done in 2014/15 with capping another year forward. Discussions are on with WCRC
●	Hokitika Capping - Landscaping	22	30	The improvement to recycling is complete. Landscaping works in progress.
●	Hokitika - Leachate Management system	0	25	Resource issues. Work on hold now.
●	Other bin stations and satellite transfer stations	80	80	Work Complete
●	Kumara Landfill (Ops Project)	0	25	Resource issues. Works on hold.
	<b>BUILDINGS</b>			
●	Pensioner Housing	0	20	Not started
●	Carnegie Building -Fire alarm system upgrade	0	30	Work in progress. In discussions with Fire Engineer for options available.
●	Harihari Community Centre	0	290	Overall project underfunded - referred back to Community Group in March
●	Fox Community Centre	0	200	No action
●	Refurbishing Council Front Office	20	150	Scope changed - Now Compliance project. Front office included in next year
●	Ross Swimming Pool - Pool liner	0	115	Spoken to Ross Pool Committee and works planned for April/May
	<b>CONVENIENCES</b>			
●	Beach front Toilets	2	4	Works Complete
	<b>COMMUNITY TOWNSHIP DEVELOPMENT</b>			
●	Franz / Fox Township Development Rotated	30	70	Agreements and processes in formation
●	Township Development - Rotated	41	70	Agreements and processes in formation
	<b>CORPORATE SERVICES</b>			
●	IT SERVICES / GIS improvements	8	30	Ongoing
●	CCO Review	35	40	Expected to overrun. Workshop completed April; proposal under consideration
●	Rates Review	2	50	Workshop in May
	<b>COMMUNITY SERVICES</b>			
●	150th Celebrations	5	5	Complete
	<b>TOTAL PLANNED WORKS PROGRAMME</b>	<b>2,401</b>	<b>4,668</b>	



	<b>WASTEWATER</b>			
●	Franz Josef Compliance issues (Infiltration Galleries)	20	20	Complete
●	Franz Josef Compliance issues - Stage 2 Plant Improvement (In progress)	16	175	The CAPEX works have been put on hold pending further reviews. A detailed Cost benefit analysis is being undertaken to assess the scope further.
●	WWTP - Improvements at Hokitika	4	50	Scoping done - Working with OPUS
●	Hokitika WWTP - Trade waste agreements	9	20	95% complete
●	Haast Treatment improvements	19	375	Resourcing issues have led to delay on this project. Very likely this project may be carried forward.
●	Flow Meters - Hokitika & Franz, Then Fox and Haast	16	60	WIP
●	Fitzherbert Street Pumping Main	0	325	Tender approved by Council in April 2014
	<b>STORMWATER</b>			
●	Franz Josef - Investigations	21	25	Complete
●	Fox Glacier - Investigations	15	25	Complete
	<b>SOLID WASTE</b>			
●	Capping of Franz Josef Landfill (With Resource consent Obligations)	0	25	Works have been re-prioritised. Design and scopes will now be done in 2014/15 with capping aother year forward. Discussions are on with WCRC
●	Hokitika Capping - Landscaping	22	30	The improvement to recycling ae complete. Landscaping works in progress.
●	Hokitika - Leachate Management system	0	25	Resource issues. Work on hold now.
●	Other bin stations and satellite transfer stations	80	80	Work Complete
●	Kumara Landfill (Ops Project)	0	25	Resource issues. Works on hold.
	<b>BUILDINGS</b>			
●	Pensioner Housing	0	20	Not started
●	Carnegie Building -Fire alarm system upgrade	0	30	Work in progress. In discussions with Fire Engineer for options available.
●	Harihari Community Centre	0	290	Overall project underfunded - referred back to Community Group in March. Application for extension to Lottery fund submitted.
●	Fox Community Centre	0	200	No action
●	Refurbishing Council Front Office	20	150	Scope changed - Now Compliance project.
●	Ross Swimming Pool - Pool liner	0	115	Spoken to Ross Pool Committee and works planned for April/May
	<b>CONVENIENCES</b>			
●	Beach front Toilets	2	4	Works Complete
	<b>COMMUNITY TOWNSHIP DEVELOPMENT</b>			
●	Franz / Fox Township Development Rotated	30	70	Agreements and processes in formation
●	Township Development - Rotated	41	70	Agreements and processes in formation
	<b>CORPORATE SERVICES</b>			
●	IT SERVICES / GIS improvements	8	30	Ongoing
●	CCO Review	35	40	Expected to overrun. Workshop completed April; proposal under consideration
●	Rates Review	2	50	Workshop in May
	<b>COMMUNITY SERVICES</b>			
●	150th Celebrations	5	5	Complete. Grant to 150th Committee allocated.
	<b>TOTAL PLANNED WORKS PROGRAMME</b>	2,401	4,668	

# TREASURY REPORT

## SUMMARY

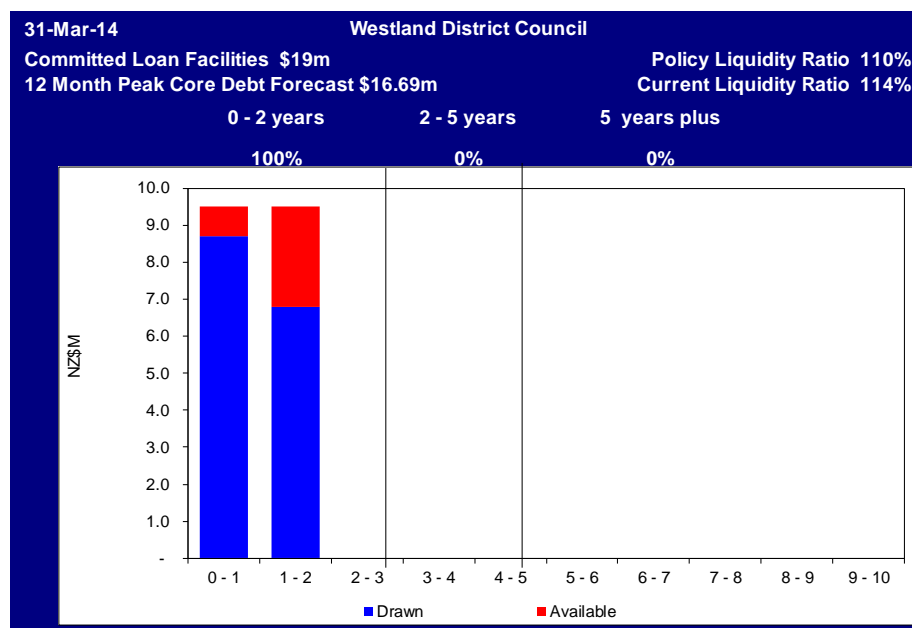
The purpose of this report is to provide an update on Council's Treasury Position as at 31<sup>st</sup> March 2014.

This report shows the Council's position for the following items:

Loans  
Other Borrowings (if any)  
Swaps  
Internal borrowing  
Cash Investments  
Deposits  
Bonds  
Debtors

## LOANS

This chart illustrates the Council's current position in relation to the debt facility:



The Council Liability Management Policy requires that 'no more than 50% of debt is subject to refinancing in any 12 month period'. At this stage, \$9.5m will need to be refinanced in June 2014. The bank has been notified and processes are underway for there to be a seamless carry over. The new tranche will mature in 24 months.

As at 31 March 2014, the Money Market Lending Statement shows:

Amount	Rate	Maturity	Facility Expiry
\$6,803,352	3.72%	01/04/2014	01/07/2015

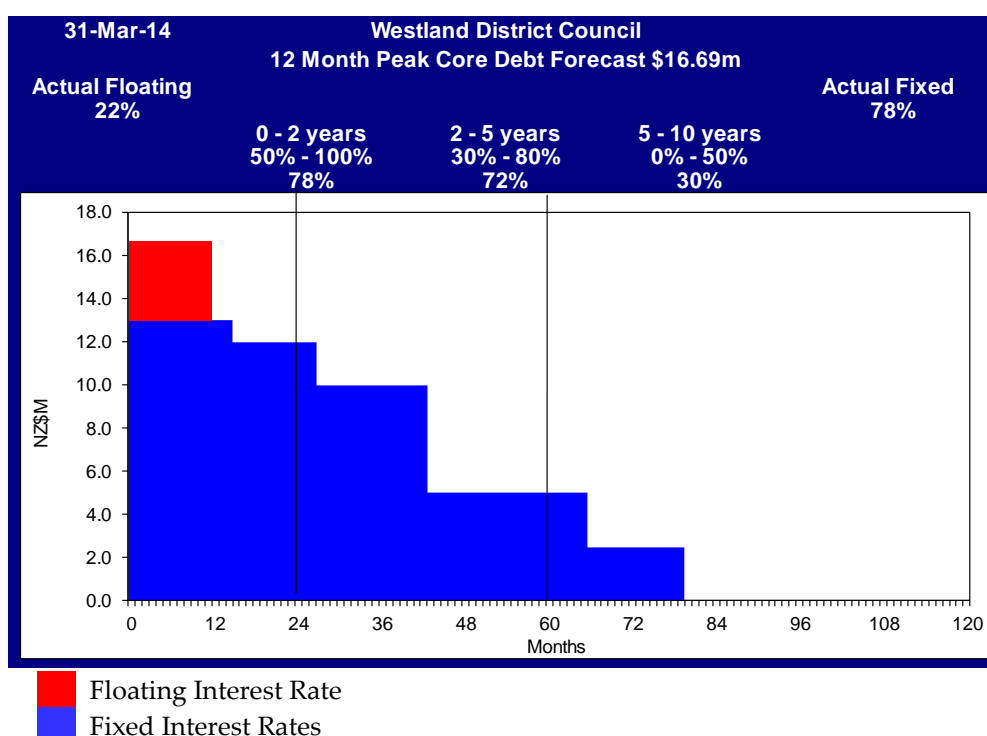
\$6,068,000	3.75%	17/06/2014	01/07/2014
\$2,627,000	3.71%	17/04/2014	01/07/2014
<b>\$15,498,352</b>	<b>Total</b>		

(This includes the 1% margin charged by the bank.)

Swaps in place to protect against fluctuating interest rates are as follows:

<b>Amount</b>	<b>Rate</b>	<b>Maturity</b>
\$3,000,000	5.52%	17/06/2016
\$2,500,000	4.55%	17/11/2020
\$5,000,000	5.99%	01/10/2017
\$2,500,000	5.77%	17/09/2019
<b>\$13,000,000</b>	<b>Total</b>	

The following shows our current debt position and the amount of debt protected by interest rate swaps:



## INTERNAL BORROWING

Kaniere Sewerage \$192,057.59

## CASH INVESTMENTS

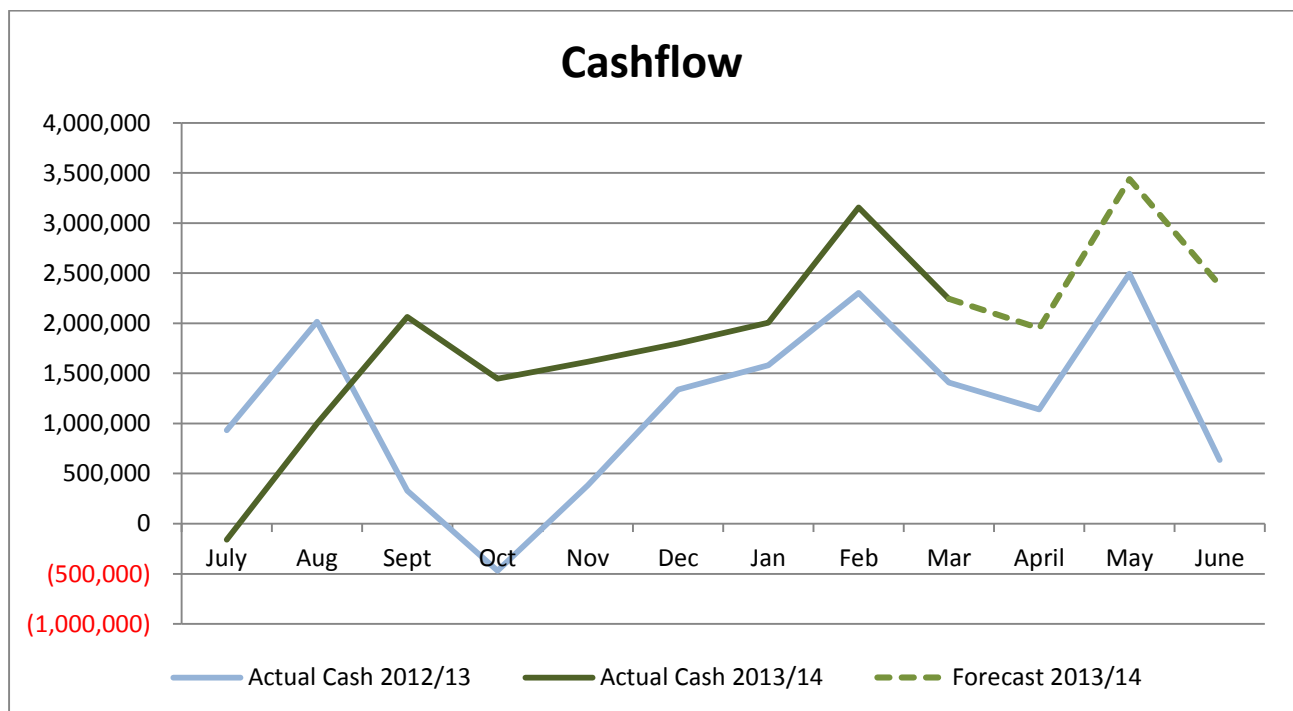
### Cash Deposits as at 31 March 2014

Closing balance of WDC Operational Account: \$206,795

Savings account balance of: \$5,540

Term Deposits: \$1,201,783

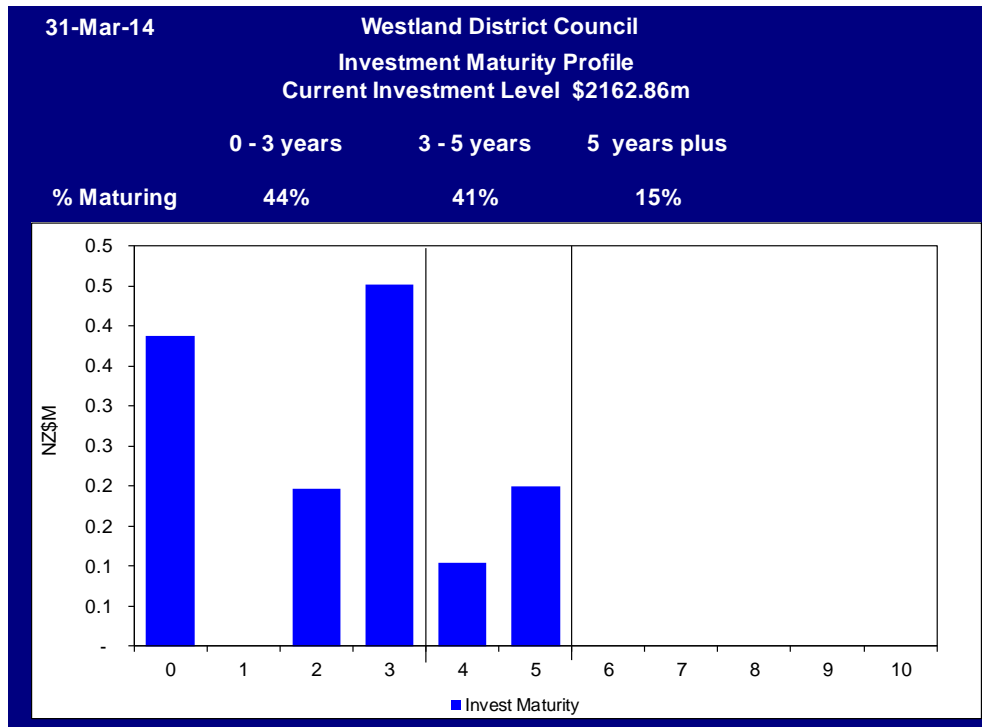
Cashflow is managed on a weekly basis. The highest spend of the year is expected to continue over the next quarter with roading projects and other infrastructure works being initiated.



## Bonds

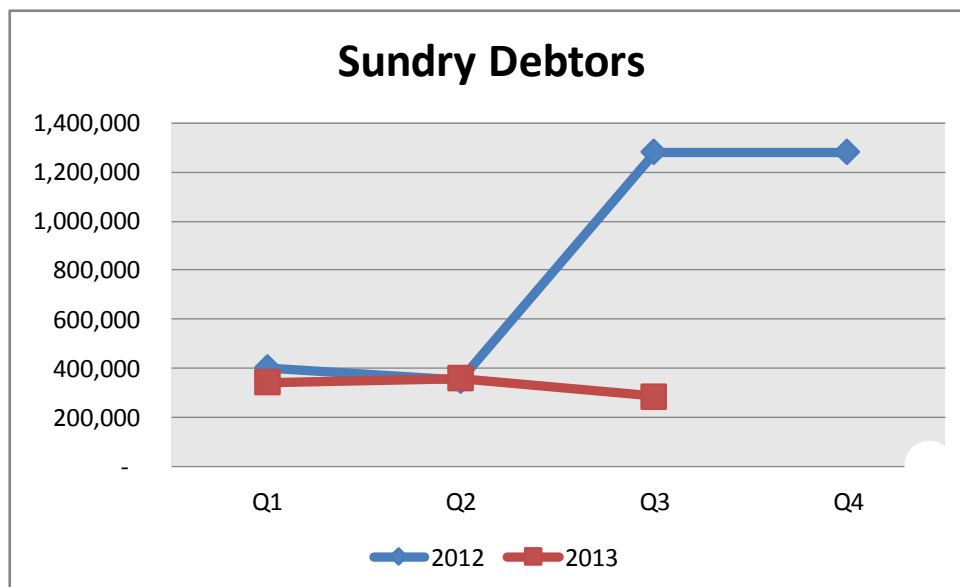
WDC Westpac Bond Portfolio is valued at \$2,220,053 at 31 March 2014. This is made up of \$1.36m in bonds, \$0.052m in cash from matured bonds and \$0.831m in cashed up bonds held on a rolling 30 day term deposit.

The following chart illustrates the maturity profile of the WDC investment portfolio:

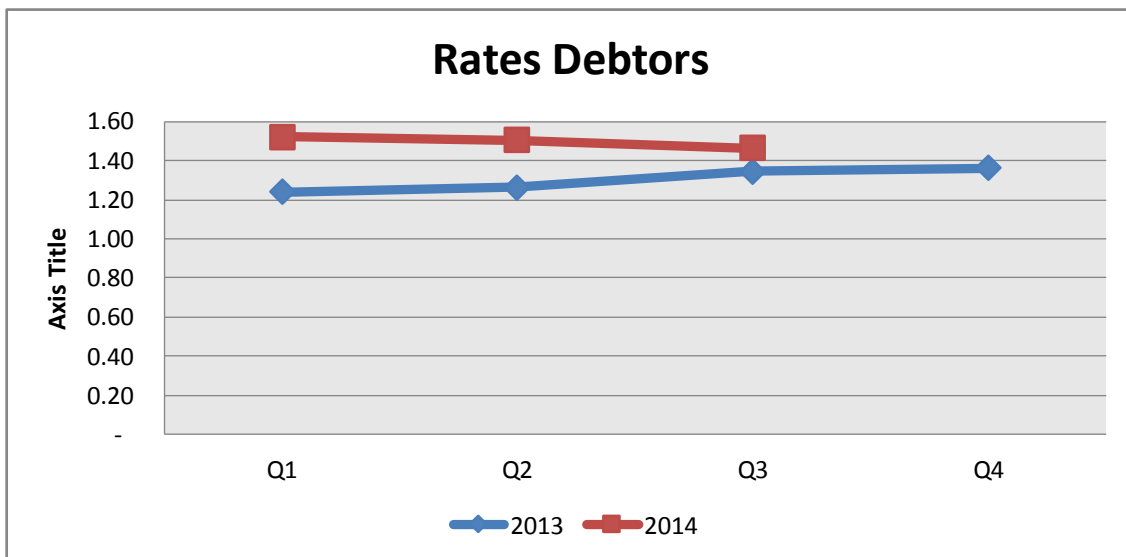


## DEBTORS

Outstanding debtors stands at \$287,340 on 31 March 2014, of which 33% is current.



Note: The Q3 & Q4 2013 figures include invoices to Ministry of Economic Development for funding of the cycle trail.



The target for 2013/2014 is a 5% reduction in rates debtors, which equates to a target of 12.75% debtors to rates struck, by 30 June 2014.

The debtors figure has improved only marginally from 15.08% at 30 June 2013 to 14.42% at 31 March 2014.

#### Debt Collection

Prior to the end of the quarter, rates penalty notices and final notices were sent out. A response in recoveries is expected in quarter 4.

The rating sales properties (2) have been handed to the High Court to arrange disposal but are yet unresolved. The abandoned land disposal policy remains stalled between WDC and WDPL.

Credit Recoveries performance as at 31 March 2014:

<b>Credit Recoveries Table</b>			
<b>Date Debt Sent</b>	<b>Original Debt</b>	<b>Collected</b>	<b>Recovery Rate</b>
Pre-2012	117,633.37	67,271.90	57%
17/04/2012	188,445.03	93,694.30	50%
29/05/2013	235,556.49	198,092.54	84%
19/04/2014	410,394.86	39,838.64	10%
<b>Total</b>	<b>952,029.75</b>	<b>398,897.38</b>	<b>42%</b>

# RESERVE FUNDS REPORT

## 1.0 SUMMARY

1.1 Council adopted a revised reserves position in February 2013, aligning reserve balances with available funding.

1.2 Reserves are divided into two categories:

- Restricted Reserves: These reserves can only be used for the purpose as set out in either legislation or by the funder.
- Council Created Reserves: These reserves exist solely at the discretion of Council, as a matter of good business practice.

## 1.3 Financial Management Principles for Reserve Funds

- Reserves are funded from the Westpac Bonds.
- During the course of the year the bonds are expected to gain in value, but not deliver a cash return.
- Reserves currently not funded, will be funded from the growth in the bonds.
- Reserve balances will grow by interest calculated at the weighted average 90 day bill rate, paid quarterly into the reserve.
- The interest growth for the reserves will be funding from the growth in value of the bonds.
- During 2013/14 new depreciation reserves will grow quarterly. Interest will be earned on those reserves calculated based on the average 90 day bill rate. This will be funded from external interest revenue (or deficit reserves – internal borrowing) for 2013/14.
- Interest will be charged on any reserve in deficit at Council's weighted average cost of asset term debt.
- No funds shall be withdrawn from the Westpac Bonds or any reserve unless provided for in the Annual Plan or by Council resolution.

## **RESTRICTED RESERVES**

	<b>Name</b>	<b>Purpose / Activities</b>	<b>Balance 1-Jul-13 \$000</b>	<b>Deposits Q1,Q2 &amp; Q3 \$000</b>	<b>Withdrawals Q1,Q2 &amp; Q3 \$000</b>	<b>Balance 31-Mar-14 \$000</b>
7000755	Offstreet Parking	Collected for off-street parking. Imposed by RMA/District Plan	28	1	0	29
7000759	Reserve Development	Monies collected from developments. Imposed by RMA/District Plan.	572	83	0	655
7000781	Museum Assistance Fund	Originally the Museum Bequest Fund & Carnegie Furnishings.	18	0	0	18
7000782	Kumara Endow ment Fund	Proceeds from sale of endow ment land for the purpose of the Borough.	441	9	0	450
	Euphemia Brow n Bequest	From the estates of Euphemia & William E Brow n. To provide Christmas cheer or comfort for orphan children, or aged or infirm persons residing in and around Hokitika.	23	0	(3)	21
7000783		Money from the Crow n to pay for relocation of properties south of the Waiho river.	332	7	0	339
7000784	Waiho River-Franz Josef					
7000785	Mayors Trust Funds	Contributions from James & Margaret Isdell Trust; Coulston Herbert Trust.	32	1	(30)	3
7000794	Ross Endow ment Land	Proceeds from sale of endow ment land for the purpose of the Borough.	237	5	0	242
7000825	Drivew ay deposits	Bond collected from developers and held until w orks complete	162	14	(40)	136
70007516	Big Brothers Big Sisters	Grant funding received	5	6	(12)	(1)
70007516	Community Patrol	Grant funding received	2	0	(1)	2
70007516	Graffiti	Grant funding received	1	0	0	1
70007516	Taxi Chits	Grant funding received	0	3	(2)	1
<b>Total Restricted Reserves</b>			<b>1,852</b>			<b>1,895</b>



## COUNCIL CREATED RESERVES

Council Created	Purpose / Activities	Balance 1-Jul-13 \$000	Deposits Q1,Q2 & Q3 \$000	Withdrawals Q1,Q2 & Q3 \$000	Balance 31-Mar-14 \$000
70007951 Kumara Tow nship Fund	Tow nship funding for the purpose of community related projects	0	11	0	11
70007953 Harihari Tow nship Fund	Tow nship funding for the purpose of community related projects	0	11	0	11
70007954 Whataroa Tow nship fund	Tow nship funding for the purpose of community related projects	0	46	0	46
70007952 Ross Tow nship Fund	Tow nship funding for the purpose of community related projects	0	38	(41)	(3)
70007957 Haast Tow nship Fund	Tow nship funding for the purpose of community related projects	0	14	0	14
70007955 Franz Tow nship Fund	Tow nship funding for the purpose of community related projects	0	27	0	27
70007956 Fox Tow nship Fund	Tow nship funding for the purpose of community related projects	0	43	(30)	13
7000795 Kokatahi/Kow hitirangi Community Rate	Allow ing the community to have funds for various community related projects	0	6	0	6
7000786 Foreshore Protection Fund	Foreshore Protection for groin replacement on the foreshore.	24	1	-	25
	Targeted rates collected from Glacier Country to provide funding for marketing projects.	93	51	(72)	72
70007855 Three Mile Domain	To fund Three Mile Domain costs.	227	3	(81)	149
	Mr Preston donated the reserve to Council.				
	The Preston Bush Trust	6	3	(1)	8
7000788	This fund w as for the community to beautify the bush with tracks and interpretation boards.				
	The Harihari Pony Club land w as sold and the funding w as to go tow ards a new community complex. (Another \$100,000 is allocated from the Reserve Development Fund.)	189	4	-	193
7000791 Guy Menzies Day	Surplus from Guy Menzies Day Event.	5	-	(5)	0
	Road Reserve sold to Westland Diaries allocated to fund tow ards construction of Wilderness Trail.	242	5	-	247
7000780 Emergency Contingency Fund	Rates collected to support Westland in a Civil Defence emergency.	45	1	-	46
7000774 Transportation Asset Renew al	For funding the renew al of roads and bridges.	-	605	(983)	(378)
7000776 Water Renew al	For funding the renew al of w ater supplies netw orks	-	349	(117)	232
7000777 Waste Water Renew al	For funding the renew al of sewerage and sew age netw orks	-	153	(8)	145
7000778 Stormw ater Renew al	For funding the renew al of stormw ater systems	-	143	-	143
7000775 Solid Waste Renew al	For funding the renew al of Refuse transfer Stations and landfills.	-	-	-	0
70007751 Landfill Post Closure Provision	For funding the aftercare costs for closed landfills.	-	25	-	25
	For funding Parks, Reserves, Public Toilets, Ross Pool and Cemeteries Asset Renew al	-	13	-	13
7000779 Buildings Renew al	For renew al of all Council operational buildings.	-	58	-	58
70007791 Administration Renew al	For renew al of office equipment, furniture, technical equipment, vehicles and technology	-	40	-	40
70007792 Library Book Renew als	To replace library books	-	39	(35)	4
<b>Total Council Created Reserves</b>		<b>832</b>			<b>1,147</b>
<b>Total All Reserves</b>		<b>2,684</b>			<b>3,042</b>

# Report



**DATE:** 22 May 2014

**TO:** Mayor and Councillors

**FROM:** Chief Executive

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## **WEST COAST REGIONAL ECONOMIC DEVELOPMENT PLAN 2014-2030**

### **1.0 SUMMARY**

- 1.1 The purpose of this report is to seek the Council's endorsement of a draft West Coast Regional Economic Development Plan 2014-2030.
- 1.2 This issue arises from the West Coast Mayors and Chairs Forum, and the West Coast Economic Summit organised by the West Coast Regional Council in December 2013.
- 1.3 Council seeks to meet the obligations in the Local Government Act 2002 and the achievement of the District Vision set out in the Long Term Plan 2012-22. The matters raised in this report relate to those elements of the vision identified in the following table.

<b>Vision's Objectives</b>	<b>Achieved By</b>
Having expanded development opportunities	Outlining a strategy and action plan for economic development for the West Coast Region including Westland

- 1.1 This report concludes by recommending that Council endorse the attached draft West Coast Regional Economic Development Plan 2014-2030. Once endorsed by all four councils, the West Coast Mayors and Chairs Forum will arrange for it to be circulated to key industry leaders in the West Coast community to obtain feedback and incorporate it into the document, prior to final adoption by Council.

## 2.0 BACKGROUND

- 2.1 The Westland District Council's Mayor meets on a bi-monthly basis with his counterparts at Grey District Council, Buller District Council, the West Coast Regional Council and Development West Coast. At previous meetings of the forum, the Councils and Development West Coast agreed it would be useful to have a common strategic document to guide economic development activities along the Coast. The development of such a plan was also an action point arising from the West Coast Economic Summit organised by the West Coast Regional Council on 6 December 2013.

## 3.0 CURRENT SITUATION

- 3.1 A draft Economic Development Plan has been developed (attached as Appendix One). The plan includes:
- A section setting the visions and the 15 year *strategic* targets, relating to growth in jobs, population, GDP and exports;
  - A section identifying rules of engagement between the parties, such as collaboration and joint advocacy to central government; and
  - A section identifying several *short term actions* for the coming three year period.
- 3.2 It is proposed that once adopted the Plan would be reviewed at a minimum of once every three years. This review would update the strategy and repopulate the action plan section for the next three year period. It is intended the plan would be actively managed by the West Coast Mayors and Chairs Forum.
- 3.3 The Plan essentially sets out some aspirational goals (the vision and targets), as well as emphasising immediate actions that can and should be taken to set the process of regional economic development in motion.

## 4.0 OPTIONS

- 4.1 The Council can choose not to endorse the draft Economic Development Plan, or it can choose to endorse it.
- 4.2 The Council does not have the option of amending the draft Economic Development Plan itself, as any changes would need to be agreed by the Mayors and Chairs Forum. If the Council has any concerns with the draft Plan as attached, it could either choose not to endorse the Plan and then recommend changes to the Mayors and Chairs Forum, or it could endorse the

draft Plan and hope that other stakeholders raise relevant concerns through the consultation process.

## **5.0 SIGNIFICANCE AND CONSULTATION**

5.1 This decision is considered to have a low degree of significance as it is only endorsing a draft plan for consultation rather than committing any resources or agreeing to change any policy document.

5.2 At this stage the Council is asked to confirm its support for the draft Plan as attached. Once the draft Plan has been approved by all West Coast Councils, the Councils will notify a wide range of stakeholders to seek their input and support. A list of suggested stakeholders includes:

- Four West Coast Council and Development West Coast
- Westland Milk Products
- Federated Farmers
- Minerals West Coast and individual members
- Tourism West Coast and their members
- Forestry, sawmilling and fishing industry members
- Energy sector leaders (Westpower/Buller Electricity/TrustPower)
- Department of Conservation West Coast Region
- Ngai Tahu, Mawhera Incorporation and the two Runanga
- West Coast District Health Board
- Education West Coast and Tai Poutini Polytech
- Local business associations in each town
- Any other business entity of the West Coast that wants to engage

5.3 This list is not meant to be exclusive, and it will be the intention of the Mayors and Chair Forum to ensure that the document is given widespread circulation.

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

6.1 Not endorsing the draft Plan would at least temporarily detach the Westland District Council from a collaborative regional process on economic development, which could decrease the effectiveness of economic development efforts compared to a combined approach. The advantage of this approach would be increased flexibility for the Council to do what it likes on economic development issues, but with limited resources and a lack of regional allies this advantage may not yield much benefit.

6.2 Endorsing the draft Plan has multiple advantages, including:

- Greater unity and 'clout' for advocacy to central government on economic development issues;

- Beginning a process of engagement with key industry leaders and other stakeholders, which can amend and strengthen the Plan as appropriate, and generate discussion and energy around regional economic development;
  - Providing economic development rationale and support for efforts already underway in areas such as RMA planning alignment, transport improvements, and reinvestment of mining royalties;
  - Continued good will and collaboration within the Mayors and Chairs Forum.
- 6.3 There are no obvious disadvantages to endorsing the draft Plan aside from decreased flexibility for Westland District Council, compared with “going it alone.”
- 6.4 Some of the individual action items in the draft Plan have their own detailed set of advantages and disadvantages. For example, there are resourcing implications for ensuring that key projects are case managed through Councils’ regulatory processes, or enhancing tourism marketing, but for this and all other action items the Mayors and Chairs Forum considers it likely that benefits will outweigh the costs. Feedback on the draft Plan will highlight any areas where stakeholders disagree with this assessment. In any case, implementation of the draft Plan will involve numerous investment and policy decisions which will involve more detailed cost / benefit analyses at that time.

## **7.0 PREFERRED OPTION(S) AND REASONS**

- 7.1 The Westland District Council has previously expressed support for the West Council Councils and associated organisations working together in a combined strategic fashion, rather than reverting to ad hoc individual activities. The Draft Regional Economic Development Plan is an initial step towards applying that philosophy to economic development.
- 7.2 The assessment of options above shows that the option of endorsing the draft Plan is preferable to the option of not endorsing the draft Plan.

## 8.0 RECOMMENDATION

- E) **THAT** the Council endorse the attached Draft West Coast Regional Economic Development Plan 2014-2030, on the understanding that the West Coast Mayors and Chairs Forum will arrange for it to be circulated to key industry leaders in the West Coast community, to obtain and incorporate feedback into the document prior to final adoption by Council.

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

**Appendix 1:** Draft West Coast Regional Economic Development Plan 2014-2030

## **West Coast Regional Economic Development Plan 2014 – 2030**

### **Background**

The West Coast region contains less than one percent of New Zealand's population. It is the longest region in NZ and nearly 85% of the region is under Conservation Department management. The economy has traditionally been driven by mining, dairying and tourism. Diversifying the economy is a big challenge for the future.

This collaborative exercise between the four West Coast Councils and Development West Coast will invite all willing Industry Groups to participate. Businesses help to drive our economy with new jobs as well as attracting outside investment. This strategic drive for diversification, growth and development picks up from the 2008 Regional Economic Development Strategy, and builds on the Regional Economic Summit held in December 2013.

### **Our Vision for 2030**

In 2030 the West Coast is a busy, vibrant community, with a diverse economy underpinned by the three cornerstone sectors of Dairy, Mining and Tourism - all of which have strengthened and expanded over the 15 year period. The region is politically unified and well organised, with a single vision and direction. The West Coast has a clear voice in Wellington.

There is a sustainable and independent future for our residents; who have embraced steady growth in employment, welcoming the changes that come with new businesses being encouraged to develop locally. West Coasters continue to treasure our unique natural and built heritage but simultaneously seek to stay near the forefront of modern living, communications, transport and technology trends. We welcome economic growth, diversity and innovation.

The West Coast region is perceived to be a vibrant, cosmopolitan and diverse region with a unique and stunning natural environment, show-case events, recreational opportunities, a sporting culture, with growing arts and cultural elements. This helps to generate social and economic benefit for the region, promote visibility, and develop regional pride, belonging, vibrancy and confidence.

### **Aspirational Targets for 2030**

1. Job numbers region-wide grow 25% from 15,560 to 19,450 FTE's by 2030 (BERL data)
2. Regional population figures increase 15% from 32,148 to 36,970 by 2030 (census data)
3. Regional GDP increases by 35% from \$1.47 billion to \$1.98 billion by 2030 (BERL data)
4. Exports as a percentage of GDP exceeds 40% by 2030 – currently around 36% (BERL data)

### **How the Councils and Development West Coast intend to implement the Vision & Targets**

For this to succeed, each organisation that signs up to it needs to make a commitment. That commitment has five elements:

1. Alignment as a region. We are committed to an open, collaborative approach where each organisation supports the others. We are not competing - we are collaborating, for the betterment of our region. We are guided by what is best for our regional community as a whole. This unity provides clarity, purpose and a mandate to achieve desired outcomes while also providing Government decision makers a clear picture of our region's goals.

2. Integration of the Vision and Targets into all our policy documents region-wide: Over the coming years all our policy documents, upon review, will be amended to be consistent with, provide for and implement the vision and targets above. This includes Annual Plans, LTPs, The RPS, District Plans, Regional Plans, Transport Strategies and Programmes, other Strategic Plans and Management Strategies (eg CMS), TWC, DWC, WMP and other industry strategies.
3. A 3-year action plan is attached, that sets out specific actions the five organisations will collectively seek to achieve in the three year term. In 2016 we will develop a new action plan for the next three year period (2017-2020), and so on throughout the fifteen year period. These action plan items become the focus for delivery by the Mayors and Chairs forum which meets bi-monthly supported by the CEOs forum which drives and resources the achievement of the action plan items. Focus will be maintained by concentrating on a small handful of key items that can be achieved quickly, with clarity of purpose.
4. The region will collectively advocate to our central government partners to assist us with achieving the long term targets and the short term action plan items. Government decision makers can be confident that the targets and actions are the correct ones, are supported region-wide and that they have the unified mandate of all elected members throughout our region.
5. The region's Councils and DWC will individually and collectively commit to population and economic growth strategies; and will ensure they provide sufficient funding in their financial planning processes for achievement of the agreed action plan targets.



### Economic Development Action Plan for the West Coast region

This 3-year action plan sets out specific actions the five organisations will collectively seek to achieve by July 2017. Once these are achieved the group will develop a new action plan for the next three year period, and so on throughout the fifteen year Aspirational Target period. These action plan items become the focus for delivery by the Mayors and Chairs forum. Focus will be maintained by concentrating on a small handful of key items that can be achieved quickly, with clarity of purpose.

ACTION	TIMELINE	BY WHOM
Work together to ensure that within three years our RMA Plans are consistent across district boundaries, as far as is practical. Develop a 'red carpet not red tape' philosophy across the 4 councils, where key projects are case managed through their regulatory processes to avoid any unnecessary delay.	2014- 2017	The CEOs of the four West Coast Councils.
Encourage cross party support for the continued development of our region's export minerals potential. Encourage political parties to consider the 'royalties for regions' concept so that some of the money earned from mining is used for community improvements in the region.	2014 and ongoing.	The Mayors and Chairs of the West Coast & Local MPs.
Work with Government Ministers to support regional growth, by actively encouraging people to locate in our region (eg. immigrants) instead of to NZ's major cities.	2014 and ongoing	The Mayors and Chairs (including DWC) & Local MPs.
Enhance tourism marketing effort, including promoting the new cycle trails, resulting in a 10% increase in tourist bed night numbers by 2017.	2014 and ongoing.	TWC, Councils, Mayors and Chairs & DWC, Tourist operators.
Work with Minerals West Coast and the major players in the mining industry to develop a minerals development strategy for the region that focuses on steady growth in jobs, avoids fly in fly out, minimises boom and bust cycles, and promotes long term community sustainability and well being.	2014-2015	Mayors and Chairs. Minerals West Coast. Councils. MBIE. Minister of Energy and Resources.
Work with Westland Milk Products Ltd to ensure continued employment growth in the region occurs, the industry is supported by Councils, and further value-add manufacturing jobs continue to be located here.	2014 and ongoing.	The Mayors and Chairs of the West Coast & WMP.
Complete a new Regional Land Transport Plan, focusing on improving the Taramakau Bridge & improving SH 73 east of Arthurs Pass to make the road safer.	2014	The Mayors and Chairs, Councils, RLTC, NZTA.
Work together to develop better ways to promote the region and encourage businesses to locate here.	2014 and ongoing	The Mayors and Chairs of the West Coast Region.

The Mayors and Chairs also wish to support in principle those large scale projects likely to create a step change; significantly increasing employment or economic activity. While the Councils may not be in a position to finance these projects, if the region will benefit then Councils will stand together in support.

The Councils and DWC, via Mayors and Chairs forum, will also seek to continue our efforts to foster and maintain the high levels of workplace knowledge, capability and expertise in our region: to keep our workforce up to date with changes in technology and leading best practices. Each employer has responsibility to ensure their staff have appropriate professional development programmes.

**MAYOR BULLER DISTRICT COUNCIL**

**MAYOR GREY DISTRICT COUNCIL**

.....  
\_\_\_\_\_

Date .....

Date .....

**CHAIRMAN WEST COAST REGIONAL COUNCIL** **MAYOR WESTLAND DISTRICT COUNCIL**

.....  
\_\_\_\_\_

Date .....

Date .....

**CHAIRMAN DEVELOPMENT WEST COAST**

.....  
\_\_\_\_\_

Date .....

# Report



**DATE:** 22 May 2014

**TO:** Mayor and Councillors

**FROM:** Event Manager

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## **WILDFOODS FESTIVAL 2014**

### **1.0 SUMMARY**

- 1.1 The purpose of this report is to provide Council with an overview of the 2014 Wildfoods festival.
- 1.2 This issue arises from the need to ensure Council is aware of the final result of this event.
- 1.3 Council seeks to meet this obligation and the achievement of the district vision set out in the Long Term Plan 2012-22. The matters raised in this report relate to those elements of the vision identified in the following table.

<b>Vision's Objectives</b>	<b>Achieved By</b>
<ul style="list-style-type: none"><li>• Involving the community and stakeholders</li><li>• Having Inspirational leadership</li><li>• Having expanded development opportunities</li><li>• Living the '100% Pure NZ' brand.</li></ul>	<ul style="list-style-type: none"><li>• Encouraging community organisations to be involved (stall holders, campsites, waste management, accommodation)</li><li>• Making a significant contribution to the regional tourist industry and economy of over 6 million dollars.</li><li>• Responsibly managing waste and recycling created at the Festival.</li></ul>

- 1.4 The report concludes by recommending that this information be received.

## **2.0 BACKGROUND**

- 2.1 The Wildfoods Festival is 25 years old, and attendance numbers have fluctuated over that time. Since the Canterbury earthquakes attendance numbers have reduced significantly, and the festival has recently struggled with securing a major cash sponsor.
- 2.2 The Wildfoods Festival returned to Council control as part of the Community Service's Team, when the Westland Business Unit was disbanded.
- 2.3 In 2013, after sustaining a loss of \$33,315, Council undertook a review of the event and decided to change the format with an aim to reduce costs. The festival was focused on a one day event with the Friday and Saturday night entertainment dropped.

## **3.0 CURRENT SITUATION**

- 3.1 The financial result is indicative of a successful event. A surplus of \$43, 532 was made before overheads and an overall surplus of \$15,438. Wages and salaries are included in the direct expenditure.
- 3.2 In 2013 the Festival returned a deficit of \$33,315 before overheads. In comparing this to the current year surplus of \$43,532 before overheads, there has been an improvement in operational performance of \$76,847
- 3.3 In 2014, 7,008 tickets were sold, a decrease of 626 compared to 2013. Although an 8% decrease it isn't considered indicative of a negative response to the format changes made.
- 3.4 There was also a reduction in complimentary tickets issued. In 2013, 1,608 complimentary tickets were used. This was reduced to just 1,212 in 2014.
- 3.5 Table 1 below provides a breakdown of ticket sales. This does not include the booking fee of \$8,001 and the figures are inclusive of GST.

**Table 1: Wildfoods Festival Ticket Sales**

Quantity	Price	Gross
2,190.00	\$ 35.00	\$76,650.00
2,800.00	\$ 40.00	\$112,000.00
1,018.00	\$ 45.00	\$45,810.00
117.00	\$ 70.00	\$8,190.00
407.00	\$ 10.00	\$4,070.00
476.00	\$ 17.50	\$8,470.00
<b>7,008.00</b>		<b>\$255,190.00</b>

3.6 Breakdown of complimentary tickets are:

Sponsors/Contra deals	145
Stallholders and Entertainers	612
Providers/Service/Supplies	198
Promotion – giveaways	<u>257</u>
Total	1,212

#### 4.0 SIGNIFICANCE AND CONSULTATION

4.1 This matter is administrative in that it is a report back on an event that has already taken place and is in Council's Long Term Plan. Therefore the decision to receive the information is of low significance and consultation is not relevant to this report.

#### 5.0 COMMENT

5.1 The Wildfoods Festival makes a major contribution to the regional tourist industry and local economy. According to the research and analysis undertaken by BERL in 2012, the economic impact of the Wildfoods Festival upon the District economy was over \$6.5 million.

5.2 Information from Ticket Direct indicates that over 90% of the Festival attendees come from outside the West Coast Region; this is a unique feature of the Wildfoods Festival. Other large Festivals and Events such as WOMAD and the International Arts Festival predominately attract locals.

5.3 A de-brief on the festival took place on 20 March 2014 with businesses, stallholders, contractors, Police, Public Health, Enterprise Hokitika, and Council's regulatory officers. Both the Police and Community and Public Health have said that there was a big improvement on the negative impacts of alcohol at this year's festival compared to previous years.

- 5.4 Local business owners said that they had one of their best days of trading this year, and thought that this was due to the absence of street barriers.
- 5.5 Media coverage of the event was positive, as was anecdotal feedback from those who attended.
- 5.6 It was decided to remove the Friday and Saturday night events from the Festival format. This allowed for significant savings in security costs - \$16,580 from budget – and entertainer accommodation costs of \$10,000. The change to 2 stages increased entertainer costs but overall there was a saving of \$4,430.
- 5.7 When comparing to last year's costs, the saving on not having the main marquee was \$12,500, and there was a reduction of 29% in hire costs overall, along with a saving on freight of 38%. There was also a saving on Westroads costs of 46% mainly attributed to the absence of weekend cleaning costs of \$11,433 and there was a reduction in rubbish costs of \$2,197.
- 5.8 The change in administration of the beer tent and wine tents made significant impacts on profitability. Last year the profits stayed with the tent administrators. This year the administrators were paid a flat fee and the profits were brought back to Council. This contributed to the savings of \$23,685 on budget, and \$7,108 on last year's costs.
- 5.9 The financial results indicate that the change in format was successful with the Festival returning an overall surplus of \$15,438.

Refer to **Appendix 1**.

## 6. RECOMMENDATION

- F) **THAT** this information is received.

**Mike Keenan**  
**Event Manager**

**Appendix 1:** Financial Report for the 2014 Wildfoods Festival

## APPENDIX 1

<b>Wildfoods Festival 2014 - Actual Result</b>				
<b>Revenue</b>	<b>2013 Festival Actual</b>	<b>2013/14 AP Budget</b>	<b>2014 Actuals</b>	<b>Notes</b>
Grants	29,830	70,000	30,000	
Admission Fees and Sales	385,041	381,500	345,230	1
Other				
<b>Total Revenue</b>	<b>414,871</b>	<b>451,500</b>	<b>375,230</b>	
Total Direct External Costs	456,150	413,440	320,914	2
Total Direct Internal Costs	9,895	10,453	10,784	3
<b>Total Direct</b>	<b>466,045</b>	<b>423,893</b>	<b>331,698</b>	
<b>Total Surplus (Deficit) before Overheads</b>	<b>(51,174)</b>	<b>27,607</b>	<b>43,532</b>	
<b>Overheads</b>	<b>27,980</b>	<b>28,054</b>	28,094	4
<b>Total Surplus (Deficit) After Overheads</b>	<b>(79,154)</b>	<b>(447)</b>	<b>15,438</b>	

### NOTES:

1. **Admission:**  
Tickets were 10% below expected sales and last year's revenue. With the change in format it was unknown how this would impact on ticket sales.
2. **Total Direct External Costs:**  
There has been a significant improvement in external cost reduction. A saving of \$92,195 was made on budget and a saving of \$117,377 on last year's costs. The revised format allowed for significant savings.
3. **Direct Internal Costs to 30 April:**  
These costs largely relate to the cost of running the event from Council.
4. **Overheads to 30 April:**  
This is the overhead costs of Council that would continue with or without the events activity operating.

# Report



**DATE:** 22 May 2014

**TO:** Mayor and Councillors

**FROM:** Group Manager: District Assets

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## CYCLONE ITA STORM DAMAGE

### 1.0 SUMMARY

- 1.1 The purpose of this report is to provide Council with an update on costs associated with repairing public assets damaged by the Cyclone Ita storm event of 17 April 2014.
- 1.2 This issue arises as a result of the damage from the storm and an obligation to keep Council fully informed of the remedial works undertaken and associated costs.
- 1.3 Council seeks to meet this obligation and the achievement of the District Vision set out in the Long Term Plan 2012-22. The matters raised in this report relate to those elements of the vision identified in the following table.

<b>Vision's Objectives</b>	<b>Achieved By</b>
Having top class infrastructure for all communities	Reinstating damaged infrastructure in a timely manner to ensure the safety of and minimise disruption to rate payers, the public and businesses.

- 1.4 This report concludes by recommending that Council retrospectively approve the unbudgeted expenditure incurred from the storm damage to Council infrastructure during Cyclone Ita in April 2014.



## 2.0 BACKGROUND

- 2.1 The Cyclone Ita storm event occurred on Thursday 17 April 2014. Gale force winds up to 150km/hr struck Westland as the tail of this ex-tropical cyclone lashed the West Coast.
- 2.2 The worst of the winds skipped Hokitika but struck inland at Lake Kaniere, Kowhitirangi, Ross, Harihari, Whataroa and Franz Josef, resulting in significant damage to infrastructure throughout Westland District.
- 2.3 All agencies were coordinated well during the event. This included West Coast Regional Council and all emergency services. Council and contracting staff were on call 24/7 throughout the Easter holiday period.
- 2.4 The New Zealand Transport Agency (NZTA) was advised of the event immediately, and the estimated cost of the claim to be submitted has been provided to them for review.
- 2.5 Council's insurance agents were notified of the damage from the event immediately, and staff have inspected the relevant sites with appointed assessors.

## 3.0 CURRENT SITUATION

- 3.1 The areas of damage to public infrastructure requiring remedial work, and the estimated cost of this work, are shown in the tables below. Estimated costs at this stage are as of 12 May 2014. **In that regard, this is an interim report: detailed assessments of damage are still in progress.**

*Table 1: Roading Infrastructure*

Roading Infrastructure	
Area (Nature of damage generally wind fallen timber and slips)	Estimated Cost (\$)
<u>North of Hokitika</u> – Old Christchurch Road, Stafford, Blue Spur and Arahura	800
<u>Hokitika</u>	2,000
<u>Lake Kaniere</u> – Sunny Bight, Dorothy Falls	18,160
<u>Milltown</u> – Milltown Road	19,120
<u>Kokatahi/Kowhitirangi</u>	1,650
<u>Woodstock/Rimu</u>	5,160
<u>Ross Township</u>	6,850
<u>Totara Valley Road</u>	30,000
<u>Harihari</u> – Township and all rural roads	33,840
<u>Whataroa</u> – All roads in the region	81,525

<b><u>Franz Josef/Okarito</u></b>	2,800
<b><u>Fox Glacier Area</u></b>	2,810
<b><u>Haast</u></b> - Haast Jackson Bay Road	9,935
<b>TOTAL:</b>	<b>214,650</b>
Cost to Council (assuming 32% local share)	65,510

### 3.2 Table 2: Building Infrastructure

<b>Building Infrastructure</b>			
<b>Asset</b>	<b>Comments</b>	<b>Current Progress</b>	<b>Estimated cost (\$)</b>
<b><u>Ross</u></b>			
Ross Squash Courts	Minor damage to cladding	Awaiting insurer approval	400
<b><u>Harihari</u></b>			
Harihari Squash Courts	Completely demolished	Building removed	50,000
Harihari Public Toilets	Roof blown off	Community covered roof	1,500
Westroads Depot	Doors and side damaged	Awaiting insurer approval	3,000
<b><u>Whataroa</u></b>			
Pavilion, Golf Club Building	Roof damage and internal	Temporary repair to roof	20,000
Tractor Shed	Roof lifted	Awaiting insurer approval	8,000
Whataroa Community Hall	Roof damage and water entry	Temporary repair to roof	20,000
Westroads Depot	Roof completely removed	Awaiting insurer approval	15,000
Whataroa Transfer Station Building	Building demolished	Awaiting removal	2,000
<b><u>Total:</u></b>			<b>119,900</b>
Cost to Council (insurance excess)			15,000

### 3.3 Table 3: Solid Waste Infrastructure

<b>Solid Waste Infrastructure</b>			
<b>Asset</b>	<b>Comments</b>	<b>Current Progress</b>	<b>Estimated cost (\$)</b>
<b><u>Butlers Landfill</u></b>			
Initial clean up	Pick up of detritus and trees	Work completed	1,500
Special Collection	Ross, Harihari and Whataroa	Completed	5,000
Treatment Field Repairs	Clear irrigation paths	Programmed	6,500
<b><u>Total:</u></b>			<b>13,000</b>
Cost to Council			13,000

### 3.4 Table 4: Three Waters Infrastructure

Three Waters Infrastructure			
Asset	Comments	Current Progress	Estimated cost (\$)
<b><u>Ross and Harihari Water</u></b>			
Initial response	Generator to Harihari etc	Initial response complete	10,000
Ross/Harihari	Membrane clean/Main repairs	Repair required to mains	5,000
<b><u>Total:</u></b>			<b>15,000</b>
Cost to Council			15,000

3.5 Table 5: West Coast Wilderness Trail Infrastructure

West Coast Wilderness Trail Infrastructure			
Asset	Comments	Current Progress	Estimated cost (\$)
<b><u>MacPherson Creek Bridge</u></b>			
Suspension Bridge Repairs	Remove branch and repair handrail	Branch removed. Underway	8,000
<b><u>General Trail Repairs</u></b>	Tree removal and scouring repairs	Completed	8,250
<b><u>Mawhera Section Repairs</u></b>			
Root Plate Removal	Removal with explosives	Programmed	19,000
Clear Track	Tree removal and track reconstruction	Awaiting root plate removal	40,000
<b><u>Total:</u></b>			<b>75,250</b>
Cost to Council			75,250

3.6 Table 6: Summary of Costs

Summary of Costs to be Incurred by Council	
Roading Infrastructure	\$65,510
Building Infrastructure	\$15,000
Solid Waste Infrastructure	\$13,000
Three Waters Infrastructure	\$15,000
West Coast Wilderness Trail Infrastructure	\$75,250
<b><u>Total:</u></b>	<b>\$183,760</b>

3.7 Remedial work is well advanced by Council's Roding Maintenance Contractor, Westroads Limited, and subcontractors. This work is being carried out as per the response times and specifications outlined in relevant maintenance contracts.

3.8 A claim has been prepared for submission to NZTA for the cost of the roading infrastructure emergency works. This will be processed as part of the June review for approval by the NZTA Board.

- 3.9 All emergency work on local roads is subject to a minimum NZTA subsidy of 68%, and all work on the Haast Jackson Bay Special Purpose Road is 100% funded.
- 3.10 The Kawaka, Lake Kaniere and Totara Valley areas had roads blocked by a significant number of wind fallen millable trees. Experienced logging contractors assisted Council's maintenance contractors in opening the roads in these areas and the salvageable timber is stored at their yards. Council staff have inspected the recovered timber with staff from the Ministry of Primary Industries (MPI) and the Department of Conservation. Staff are currently measuring volumes and preparing an application for milling consent to MPI. The approved timber will be sold to the logging contractors at a rate of \$350/m<sup>3</sup>.

#### 4.0 OPTIONS

- 4.1 **Option 1:** Council receives the report and approves the emergency work expenditure as summarised in Table 6.
- 4.2 **Option 2:** Council receives the report and does not approve the emergency work expenditure.

#### 5.0 SIGNIFICANCE AND CONSULTATION

- 5.1 The significance of this proposal is considered to be moderate, as there will be a significant negative impact on operational budgets. This expenditure is unbudgeted and with therefore show as a unfavourable variance at 30 June 2014.
- 5.2 Operations staff consulted with landowners of affected properties and media throughout the event.

#### 6.0 ASSESSMENT OF OPTIONS (INCLUDING FINANCIAL IMPLICATIONS)

- 6.1 **Option 1:** This option is recommended as it approves expenditure for work required to restore public infrastructure to its pre-storm condition. This work includes emergency work that was required immediately to allow basic levels of services to be reinstated to the core infrastructure of roading, water and sewerage. The urgency of this reinstatement was accentuated by the fact that this storm event occurred at the beginning of the Easter holiday period. Further work is also required to return infrastructure to its pre-storm condition and ensure affected sites are usable and safe.

No budget exists for this work against any of the respective budgets. Only work associated with the roading activity or covered by an insurance claim is subsidised.

- 6.2 **Option 2:** Decisions were made by Council staff during the event to carry out emergency work that cleared access to properties, opened vital transport routes, allowed water supplies and wastewater schemes to continue functioning and provided solid waste services for areas worst affected by the storm. These decisions had financial implications but were within approved delegations. Not approving emergency work expenditure completed to date is not an option, as Council has an obligation to honour costs approved by staff to date.

## 7.0 PREFERRED OPTION AND REASONS

- 7.1 The preferred option is Option 1. Reinstating damaged infrastructure in a timely manner to ensure the safety of and minimise disruption to rate payers, the public and businesses is expected by rate payers. Much of the damage from Cyclone Ita occurred to core infrastructure and it was essential that repairs occurred as soon as practical to allow regular levels of services to be returned to without delay.

## 8.0 RECOMMENDATION

- G) **THAT** Council approves the unbudgeted expenditure of \$183,760 related to Cyclone Ita Storm damage highlighted in Table 6 of the report as an unfavourable variance against the respective budgets.

**Vivek Goel**  
**Group Manager: District Assets**

# Report

**DATE:** 22 May 2014

**TO:** Mayor and Councillors

**FROM:** Group Manager: District Assets

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## **APPROVAL TO COMMENCE PROJECT - ROSS SWIMMING POOL LINER INSTALLATION**

### **1.0 SUMMARY**

- 1.1 The purpose of this report is to seek Council approval to commence the Ross Swimming Pool liner installation project.
- 1.2 This issue arises from the Financial Management Principles Council adopted as part of the Annual Plan 2013-14 which requires business cases for any projects with budgets above \$100,000. The project is included in Annual Plan 2013-14.
- 1.3 Council seeks to meet the obligations of the Local Government Act 2002 and the achievement of the district vision set out in the Long Term Plan 2012-22. The matters raised in this report relate to those elements of the vision identified in the following table.

<b>Vision's Objectives</b>	<b>Achieved By</b>
Having Top Class infrastructure for all communities	Ensuring assets are maintained in good order to achieve maximum design life output

- 1.4 This report concludes by recommending that Council approves the commencement of the Ross Swimming Pool line project in the Annual Plan 2013-14; supported by the business cases/statements of need attached.

## **2.0 BACKGROUND**

- 2.1 As part of Annual Plan 2013-14 Council approved a number of projects for the year 2013-14.
- 2.2 The projects requiring business cases for Council approval each have been budgeted above \$100,000.

## **3.0 CURRENT SITUATION**

- 3.1 The details on the project are included in **Appendix 1**.

## **4.0 OPTIONS**

- 4.1 **Option 1**: Approve the business case/statement of need allowing commencement of the project
- 4.2 **Option 2**: Do not approve the business cases/statement of need

## **5.0 SIGNIFICANCE AND CONSULTATION**

- 5.1 The Annual Plan 2013-14 was subject to special consultative procedure and therefore in accordance with Council's Policy on Significance, the decision in this report is assessed as being of low significance.
- 5.2 The projects are approved and included in the Annual Plan 2013-14 which was consulted under the special consultative procedure as highlighted in the LGA 2002.

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

- 6.1 Option 1 : Approve the business cases allowing the commencement of the project

Under the current financial management principles Council gives approval to commence this project. A thorough analysis of the project has been undertaken as part of the business case, and this analysis has concluded that the project is required.

The budgets are approved in the Annual Plan 2013-14.

- 6.2 Option 2: Do not approve the business case.

Council may decide not to proceed with this project. Not proceeding with this project will have the following negative effects:

- a. Potential premature failure of assets
- b. Higher financial costs to replace the failed assets
- c. Failure to meet agreed service levels
- d. Negative feedback from the community.

## **7.0 PREFERRED OPTION AND REASONS**

7.1 Option 1 is the preferred option. Improvements and replacements are required in order to:

- a. Meet the agreed service levels
- b. Complete projects as agreed and approved in Annual Plan 2013-14
- c. Meet community expectations

## **8.0 RECOMMENDATION**

H) THAT project 3606-581 Ross Swimming pool liner installation commences with a completion estimate of \$115,000 as budgeted in the Annual Plan 2013-14.

**Vivek Goel**

**Group Manager: District Assets**

Appendix 1: Statement of need: Ross Swimming pool liner installation



**DEPARTMENT: DISTRICT ASSETS**  
**STATEMENT OF NEED - APPROVAL TO COMMENCE**  
**PROJECT No: 3606-581**  
**TITLE: ROSS SWIMMING POOL LINER INSTALLATION**

## APPENDIX 1



### The Need and Current Situation

The walls and floor of the Ross swimming pool need to be repainted. Over time and maintenance the walls have reduced to the point where contractors are not happy to repaint the interior surfaces as proper preparation could cause or lead to permanent damage. The community has investigated and decided it wanted the pool to have a new PVC liner installed to protect the integrity of the interior surfaces. A PVC liner is the best and recommended option.

The project is approved and included in the 2013-14 Annual Plan. All funding is supplied from the Ross Endowment fund.

### Scope of the project

- Install new PVC liner to walls and bed of the pool.
- Upgrade pipework and connections to match liner.
- Upgrade temporary pipe work of solar heating system.

### Options and Assessments

**Option1: Do Nothing** – This is not an option. Not upgrading will result in service level loss, pool integrity failure, pump breakages and asset failure.

#### Option2: Proceed with project

Preferred and required to ensure pool delivers 100% agreed levels of service and the interior of the pool lasts another 20 years.

The community has agreed to fund 100% of the project from the Ross Endowment Fund.

### Cost Estimates

**Annual Plan budget: \$115,000**

**Engineers Estimate : \$115,000**

The amount of \$115,000 allows the scope identified.

The costs are based on current market rate estimated for similar works.

### Timescale

To be completed by end of June 2014.

### Related Projects and Reports

1. The current project is included in Annual Plan 2013-14 with a budget of \$115,000

<b>Recommendation</b>  <b>1. THAT</b> project 3606-581 ROSS SWIMMING POOL LINER INSTALLATION commences with a completion estimate of \$115,000	
Proposed by:  Simon Eyre                      Peter Anderson Property Supervisor.    Team Leader- Operations  Date:	Finance confirmed:  Finance Manager  Date:
Recommended :  Approved/-  Vivek Goel Group Manager – District Assets  Date:	Recommended:    Tanya Winter Chief Executive  Date:
If required seek Council approval Refer to Delegations Manual / Governance Policy / Current Annual Plan	