

# A G E N D A

## Council Meeting

**Council Chambers  
36 Weld Street  
Hokitika**

**Thursday  
23 June 2016  
commencing at 9.00 am**

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



## COUNCIL MEETING

**NOTICE IS HEREBY GIVEN THAT AN ORDINARY MEETING OF THE WESTLAND DISTRICT COUNCIL WILL BE HELD IN THE COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA ON THURSDAY 23 JUNE 2016 COMMENCING AT 9.00 AM**

*Tanya Winter*  
*Chief Executive*

*17 June 2016*

### **COUNCIL VISION**

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

This will be achieved by:

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

### **Purpose:**

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

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

## *Health & Safety Briefing by Tanya Winter, Chief Executive*

### Health & Safety Snapshot

	Accidents	Incidents	Near Misses
November 2015	0	1	0
December 2015	0	0	0
January 2016	0	1	0
February 2016	0	0	0
March 2016	1	0	0
April 2016	0	1	0
May 2016	0	1	0
To 17 <sup>th</sup> June 2016	0	1	0

## **1 MEMBERS PRESENT, APOLOGIES AND INTEREST REGISTER:**

### **1.1 Apoloiges & Leave of Absence**

### **1.2 Interest Register**

## **2 CONFIRMATION OF MINUTES**

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

**2.1.1 Extraordinary Council Minutes – 25 May 2016** (Pages 6-27)

**2.1.2 Ordinary Council Minutes – 26 May 2016** (Pages 28-36)

**2.1.3 Extraordinary Council Minutes – 30 May 2016** (Pages 37-38)

**2.1.4 Extraordinary Council Minutes – 9 June 2016** (Pages 39-56)

## **3 PUBLIC FORUM**

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

## **4 BUSINESS**

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

### **4.2 Update from Councillors**

**4.3     Presentation to Council – Department of Conservation – “Battle for our Birds” at 10.00 am**

**4.4     Community Services Award at 10:20 am**

*Morning tea at 10:30am*

**4.5     Presentation to Council - Enviroschools - 11.00 am**

**4.6     Election Update – 11:30am**

*Anthony Morton, Electoral Officer from Electionz.com Ltd, will be in attendance to provide an update on the upcoming election process.*

**4.7     Health And Safety Report April 2016 To June 2016** *(Pages 57-62)*

**4.8     Financial Performance: April 2016** *(Pages 63-72)*

**4.9     Rating Policy 2016/17** *(Pages 73-93)*

**4.10    Adoption Of Draft Annual Plan 2016/17, Revised Policy On Dogs, And Fees Regime Under Food Act 2014** *(Pages 94-155)*

**4.11    Rates Resolution 2016/17** *(Pages 156-163)*

**4.12    Departures from Liability Management Policy** *(Pages 164-167)*

*Lunch at 12:30pm*

**4.13    Adoption of Westland District Council Water Supply Bylaw 2016 (Risk ID: 52)** *(Pages 168-193)*

**4.14    Additional Funding Requirements for Ross Hall Upgrade** *(Pages 194-207)*

**4.15    Rates Write Offs and Remissions 2015-16** *(Pages 208-211)*

**4.16    Policy on Elected Members’ Allowances and Recovery of Expenses** *(Pages 212-223)*

## **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 Confidential Minutes – 26 May 2016**

**5.2 Risk Register**

**5.3 District Economic Stimulus Fund Applications**

**5.4 Extension to the Street Litter Bin Collection Contract (10/11/18)**

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

<b>Item No.</b>	<b>Minutes/ Report of</b>	<b>General subject of each matter to be considered</b>	<b>Reason for passing this resolution in relation to each matter</b>	<b>Ground(s) under Section 48(1) for the passing of this resolution</b>
5.1	Minutes	Confidential Minutes	Good reasons to withhold exist under Section 7	Section 48(1(a) & (d)
5.2	Risk Register	Confidential Report	Good reasons to withhold exist under Section 7	Section 48(1(a) & (d)
5.3	District Economic Stimulus Fund Applications	Confidential Report	Good reasons to withhold exist under Section 7	Section 48(1(a) & (d)
5.4	Extension to the Street Litter Bin Collection Contract	Confidential Report	Good reasons to withhold exist under Section 7	Section 48(1(a) & (d)

**Date of Next Ordinary Council Meeting  
28 July 2016  
Council Chambers**



# **EXTRAORDINARY COUNCIL** **MINUTES**

**MINUTES OF AN EXTRAORDINARY MEETING OF THE WESTLAND DISTRICT COUNCIL, HELD IN THE COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA ON WEDNESDAY 25 MAY 2016 COMMENCING AT 9.00 AM**

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

His Worship the Mayor, M.T. Havill (Chairperson)  
Deputy Mayor P.M. Cox, Cr J.H. Butzbach (from 9.11 am), Cr M.D. Montagu,  
Cr A.P. Thompson, Cr. C.A. van Beek.

### **Staff in Attendance**

G.L.J. Borg, Acting Chief Executive; V. Goel, Group Manager: District Assets;  
J.D. Ebenhoh, Group Manager: Planning, Community and Environment (from 9.11  
am); K.A. Jury, Corporate Planner; R. Reid, Business Support Officer – Executive  
Office; and D.M. Maitland, Executive Assistant.

### **1.1 Apologies and Leave of Absence**

Moved Deputy Mayor Cox, seconded Cr Montagu and Resolved that the  
apologies from Cr. J.H. Butzbach (for lateness), Cr M.S. Dawson (full meeting),  
Cr L.J. Martin (full meeting) be received and accepted.

### **1.2 Absent**

Moved Deputy Mayor Cox, seconded Cr Thompson and Resolved that Cr  
D.G. Hope be marked as absent from the meeting.

### **1.3 Interest Register**

The Interest Register was circulated and no amendments were noted.

## **2. HEARING OF SUBMISSIONS TO THE 2016-2017 DRAFT ANNUAL PLAN**

His Worship the Mayor welcomed those present to the Extraordinary Council Meeting to hear and consider submissions to the 2016-2017 Draft Annual Plan. Mayor Havill outlined the process and advised the hearing was an opportunity for submitters to outline the main points of their submissions. It was also an opportunity for Councillors to ask questions, but not debate an issue.

### **2.1 Amanda Aveyard – Keogans Road Sealing**

- Spoke regarding the widening of Keogans Road.
- Concerned regarding the dust nuisance. Some residents unable to drink water out of their tanks due to the dust in the tanks.
- Cars have had to pulled out of the ditch. The road is very narrow.
- Washing gets covered in dust.
- Health and Safety – the road is extremely dangerous, especially with trucks using the road. The road is not designed for that type of traffic.

*Deputy Mayor queried about the road upgrading. Ms Aveyard advised that the road was to be widened, which was done, but the sealing was not. His Worship the Mayor advised that staff will get back to Amanda about the history of Keogans Road.*

*His Worship the Mayor thanked Ms Aveyard for attending the meeting and presenting her submission.*

### **2.2 Gareth Fryer – Keogans Road Sealing**

Mr Fryer was unable to be present at the hearing, however he had emailed a document that he asked be tabled at the meeting. Councillors then took the opportunity to read the document and familiarize themselves with the information provided.

### **2.3 Zak Neale - Keogans Road Sealing**

- Advocated his support for sealing Keogans Road.
- Highlighted that Mehrtens Road was developed 10 years ago and it required 600 metres to be sealed which has been done.
- The area is developing with more subdivisions planned and 23 existing houses use the gravel road.

*Cr Butzbach attended the meeting at 9.11 am.*

- There are an additional 16 sections that could be built on, making the potential for more people to be living in the area.
- Health and Safety issues have already been raised.
- Acknowledge that he supports the sealing of Keogans Road.

*His Worship the Mayor thanked Mr Neale for attending the meeting and presenting his submission.*

#### **2.4 Neville Manson – Stormwater at Kaniere**

- Presented a Powerpoint Presentation and provided background to the Westroads yard and the dredge pond.
- Advised that he cannot support what is being proposed at Kaniere regarding stormwater.
- Asked for information on where the pumping stations will be placed.
- Noted he has asked for a copy of the Consultants Report several times and has not yet been given the report.
- Provided information on the 1991 flood in the river which was placed as the biggest flood in 100 years. There was another flood in 2010 which was a 1 in 50 year flood. Water came through the tailings. The infrastructure was not capable of handling it.
- Several dredgeponds were explored and none of them had a water course coming in, the water was running through the gravels.
- Referred back to Westland County Council days when there was a dredgepond behind the County yard which has now been filled in. Displayed Google map images from 2009 and 2015 showing the differences in the area.
- Asked that there is a conversation with Westroads to open the tailings, at no cost to the ratepayer.

*Mayor Havill advised that a conversation will be progressed with Westroads regarding the above matter.*

*Cr Thompson enquired if the pond is opened up, is the Shenandoah Creek catchment large enough?*

*Mr Manson said the catchment used to feed Shenandoah Creek.*

*His Worship the Mayor thanked Mr Manson for attending the meeting and presenting his submission.*

#### **2.5 Fiona Pollard – Kumara Residents Trust**

- Asked that the footpath at Greenstone Road be sealed. It's a hazard for elderly residents, there is increased traffic, cyclists, vans and trailers.

- Parking at the Seddon Historic Reserve – piece of grass between Council footpath and the highway. Proposal is initiated by KRT and talking in partnership with Heritage NZ. Noted that in November 2016, there will be the 150th celebrations and a new information panel will be erected. Asked Council for support for this proposal.
- Asked for a letter of support for the KRT application to NZTA that the grass verge be removed.
- Asked that the four current rubbish bins be replaced with the new design that the Council are promoting for the rural townships. Noted that they support the four large rubbish bins at the Kumara Sportsground being retained as they are catering well for the Kumara toilet area.
- Asked that the annual fee of \$6,500 for the annual toilet grant be increased to \$7,500 mainly due to the increase in tourist usage and visitors using the West Coast Wilderness Trail.
- Thanked Council for sealing Fourth Street.

*His Worship the Mayor conveyed his thanks to the Kumara Community for the work that they and thanked Ms Pollard for presenting her submission.*

## **2.6 Graham Monk – Whitcombe Valley Road**

- Supported the widening of the Whitcombe Valley Road. The area is a popular tourist attraction, it is narrow and the verges become very slushy.
- The road is ready for a reseal and it would be a shame to see it resealed without widening it.
- A white line is required right to the Hokitika Gorge.
- The Vine Creek Bridge is 3 metres higher than the actual road.

*His Worship the Mayor advised that Lake Kanieri Road and Whitcombe Valley Road were previously identified for funding from a contestable fund, however this did not eventuate. The Group Manager: District Assets to contact Mr Monk to discuss the contestable fund.*

*His Worship the Mayor thanked Mr Monk for attending the meeting and presenting his submission.*

## **2.7 Anthea Keenan**

- Concerned that emails are not being replied to.
- Asked how Council is going to reduce the debt. Advised that most ratepayers have ideas on how to reduce the debt and requested that Council ask management over the next fortnight on solutions.
- Made reference to the amount her son pays in rates and asked what is he getting for his rates.

- Asked that Council leave being involved in Wildfoods, the cycle way and Agfest. Asked that Council place the budget in priority order of water sewerage, waste and drainage - our infrastructure.
- Asked if the sewerage problems at Franz Josef are being addressed. Asked management to go back and look at the budgets.
- Suggested that Council decrease the overhead costs.
- Cemeteries and elderly housing are very important to our communities.
- Asked why Council is advertising for more staff.
- Asked that the Museum be opened for more hours.

*His Worship the Mayor advised that Council undertakes a host of activities, the Museum, Library, Swimming Pool.*

- Asked that Council look again at the overhead costs and see what can be reduced.
- Asked when the Library rental agreement finishes.
- Queried if Council needs the property company, directors and management.

*His Worship the Mayor thanked Mrs Keenan for attending the meeting and presenting her submission.*

## **2.8 Kay Godfrey**

- Asked for a breakdown of the value of rates collected from Kokatahi-Kowhitirangi. Asked for a copy of the expenditure for the area for each for the last five years to see what has been expended.
- Noted her rates is \$9,306.00 per annum. There is a lot of work that needs to be done on the roading, and there is not a lot of work done on the roading.
- Asked that work be done on Whitcombe Valley Road. Stated that she did receive a letter from the Chief Executive in 2014 advising that she would be contacted by the Group Manager: District Assets to discuss the matter and has not been contacted to date. The road has no centre white line and is extremely busy.
- Asked when a road counter was placed on the road to gauge the amount of traffic.
- 2.6 km from Vine Creek Bridge was flanked. After three weeks, the contractors moved and they went out to Stopbank Road. The first 500m it has 3 houses, one cowshed used by one farmer and fishermen going out to the river. The final 700 metres of that road was flanked. Queried why this occurred.
- Asked who is the contact person in the Council regarding roading maintenance.
- Queried who identifies the frequency of the roading maintenance.

- The Isite promote the Hokitika Gorge and there needs to be urgent work undertaken on the road.

*The Group Manager: District Assets advised that Council has a Field Inspections Officer. Every contract has a supervision component.*

*His Worship the Mayor thanked Mrs Godfrey for attending the meeting and her submission.*

## **2.9 Michael Orchard**

- Spoke regarding the Waterfront, the Theatre Funding and Rating.
- Noted the 50<sup>th</sup> Farm Forestry Conference was recently held in the Regent Theatre attended by 200 people over 6 days. The town has the ability to run many conferences like that and was full to capacity.
- Supported the Regent Theatre proposal for increased funding.
- Waterfront Development – has been looking good. Wild West Coast Beach. Support for funding of \$100,000 for the beachfront development.
- Rating – Community Rate. Support a community rate and happy to pay whatever the rate is deemed to be for the community. Noted that he has been asked to pay three lots of community rates - \$1,144.00 rather than \$416.00 advised that the concept of a community is for the community and asked that Council re-examine the community rate.
- Government properties that are not rateable under the Rating Act. Asked that Council do an estimate of the rates that these properties should pay as the service is spread across the ratepayers and correct any anomalies.
- Noted that the sewerage station at Kaniere was built in part on his own land.
- Tabled information on Christchurch City Council and the provision to postpone rates and make them a charge against the value of the section.
- Asked that Council revisit rates on occupied versus unoccupied sections.

*His Worship the Mayor thanked Mr Orchard for attending the meeting and his presentation.*

## **2.10 Grant Symons – Stormwater**

- Objected to the spending of \$187,000 on two stormwater pumps at Kaniere which he deems as unnecessary. Advised that everyone's rates have doubled, levies and fees. Asked that Council reconsider spending that amount of money and advised that there is a far cheaper fix involving the Westroads yard. Suggested spending \$30-\$40,000 instead of remedying the situation. Advised that ratepayers do not know where the pumps will be situated. Proposed a channel being dug which is a far cheaper option rather than spending money on pumps.

- Concerned that 3-5 years for the work to be completed is far too long when the work can be done sooner and certainly cheaper.
- Advised that property insurance is an issue and was concerned if his property is flooded again, then his insurance problem would become Council's problem.

*His Worship the Mayor thanked Mr Symons for attending the meeting and his presentation.*

*The meeting was adjourned at 10.24 am for morning tea and reconvened at 10.45 am.*

## **2.11 Megan Wilson and Ross Godfrey – Rolleston Street Stormwater Upgrade**

- Supported Westroads blocking off part of Rolleston Street to stop cars getting through in periods of flooding. Concerned that people park on their lawn when the street is flooded.
- It took an hour to uncover the give way triangle on the street at the top end. Walked down to the river and could not see any evidence of the pumps actually working. The water goes back through the system and comes back into their street.
- The sumps in their street are completely full of gravel from when Westroads resealed the road.

*His Worship the Mayor advised that Council instructed management to come back with an engineered solution for the Rolleston Street flooding. The budget is included in this years Annual Plan and this is what Council are consulting on.*

*His Worship the Mayor thanked Ms Wilson and Mr Godfrey for attending the meeting and their submission.*

## **2.12 Kerry Weston – Hokitika Stormwater**

- Objects to the Hokitika Stormwater Upgrade proposal as it stands at present. Did not see any mention of the area that they live in the proposed stormwater upgrade.
- Provided a powerpoint presentation on the flooding of their area and provided a view from Keogans Road, looking west. Existing drainage runs west, SW through private land, west under the highway and railway line, then north for around 400m to Little Hou Hou Creek, exiting to the sea. Provided photos of Keogans Road in February 2016 when drainage water reached the road level.
- Culverts take stormwater under Keogans Road in the direction of her property.
- Evidence of scouring at the old Sawmill Site.



- Earth bunds have been removed, adding huge volumes of run-off water to the existing drain.
- Large volume of water entering Cory Mehrten's property from the Keogans Road culvert, wider than ever, eroding their boundary.
- Flooding of their garden is a regular occurrence.
- Water backlog of Cory Mehrten's property adjacent to their northern boundary fence. The entry culverts from Keogans Road are greater than the exist culverts under SH6.
- Maintenance and culvert size are an issue. Had a letter from Council in July 2015, advising that the drains would be cleared, however there is ongoing issue with the maintenance.
- Water exits highway culvert into road reserve, crown land.
- Water overflows the legal road. The railway culvert was upgraded 4 years ago. Three of the culverts are completely blocked.
- Railway culvert was renewed 2012, 4 outlets completely submerged.
- Additional water from the Oliver property joins the drainage system adding to pressure on the drains.
- Opposite West Drive, 400mm of drains are overgrown with vegetation, alongside the railway, leading to Little Hou Hou Creek and then out to sea.
- They have raised their house.
- Asked Council to help coordinate the various parties, inform them of their duties, monitor and communicate progress. Asked that their area be included in the Hokitika Stormwater Upgrade Plans.

*His Worship the Mayor asked do they oppose the Hokitika Stormwater Upgrade as it stands?*

- Mrs Weston advised yes, however if it was changed to include their area, she would support it.

*His Worship the Mayor thanked Mrs Weston for attending the meeting and presenting her submission.*

## **2.13 John (Harry) Collett – Stormwater Proposal**

- Advised he is a ratepayer in Kaniere District. Concerned regarding the proposal to locate two stormwater pumps at Kaniere.
- The tailings were helping to assist with drainage.
- It was become more prominent way back in the 1990s. Couple of drains that went under the road and there are two smaller pipes as well. When the drains went across those properties and the sewerage was put in, they blocked it off. The tailings were also helping to drain those two sections. Butchers Shop, Hotel between Jos Steele's is a 300 mm one and also has a

drainage hole under the tailing drain. The tailings drain has not done so since the sewerage system was installed.

- Papanui Street. The pipe is running backwards by 100mm. There is plenty of fall there to the domain across the road. The ponds at the back are interlinked. The drain behind the Kaniere Sportsfield may help alleviate. It's always fresh water, the same as the Camp Street end. The runoff water – the drains needs to be increased in size. There is no need for pumping stations. The drains are on legal road and should come out the roading budget. Pump station is deemed a waste of time.
- Everything has been GPS in the last few days.
- Shenandoah Creek is the controlling level for the Kaniere tailings water. There is no need for pumps to be put in.
- Drain in behind Kaniere Sportsground – opening of that will alleviate some of the pressure. There are five properties along there that have some issues.
- There is a Kaniere Rating District which includes 33 ratepayers. They have funding to complete the rockworks to the toe of the hill. The river coming in in Camp Street is a complete different issue.
- *Cr van Beek enquired if there is provision for a stopbank in the current rating scheme. Mr Collett advised no.*
- *His Worship the Mayor thanked Mr Collett for attending the meeting and presenting his submission.*

## **2.14 Stephen Dalley – Stormwater**

- Provided a photo of the flooding of the neighbours front lawn.
- Referred to the to the Hokitika Flood Priorities Map from the MWH Report and the Hokitika Stormwater Flooding – Issues and Options Assessment – Report from MWH.
- Asked that Council redesign the urban environment to better handle wet weather before run-off enters the stormwater system.
- Stimulate the economy of Hokitika, keep 90% of the money in Hokitika. Create employment for people on the West Coast, look at another option for it, and do not have pumps.
- Proposed a stormwater basin, where water comes in one end and goes out the other end. Could be easily placed along the grass berms. Wetland garden area could be used. Bridges, fountains, rain garden, more natural West Coast style. Roadside ones, rock design.
- Problem starts from Stafford Street down.
- Provided a mark-up of a proposal for Cass Square, digging away the dirt would double as a grandstand for rugby. Advised that on the West Coast we have all the contractors, all the materials, all the stone and rock.

- Great area at the bottom of Airport Drive – huge piece of land. Runoff from the Airport goes into the Rolleston Street Catchment Area.

*Deputy Mayor Cox asked that with the health and safety legislation, would Council have to fence all these ponds and lakes?*

- If the water is flowing out of it, there would be a massive big hole that would be ponding up. Rolleston Street should be fenced when it rains. It's a design element. Could leave 6 inches of water in the bottom of it. Don't think because it a temporary catchment area, there would be any areas around fencing it.

*Cr van Beek advised that there are similar designs in California and Australia and some are used as rain gardens.*

- Conclusion – less expensive, keeps more money in Hokitika, beautifies the town, more sustainable long-term, most cost effective in the long term, more usable solution.

*His Worship the Mayor asked the Group Manager: District Assets to meet with Mr Dalley to discuss the item and thanked Mr Dalley for his submission to Council.*

## **2.15 Kevin England – Hokitika Stormwater Upgrade**

- Opposed the Hokitika Stormwater Upgrade. The whole design is a knee-jerk reaction to the emergency that happened last year. The main issue that we have in Hokitika with flooding is our elevation. We are very close to sea level. We need to take a risk-based approach. Facts like sea level rise, the effects of this work may be to actually increase our vulnerability. Encourage people to feel that they have a certain level of protection from this hazard. The large intensity storms they fail, we get a large high magnitude event.
- On a larger scale, New Orleans, and on a smaller scale, Franz Josef in our own District.
- Sea defence, built in haste as an emergency measure.
- Complex system so the flooding is related to coastal erosion, possibly riverbed aggradation. We don't know what the sediment budget is for Hokitika. What we do know is that Sunset Point is beyond repair. Noted that the seawall that leaves short of the town. Asked that instead of Council concentrating on flooding, investigate linking the existing seawall to the river defence at the wharf and create a link between those two structures. Linking the southern point of the sea defence to the river mouth in an arc involving the fire service training ground, before that becomes a beach. A lot of money was spent on the design of that seawall

and we know that the design is reasonably good. We already have the materials in terms of rock. We can start to look at the flood issues. We need to take a long-term approach to deal with that.

- There are some areas of town that need to be raised or relocated. We need to take a long-term approach to any of these plans.
- Opposes the spending of money on the Waterfront Development until the other issues are sorted.

*His Worship the Mayor thanked Mr England for his submission to Council.*

**2.16 Don Neale, Secretary and Andrea Jackson, Vice Chair of the Regent Theatre, Debbie Forbes, Treasurer and Rob Daniel, Works Refurbishment Manager, Mike Orchard, Long-Term Supporter of the Theatre.**

- Submission is that have been asking for \$50,000 per year. Support the \$30,000 but remind the Council \$50,000 is the amount the Council could commit to in the longer term to make sure the theatre is a sustainable asset.
- Tancred Street flood mitigation work – happy for the Council to bring it forward and complete it this year.
- Work has been done in the Theatre by installing a sump and pump system in the basement but it will depend on managing the flooding risk in Tancred Street.
- Funding grant for the Theatre refers to their previous submissions and reminded Council of the key points – Anzac Day, Charlie Douglas Event, Farm-Forestry Association Conference, a lot of value to the community of the Theatre. Consider the amount from the Council is not a substantial amount, spread across the District.
- Flooding matter being addressed this year.
- Support for the \$30,000.
- Ms Jackson advised that Heritage New Zealand visited a few days ago and they were impressed with the work done on the Theatre.
- Mr Neale spoke regarding the Theatre being used when Westland High School had their recent fire.

*His Worship the Mayor advised that Council did visit the Regent Theatre and did appreciate the visit and thanked the group for their submission.*

**2.17 Bruce Smith**

- Like to reiterate to Councillors that this is your plan and that this will reflect what the community expects from you.

- Reconfirmed his commitment to Ōkārito and Bruce Bay where the capital rating has dropped them out of the loop and should be brought back in so the angst that is done there disappears.
- Submit that the CE be requested to revisit the Draft Annual Plan and drop the budget by \$400,000 this year and the following two years.
- Council needs to obtain an explanation from their Auditors why the \$2m bill was missed by the Auditor (West Coast Wilderness Trail).
- Franz Josef Sewerage Scheme – plan proposes that \$6M will be paid out. The Government haven't indicated support. Thinks it is unwise that the \$3M should be in the plan. The greatest issue in Franz Josef is the upgrading the current sewerage system. Submit that Council waits before making any decision on that until they know the Government is going to front up and whether the major contributors in Franz Josef will contribute. There needs to be a medium term solution on upgrading the existing sewerage ponds and system.
- Harmonising of the sewerage rate. Where capital projects are carried out, the user funds it. Where there is a capital project to benefit specific communities they pay.
- Franz Alpine Resort – like to see Council investigate this situation, determining who released the bonds, who didn't place a caveat on the property, and disclose it.
- Original Report from Greg Carlyle be placed before every Councillor in the Confidential Section of the Council Meeting.
- Waiho River – like to see some focus on the Waiho River. The fix in Franz is not going to be 5 mins. You do a number of things, the dollars are not great, community already said they would like to be part of that. Hokitika Airport needs to be brought into that. Council loaned the money to the Airport Company and the arrangement was the \$250K was paid, a further 150m would be built. The tourists are paying for the rock protection.
- Fault Avoidance Zone – Faultline placed on everyone's LIM report – does not make a lot of sense. Council withdraw from the Environment Court Hearings and remove it from the district plan.
- Stormwater in Hokitika – ensure that the area of greater economic damage is attended to first. Allen Bryant Hospital - if the hospital floods again, it may put them in a position that they can't get insurance and inconvenience to the people that live there.
- Spending \$900K per year on consultants it sends a very clear message. Like to see the delegations manuals amended so that the appointment of all consultants are approved by Council, so the people impacted by the decision, are involved in the decision.
- Top Down Analysis of Council Staff is required. Ensure that the staff numbers are adequate for the number of Council.

- Submit that the Delegations Manual be revisited where any planning decision that is made, where the planning requirements go to a public hearing, that it becomes a Council decision.

*Cr Thompson asked Mr Smith how much the sewerage ponds in Franz Josef/Waiau would cost for expansion, and if the local Iwi would support this proposal. Mr Smith replied that the cost would be \$250,000 and he could not imagine Ngai Tahu standing in the way of a resource consent process. The existing ponds were built in 1975, and designed for 600 people. This information is available from Ministry of Works.*

*His Worship the Mayor advised that Council would not be progressing without Ngai Tahu support.*

*His Worship the Mayor thanked Mr Smith for his submission and noted that there is still a lot of work to do regarding the Franz Josef WWTP.*

## **2.18 Rob Daniel - Hokitika Reserves and Environs Group**

- Support for funding for the waterfront development.
- Neil Challenger is certainly taking into account the dynamic performance of the foreshore.
- Support for a 10% increase in funding of the Reserves Maintenance Area.
- Racecourse to the Airport, Wadeson Island is not part of the Reserves Maintenance Contract and it should be well maintained. Think that's a good way to spend that 10%. Important to keep on top of maintaining the reserves and keep the township looking good.
- Heritage Walkway – there are seven signs built 15 years ago, timber signage is now rotting and fading and beyond repair and would like to see the signs replaced with a modern laminated sign and submit that \$3.5K be included in that. It's a maintenance issue.

*His Worship the Mayor thanked Mr Daniel for attending the meeting and his submission to Council.*

*The meeting adjourned at 12.22 pm for lunch and reconvened at 1.00 pm.*

## **2.19 Steffan Browning MP – Via Phone Call**

- Glyphosate is a health issues and we need to take it out of urban streets, urban parks and playgrounds. Scientists are very concerned about the use of glyphosate. Advised that it is a health issue.
- Asked that Council follows the likes of Christchurch City Council to remove Glyphosate from areas open to the public.

- France is now Glyphosate free. There is no safe level if you know there is negative health effect.
- Glyphosate is a systemic herbicide.

*His Worship the Mayor thanked Mr Browning for speaking to his submission.*

*Cr Thompson asked him to confirm that he has read the reports to the World Health Organisation and the Food and Agricultural Organisation to which Mr Browning answered yes.*

## **2.20 Lindy Roberts, Neil Challenger – Waterfront proposal**

- WAI is very much in support of the waterfront proposal.
- Neil Challenger – previous landscape designer at Lincoln University. Provided background information on his involvement in the landscaping business and his previous working environment in Hokitika.
- Population of Hokitika is static.
- There are floods of tourist through Westland. The challenge is to capture the tourists before they go to Franz Josef.
- The foreshore is in this glorious position. I am aware of the beach and in a continuation state of motion. Only the necessity of the Regional Council seawall that it is stable. So the stabilisation has put an opportunity in place to put that area up that goes by the name of Cool Little Town. Where are we going to let the locals to hang out? The proposal is intended to contribute towards that.
- Grey District Council is spending \$1m on their town square. They are creating infrastructure to support the tourists in Grey. The Cashel Street Mall development was a \$12m development.
- The grant is asking for \$100,000. It will cost \$150,000 from the Weld Street carpark with the toilets in it, the planting opposite the Tasman View, hoping to attract other support and then happily Hokitika support from Lions and other supporting organisations.

*Cr van Beek asked if the amounts above would include the consultation, the plan and the construction to which Mr Challenger advised that the design work will be completed as part of a separate exercise.*

*His Worship the Mayor thanked Lindy Roberts and Neale Challenger for attending the meeting and presenting their submission.*

## **2.21 Cheryl Brunton, Community and Public Health**

- Noted that Council's document was a very good document, easily to follow.

- Franz Water Treatment Plant - offered assistance to Council with any proposals they submit to Government for the wastewater plant. They have experience for doing that for other Councils on the Coast and would be very happy to assist with that.
- Commend Council on the work towards Safer Community Council Accreditation. Thought a Youth Development Strategy would be part of the accreditation. Very happy to assist with this work.
- Congratulate Council for the bold and unique decision in NZ of making Council Controlled Areas Smoke-free. It sets the bar very high. Thanks for doing that.
- Would like Council to be a little bolder in consideration of a Local Alcohol Policy. Do understand the risk around developing a policy. Think there are some similar challenges around developing a policy. Encourages Council to consider the need for a Local Alcohol Policy and work on a joint plan.

*His Worship the Mayor thanked Ms Brunton for the positive comments on the document and noted that we are trying to get solutions for some issues that have been around for awhile and thanked her the submission to Council.*

## **2.22 Rachael Roberts - Enterprise Hokitika**

- Reiterated support for the waterfront development. Attended the meeting and EH is willing to be one of the groups involved in that as well.
- EH is asking for fund to be allocated for funds for regular maintenance, road surfaces, street signs, and the reinstatement of the annual steam cleaning of footpaths. It used to be done regularly after the Wildfoods Festival.
- The cobblestones are not great, they look absolutely terrible. Need to keep looking after that. Support from the businesses to have them cleaned regularly.
- Funding – Tourism and therefore retail are one of the three industries in our town. EH has worked strong to develop a cool little town branding.
- Asked that the commercial rate be spread over all ratepayers to be beneficial to the whole region. Asked for a fairer funding for all EH members. They have been making submissions for how the funding has been collected. The Council has not been able to identify all commercial operators. Asking for the targeted EH rate and this year our funds come from the community rate used to fund the Haast and Glacier Country Groups.

*His Worship the Mayor thanked Ms Roberts for presenting her submission to Council.*

## **2.23 Chris Roy, Four Square, Franz Josef**



*His Worship the Mayor advised that he has received an apology from Joanne Carroll, reporter, regarding the recent comments made in the local media.*

- Concerned regarding the Franz Josef WWTP and the financial implication. Speculation about the site of the plant. Questioned regarding the various forms of payment.
- Noted that they do realise the situation and hopeful of finding a way forward with the wastewater treatment plant and associated funding to ensure that everyone is levied fairly and that the decision is planned for as long a future as can be projected.

*His Worship the Mayor advised that Council will not be progressing this matter until there is the full support of the community, noting that there is a wide variety of views and it is a way of finding a balance.*

*His Worship the Mayor thanked Mr Roy for attending the meeting and presenting his submission.*

#### **2.24 Frank Hocken, Franz Josef Motelier**

- River and sewerage ponds. Advised that he believed that Council has mismanaged the river badly. Suggested that Council get a local contractor in there, put some diesel in the bulldozer and get some funding to alleviate the problem
- Asked about Central Government funding.
- Concerned about the past history of Westland District Council.
- Asked why Council wanted to move the ponds.
- Asked what insurance Council had on the ponds.
- Asked that the Health Inspector making sure that businesses clean their fat traps out once a month.
- Mayor and CE control the Council, and suggested that Council get on and get some productivity out of staff.

*His Worship the Mayor thanked Mr Hocken for attending the meeting and his submission.*

#### **2.25 Kim Smith, Scenic Circle Hotels Limited**

- Quite concerned about the draft Annual Plan regarding the wastewater treatment plant.
- Asked that Council withdraw, the management, funding and rating plan, siting of the plant. In the event that the wastewater plant any or all of the plans, pending the same review and consultation process as prescribed.

- Submitted that Council provided insufficient information that ratepayers were able to consider. Insufficient information as to the site location, capital cost for the purchase of the land, insufficient information to the design and function of the wastewater treatment plant, the capital contribution, ongoing management of the plant, limited information to the funding options to pay for the water treatment plant, limited information for private/public opportunities.
- Council did not demonstrate it has explored alternative funding options.
- Council should consider making an application to Central Government for a higher percentage of funding.
- Location – the site. Council has not provided formal notification where the plant will be sited. A site on Douglas Drive has been proposed as the site. If this is the correct location of the plant, it may not be the most aesthetically pleasing site. Locating a wastewater treatment plant will have a detrimental effect on Douglas Drive. Council has not shared any possible effects, noise, odour.
- Scenic Circle may provide some alternative land. We had not had the opportunity to discuss this further.
- Does the Council already own the land or is the proposal included in the development of Douglas Drive?
- If the land has been purchased by Council, or could be used for other projects?
- If the ratepayers are expected to pay for the plant, they should have the say on where it is located?
- Design of the plant. Copies of all documentations in terms of the design.
- Who has been engaged to provide the professional advice? *The Group Manager: District Assets advised Opus Consultants.*
- Does it provide for catered growth? *The Group Manager: District Assets advised yes.*
- What are the contingencies? *The Group Manager: District Assets advised he is happy to share the design.*
- Does the scope allow for earthquake strengthening for 100%?
- Can Council demonstrate that at least three options being considered?
- Why are the ratepayers not been consulted?
- Can we see your calculations?
- Does the \$6M contain contingencies?
- How long is the projected build time?
- Why have the accommodation providers not been consulted?
- Ongoing operation and maintenance of the plant. Why was a wastewater treatment plant of this design chosen?
- Why these options were rejected?
- Funding and Investment Opportunities. Why only 50% from Central Government?
- Has Council considered an approach to the new tourism funding model?
- Has Council considered an interest free loan?

- Petition Central Government or provision of a tourist tax to offset these cost.
- Can Council advise is Franz Josef being singled out?
- 100% of ratepayer contributions are being applied to works and services in Franz Josef.
- Further due diligence must be done.
- 860 pans in the rating area. Scenic Circle have 400 pans and a planned project of a staff village, including the lost pans at the Meuller Wing.
- The costs associated for the period 2016-2025 equates to the additional rates for scenic owned entitles of an additional \$2m over the 10 year period. Without the Government subsidy that equates to \$3m.
- Scenic Hotel Group will incur substantial cost.
- Scenic reserves its right to seek alternative disposal of waste.
- General points – if the Council preferred option for a pan tax is adopted, a business pan is only used for part of the year. Te Waonui is closed for April to September. Is it equitable for Council to charge for this period?
- We understand that the Regional Council have been pressing the Council.
- Does Council have the funds set aside to defend legal action from this plan?
- Alternative funding options and cost savings – Scenic may offer to provide land with no capital investment, confirm the proposed works and sufficient protection against equipment failure, take a serious look at the existing ponds as alternatives to the proposed wastewater treatment plant, explore alternative funding options.
- Investigate if stakeholders can be involved.
- Again submit that Council withdraw the plan. The reality has to be affordable. The meeting in Franz Josef in April had no information available. The community and Council need to work together.
- Asked where the Southern Ward Councillor was today. Advised that if you are elected as a Councillor you need to represent your constituents and attend meetings, particularly if they are being paid.
- Opportunity to put an argument to Central Government that it's a Government Department that controls 85-87% of land in the Conservation Estate in Westland.

*His Worship the Mayor said the Council is very happy to walk through the problems with the Franz Josef Community and thanked Mr Smith for attending the meeting and presenting his submission to Council.*

## **2.26 Tom Skinner**

- Issue around the procurement process and the pressure we are getting.
- Asked for the work in progress cost model which has not been supplied.

- Advised he's a procurement professional in his previous life and the first thing is you get agreement from the people affected then work with everyone to make sure the process is right.
- Noted that they should have been part of the process and should be comfortable with it.
- Now need to work through the whole process again.
- Why is the transparency not there?
- The rest of the tender information can be shared, only 10% cannot be shared.
- Since there is a delay in Government funding, it sits in with the working group. It is really important.
- Shouldn't have had to come here today to find out what is going on.
- For five months of the year, we lose money.
- Can't talk about who pays, until we know what needs to be paid for.
- It can grow as the town grows, have to work through a process.

*His Worship the Mayor thanked Mr Skinner for attending the meeting and his presentation to Council.*

## **2.27 Dianne Ferguson**

- Endorsed the comments from Kim Smith and asked for answers around his comments.
- Own the Alpine Glacier Motel in Franz Josef.
- Know we are a small district.
- Concerned that Council staff rolled into town for a public meeting, advised that the oxidation ponds are wrecked, no longer acceptable, need a plant that is going to be relocatable.
- Financial information around the plant is required.
- All of Westland District will be paying the ongoing maintenance costs. The ongoing running costs are for everybody to be concerned about.
- Asked if the Alpine Fault Rupture been factored in, does it pose a health risk, the associated 8+ earthquake and after shocks? At peak tourist season, having to cope with a wastewater plant into Cron Street. How will the plant cope with a landslide or flood?
- Questioned the per pan charge per motels. Basically the proposed rating system is unfair to most ratepayers.
- In the paper it says we need a rating system.
- Wetlands that can treat wastewater effluent and dispose of wastewater to improve the quality of water. Could be a green solution that we could cope with, DOC, schools and local Iwi could maintain the system. Walkway for tourist to see the wetlands.
- Council also owns land, Scenic Circle also owns land.
- NZTA and Regional Council are working together. Working through the timeframes – we may be able to extend those timeframes.

- Submit that we are getting bulldozed into a decision. Fully support the Scenic Circle submission that everything be put on hold.
- Urge the Council to work with the Franz Josef community.
- Franz Josef community are the most resilient bunch of people running businesses seven days per week. They still attend meeting after meeting, their resources, expertise – they would create an Awesome Little Town. Having had the opportunity meet these people has been an absolute privilege.

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

## **2.28 Jacquie Grant**

- Advised it all goes back to dollars – how do we pay for flooding issues in Rolleston Street and the WWTP in Franz Josef?
- Provided some background to her recent travels where tourists are used to having tolls on their roads.
- Asked why can't we have a toll on tourists, all done electronically, not manned over the winter time as it would pay for a lot of infrastructure everywhere?

*His Worship the Mayor advised he has been invited on to a group at Local Government New Zealand where tourism issues will be discussed.*

*His Worship the Mayor thanked Mrs Grant for attending the meeting and her presentation to Council.*

## **2.29 Tom Skinner**

- Advised he is 100% behind the submission made by Scenic Circle.

*His Worship the Mayor thanked Mr Skinner for attending the meeting and his submission to Council.*

*The meeting adjourned at 2.55 pm for afternoon tea and reconvened at 3.27 pm.*

## **2.30 Jim Little, Tourism West Coast**

- Report on some of the results for the year.
- Seeking continuation of the \$86,000 funding.
- Key Performance Indicators – circulated to all the Councillors on a quarterly basis.
- Year ended highlights saw an increase on guest nights on the West Coast.

- 58% of it's spend was in Westland.
- Westland is up \$290m for the year.
- Website and internet marketing continues to performs very well and Tourism West Coast met with 70 international travel agents. Feedback from all the agents on the West Coast is very positive.
- Lobbying for Government spending.
- Discussed a levy on visitors via the accommodation sector.

*His Worship the Mayor thanked Mr Little for presenting his submission.*

## **2.32 Helen Lash**

- Had some comprehensive submissions.
- Community Council support the stance that has been taken because of the very little information that we have been supplied with.
- Big question is why has there not been a current management plan put in place for the current ponds. With the current ponds knowing they were not compliance, we do question why it was included in the first place.
- Franz Josef is a tourism destination. It's a true destination point and one of the lifelines that we have on the Coast.
- Because it is a destination we need to bring it up to presentation.
- Franz Josef is showing the lack lustre.
- Bus Shelter – Community Council owns that.
- Asking Council to revisit the toilet cleaning budget. It is not acceptable for the amount of people going through there. The toilets are dirty, needing up to three cleans per day.
- With the bus stop we are going to be making it larger.
- We will want to remodel the toilets. We would like Council to come on board with us.
- In the interim, we do need to visit that interim budget for toilet cleaning.
- 45 buses between 9-2pm.
- We are on a world stage we need to remember it. We need to get the icon bits up to speed - signage, toilets, footpaths.
- Signage is now a users pays.
- Continuing with the progress on the Franz Josef Working Group.
- Has asked for the facts and figures for the Franz Josef WWTP and has not yet been forthcoming.
- Franz Josef Community Council is not happy where Council is proposing to put the Franz Josef WWTP. *His Worship the Mayor advised that this is a work in progress and nothing will happen without community support.*

*Cr van Beek query the dollar amount for the toilets. Mrs Lash advised that the current toilets would cost \$250,000 to replace and suggested that there are now far better systems around, rather than a computerized one.*

*His Worship the Mayor thanked Mrs Lash for attending the meeting and presenting the submission.*

**2.33 Clive Jenkins, Franz Josef**

*Mayor Havill advised that he found Mr Jenkin's submission rather offensive and advised he was not accepting it. He further advised that there are local government elections coming up this year and elected members stand to represent their community, and make it a better place and Councillors and staff should be accorded the respect that they deserve.*

*Mr Jenkins advised that the words that he used in his submission were given to him by people at Franz Josef/Waiau.*

*Accordingly His Worship the Mayor advised Mr Jenkins that he is not accepting his submission and closed the meeting.*

**MEETING CLOSED AT 3.42 PM**

Confirmed by:

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**Mike Havill**  
**Mayor**

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**Date**

# Council Minutes

## MINUTES OF AN ORDINARY MEETING OF THE WESTLAND DISTRICT COUNCIL, HELD IN THE COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA ON THURSDAY 26 MAY 2016 COMMENCING AT 9.00 AM

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

#### 1.1 Members Present

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

Deputy Mayor P.M. Cox

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

#### Staff in Attendance

G.L.J. Borg, Acting Chief Executive; V. Goel, Group Manager: District Assets; J.D. Ebenhoh, Group Manager: Planning, Community and Environment; K.A. Jury, Corporate Planner; L.A. Crichton, Finance Manager and D.M. Maitland, Executive Assistant.

#### 1.2 Apologies and Leave of Absence

Cr D.G. Hope.

Moved Deputy Mayor Cox, seconded Cr Thompson and **Resolved** that the apology from Cr D.G. Hope be received and accepted.

#### 1.3 Interest Register

The Interest Register was circulated and no amendments were noted.

### 2 CONFIRMATION OF MINUTES

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

##### 2.1.1 Ordinary Council Minutes – 28 April 2016



Moved Cr Montagu, seconded Cr Thompson and **Resolved** that the Minutes of the Ordinary Council Meeting held on the 28 April 2016 be confirmed as a true and correct meeting subject to the correction of Cr Dawson's initials on Page 5.

### **3 PUBLIC FORUM**

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

#### **3.1 Mr Des McEnaney and Mr Kris Gagliardi – Order of St John West Coast**

Mr McEnaney, South Westland Area Committee Representative, supported by Mr Gagliardi, West Coast Territory Manager, Order of St John, spoke regarding the proposal to move its operations to a new leased facility in the Haast Township.

##### **Items:**

- The current ambulance station at Hannahs Clearing has become unworkable due to issues with the water supply, a mould issue, and rodent infestation, and outlined the needs for the proposed relocation to the new leased facility.
- A visual presentation on the new premises was provided.
- Sought financial assistance from Council.

*His Worship the Mayor thanked Mr McEnaney and Mr Gagliardi for attending the meeting and providing their presentation and update to Council.*

#### **3.2 Mr Lyall Delore, President, Hokitika-Westland RSA**

Mr Delore provided background information resulting in the new building for the Hokitika-Westland RSA in Sewell Street, and thanked His Worship the Mayor, Councillors and Staff for their support and assistance for the new rebuild.

*His Worship the Mayor thanked and congratulated Mr Delore and the Hokitika-Westland RSA Committee for their efforts in getting the new RSA building. He advised that the RSA building is the second project that is now nearing completion (Hari Hari Community Hall was the first) and looks forward to the project's completion and the official opening.*

*His Worship the Mayor then asked that members in the public gallery remain respectful while in the Council Meeting.*

### **3.3 Mrs Anthea Keenan – Westland’s Memorials and Monuments**

Mrs Keenan spoke regarding Westland’s Memorials and Monuments and provided a visual display board for Council.

#### **Key Items:**

- Concerned regarding communication from Council.
- Noted that she has previously referenced the Stafford Cemetery.
- Concerned regarding the Pioneer Monument restoration and relocation. Advised that people need to know what the management plans are, including Asset Management Plans, noting that this is the third time that she has come to Council about this matter. Advised that those with the most interest in the Pioneer Monument were not considered at the time of Ms Grant’s presentation.
- Referred to a petition with 110 signatories from the Havill Family, including extended family connections regarding the ‘Havill Lamp’ and Pioneer Monument remaining in their respective locations.
- Tabled a photo of how the Pioneer Monument could look back on the site of the corner of Fitzherbert and Stafford Streets.
- Asked that the Council resolutions be corrected and advised that the two resolutions in the Council Minutes are causing some confusion.

*His Worship the Mayor advised that a notice of motion would be required for the matter to come back the Council.*

### **3.4 Mrs Janice Havill – Pioneer Monument**

Mrs Havill asked if the Pioneer Monument is insured?

*His Worship the Mayor advised that he does not know if the monument is insured.*

### **3.5 Mr Mike Keenan – West Coast Wilderness Trail**

Mr Keenan advised that he has an interest in the cycle trail that was started in 2009 and was concerned regarding the financial management and project management of the cycle trail.

*His Worship the Mayor advised that Mr Keenan is welcome to discuss the West Coast Wilderness Trail and advised that he has engaged a consultant to undertake an audit of the West Coast Wilderness Trail.*

Items:

- Asked Councillors if they had read the Jonathan Kennett Report.
- Key stakeholders meeting held in Ross on Tuesday 24 May 2016 with positive feedback received.
- Volunteers want to make the Hokitika to Ross section of the trail more attractive and interesting for cyclists, including planting, building an old railway hut with railway panels, seating, information panels, a start and finish line, and building a big gold pan and asked why this cannot be done.
- Asked that Council appoint a project manager from outside the Council.
- Asked that Council communicate with the Ross Community Society and key stakeholders.
- Volunteers in the community want to be involved in the completion of the Hokitika to Ross section of the trail.

*His Worship the Mayor noted the points made by Mr Keenan, particularly with regard to communication and the completion of the trail.*

**3.6 Mrs Anthea Keenan and Mrs Janice Havill**

Mrs Keenan asked what do they do now with regard to the Pioneer Monument, where is our town planning and advised that our asset management plans are not in place, our communications are not in place.

*His Worship the Mayor advised Mrs Keenan to petition the Councillors.*

Mrs Havill advised that there had been some recent safety concerns with traffic at the Tancred/Weld Street roundabout going the wrong way.

*His Worship the Mayor advised that Council's Asset Management Plans are in place and Council does have a Communication Policy.*

**4 BUSINESS**

**4.1 Mayor's Report**

Mayor Havill provided the following update:

- Council Meeting held at the new Hari Hari Community Hall on the 28 April 2016 was a highlight.
- Paul Jones, Chairman of the Kokatahi-Kowhitirangi Rural Fire Party for 33 years was presented with a Community Service Award from Council. Cr Montagu was in attendance for the presentation also.

- The quality (excluding one) of the submissions (both written and verbal) to the 2016-2017 Draft Annual Plan Hearing on Wednesday 25 May 2016 was impressive.

## 4.2 **Update from Councillors**

Councillors provided the following updates:

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

- Whataroa Community Association Meeting - 3 May 2016. Items discussed included roading, culverts and footpaths. Levels of service are not up to scratch and Council are addressing this item. Hopes that Councillors work with their communities on any issues.
- Mayors and Chairs Meeting – 9 May 2016.
  - Janie Annear, Commissioner and Carolyn Read – Lead Advisor – Reorganisation, Local Government Commission provided an update on Community Engagement being launched on Monday 30 May 2016 and the Regional Efficiency Initiatives.
  - Update from West Coast Minerals.
  - Infometrics – Helen Wilson from Development West Coast.
  - Kevin Stratful, Economic Development Manager – waste to energy system.
  - Letter to NZTA regarding the Knight Point Slip.
- Hokitika Wheelchair Van Dedication Ceremony – 11 May 2016. Thanked the Hokitika Lions Club and Soroptimists International – Westland for raising the money for the van.
- Informal Executive Committee Meeting.
- Hearing of Submissions to the 2016-2017 Draft Annual Plan – 25 May 2016. Noted the submissions were well presented and informative.

### ii) **Cr Martin**

- Creative Communities Meeting - 2 May 2016.
- Informal Executive Committee Meeting – 16 May 2016.
- Hokitika Wheelchair Van Dedication Ceremony – 11 May 2016 and endorsed the comments made by Deputy Mayor Cox.
- Upcoming Charlie Douglas Exhibition at the Hokitika Museum noting that the exhibition will be a great opportunity to come together as a community and reflect on our heritage.

iii) **Cr Butzbach**

- Informal Executive Committee Meeting – 16 May 2016.
- Building Productive Council - Community Partnerships facilitated by Jim Diers – 12 May 2016.
- PHO Meeting. Topics included youth depression and suicide.
- Alcohol Licensing Meeting.
- Hokitika Wheelchair Van Dedication Ceremony – 11 May 2016 and endorsed the comments made by Deputy Mayor Cox.
- Reserves and Environs Meeting – presentation of the beachfront proposal – 24 May 2016.

iv) **Cr Thompson**

- Flooding in Rolleston Street – 20 May 2016.
- Hearing of Submissions to the 2016-2017 Draft Annual Plan – 25 May 2016. Noted the submissions were generally very positive.

v) **Cr Montagu**

- Represented the Mayor at the Farm Forestry Association Conference in Hokitika.
- Attended his communities' monthly meetings.
- Hearing of Submissions to the 2016-2017 Draft Annual Plan – 25 May 2016.

vi) **Cr van Beek**

- Attended open the day at Westland High School. Asked that Council become more involved in the future plans for the High School.
- Reserves and Environs Meeting – presentation of the beachfront proposal – 24 May 2016.
- Informal Executive Committee Meeting – 16 May 2016.
- Hearing of Submissions to the 2016-2017 Draft Annual Plan – 25 May 2016, noting the good submissions received, and advised there are a number of things that Council should be taking note of.
- Safer Community Council Meeting – 27 May 2016. Working towards accreditation.

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

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

**4.4     Quarterly Performance Report to 31 March 2016**

*The Finance Manager, Corporate Planner and the Group Manager: Corporate Services spoke to this report.*

The Finance Manager advised that at the end of March 2016, there was a \$2.2m surplus, and the full forecast for the financial year will be a surplus of \$800,000.

Moved Cr Montagu, seconded Cr Butzbach and **Resolved** that Council receive the Quarterly Performance Report to 31 March 2016.

**4.3     Presentation of Community Service Award**

His Worship the Mayor then presented Mrs Pamela Tinetti with a Community Service Award in recognition of her significant community support of the Returned Services Association, Red Cross and the Anglican Association of Women in Hokitika.

Various members of the public then took the opportunity to say a few words in support of Mrs Tinetti's award and also congratulate her.

*The meeting adjourned for morning tea at 10.30 am and reconvened at 11.04 am.*

**4.5     Residents Survey 2016**

*The Corporate Planner spoke to this report and advised that the Residents Survey cost \$11,000.*

Moved Cr Montagu, seconded Cr Dawson and **Resolved** that the Residents Survey 2016 Report be received.

**4.6     Adoption of Document 'West Coast Minerals'**

*The Acting Chief Executive spoke to this report.*

Moved Cr Thompson, seconded Cr Montagu and **Resolved** that the West Coast Minerals Report be adopted.

*Cr Dawson abstained from voting on this matter.*

## 5 MATTERS TO BE CONSIDERED IN THE 'PUBLIC EXCLUDED SECTION'

Moved Deputy Mayor Cox, seconded Cr Butzbach and **Resolved** that Council exclude the public in accordance with Section 48, Local Government Official Information and Meetings Act 1987 at 11.30 am.

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

### 5.1 Confidential Minutes

### 5.2 Risk Register

### 5.3 Road Maintenance Contract

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

Item No.	Minutes/ Report of	General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under Section 48(1) for the passing of this resolution
5.1	Minutes	Confidential Minutes	Good reasons to withhold exist under Section 7	Section 48(1)(a) & (d)
5.2	Risk Register	Confidential Report	Good reasons to withhold exist under Section 7	Section 48(1)(a) & (d)
5.3	Road Maintenance Contract	Confidential Report	Good reasons to withhold exist under Section 7	Section 48(1)(a) & (d)

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

No.	Item	Section
5.1, 5.3	Protection of privacy of natural persons/organisations.	Section 7(2)(a)
5.2	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; and also to maintain legal professional privilege	Section 7(2)(b)(ii)  Section 7(2)(g)

Moved Cr Martin, seconded Deputy Mayor Cox and **Resolved** that the business conducted in the “Public Excluded Section” be confirmed and accordingly the meeting went back to the open part of the meeting at 11.37 am.

**MEETING CLOSED AT 11.37 AM**

Confirmed by:

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**Mike Havill**  
**Mayor**

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**Date**

**Date of Next Ordinary Council Meeting**  
**23 June 2016**  
**Council Chambers**





# **EXTRAORDINARY COUNCIL**

## **MINUTES**

**MINUTES OF AN EXTRAORDINARY MEETING OF THE WESTLAND DISTRICT COUNCIL, HELD IN THE COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA ON MONDAY 30 MAY 2016 COMMENCING AT 9.16 AM**

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*His Worship the Mayor welcomed everyone in attendance to the Extraordinary Council Meeting to consider and deliberate on submissions to the 2016-2017 Draft Annual Plan.*

### **1 MEMBERS PRESENT, APOLOGIES AND INTEREST REGISTER:**

#### **1.1 Members Present:**

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

Deputy Mayor P.M. Cox

Cr J.H. Butzbach, Cr. M.S. Dawson, Cr. L.J. Martin, Cr M.D. Montagu (from 11.00 am), Cr A.P. Thompson, Cr. C.A. van Beek.

#### **1.2 Apologies and Leave of Absence**

Cr M.D. Montagu (for lateness)

Cr D.G. Hope (leave of absence)

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

#### **Staff in Attendance**

T.L. Winter, Chief Executive; G.L.J. Borg, Group Manager: Corporate Services; V. Goel, Group Manager: District Assets; J.D. Ebenhoh, Group Manager: Planning, Community and Environment; K.A. Jury, Corporate Planner; L.A. Crichton, Finance Manager; R. Reid, Business Support Officer – Executive Office; and D.M. Maitland, Executive Assistant

#### **1.3 Interest Register**

The Interest Register was circulated and no amendments were noted.

### **2. PUBLIC FORUM**

## **2.1 Mrs Anthea Keenan and Mr Max Dowell**

Mrs Keenan and Mr Dowell suggested that there had not been enough notice given of this Extraordinary Council Meeting.

*The Chief Executive advised that the Extraordinary Council Meeting had been advertised in accordance with Model Standing Orders for Meetings of Local Authorities and Community Boards NZS 9202:2003.*

## **3. CONSIDERATION/DELIBERATIONS TO THE 2016/2017 DRAFT ANNUAL PLAN**

*The Group Manager: Corporate Services spoke to this item and provided an analysis on the Annual Plan Budgets for Councillors.*

*Councillors debated various proposals contained in the submissions to the 2016-2017 Draft Annual Plan, and gave direction for updates to the Plan.*

Moved His Worship the Mayor, seconded Deputy Mayor Cox and **Resolved** that the meeting be adjourned to 11.00 am to enable further analysis on the 2016-2017 Draft Annual Plan Budgets to be undertaken.

*The meeting then reconvened at 11.00 am.*

*Cr Montagu was in attendance at the meeting at 11.00 am.*

Moved His Worship the Mayor, seconded Cr Butzbach and **Resolved** that the meeting be further adjourned to Thursday 9 June 2016 commencing at 9.00 am in the Council Chambers, 36 Weld Street, Hokitika to enable further work to be undertaken in relation to the submissions to the 2016-2017 Draft Annual Plan and Consideration, Deliberations and Final Debate on the Plan.

**MEETING ADJOURNED AT 11.01 AM  
TO BE RECONVENED ON THURSDAY 9 JUNE 2016  
AT 9.00 AM IN THE COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA  
FOR CONSIDERATION, DELIBERATIONS AND  
FINAL DEBATE ON THE 2016-2017 DRAFT ANNUAL PLAN**

Confirmed by:

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**Mike Havill**  
**Mayor**

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**Date**



# **EXTRAORDINARY COUNCIL** **MINUTES**

## **MINUTES OF A RECONVENED EXTRAORDINARY MEETING OF THE WESTLAND DISTRICT COUNCIL, HELD IN THE COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA ON THURSDAY 9 JUNE 2016 COMMENCING AT 11.00 AM**

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*His Worship the Mayor welcomed everyone in attendance to the reconvened Extraordinary Meeting for the Consideration/Deliberations and also the Final Debate on the 2016-2017 Draft Annual Plan.*

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

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

Deputy Mayor P.M. Cox

Cr J.H. Butzbach, Cr. M.S. Dawson, Cr. L.J. Martin (part of the meeting), Cr M.D. Montagu, Cr A.P. Thompson, Cr. C.A. van Beek.

#### **Staff in Attendance**

T.L. Winter, Chief Executive; G.L.J. Borg, Group Manager: Corporate Services; V. Goel, Group Manager: District Assets; J.D. Ebenhoh, Group Manager: Planning, Community and Environment; L.A. Crichton, Finance Manager, K.A. Jury, Corporate Planner, D.M. Maitland, Executive Assistant.

#### **1.1 Apologies and Leave of Absence**

Nil.

#### **1.2 Absent:**

Cr D.G. Hope.

Moved Cr van Beek, seconded Cr Martin, and **Resolved** that Cr D.G. Hope be marked as absent from the meeting.

#### **1.3 Interest Register**

The Interest Register was circulated and one amendment was noted.

*His Worship the Mayor advised that due to the unwinding of the Austerity Depreciation Policy that had been implemented by the previous Council, 3.4% of any proposed rate increase would be directly attributable to Council's Austerity Depreciation Policy.*

## **2. PUBLIC FORUM**

*His Worship the Mayor welcomed members of the public to speak in the Public Forum Section of the meeting.*

### **2.1 Mr. Stephen Dalley**

Mr. Dalley spoke regarding Hokitika stormwater.

#### **Items:**

- Concerned regarding the MWH proposal to spend \$3m on upgrading the stormwater system. Expressed concern about the strategy.
- The possibility of running a stormwater pipe along the length of Hampden Street.
- Asked that Council look at alternatives for Hokitika stormwater from the various catchments.
- Suggested that Council divert stormwater into the sea.

*At the request of His Worship the Mayor, Group Manager : District Assets spoke to the above items advising that a meeting Mr Dalley has already been scheduled to address his concerns.*

*His Worship the Mayor thanked Mr Dalley for his comments and noted that he has been invited to meet with the Group Manager: District Assets to discuss the matter further.*

### **2.2 Mrs Kay Godfrey**

Mrs Godfrey spoke regarding the Whitcombe Valley Road.

#### **Items:**

- Noted that with the Whitcombe Valley Road, up to the Hokitika Gorge, there is an 11 km stretch that needs upgrading, and 1.3 km that needs to be sealed and a white centre line to define lanes added.
- The road improvements could be staged.
- Provided a map on the whiteboard to show Council the areas of road where improvements need to happen.

*His Worship the Mayor thanked Mrs Godfrey for her comments and for providing the visual map for Councillors.*

### **2.3     Mrs Anthea Keenan**

Mrs Keenan spoke regarding the need for Council to deal with cost effectiveness, savings and core services.

**Items:**

- Concerned regarding the planning in place for the Franz Josef/Waiau Waste Water Treatment Plant.

*His Worship the Mayor noted that Council is still looking at options for who pays for the Franz Josef/Waiau Waste Water Treatment Plant.*

- Westland Milk Products Water Supply – concerned regarding the insufficient notice that was given regarding the public meeting.

*His Worship the Mayor advised that the upgrade to the supply was commissioned in full, on time and on budget.*

### **2.4     Max Dowell**

Mr Dowell spoke regarding the water supply upgrade not being completed to the satisfaction of some of the ratepayers.

Advised that there is a manhole cover on Pine Tree Road that he has mentioned three times asking for it to be painted white/repaired.

*His Worship the Mayor advised that staff will make a site visit to Pine Tree Road.*

### **2.5     Michael Orchard**

Mr Orchard advised that he was here to listen to the Council's Final Debate on the Annual Plan and hoped that Council will discuss rates and debate this matter also.

*His Worship the Mayor thanked all the members of the public for attending the Public Forum and speaking to Council.*

## **3.     FRANZ JOSEF WASTE WATER TREATMENT PLANT**

Councillors discussed the four options available on the Franz Josef/Waiau Waste Water Treatment Plant as follows:

- 3.1     Adopt the Annual Plan as is.

- 3.2 Adopt the Annual Plan with the Waste Water Treatment Plant as follows:
- Harmonised 50% local contribution
  - 100% harmonized.
- 3.3 Adopt the Annual Plan and signal the Franz Josef/Waiau Waste Water Treatment Plant Project is still “live” in 2016-2017 for:
- further consultation on funding.
  - further work on plant, including the civil design and include a budget for this.
- 3.4 Adopt the Annual Plan with no mention of the Franz Josef/Waiau Waste Water Treatment Plant.

Councillors noted their support for Item 3.3 above.

Council noted that the Franz Josef Waste Water Treatment Plant Project as proposed in the 2016-2017 Draft Annual Plan will not proceed in its current form, however the project is still live, and Council will further consult with the community on funding options, and further work on the plant, including the civil design and a budget be included for this of \$200,000 funded from debt.

Noted in the final plan, all reference to the Government be removed.

#### **4. FINAL DEBATE & DELIBERATIONS ON THE 2016/2017 DRAFT ANNUAL PLAN**

*His Worship the Mayor then asked the Group Manager: Corporate Services to take Council through the Annual Plan Submissions and the Table of Submissions attached to these minutes.*

*The meeting adjourned for lunch at 12.34 pm and reconvened at 1.10 pm.*

Councillors then continued through the Annual Plan Submissions.

#### **5. KUMARA CHINESE GARDENS**

The Group Manager: District Assets and the Group Manager: Planning, Community and Environment spoke to this item and discussed the Kumara Chinese Gardens – Proposed Project by Kumara Residents Trust and noted the previous resolution from the Council Meeting held on the 25 September 2014 as follows:

**“4.4 Kumara Chinese Gardens – Proposed Community Project By Kumara Residents Trust**

*The Group Manager: District Assets spoke to this report and sought clarification from Mrs Kerrie Fitzgibbon regarding the survey that was undertaken with Kumara residents.*

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

- a) Council supports the proposal from Kumara Residents Trust to establish Chinese Gardens in Kumara with no financial implication to Westland ratepayers other than Kumara residents,
- b) Council staff undertake a consultation process with the Kumara community to establish a mechanism to fund the future maintenance of the Chinese Gardens at the cost of Kumara residents,
- c) Subject to recommendation a), Council undertakes to negotiate with WDPL for securing the ownership of the proposed site with purchase costs to be funded by the Kumara Residents Trust,
- d) Council approves the proposal for the sites CT WS8A/766 (Lot 4 DP 2008) and Part Section 312 Town of Kumara CT WS 3A/328 to become a reserve under the Reserves Act 1977 and the process to establish a reserve commences,
- e) Subject to recommendation a), Council approves and releases \$398,000 from the Kumara Endowment Funds for the construction of the Kumara Chinese Gardens project.”

Councillors noted that the above resolutions stand.

**6. YOUTH DEVELOPMENT STRATEGY**

Councillors then discussed the Youth Development Strategy and asked that a one-off amount of \$20,000 be included in the Annual Plan.

*Cr Martin left the meeting at 2.47 pm.*

*The meeting adjourned for afternoon tea at 2.47 pm and reconvened at 3.32 p.m.*

Councillors then continued through the Annual Plan Submissions.

*Cr Martin returned to the meeting at 3.34 pm.*

The Group Manager: Corporate Services then provided Council with live rates modelling.

His Worship the Mayor and Councillors then asked the Chief Executive, to enable the overall rates increase to be kept to a minimum, to find a savings of \$70,000 within the Annual Plan Budgets, and come back to the 23 June Council Meeting.

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

1. That Council has received and considered with thanks, the verbal and written submissions to the 2016-2017 Draft Annual Plan, the proposed Policy on Dogs, and the proposed Food Act Fees.
2. That after minor amendments to the 2016-2017 Draft Annual Plan and the Policy on Dogs, the Chief Executive be instructed to make the necessary amendments and present the Annual Plan, the Policy on Dogs and the Food Act Fees to the Council Meeting on the 23 June 2016 for adoption.

**MEETING CLOSED AT 4.09 PM**

Confirmed by:

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**Mike Havill**  
**Mayor**

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**Date**

**Date of Next Ordinary Council Meeting**  
**23 June 2016**  
**Council Chambers**



## The draft Annual Plan 2016/17

### Decision-making on submissions 9 June 2016

Submission subjects			Sub #	Elected member responses to submitters
Rates	1	Oppose the rates increase	020 034 037 102 103 111 139	Final situation will be 4.9% overall rate increase.
	2	Does not support the current rating system	034 (in part) 041 041	Duly noted.
	3	States frustration that Council did not listen to the amount of submitters opposing the rates system and the rising rate levels, cites this as reason for public apathy to submit about rates this year	103	Duly noted.
	4	Requests that the collection of rate funding for Enterprise Hokitika (EH) be reviewed	145	Council will not increase the fund to \$100,000 in the Annual Plan 2016/17.  Council will formally consult on change options in next year's draft Annual Plan, prior to this being done more liaison will occur between staff and Enterprise Hokitika to develop the options that will be consulted on.
	5	Does not want a tourism rate at all. Suggest that tourism activity be user-pays.	097	Duly noted.
	6	Identifies issues with Council's commercial RID review Does not support rural areas or small businesses outside the CBD having to contribute to the tourism charges or Hokitika Business Rate	014 086 116 041	Council advises that the Commercial properties review has been completed for the 2016/17 rates strike.  Council will be reviewing the Rating Policy in 2016/17 and will consider these points.
	7	Bruce Bay community object to being rated as a part of the Fox Glacier Community Rate Zone	027	Council will not change the Community Rate Zones in the AP 2016/17.  Council will consult with all communities in the District during the year, about this matter as it is not unique to the Bruce Bay/FG communities i.e. the proportion of rates that are being contributed and spent in each community rate catchment. The results of consultation will be identified in next year's draft Annual Plan.

Submission subjects			Sub #	Elected member responses to submitters
				In addition during this year Council will encourage community groups to establish written agreements themselves about the distribution /share of the funding across their catchments.
	8	Seeks that Council retains a policy of all water and sewerage capital infrastructure being funded by the direct users And that the running costs be harmonised across the District	034	Council notes that targeted funding versus harmonised funding of capital projects is one of the matters Council is currently consulting on e.g. in regard to the new Franz Josef.
	9	Suggests that rural commercial operators contribute towards the sewerage rate (other than just a septic tank disposal charge)	114	Council will not be adjusting the current rating system to capture unconnected properties. Council notes that unconnected properties with tank sewerage storage will pay a disposal fee when the tanks are emptied into the Councils wastewater treatment plants.
	10	Seeks that Council follow up on its commitment made last year to ensure that empty sections are not being charged a community rate	126	Council will be continuing to write to affected parties to address the situation and update the rates database
	11	Specific questions about rates and budgets for work in Kokatahi and Kowhitirangi	129	Council staff have provided information to the submitter
<b>Franz Josef WWP</b>	12	Supports Government funding being sought and offers assistance to Council for any case made	022 125	Council budgeted \$68,000 in the draft Annual Plan 2016/17 for planning of this project to continue. It will be increasing this amount to \$200,000.  The capital works will not be commenced in 2016/17, however the method for funding the future capital work will be consulted on with the community in the year 2016/17.
	13	Supports the timing for replacement of the existing system being brought forward	125	
	14	Seeks that Council considers an upgrade of the existing system before committing to a new \$6.5M scheme	034	
	15	Seeks that more options be explored further	041	
	16	Supports replacement happening, timing and proposed funding mechanisms, doesn't support scope and suggests options	138	

Submission subjects		Sub #	Elected member responses to submitters
	17	<p>Agree that work needs to be done now (timing)</p> <p>Council did not provide enough information to the community affected/ the Franz Josef presentation was not adequate</p> <p>Council has already been collecting a capital contribution so Franz Josef ratepayers will have to pay twice</p> <p>Council should seek higher Government subsidy</p> <p>Not just those connected benefit (Seeks District input)</p> <p>Proposed rates not sustainable for Franz Josef ratepayers</p> <p>Potentially damaging to tourism as a result of the cost of staying increasing</p>	<p>045</p> <p>048</p> <p>050</p> <p>051</p> <p>053</p> <p>055</p> <p>056</p> <p>058</p> <p>060</p> <p>061</p> <p>062</p> <p>063</p> <p>064</p> <p>065</p> <p>066</p> <p>067</p> <p>068</p> <p>070</p> <p>072</p> <p>073</p> <p>074</p> <p>075</p> <p>080</p> <p>083</p> <p>085</p> <p>087</p> <p>089</p> <p>090</p> <p>091</p> <p>092</p> <p>093</p> <p>094</p> <p>096</p> <p>098</p> <p>099</p> <p>104</p> <p>105</p>

Submission subjects			Sub #	Elected member responses to submitters
			106 115 117 118 120 122 123 128 131 133 150	
	18	In addition to making most of the above points, Te Runanga o Makaawhio suggests Council consider introduction of a visitor levy to pay for infrastructure costs	088	Council notes that Government is leading the investigation into this idea across the country.
	19	Supports the targeted rate system for this project	113 121	Duly noted.
<b>Franz Josef natural hazards</b>	22	Seeks protection of the north bank of the Waiho river, with coordination between parties	034	Council advises that an inter-agency infrastructure group is in place.
	23	Seeks that the Franz Josef Earthquake Avoidance Zone be removed from the District Plan	034	This matter will be considered by Council in a future Agenda item.
<b>Franz Alpine Resort</b>	20	Seeks disclosure of Council costs to remedy the infrastructure issues for this new subdivision	034	The matter will be considered by Council in a future Agenda item.
	21	Unhappy with the current infrastructure situation	049	This submission was not accepted by the elected members as the language used in it was offensive.
<b>Hokitika sewerage ponds</b>	24	Untidy entrance feature to town, needs tidying	041	Not a priority in the 2016/17 Annual Plan.
<b>Hokitika Stormwater Programme</b>	25	Supports the proposed programme	011 (in part) 030 (in part) 034 (in part) 052 054 057 082 (in part)	Council will retain most of the programme that is set out in the draft Annual Plan, with the key exceptions being:  - Stakeholder meetings will occur in Kaniere to discuss options that fit within the budget available

Submission subjects			Sub #	Elected member responses to submitters
			101 (in part) 107 108 109 110 119 (in part) 125	<p>- The Bealey Street part of the programme will be brought forward to Year 2016/17</p> <p>Council will investigate whether there are additional funding options available through the Civil Defence Act.</p>
	26	Supports the targeted rate system for this project (but not the use of community rates)	113	
	27	Opposes elements of the proposed programme and/or suggests alternative options	011 (in part) 021 030 (in part) 037 041 082 (in part) 101 (in part) 119 (in part) 138 130 151	
	28	Opposes the Kaniere proposal		
	28	Opposes any spending on the Hokitika stormwater system	137 149	
<b>Hokitika Waterfront Development</b>	29	Supports the proposed increase in funding (from reserve funds)	002 & 124 018 019 023 029 042 043 046 077 078 079 113 125 126 127 (in part)	<p>All submission points noted.</p> <p>Council confirms that all development/ beautification work is behind the rock wall area.</p>

Submission subjects			Sub #	Elected member responses to submitters
			136 141 142 146	
	30	Supports the proposed increase in funding and offers assistance with the development plans and work	143 (GROUP)	
	31	Seeks that money is not spent on developing the area above the Tambo Shipwreck , unless stabilisation work is achieved for the land	127	
	32	Neutral	012	
	33	Recommends that Council include options to mitigate the effects of storm surges and sea level rises	125	
	34	Objects to reserves development funding collected from outside of Hokitika being used on the waterfront development	131	
	35	Reminds Council that a theme to be incorporated into the design of the waterfront is Hokitika's heritage, particularly maritime heritage	134	
	36	Opposes spending on the Hokitika waterfront development	137 138	
<b>Dog Policy/ Registration</b>	37	Supports the new fee regime and changes to the Dog Policy	007 008 010 013 015 017 024 025 (in part) 028 <del>032</del> 035 036 (in part) 038 077	<p>Council will amend the Dog Control Policy to broaden the criteria for Selected Dog Owner discounts as follows:</p> <ul style="list-style-type: none"> <li>- Remove neutering / desexing requirement</li> <li>- Add broader definition for working dogs to include guide dogs, search and rescue dogs, official pest control dogs</li> <li>- Clarify that rural properties require only part of their properties to be fully fenced, or a kennel, to contain the dog</li> </ul> <p>Note that the policy will retain the pre-2006 micro chipping requirement.</p>

Submission subjects			Sub #	Elected member responses to submitters
			112 113 (in part) 125 148	
	38	Does not support  (Does not support the need for dogs to be desexed, and or pre-2006 dogs microchipped, in order to qualify as a selected owner)  (Does not support the fencing criteria for rural dog owners to become selected owners)	009 138 025 (in part) 036 (in part) 047 (in part) 081 (in part) 084 (in part) 113	
<b>Food Act</b>	39	Supports the changes to the inspection fee regime (user pays)	113 125	Duly noted.
	40	Expresses concern that Council passing on exact travel costs may deter businesses from establishing across the District	125	Duly noted. The submitter has misunderstood the system, as the Council does not pass on travel costs for these services. No change will be made to the proposed user pays system.
	41	Does not support the proposed higher fees	138	Duly noted.
<b>Hawkers and Mobile Shops</b>	42	Expresses concern that an increase in fees may cause some existing businesses to stop	125	Duly noted.
	43	Does not support the proposed higher fees	138	Duly noted.
<b>Stock Control</b>	44	Supports the proposed change in fee structure	125 138	Duly noted.
<b>Planning &amp; Regulatory fees</b>	45	Supports Council changing the Planning & Regulatory Fees	113 125	Duly noted.
<b>Roading</b>	46	Requests sealing of Grimmond Ave, Ross and Ross Community Hall parking area	001	Council notes: The Grimmond Road reserve is technically in the lake and the area in question is 560 metres approximately of reserve land. This work will not be added to the 2016/17 Annual Plan.  Council will add this project to the 2016/17 Annual Plan: Seal the Ross Community Hall carpark.
	47	Requests widening and sealing of Keogan's Road	003 (GROUP) 135 136 140	Council will not add this project to the 2016/17 Annual Plan: Improvements to Keogan's Road. Council will consult with residents about identifying alternative funding options for making improvements to the road.

Submission subjects			Sub #	Elected member responses to submitters
	48	Seeks that Council maintain Whitcombe Valley Road more regularly and/or widen and seal part of it	129 147	<p>Council will add this project to the 2016/17 Annual Plan: Widening 5 kms of Whitcombe Valley Road (and sealing the widened areas).</p> <p>Council will extend the seal for the remainder length of the road.</p> <p>Council notes that a visitor driving safety assessment was completed 1 month ago, so there is potential financial input from NZTA for signage and widening (not sealed widening though).</p> <p>It estimates that it will cost \$250,000 to seal 1.72 km of the road to a 6 metre carriageway width (not including widening or drainage, not including the DOC carpark).</p> <p>Council will also liaise with DOC about a potential contribution.</p> <p>It is likely that if Council seals this road there will not be future NZTA contribution for maintenance of the seal, it will have to be fully ratepayer funded.</p>
Footpaths	49	Requests new footpath at Cooks Flat Road (Fox Glacier)	033	Council notes that a budget exists for township development works in Fox Glacier, and advises the Fox Glacier community to prioritise the works it would like undertaken in 2016/17 and advise Council staff.
	50	Requests more budget for more regular maintenance and upgrade of Hokitika footpaths, information/street signs and road markings	144 (GROUP)	<p>A footpath renewal programme exists so Council will share this with Enterprise Hokitika and seek comment about priorities</p> <p>Note that spending has occurred recently: Rehabilitated Gibson Quay – High School (Sale Street).</p>
West Coast Wilderness Trail	51	Question about financial input from DWC and MBIE	034	Council advises that an independent review is being undertaken.
	52	Seeks completion of the cycleway and a marketing budget for it	034	<p>Council advises that an independent review is being undertaken so no spending will occur at this time (only a trail maintenance budget is included in the 2016/17 Annual Plan).</p> <p>Council advises that once the West Coast Wilderness Trail Trust is legally constituted they will manage the marketing.</p>
	53	Congratulates Council for its role in developing the WCWT	077 125	Duly noted
Waste management	54	Request for new rubbish bins to be installed in Kumara	069	Council will add this project to the 2016/17 Annual Plan: Install new rubbish bins in Kumara. Council notes that the cost of this project will come out of the Kumara township maintenance fund.
District Parks & Reserves	55	Requests a 10% increase to the maintenance budget for district reserves	124	This is not a priority in the 2016/17 Annual Plan.



Submission subjects			Sub #	Elected member responses to submitters
	56	Requests \$3,500 for renewal of Hokitika Heritage Trail signs	124	Council will add this project to the 2016/17 Annual Plan: Renewal of Hokitika Heritage Trail signs.
	57	Seeks improvements to some reserves and/or facilities (Cass Square children play facilities and the Glow Worm Dell)	023	This is not a priority in the 2016/17 Annual Plan Council notes that the Glow Worm Dell is not on Council land however Council staff will contact NZTA about the safety issues with visitors crossing the State Highway.
	58	Seeks roll over to 2016/17 of the Haast Marks Road reserve funding	026 040 071 134	The funding for the Marks Road reserve improvements will be carried forward to 2016/17.
	59	Seeks the creation of a dog park and rubbish bins for dog waste	032 112	This initiative will not be progressed in the 2016/17 Annual Plan
	60	Seeks that the future granting of building sites on road reserve be curtailed	76	Council advises that it will review its policy, it will be on a future Council agenda.
	61	Request that Council phase out its use of glyphosate and similar based herbicides from its streets, playgrounds and parks	095	Duly noted.
<b>Hokitika Wildfoods Festival</b>	62	Seeks that Council increase budget to \$100,000 and continue to manage it	034	No increase in budget will be made in the 2016/17 Annual Plan.
<b>Township Maintenance Fund</b>	63	Kumara seeks – <ul style="list-style-type: none"> <li>Footpath between Seddon Street and the start of the cycle trail</li> <li>increase in toilet cleaning and maintenance grant (to \$7,500)</li> </ul>	004 069	Council will increase the grant for toilet cleaning and maintenance in the 2016/17 Annual Plan to \$7,500.  Council advises that the footpath between Seddon Street and the start of the cycle trail will not be progressed in the 2016/17 Annual Plan.
	64	Harihari: Seeks increase in toilet cleaning and maintenance grant (to \$16,000)	039	Council will increase the grant for toilet cleaning and maintenance in the 2016/17 Annual Plan to \$16,000.
	65	Franz Josef toilets need more regular cleaning, request for increase in Town Maintenance Fund (specific fund increase not requested)	080	Council will review its cleaning contract and level of service along with exploring alternatives.
<b>Community Development</b>	66	Support for the EnviroSchools programme (Council provides funding towards this programme)	016	Duly noted.
	67	Support for Council's Smoke free Policy	005 006	Duly noted.

Submission subjects			Sub #	Elected member responses to submitters
		Note: The submission period on the proposed policy has closed and Council has set the policy	059 077 125	
68		The Bruce Bay community would like a 30% share of the \$35,000 Township Development Fund (which is currently allocated annually through the Fox Glacier Community Trust)	027 100	<p>Council will not change the Community Rate Zones in the AP 2016/17.</p> <p>Council will consult with all communities in the District during the year, about this matter as it is not unique to the Bruce Bay/Fox Glacier communities i.e. the proportion of rates that are being contributed and spent in each community rate catchment. The results of consultation will be identified in next year's draft Annual Plan.</p> <p>In addition during this year Council will encourage community groups to establish written agreements themselves about the distribution /share of the funding across their catchments.</p>
69		Community initiative funding capital rating: Townships of Okarito and Bruce Bay should become standalone communities with regards to development funding	034	<p>Council will not change the Community Rate Zones in the AP 2016/17.</p> <p>Council will consult with all communities in the District during the year, about this matter as it is not unique to the Bruce Bay/Fox Glacier and Okarito communities i.e. the proportion of rates that are being contributed and spent in each community rate catchment. The results of consultation will be identified in next year's draft Annual Plan.</p> <p>In addition during this year Council will encourage community groups to establish written agreements themselves about the distribution /share of the funding across their catchments.</p>
70		Kumara Residents Trust signals its intention to re-apply for MDI funding	031	Note: This submission was not recorded as a submission to the draft Annual Plan, the Kumara Residents Trust is advised to apply to the MDI Fund which will be advertised in late 2016.
		Council should provide assistance to maintaining the halls in the District	041	Council advises that it does not own all of the halls that are in townships and there are various arrangements in place for management and maintenance of township halls.
71		Tourism West Coast seeks a continuation of the funding shown in the LTP and draft Annual Plan 2016/17	044	Duly noted.
72		Supports and offers assistance with the Council's Youth Development Strategy	077 125	Duly noted.
73		Asks that Council continue to develop a Local Alcohol Plan	077 125	Duly noted.
74		Supports Council providing funding towards the Regent Theatre	101 126 136	Duly noted.

Submission subjects			Sub #	Elected member responses to submitters
District Planning	75	Seeks copy of the report prepared for Council about the Planning department	034	Council advises that this report is confidential.
Museum	76	Seeks that Council prioritise maintaining the heritage and history of Westland	041	Duly noted.
	77	Seeks that museum visiting hours in winter be extended	041 136	Council advises that the winter hours will not be extended for 2016/17.
	78	Seeks that monuments be cared for under museum budget		Council advises that it is developing a policy for care and maintenance of public monuments.
Cemeteries	79	Seeks that budgets for maintenance be increased	041	Council advises that the budgets for 2016/17 will not be increased.
Civil Defence	80	Support for systems that are in place	041	Duly noted.
CCO's	81	Seeks that Council monitor these organisations	041	Council advises that it does monitor these organisations.
	82	Encourages Council to assess the insulation in its pensioner housing	125	Council advises that Westland District Property Company manages the pensioner housing and it is already looking into insulation in the units.
Other	83	Seeks less use of external consultants and that Council cap its overheads to 30% of its income	034	Council notes that its overheads are currently 12%
	84	Seeks that Council revokes its current standing orders and replaces them with the ones in the Act	034	Council already uses these standards.
	85	Seeks that Council expenses be curtailed e.g. lunches and morning teas at meetings	041	Duly noted.
	86	Seeks that policies be standardised/shared across Councils	041	Council advises that this initiative is underway.
	87	Seeks that Council focus on repaying debt	041 097	Council is making a concerted effort to repay debt.
	88	Te Runanga o Makaawhio wishes to reiterate that it objects to the use of 1080 in its rohe	088	Duly noted.
	89	Te Runanga o Makaawhio wishes to reiterate that it objects to the Hollyford to Haast road proposal	088	Duly noted.
	90	In accordance with Council's existing Significance & Engagement and Maori Participation in Decision-making policies, Te Runanga o Makaawhio reminds Council that there should be more regular and open	088	Duly noted. The issue of manawhenua seats on Council will be discussed when the next representation review takes place in 2017.

Submission subjects			Sub #	Elected member responses to submitters
		communication occurring. There is also an opportunity for a dedicated manawhenua seat on the Council.		
	91	Objects to noise levels in Franz Josef rural areas as a result of (unregulated?) helicopter operations	096	Council's Planning Department is responding to this matter.
	92	Congratulates Council on the layout and format of the Consultation Document. Encourages WDC to share this format with the other West Coast Councils.	125	Duly noted.

#### Additional Items:

1. WDPL Management fee – Add \$100,000 to Annual Plan 2016/17
2. KRT – Confirmed position: Council will release up to \$398,000 of the Kumara Endowment Fund to KRT and notes that Council also needs to obtain an MOU with KRT that addresses the future maintenance of the garden, particularly that there will be no financial impact on non-Kumara ratepayers.
3. Pensioner Housing – Request for an agenda item to WDC
4. Sunset Point – Work with WCRC (call a committee meeting), identify whether the public want to save sunset point while we can and/or to battle against the sea with hard-engineering methods, request for another agenda item to WDC
5. Implementation of the Youth Strategy – \$20,000 to come from general rates

# Report



**DATE:** 23 June 2016

**TO:** Mayor and Councillors

**FROM:** Chief Executive

---

## HEALTH AND SAFETY REPORT APRIL 2016 TO JUNE 2016

### 1 SUMMARY

- 1.1 The purpose of this report is to provide an update on Health and Safety initiatives currently underway within Westland District Council.
- 1.2 This issue arises from Council's obligations under the Health and Safety at Work Act 2015.
- 1.3 Council seeks to meet its obligations under the Local Government Act 2002 and the achievement of the District Vision adopted by Council as part of the Long Term Plan 2015-25. These are stated on Page 2 of this agenda.
- 1.4 This report concludes by recommending that Council receives the information.

### 2 BACKGROUND

#### "2.1 Purpose<sup>1</sup>

- (1) The main purpose of this Act is to provide for a balanced framework to secure the health and safety of workers and workplaces by —
  - (a) protecting workers and other persons against harm to their health, safety, and welfare by eliminating or minimising risks arising from work or from prescribed high-risk plant; and

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<sup>1</sup> Referenced from the Health and Safety and Work Act 2015.  
<http://www.legislation.govt.nz/act/public/2015/0070/latest/DLM5976660.html>

- (b) providing for fair and effective workplace representation, consultation, co-operation, and resolution of issues in relation to work health and safety; and
  - (c) encouraging unions and employer organisations to take a constructive role in promoting improvements in work health and safety practices, and assisting PCBUs and workers to achieve a healthier and safer working environment; and
  - (d) promoting the provision of advice, information, education, and training in relation to work health and safety; and
  - (e) securing compliance with this Act through effective and appropriate compliance and enforcement measures; and
  - (f) ensuring appropriate scrutiny and review of actions taken by persons performing functions or exercising powers under this Act; and
  - (g) providing a framework for continuous improvement and progressively higher standards of work health and safety.
- (2) In furthering subsection (1)(a), regard must be had to the principle that workers and other persons should be given the highest level of protection against harm to their health, safety, and welfare from hazards and risks arising from work or from specified types of plant as is reasonably practicable.”

### 3 CURRENT SITUATION

3.1 Since the Health and Safety at Work Act became law, Council has increased its focus and documentation of health and safety. According to the Act the Chief Executive has the primary duty of care for the health and wellbeing of all staff at Council. Actions that have been undertaken by the CE since the last report are:

- Attendance at the H&S Committee meeting.
- Two workshops on the new Act delivered to 35 staff.
- A presentation to Council at the April meeting on the new Act.
- Attendance at a H&S Forum with SOLGM as part of the annual CE Forum
- Working with SOLGM to develop a risk matrix for wider local government use.
- Securing a commitment from West Coast Regional Council to co-fund a HR Advisor who will support the CE and H&S Committee with H&S obligations.

The following measures are used to manage Health and Safety at Westland District Council:

### 3.1.1 Health and Safety Committee

Council has a Health and Safety Committee. The Committee comprises of representatives from the Executive, District Assets, Customer Service Centre, Hokitika Museum and Planning, Community and Environment. The Committee has held three meetings since the last report which were on the 11 April 2016, 3 May 2016 and the 7 June 2016. The agendas for the meeting include (among other items), action items, items raised by staff and accidents/incidents/near misses, and hazard assessments. There is a dedicated Chairperson and Minute Secretary for the Health and Safety Committee Meetings.

### 3.1.2 Accidents, Incidents, Near Misses and Wellbeing

From March 2016, to 17 June 2016 there was one accident and three incidents reported. These items are discussed at the Executive Team Meetings and also the Health and Safety Committee Meetings to determine the cause of the accident or incident and if any further action is required.

#### **Accidents/Incidents/Near Misses from March 2016 to 17 June 2016:**

	<b>Accidents</b>	<b>Incidents</b>	<b>Near Misses</b>
<b>March 2016</b>	1	0	0
<b>April 2016</b>	0	1	0
<b>May 2016</b>	0	1	0
<b>To 17 June 2016</b>	0	1	0

### 3.1.3 Health and Safety Training

#### a) Local Government and the Health and Safety at Work Act

On Monday 11 April 2016, the Chief Executive gave a presentation to the Health and Safety Committee, on the Local Government and the Health and Safety at Work Act from Worksafe NZ “Everyone who goes to work comes home healthy and safe”.

On the 5 May 2016, presentations were also given to All Staff on the new Act.

b) Driver Training

On Wednesday 15 June 2016, the West Coast Road Safety Officer facilitated a driver refresher training course for staff. This course was attended by 13 staff.

c) First Aid Training

First Aid Training across the organisation is currently being reviewed.

3.1.4 Evacuation Plans

Work on the Evacuation Plans for the District Library, Hokitika Museum and the Customer Service Centre is ongoing.

3.1.5 General Initiatives

- Employee Assistance Programme - EAP Services Report

Council has an Employee Assistance Programme. No new report has been received from EAP Services.

EAP Services are moving into webinar training for the future and Council has indicated that Westland would be interested in this type of training.

3.1.6 Hazard Register

Good progress has been made on the Hazard Register, with input from staff. Staff have identified hazards in their immediate work area and these have been added to the register. The next step is to add avoid, remedy and mitigate columns, a costing column and the criteria for assessment on a 1-5 scale to the spreadsheet for further work.

3.1.7 Site Safety Plans

The District Assets Team identified the necessity of site specific safety plans for various sites including pump-stations, landfills, water treatment plants, and sewerage treatment plants.



### 3.1.8 Workstation Assessments

An Occupational Health Nurse has completed 8 workstation assessments for new and existing staff with 4 remaining assessments to be undertaken in August 2016.

### 3.1.9 Update on Work Required

Progress on the following work identified has been made as follows:

Item	Progress
<b>Review Health and Safety Policies and Procedures. Identify where gaps may be.</b>	No update
<b>Review of forms for clarity and ease of use.</b>	The Accident, Incident and Near Misses Report and Procedure is currently under review.
<b>Look at what we need to do in relation to CCOs, contractors, volunteers and visitors due to the new legislation.</b>	Advice on volunteers received from WorkSafe NZ and distributed to community groups.  Evacuation information added to visitor labels by the Customer Service Centre  The District Assets Team is working with contractors to update the site safety plans and implement the changes if required.
<b>Advise on anything else Council needs to do to comply with the new legislation.</b>	No update.
<b>Run workshops for staff and managers on the new health and safety legislation and what it means for them. Include our CCOs if appropriate.</b>	The Chief Executive has provided the Worksafe Presentation to the Health and Safety Committee and also All Staff. The General Manager of Westland District Property Limited attended the presentation also.
<b>Raising awareness among staff of a health and safety culture within the Westland District Council.</b>	The Chief Executive provided two options to staff of attending the Worksafe Presentation on the 5 May 2016 to raise awareness among staff of the new legislation and to promote a health and safety culture within the

	organisation. Thirty-five staff attended.
<b>Evacuation Plans for the District Library and Hokitika Museum.</b>	Good progress is being made on the evacuation plans.

#### 4 RECOMMENDATION

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

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

# Report



**DATE:** 23 June 2016

**TO:** Mayor and Councillors

**FROM:** Finance Manager

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## **FINANCIAL PERFORMANCE: APRIL 2016**

### **1 SUMMARY**

- 1.1 The purpose of this report is to provide an indication of Council's financial performance for one month to 30 April 2016.
- 1.2 This issue arises from a requirement for sound financial governance and stewardship with regards to the financial performance and sustainability of a local authority.
- 1.3 Council seeks to meet its obligations under the Local Government Act 2002 and the achievement of the District Vision adopted by Council as part of the Long Term Plan 2015-25. These are stated on Page 2 of this agenda.
- 1.4 This report concludes by recommending that Council receives the financial performance report to 30 April 2016, attached as **Appendix 1**.

### **2 BACKGROUND**

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

### **3 CURRENT SITUATION**

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

3.2 The Financial Performance Report to 30 April 2016, is attached as **Appendix 1** and contains the following elements:

- 3.2.1 Segmental graphs for net cost of services, operating revenue and expenditure with the addition of the actual and forecast amounts.
- 3.2.2 Debt Position with the addition of monthly actual and forecast figures.
- 3.2.3 Update on Rates Debtors.
- 3.2.4 Whole of Council Cost of Service Statement, including Full Year Forecast.
- 3.2.5 Balance Sheet
- 3.2.6 2015/16 Project progress report.
- 3.2.7 Carry overs.

#### **4 OPTIONS**

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

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

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

#### **6 RECOMMENDATION**

- A) **THAT** Council receives the Financial Performance Report to 30 April 2016

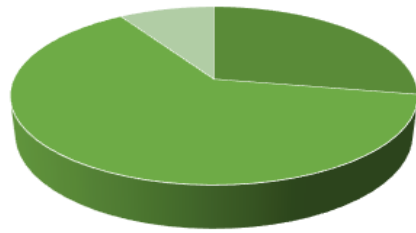
**Lesley Crichton**  
**Finance Manager**

**Appendix 1:** Financial Performance April 2016



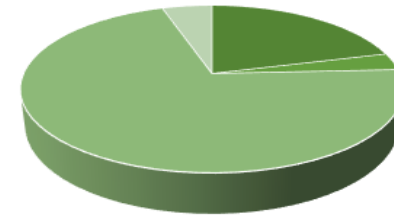
# Financial Performance April 2016

Operating revenue  
Actual year to April



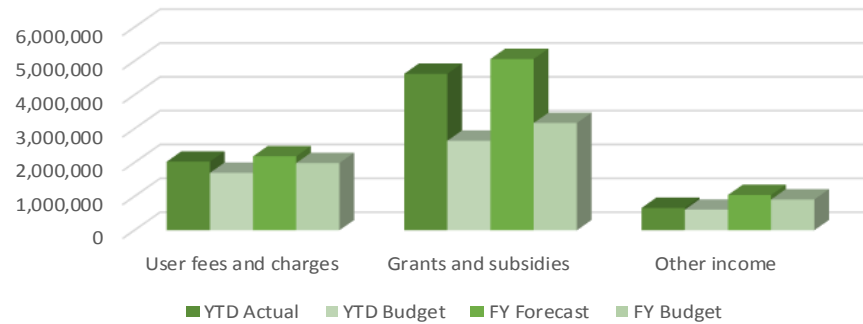
■ User fees and charges ■ Grants and subsidies ■ Other income

Operating expenditure  
Actual year to April

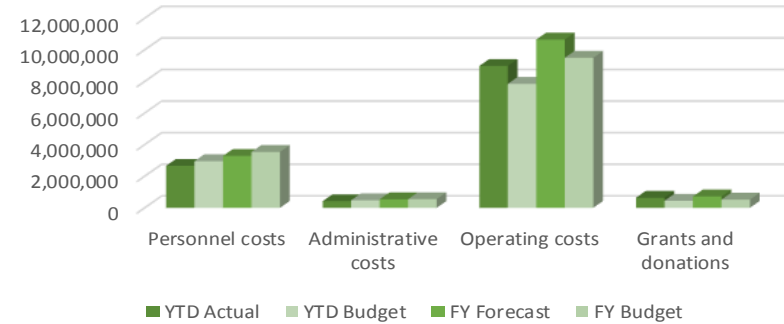


■ Personnel costs ■ Administrative costs ■ Operating costs ■ Grants and donations

Operating revenue



Operating expenditure



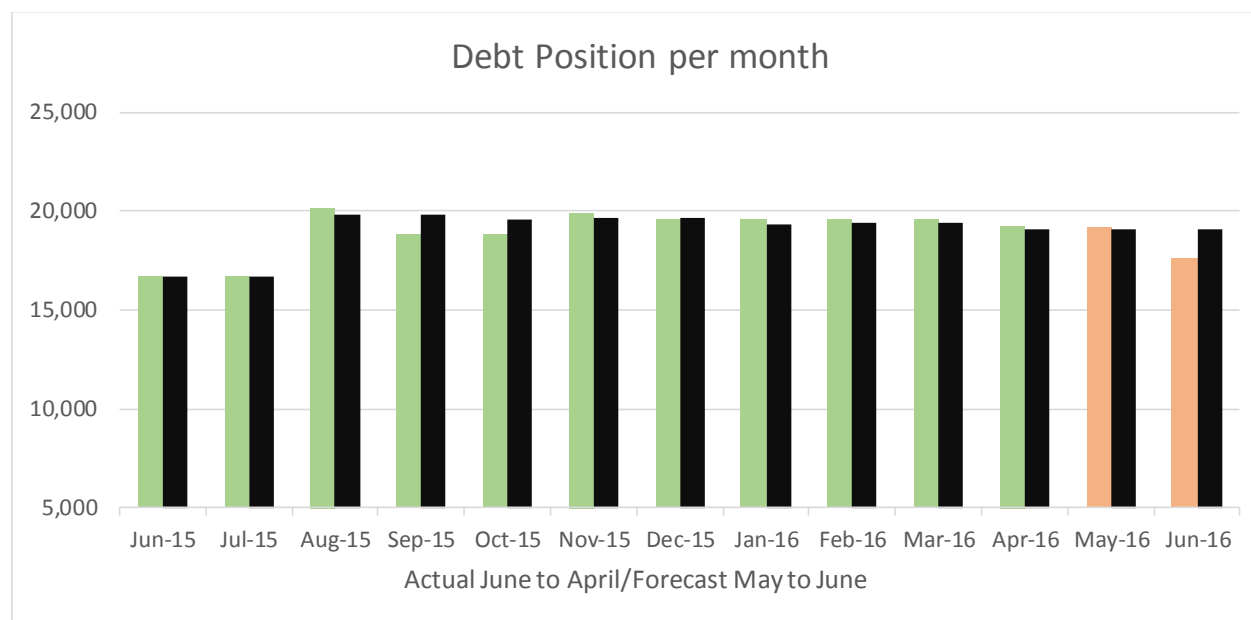
	User fees & Charges	Grants & Subsidies	Other Income
Actual YTD	2,028,339	4,624,023	661,600
Budget YTD	1,697,919	2,646,688	610,308
Variance	330,420	1,977,336	51,291
Forecast FY	2,186,861	5,062,495	1,044,895
Budget FY	1,988,303	3,171,625	910,430

	Personnel	Administration	Operating	Grants & subsidies
Actual YTD	2,657,269	419,188	8,983,236	636,809
Budget YTD	2,955,230	477,185	7,850,844	443,466
Variance	(297,960)	(57,997)	1,132,392	193,343
Forecast FY	3,289,425	540,722	10,653,285	722,953
Budget FY	3,536,405	549,224	9,498,013	518,500

## Debt Position

### Forecast Debt Position per LTP 2015-16

Forecast as at	Jul-15	Apr-16
Opening Balance	16,660	16,660
Loan funded capex forecast	361	806
Loan funded WTP upgrade	3,100	2,190
Forecast repayments 2015-16	-1,105	-2,056
<b>Forecast balance June 2016</b>	<b>19,067</b>	<b>17,600</b>



	Debt Position per month												
	Jun-15	Jul-15	Aug-15	Sep-15	Oct-15	Nov-15	Dec-15	Jan-16	Feb-16	Mar-16	Apr-16	May-16	Jun-16
<b>Forecast at 1 July 2015</b>	16,711	16,711	19,811	19,811	19,608	19,674	19,674	19,355	19,385	19,435	19,067	19,067	19,067
<b>Actual + Forecast</b>	16,660	16,660	20,165	18,815	18,815	19,915	19,565	19,565	19,565	19,565	19,240	19,200	17,600
Waste Management loan	2,901	2,901	3,250	3,250	3,250	3,250	3,250	3,250	3,250	3,250	3,250	3,250	2,554
Water Supply loan	3,065	3,065	3,065	3,065	3,065	3,065	3,065	3,065	3,065	3,065	3,065	3,065	2,369
Holding Company loan	8,445	8,445	8,445	8,445	8,445	8,445	8,445	8,445	8,445	8,445	8,375	8,335	8,295
Other loan	0	0	56	56	56	56	56	56	56	56	56	56	56
Hokitika Water supply upgrade	2,250	2,250	5,345	5,095	5,095	5,095	4,795	4,795	4,795	4,795	4,545	4,545	4,326

## Rates Debtors

<b>Rates debtors at 31 March 2016</b>		<b>1,457,219</b>
Rates installment	3,118,389	
Less payments received	-389,396	
paid in advance	-466,701	
Write off's	-12,552	
Penalties	-30	
Court costs awarded	38,842	
		2,288,552
<b>Total rates debtors 30 April 2016</b>		<b>3,745,771</b>
Arrears included above at April 2016	3,745,771	
Arrears at April 2015	3,670,902	
increase/(decrease) in arrears		74,869

Note: In the month with a rates installment all current is arrears

### Rates debtors:

1. Arrears at April 2016 include rates instalment 4 at \$3,118,389 and Court costs awarded to council of \$38,842 (these had not previously been added to the rates accounts)
2. Arrears at April 2015 include rates instalment 4 at \$2,878,066
3. Actual arrears have decreased \$165,454
4. 144 Final demands were sent out
5. 129 letters informing ratepayers paying monthly, weekly that the payments were insufficient together with the amounts needed to ensure current rates were paid by end of the financial year
6. 19 accounts were sent to credit recoveries to collect with a lower commission rate of 10%

### Rates debt - Aged at April 2016

Financial Year	Apr-16	Mar-16
Pre 2013	203,974	207,340
2013-14	173,550	178,915
2014-15	304,624	323,069
2015-16	3,063,624	747,896
	3,745,772	1,457,220



WESTLAND DISTRICT COUNCIL	Year to April			Full year 2015-2016	
	Actual	Budget	Variance	FY Forecast	Budget
<b>Operating revenue</b>					
Rates (includes targeted rates and metered water)	13,513,964	13,247,810	266,154	14,369,624	14,033,643
User fees and charges	2,028,339	1,697,919	330,420	2,186,861	1,988,303
Grants and Subsidies	4,624,023	2,646,688	1,977,336	5,062,495	3,171,625
Other income	661,600	610,308	51,291	1,044,895	910,430
Overhead recoveries	4,434,575	5,265,561	(830,986)	5,526,129	6,318,673
<b>Total revenue (A)</b>	<b>25,262,501</b>	<b>23,468,286</b>	<b>1,794,216</b>	<b>28,190,004</b>	<b>26,422,674</b>
<b>Operating expenditure</b>					
Personnel costs	2,657,269	2,955,230	(297,960)	3,289,425	3,536,405
Administrative costs	419,188	477,185	(57,997)	540,722	549,224
Operating costs	8,983,236	7,850,844	1,132,392	10,653,285	9,498,013
Grants and donations	636,809	443,466	193,343	722,953	518,500
Overheads	4,440,459	5,247,644	(807,185)	5,513,832	6,318,673
<b>Total operating expenditure (B)</b>	<b>17,136,961</b>	<b>16,974,369</b>	<b>162,592</b>	<b>20,720,216</b>	<b>20,420,815</b>
<b>Net operating cost of services - surplus/(deficit) (A - B)</b>	<b>8,125,540</b>	<b>6,493,917</b>	<b>1,631,623</b>	<b>7,469,788</b>	<b>6,001,859</b>
<b>Other expenditure</b>					
Interest and finance costs	706,046	735,394	(29,348)	853,125	882,473
Depreciation	4,471,636	4,556,731	(85,095)	5,168,077	5,468,077
(Gain)/loss on investments	(394)	0	(394)	(394)	0
(Gain)Loss on swaps	329,422	0	329,422	372,976	0
(Gain)Loss on disposals	(2,515)	0	(2,515)	(2,515)	0
<b>Total other expenditure (C)</b>	<b>5,504,195</b>	<b>5,292,125</b>	<b>212,069</b>	<b>6,391,269</b>	<b>6,350,550</b>
<b>Total expenditure (D = B + C)</b>	<b>22,641,156</b>	<b>22,266,494</b>	<b>374,662</b>	<b>27,111,485</b>	<b>26,771,366</b>
<b>Net cost of services - surplus/(deficit) (A - D)</b>	<b>2,621,345</b>	<b>1,201,791</b>	<b>1,419,554</b>	<b>1,078,518</b>	<b>(348,691)</b>

## Variance Analysis

<b>Operating revenue</b>	
User fees and charges	Building and control Inspection and Processing fees remain above budget \$67k, however these are starting to slow down because of both seasonal and economy reasons. Museum visitor number higher than anticipated showing a positive variance of \$14k with strong retail sales continuing at present \$16k ahead of budget. Resource consents are \$20k higher than budget. Solid waste fees positive variance to budget due to additional waste fees and asbestos disposal \$137k.
Grants and Subsidies	\$1.6m accrued for WCWT grant funding to be claimed. \$209k carried over Haast water subsidy. NZTA subsidy is now closer to expected monthly amounts.
Other income	\$34k WW capital contributions received.
<b>Operating expenditure</b>	
Personnel costs	Personnel costs remain below budget overall due to vacancies that have not yet been filled.
Administrative costs	
Operating costs	Operating costs are higher than budget due to unbudgeted costs: Transportation - \$490k emergency works - District assets discussing reclaim with NZTA.  Water Services - \$385k for replacement membranes - An insurance claim has been submitted and discussions are taking place, no accrual for recovery has been made as it is unclear at this time whether the claim will be successful.  Wastewater - \$150k for Franz Flood.  District assets admin - \$54k consultants costs - this cost overrun is offset with lower personnel costs than budgeted.
<b>Other expenditure</b>	
Depreciation	Asset valuation work is near completion. The analysis received to date indicates that the charge will be within budget.
(Gain)/loss on investments/Swaps	PwC have provided an amended year end forecast loss based on current yield curve predictions.

Balance Sheet as at 30 April 2016		Council		
		Actual	Budget	Actual
		Apr-16	Jun-16	Jun-15
	\$'000	\$'000	\$'000	
Assets				
Current assets				
Cash and cash equivalents	1,570	2,582	3,936	
Debtors and other receivables	6,503	2,238	3,301	
Other financial assets	1,000	1,320	1,000	
Inventory	0	0	0	
Work in progress	0	0	0	
Total current assets	9,074	6,140	8,237	
Non-current assets				
Property, plant and equipment	401,749	389,065	399,595	
Intangible assets	69	46	89	
Derivative financial instruments	0	160	0	
Council Controlled Organisations	8,695	8,695	8,695	
Other Financial Assets	40	59	42	
Investment property	0	0	0	
Term inventory	0	0	0	
Assets under construction	1,432	0	2,227	
Total non-current assets	411,985	398,025	410,648	
Total assets	421,059	404,165	418,884	
Liabilities				
Current liabilities				
Creditors and other payables	2,034	2,271	3,522	
Derivative financial instruments	715	0	29	
Borrowings	0	1,712	0	
Employee entitlements	296	236	296	
Provisions	0	0	0	
Tax payable	3	3	3	
Other current liabilities	143	193	198	
Total current liabilities	3,192	4,415	4,048	
Non-current liabilities				
Derivative financial instruments	715	135	356	
Borrowings	19,240	16,472	16,660	
Employee entitlements	29	52	29	
Provisions	1,588	1,666	1,588	
Deferred Tax	30	90	30	
Total non-current liabilities	21,602	18,415	18,663	
Total liabilities	24,794	22,830	22,711	
Net assets	396,265	381,335	396,173	
Equity				
Retained earnings	152,575	152,759	152,292	
Restricted reserves	3,895	3,734	4,087	
Revaluation reserves	239,731	224,842	239,731	
Other comprehensive revenue and expense reserve	64	0	64	
Net assets	396,265	381,335	396,173	

# Project progress report

As at 30/04/2016  
Carryover for 2016/17

						Legend - Key
		Forecast on Budget				Project Delayed - Will not be completed by 30th June 2016
		Forecast over Budget				Project on-Track - Will be completed by 30th June 2016
						Project Complete - 100% Progress
Project / Activity	YTD exp	2015-16	Forecast	Budget Track	Progress / Track	Progress comments
	\$0	\$0	\$0			
<b>Museum</b>						
Research Development Centre	-	22,000	0			Project will not start in this financial year. Carry-forward will be requested.
Retail Development	-	30,000	10,000			Work starting in June (approx \$20,000), carry-forward of balance likely to be requested.
<b>Total</b>	-	52,000	10,000			
<b>Corporate Services</b>						
Shelving for Council records and archives	11,517	10,000	11,517			Complete
<b>WATER SUPPLY</b>						
Mains Upgrade (on-going) - Hokitika	55,277	100,000	100,000			Work-in-progress. Mains upgrade is complete and new air-valves are to be installed. This will be delayed.
Replace Water meters (on-going)	0	200,000	200,000			Council split budget with Franz Josef. Some likely carry forward.
Mains Upgrade (on-going) - Ross	490	80,000	80,000			Scope revisited. Project feasibility to be reassessed. May not be needed now.
Permanent Generator in Harihari	22,337	30,000	25,000			Works are complete. Expenditure yet to be finalised.
Water supply service assurance	145,312	100,000	145,312			Water tanks are in. Expenditure yet to be finalised.
Replacement of Water Meters	23,499	50,000	23,499			Fox Glacier meters procured. Installation in progress. WIP- Carryover
<b>Total</b>	246,915	560,000	573,811			
<b>WASTEWATER</b>						
West Dr Pump & Electrics Upgrade	-	40,000	40,000			Works complete. Expenditure yet to be finalised.
WWTP Improvements at Franz	36,685	50,000	50,000			Committed. Spending on design and build for new WWTP>
<b>Total</b>	36,685	90,000	90,000			
<b>STORMWATER</b>						
Mobile Generator	28,964	50,000	28,964			Generator received and being utilised. Expenditure yet to be finalised.
<b>SOLID WASTE</b>						
Landfills - Hokitika	329,375	350,000	350,000			Initial works are complete. Carryover is requested for the balance monies.
Landfills - Butlers Site Shed - Hazardous	-	15,000				Not started. Need to determine scope and drawings & water source.
Washdown Facility	-					Carry over required for 2016-2017
Intermediate Capping for Butlers	-	50,000				Carry over required for 2016-2017 previous cell receiving less waste.
Landfill- Haast - Digout new Cell	-	10,000				Carry over required for 2016-2017 previous cell receiving less waste.
Haast intermediate cap current cell	-	10,000				Carry over required for 2016-2017 previous cell receiving less waste.
Shed - Hazardous Facility - HAAST	5,030	5,000	5,030			Works are complete
<b>Total</b>	334,405	440,000	355,030			
<b>CEMETERIES</b>						
Hokitika Cemetery - Building Improvements	12,918	20,000	20,000			WIP. Security related, doors, fascia, roofing. Will be under budget
Hokitika Cemetery - Improvements	-	10,000	10,000			Scheduled for May - New Concrete Berms on northern side.
Berm Development	-	10,000	10,000			Complete. Awaiting invoice
<b>Total</b>	12,918	40,000	40,000			
<b>Community Halls and Buildings</b>						
Ross Hall - Upgrade/Replacement	52,710	90,000	90,000			Kitchen works completed in October -- remainder WIP- Earthquake Strengthening. ETA May 2016
Carnegie Building - Improvements	-	20,000	20,000			For exhibition lighting renewals. Work in progress. ETA May 2016
<b>Total</b>	52,710	110,000	110,000			
<b>Community Township Development</b>						
Footpath - Sale street	-	10,000	10,000			In progress - Preparation completed Gibson Q to Weld St - ETA May 2016
Footpath Tiles replacements	-	12,000	12,000			Fox. Business area. Not started. Community Association advised not to proceed, then re-scoped as winter job.
Footpath Tiles replacements	-	6,000	6,000			Fox. Business area. Not started - As above
New Footpath	11,527	15,000	17,000			Done - Repaired - Sealed. - Works completed in Jan 2016. Variance expected at 2K over budget
Upgrade footpaths and driveways over next three years	-	5,000	5,000			Kumara. Liaising with community representatives. Waiting on 4th Street works to complete first and then do minor repairs along with this job
<b>Total</b>	11,527	48,000	50,000			
<b>Elderly Housing</b>						
Pensioner Housing	-	45,000	45,000			Complete. Property Company
<b>Information Services</b>						
IT equipment Renewals	17,894	30,000	30,000			WiFi setup \$7000 - Fibre \$8000 April/May. When Kotui is up and running we will reconfigure Libsrvr
<b>Inspection and Compliance</b>						
Noise Meter	8,679	10,000	8,679			Complete
<b>Land &amp; Buildings</b>						
Improvements in Hokitika - Car Parks	-	15,000	15,000			Primary School Pedestrian refuge works. St Mary's School speed calming devices to be funded from this cost centre. Park St and calming device to follow
<b>Parks &amp; Reserves</b>						
Cass Square - Turf Improvements	-	120,000	-			Defer to after rugby season ie October 2016 with WCRFU agreement
Upgrade of Playground equipment	7,291	45,000	45,000			Lazar Park. Lions Club overseeing project. No progress since Dec.
Repair to Statues	-	5,000	-			Condition assessments on 4 large statues completed. Workshop held in April - Richard Seddon cleaned. Using c/f from previous years first. Unlikely this budget will be spent.
Marks road reserve improvements	-	10,000	10,000			Haast toilets and reserve. Scope to be defined.
Hokitika Waterfront Developments	-	30,000	30,000			Beachfront. Beachfront development planning & implementation.
<b>Total</b>	7,291	210,000	85,000			
<b>Transportation</b>						
Seal 4th Street Kumara	52,951	140,000	140,000			Works completed. Awaiting invoice claim and payment.
<b>Vehicle Operations</b>						
Replacing pool vehicle	27,687	33,000	27,687			Complete Ford Focus Wagon
New Vehicle -	27,934	38,000	27,934			Complete Civil Defence vehicle
<b>Total</b>	55,621	71,000	55,621			
<b>Total</b>	<b>825,126</b>	<b>1,921,000</b>	<b>1,648,622</b>			

Carry Over Schedule to 2015-16

Activity	Detail	Funded by	Approved \$	Actual \$	Forecast \$	Balance \$	Approved variance in 2016	Status
Museum	Museum Donations - for Exhibitions	Donations	- 11,167	- 11,167	- 11,167	-	Favourable income	Complete
Museum	Museum Donations - for Exhibitions	Donations	- 5,000	- 5,000	- 5,000	-	Favourable income	Complete
		<b>Donations Total</b>	<b>- 16,167</b>	<b>- 16,167</b>	<b>- 16,167</b>	<b>-</b>		
Community Development	Creative New Zealand	External Grant	- 5,403	- 5,403	- 5,403	-	Favourable income	Complete
		<b>External Grant Total</b>	<b>- 5,403</b>	<b>- 5,403</b>	<b>- 5,403</b>	<b>-</b>		
Wastewater	Haast WTP	Subsidy (\$240k) & Depreciation (\$160k)	73,732	10,690		63,041	Capital	Complete
		<b>Subsidy/Depreciation Total</b>	<b>73,732</b>	<b>10,690</b>	<b>10,691</b>	<b>63,041</b>		
Wastewater	Franz Josef WWTP	Loan	99,474	38,678	99,474	-	Capital	Committed - Being used for Franz prelim designs and scopes
Wastewater	Haast WWTP Improvements	Loan	35,167	8,094	8,094	27,073	Capital	Complete
Land & Buildings	Council HQ re-roofing	Loan	125,000	107,844	107,844	17,156	Capital	Complete
Solid Waste	Franz Josef Landfill	Loan	25,000	-	25,000	-	Capital	Works delayed. Rescoping required in consultation with WCRC
		<b>Loan Total</b>	<b>284,641</b>	<b>154,616</b>	<b>240,412</b>			
Building Control	Builder's Accreditation	Rates YE 2014	20,000	16,203	16,203	3,797	Operating adverse	Complete
Cemeteries	Hokitika Cemetery Capital Development	Rates YE 2015	10,000	-	10,000	-	Capital	Stage 1 completed. On schedule for completion and budget
Parks & Reserves	Cass Square Statues	Rates YE 2014	10,000	-	6,000	4,000	Capital	Spend likely to be \$6,000 in 2015-16. C/f \$4,000
Parks & Reserves	Cass Square Statues	Rates YE 2015	5,000	-	-	5,000	Capital	Will not be needed - carry forward
Leadership	CCO review	Rates YE 2015	6,988	10,020	10,020	- 3,032	Operating adverse	Complete
Solid Waste	Kumara CAP	Targeted Rates YE 2015	5,712	-	5,712	5,712	Capital	Complete
		<b>Rates Total</b>	<b>57,700</b>	<b>26,223</b>	<b>47,935</b>	<b>15,477</b>		
Wastewater	Hokitika WWTP Resource Consent	Renewal reserve - Depreciation	29,552	76,387	79,552	- 50,000	Capital	Recourse consent received. Works are complete. Expenditure yet to be finalised.
Land & Buildings	Upgrade fire-alarm system - Museum	Renewal reserve - Depreciation	30,000	-	30,000	-	Capital	Stage 1 Fire Engineer reviewing system.
Water Supply	Rural Water supply	Renewal reserve - Depreciation	49,475	68,368	68,368	- 18,893	Capital	Stage 2 Physical works likely to be carry forward
		<b>Renewal reserve - Depreciation Total</b>	<b>109,027</b>	<b>144,755</b>	<b>177,920</b>	<b>- 68,893</b>		Complete
Community Halls	Hari Hari Community Facility	\$100k Reserves Development fund, \$190k Hari Hari Community complex reserve fund	225,972	1,024,406	315,000	- 89,028	Capital	Complete- Cost to council \$190k HariHari reserve fund, \$100k Reserves development fund. Cost overrun \$25k to be investigated, they may be reclaimed from Hari Hari community committee
Franz Josef Cycle Trail	Franz Josef Cycle Trail	Reserves	48,000	-	-	48,000	Operating adverse	Carry forward.
Township Development	Franz Josef Urban Revitalisation plan	Reserves	100,000	-		100,000	Capital	Requires further carryover due to needing to wait for findings and direction of Council / community working party on Franz Josef / Waiau Future Planning.
Community Halls	Fox Glacier Community Centre	Reserves	100,000	100,000	100,000	-	Capital	Complete
Township Development	Hari Hari Township Development fund	Reserves	14,000	14,000	14,000	-	Operating adverse	Complete
		<b>Reserves Total</b>	<b>487,972</b>	<b>1,138,406</b>	<b>429,000</b>	<b>- 58,972</b>		
West Coast Wilderness Trail	Cycle Trail - Partner Programme Revenue	Stakeholder Contribution	- 21,125	- 21,125	-	- 21,125	Appropriation / operating	Carry forward - Unlikely this will be transferred before 30 June 2016
West Coast Wilderness Trail	Cycle Trail - Partner Programme Revenue	Stakeholder Contribution	- 6,808	- 6,808	-	- 6,808	Appropriation	Carry forward - Unlikely this will be transferred before 30 June 2016
			<b>- 27,933</b>	<b>- 27,933</b>	<b>-</b>			
			<b>963,569</b>	<b>1,425,187</b>	<b>884,387</b>	<b>- 49,346</b>		

# Report



**DATE:** 23 June 2016

**TO:** Mayor and Councillors

**FROM:** Group Manager: Corporate Services

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## RATING POLICY 2016/17

### 1.0 SUMMARY

- 1.1 The purpose of this report is to seek Council approval of the proposed Rating Policy 2016/17 as a supporting operational policy to the Revenue and Financing Policy.
- 1.2 This issue has arisen due to Council's commitment to continually review the appropriateness of the distribution of rates within the parameters of its Revenue and Financing Policy and Long Term Plan 2015/25.
- 1.3 This is not a statutory policy but it gives effect to the intentions of the documents referred in 1.2, whilst enabling Council to respond to changes in circumstances and practises during the intervening periods between LTPs.
- 1.4 Council seeks to meet its obligations under the Local Government Act 2002 and the achievement of the District Vision adopted by the Council in September 2014, which will be set out in the next LTP. These are stated on Page 2 of this agenda.
- 1.5 This report recommends that the proposed Rating Policy 2016/17, attached as **Appendix 1**, be adopted.

### 2.0 BACKGROUND

- 2.1 There is no statutory requirement to adopt a Rating Policy. However, the LTP was preceded by a full rating review that led to significant changes in the calculation and distribution of rates.

- 2.2 The use of a separate Rating Policy facilitates the continued application of these principles by adjusting factors and definitions as appropriate whilst remaining within the framework of the Revenue and Financing Policy. It enables Council to respond efficiently to changes in its rating base and community needs. This policy informs the Funding Impact Statement in the Annual Plan 2016-17.

### **3.0 CURRENT SITUATION**

- 3.1 The year ending 30 June 2017 is the second year of the LTP 2015-25 and the first year when reliable year on year comparisons can be drawn between the Rating Policy and the system adopted alongside the LTP, versus its predecessor.
- 3.2 The rates increase proposed in the updated Annual Plan 2016/17 is 4.8%. Under the system employed in previous years the effect for individual ratepayers would have ranged from 2% to 48%. While there will always be some variation where more than one rate type exists, under the new system 93% of ratepayers are forecast to experience increases between 2% and 10%
- 3.3 During 2015-16 the existence of a Rating Policy has supported a systematic review of Council's Rating Information Database and will support a continuous progression towards consistency.
- 3.4 The Rating Policy can also be used as a point of reference when Council considers submissions. Key themes relating to rates during consultation of the Annual Plan 2016/17 were as follows:
- 3.4.1 The regressive nature of a system with a high proportion of rates charged on a uniform basis
  - 3.4.2 Boundaries for Community Rate Zones
  - 3.4.3 Liability for the Hokitika Area Promotions Rate
  - 3.4.4 Rating of bare sections
- 3.5 As part of its deliberations, Council undertook extensive modelling to examine the effects of proposals contained in submissions on various ratepayer sectors and zones. This modelling enabled Council to ascertain that item 3.3.1 could be moderated without severe or unforeseen consequences, by adjusting the Uniform Annual General Charge (UAGC).

- 3.6 Conversely, the matters identified in 3.3.2 – 3.3.4 had potentially material consequences for the respective groups of ratepayers and it was determined that further community engagement should be undertaken during 2016/17.
- 3.7 The differentials applied to the General Rate and the Community Rates were considered to be appropriate.
- 3.8 As a result, the proposed Rating Policy 2016/17 contains only one change to the Rating Policy 2015/16, being the calculation of the UAGC, which Council directed should remain at the same amount as 2015/16 (\$628.70 including GST) rather than being calculated as a percentage of total rates.
- 3.9 The effect of this change is that a greater proportion of the General Rate is calculated by capital value, making the rates calculation less regressive.

#### **4.0 OPTIONS**

- 4.1 Council can choose to:
  - 4.1.1 Adopt the proposed Rating Policy.
  - 4.1.2 Undertake further review.
  - 4.1.3 Reject the policy.

#### **5.0 SIGNIFICANCE AND ENGAGEMENT**

- 5.1 The quantification of rates has an impact on all ratepayers. However, the decision to adopt a policy that reflects the community feedback and Council deliberations is administrative and of low significance in accordance with Council's Policy on Significance and Engagement.
- 5.2 The rates and factors applied are a direct result of public consultation.

## **6.0 ASSESSMENT OF OPTIONS**

### **6.1 Option 1 - Adopt the proposed Rating Policy**

- 6.1.1 The policy reflects community feedback in the form of submissions to the Annual Plan 2016/17 consultation.
- 6.1.2 The policy gives effect to the Revenue and Financing Policy and is enacted in the Funding Impact Statement. This enables Council to strike the rates for the year 2016/17.
- 6.1.3 Some members of the community may believe their issues have yet to be addressed.

### **6.2 Option 2 - Undertake further review**

- 6.2.1 The changes proposed are in direct response to submissions. Any other material changes would require further consultation. Changes that require amendment to the Revenue and Financing Policy would require a full s82 consultation.
- 6.2.2 Without a basis for calculation Council cannot strike the rates for 2016/17; and without an accurate Funding Impact Statement the Annual Plan 2016/17 is incomplete and cannot be adopted.

### **6.3 Option 3 - Reject the policy**

- 6.3.1 If Council rejects the policy in its entirety it must return to first principles and redraft and consult on a revised Revenue and Financing Policy.

## **7.0 PREFERRED OPTION AND REASONS**

- 7.1 The preferred option is Option 1; adopt the proposed Rating Policy because it reflects the decisions made by Council as a result of the Annual Plan 2016/17 consultation.

## **8.0 RECOMMENDATION**

- A) **THAT** Council adopts the proposed Rating Policy attached as **Appendix 1**.

**Gary Borg**

**Group Manager: Corporate Services**

**Appendix 1:** Rating Policy 2016/17





# RATING POLICY 2016/17

The purpose of this document is to support the Funding Impact Statement by setting out detailed rating policies applied by Council in order to determine the rates liability of a property. Council will review this policy annually as part of the rates setting process.

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## CONTENTS

1. Introduction
2. Calculation of uniform annual general charge
3. Description of general rate and community rate differentials
4. Rates based on location
5. Water and sewerage availability rates
6. Divisions
7. Payment methods and places
8. Minimum economic rate
9. Policy for early payment of rates in the current year
10. Rates penalties
11. Public availability of information
12. Disputes

## INTRODUCTION

This Rating Policy gives effect to the Funding Impact Statement contained in the Long Term Plan 2015-25. The components of the policy are integral to the Funding Impact Statement but are contained in a separate policy to enable Council to review the factors applied within the parameters of the Revenue and Financing Policy during each Annual Plan.

Council must comply with the requirements of the Local Government Act 2002 (LGA) and the Local Government (Rating) Act 2002 (LGRA).

In doing so, and in order to set a lawful rate, Council must:

- Have completed a s.101(3) analysis (see Funding Needs Analysis)
- Adopted a Revenue and Financing Policy (see the Long-term Plan)
- Adopted a Funding Impact Statement (see either an Annual or Long-term Plan)
- Adopt an Annual or Long-term Plan.
- Adopt a rates resolution, consistent with everything above.

The requirements of cl.15 of Schedule 10 of the LGA, and its relationship to the LGRA, can be interpreted in several ways. Council believes the Funding Impact Statement to comply with those requirements. It may be interpreted that the requirements for cl.15 to go further than disclosed in the Funding Impact Statement. Should that be the case then those requirements are met by this Rating Policy.

## CALCULATION OF UNIFORM ANNUAL GENERAL CHARGE

Council has determined to set the Uniform Annual General Charge (UAGC) at \$628.70 including GST.

A UAGC is charged to every rating unit, subject to the provisions of s20 LGRA.

## DESCRIPTION OF GENERAL RATE AND COMMUNITY RATE DIFFERENTIALS

The following rates are calculated differentially based on the use to which the land is put.

- General rate
- Community rates for:
  - Kumara
  - Hokitika
  - Ross
  - Harihari
  - Whataroa
  - Franz Josef Glacier
  - Fox Glacier
  - Haast

The LGRA Schedule 2 allows councils to rate based on the location of the land and the use to which the land is put. Each Council is able to define that use and rate based on that use. A property may be described under different rates as having different uses.

Council has determined the following rating use categories will be used for the differential categories for the general rate and each community rate:

Differential Category	Differential Description
<b>Residential</b>	<p>a) Land not identified as commercial, rural, rural residential or services (properties as defined by Schedule 1, LGRA that receive only charges for services. and either:</p> <ul style="list-style-type: none"> <li>- located in Kumara, Hokitika, Kaniere, Ross, Harihari, Whataroa, Franz Josef Resort, Franz Josef, Fox Glacier or Haast and has a District Plan zone of residential, residential mixed, coastal settlement, small settlement, tourist; or</li> <li>- land used for a residential purpose with a District Plan zone of rural and connected to a reticulated Council township water supply and less than 4ha; or</li> <li>- Land predominantly used for a residential purpose with an industrial/commercial or tourist District Plan zone;</li> <li>- Land located at Seaview that is not used for a commercial purpose.</li> </ul> <p>b) A residential purpose is land that is primarily used for the purposes of residential accommodation in a dwelling, apartment or institutional home, not more than 5 extra people are boarding with the residents, and no persons are employed or contracted other than for the purposes of caring for residents or boarders.</p>
<b>Rural Residential</b>	<p>a) Land not identified as commercial, rural or services and either:</p> <ul style="list-style-type: none"> <li>- located in Sanctuary Place, Arahura, Lake Kaniere, Woodstock, Rimu, Kokatahi, Ruatapu, Okarito, Bruce Bay, Okuru, Hannahs Clearing, Neils Beach and Jackson Bay and has a District Plan zone of coastal settlement, small settlement, tourist; or</li> <li>- land containing a dwelling with a District Plan zone of rural and less than 10ha.</li> </ul>
<b>Commercial</b>	<p>a) Any land used for a commercial purpose and any land in an industrial/commercial or tourist zone unless it is identified used for a residential, services or rural purpose.</p> <p>b) A commercial purpose is land that is used for the purposes of the sale of food, services and other commodities (excluding those identified as rural) and merchandise or the provision of services or professional advice.</p> <ul style="list-style-type: none"> <li>- For example this includes taverns, restaurants, utility networks, electricity generation activities, agricultural contractors, mineral processing (not extraction), timber milling (not felling), intensive farming or horticulture, manufacturing, tourism activities and accommodation.</li> <li>- Council will identify commercial purposes where advertising of the commercial activity is undertaken. Advertising includes: signage on or near the property, on vehicles, in print, radio, TV or other media, on websites or other electronic media or by direct mail. Commercial does not include any part of rural zoned land that meets the definition of rural purpose.</li> <li>- Commercial purposes does not include small hobbies, sale of personal items or the occasional provision of services from a home where only one person is involved in the activity and no other persons are employed or contracted and turnover is assessed as minimal and incidental to the household income.</li> </ul> <p>c) Any residential or rural zoned land used for commercial purposes. Where a rating unit has more than one use, a division of the rating unit will be undertaken.</p>
<b>Rural</b>	<p>a) Any land used primarily for rural purposes and any land in a rural zone unless it is identified used for a residential, services or commercial purpose.</p> <p>b) A rural purpose is land that is used for the purpose of agricultural, forestry and mining exploration and extraction activities. It includes mineral valuation assessments. An agricultural activity is land used for the primary purpose of producing livestock or vegetative matter and includes horticultural and pastoral farming. It does not include rural zoned land where 75% of the rating unit is covered and used for intensive farming or horticulture. These are considered commercial use for rating purposes.</p> <p>c) Residential, Commercial, Industrial and Tourism zoned land with an area of greater than 4ha used exclusively for rural purposes. Where a rating unit has more than one use, a division of the rating unit will be undertaken.</p>

Having determined the rating differential categories Council determines the differentiation factor for the different categories. The 2015/16 differential factors are:

Rate	Differential Category	Differential Factor	Rate	Differential Category	Differential Factor
<b>General rate</b>	Residential	1.00	<b>Kumara community rate</b>	Residential	1.00
	Rural Residential	0.75		Rural Residential	1.00
	Commercial	2.00		Commercial	1.00
	Rural	1.00		Rural	1.00
<b>Hokitika community rate</b>	Residential	1.00	<b>Whataroa community rate</b>	Residential	1.00
	Rural Residential	0.75		Rural Residential	1.00
	Commercial	2.00		Commercial	1.00
	Rural	0.75		Rural	1.00
<b>Ross community rate</b>	Residential	1.00	<b>Franz Josef Glacier community rate</b>	Residential	1.00
	Rural Residential	1.00		Rural Residential	0.75
	Commercial	1.00		Commercial	2.00
	Rural	1.00		Rural	0.75
<b>Harihari community rate</b>	Residential	1.00	<b>Fox Glacier community rate</b>	Residential	1.00
	Rural Residential	1.00		Rural Residential	0.75
	Commercial	1.00		Commercial	2.00
	Rural	1.00		Rural	0.75
<b>Haast community rate</b>	Residential	1.00	<b>Haast community rate</b>	Residential	1.00
	Rural Residential	1.00		Rural Residential	1.00
	Commercial	1.00		Commercial	1.00
	Rural	1.00		Rural	1.00

## **RATES BASED ON LOCATION**

Council has established a number of rates where location is one of the matters used to define a category of rateable land. Rating boundaries have been drawn with the intention of encompassing whole rating units. Should a boundary split a rating unit Council will rate the property based on the predominate use of the property.

The following areas have been determined:

- Community rating zones
- Hokitika Promotions rate area.

Maps showing these areas are contained in Appendix 1.

## **WATER AND SEWERAGE AVAILABILITY RATES**

Council charges water and sewerage rates to rating units that Council determines are able to be connected to the water or sewage systems.

## **DIVISIONS**

Council will undertake the division of rating units when a property has more than one use (as defined for differential rating). The legislation provides that it is Council's responsibility apportion the differential categories.

A division will create a new rating unit, with a letter being appended to the valuation number.eg. 2541096401C. The division will be calculated using one of the following methods:

- By Agreement.
  - Council and the land owner will assess the area of the rating unit used for each purpose and will apportion the rateable value according to that ratio. This agreement will be in writing signed by the owner(s) and Council, a copy held by both parties. The ratio will be reviewed and reapplied at each revaluation.
- By Council's Valuer.
  - Where Council and the owner cannot agree the value, Council will request a formal valuation of the parts from Council's rating valuer. The cost of the valuation undertaken by Council's valuer will be charged to the property owner.

## **PAYMENT METHODS<sup>1</sup> AND PLACES**

Rates will be invoiced quarterly on the following due dates of each year<sup>2</sup> or the first working day thereafter:

- 31 August
- 30 November
- 28 February
- 31 May

Monthly and fortnightly payment options will be available by arrangement with Council staff, to help customers avoid cash flow difficulties.

Rates may be paid by any of the following methods:

- Cash
- EFTPOS
- Automatic payment
- Cheque
- Internet Banking
- Credit Card
- Direct debit

Rates may be paid at Customer Service Centres:

- Westland District Council Headquarters, 36 Weld Street, Hokitika between the hours of 8.30am to 5.00pm Monday to Friday.

Any payments received for rates are applied to the oldest debt first.

## **MINIMUM ECONOMIC RATE**

Council will not collect the rates payable on a rating unit if the sum of those rates is so small as to be uneconomic to collect<sup>3</sup>. Council has determined that it is uneconomic to collect rates owing on any rating unit of less than \$10.00 (including GST) per annum.

## **POLICY FOR EARLY PAYMENT OF RATES IN THE CURRENT YEAR**

A discount of 2.5%, calculated on total assessed rates in the current year less adjustments and remissions, will apply when all due rates are paid in full (which includes current rates and any outstanding rates and penalties from prior years). The total amount must be paid by the due date for payment of the first instalment being 31 August of each year.

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<sup>1</sup> The methods of payments are required by s.45 LGRA to be listed in the Rates Assessment

<sup>2</sup> These dates are set each year in the rates resolution as required by s.24 LGRA

<sup>3</sup> S.54 LGRA

## **RATES PENALTIES**

Council must set its rates penalties as part of its rates resolution<sup>4</sup>.

Generally Council will resolve the following penalties:

1. A 10% penalty is added on the next business day to so much of any instalment not paid by due date.
2. A 10% penalty will be added to rates that remain unpaid from previous years. This will be added on 1 July of each year, or 5 working days after Council has passed the rates resolution (whichever is the later).
3. A further 10% penalty will be added to rates that remain unpaid from previous years. This will be added 6 months after the penalty made in 2 above.

Council notes that the penalties imposed under 2 and 3 above amount to the equivalent of 21% per annum as each subsequent penalty is on the full amount outstanding including previous penalties.

Any payments received for rates are applied to the oldest debt first.

## **PUBLIC AVAILABILITY OF INFORMATION**

Council will charge a fee for supplying any person with a copy of information from the rating information database.

The fee for this is shown in Council's Fees and Charges.

## **DISPUTES**

Objections to the Rating Information Database and rates records will follow the rules laid down by s.29 and s39 of the Local Government (Rating) Act 2002. Any dispute over the application of any of these rating policies that cannot be resolved through liaison with officers, must be made in writing to the Chief Executive. Should the Chief Executive be unable to reach agreement with the ratepayer the matter shall be decided by Council or any such committee or sub-committee it so delegates.

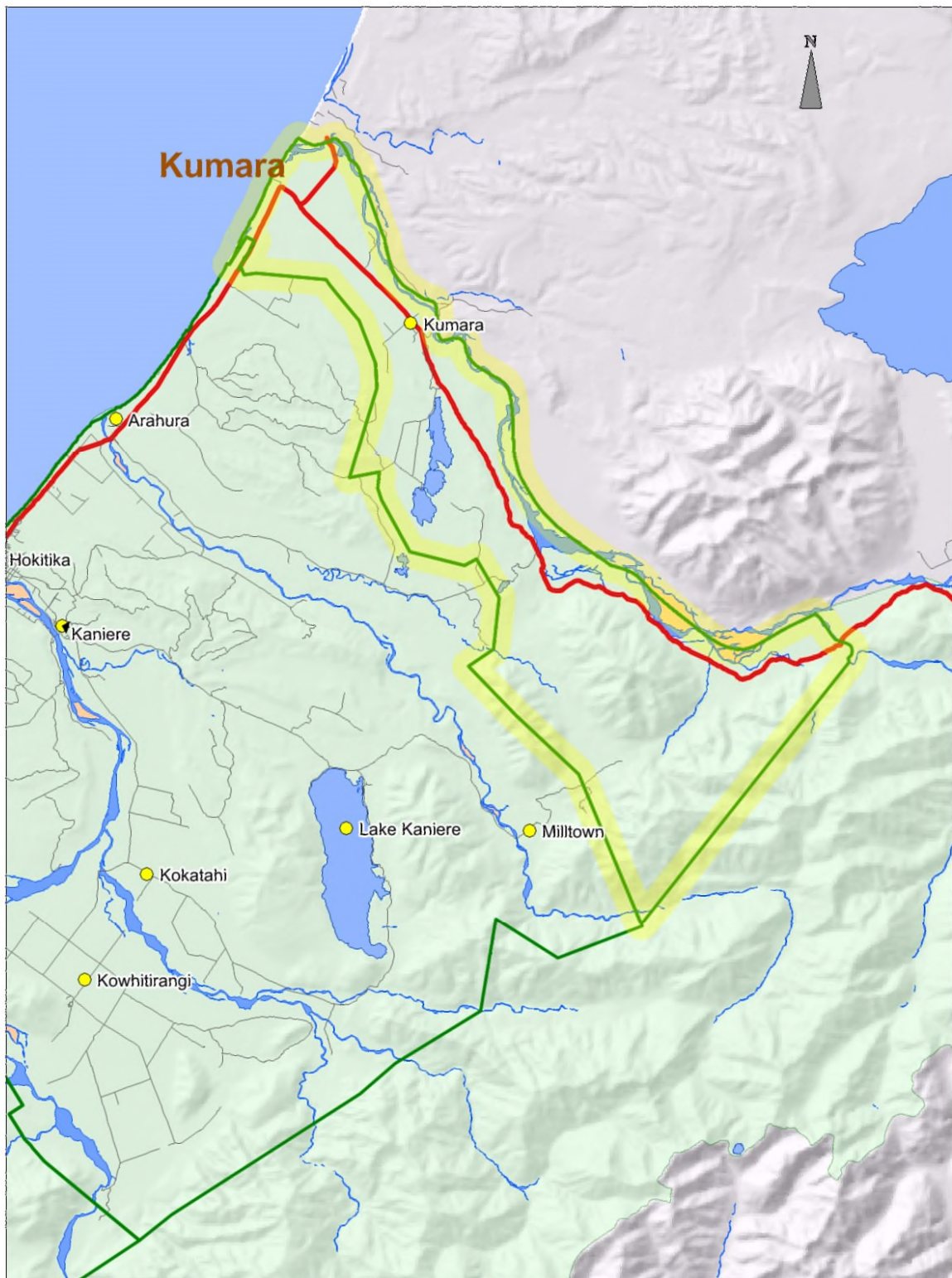
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<sup>4</sup> Penalties are set each year in the rates resolution as required by s.58 LGRA

## APPENDIX 1: RATING MAPS



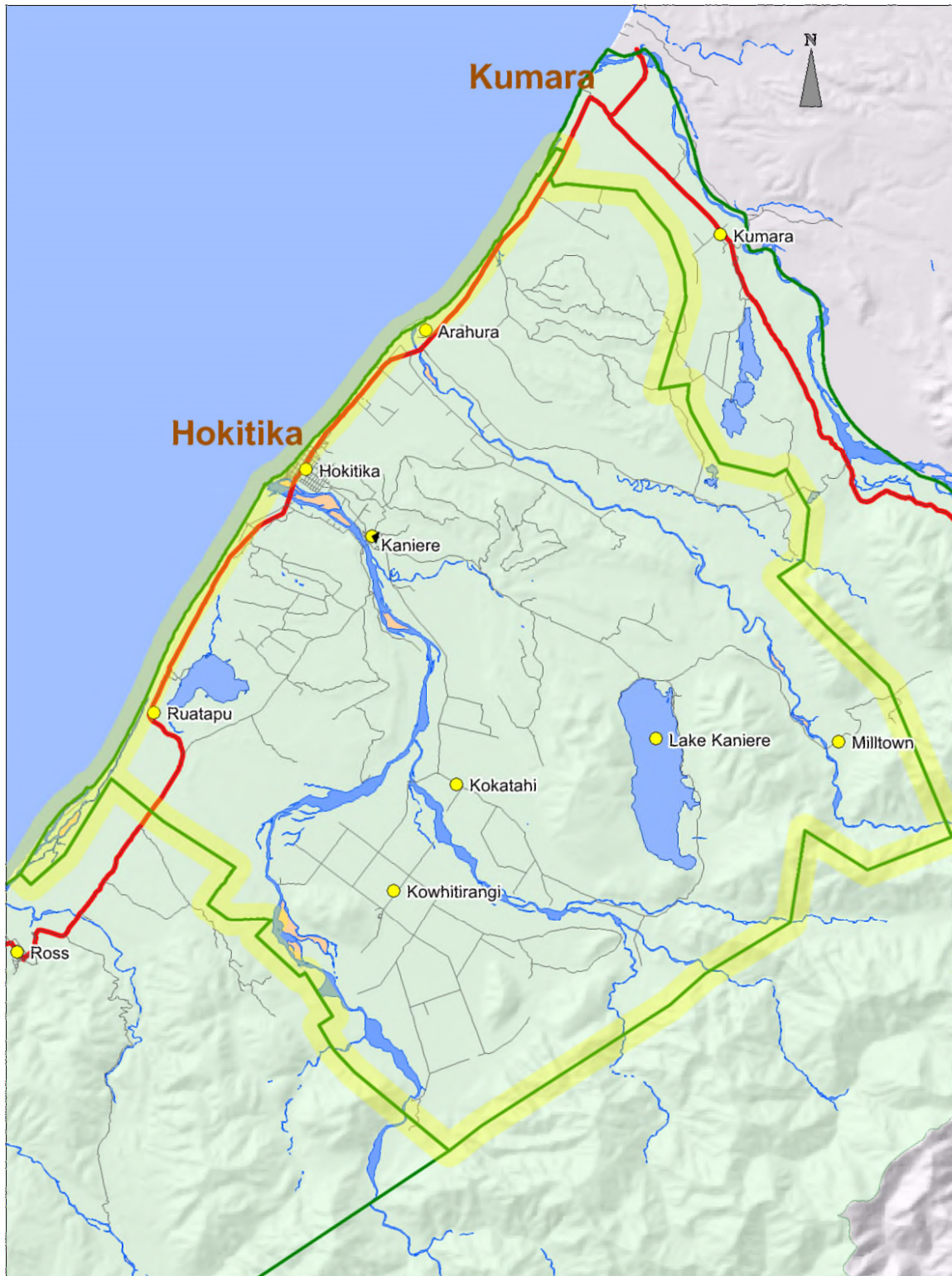




## Kumara Zone

*For Community Rating Purposes*

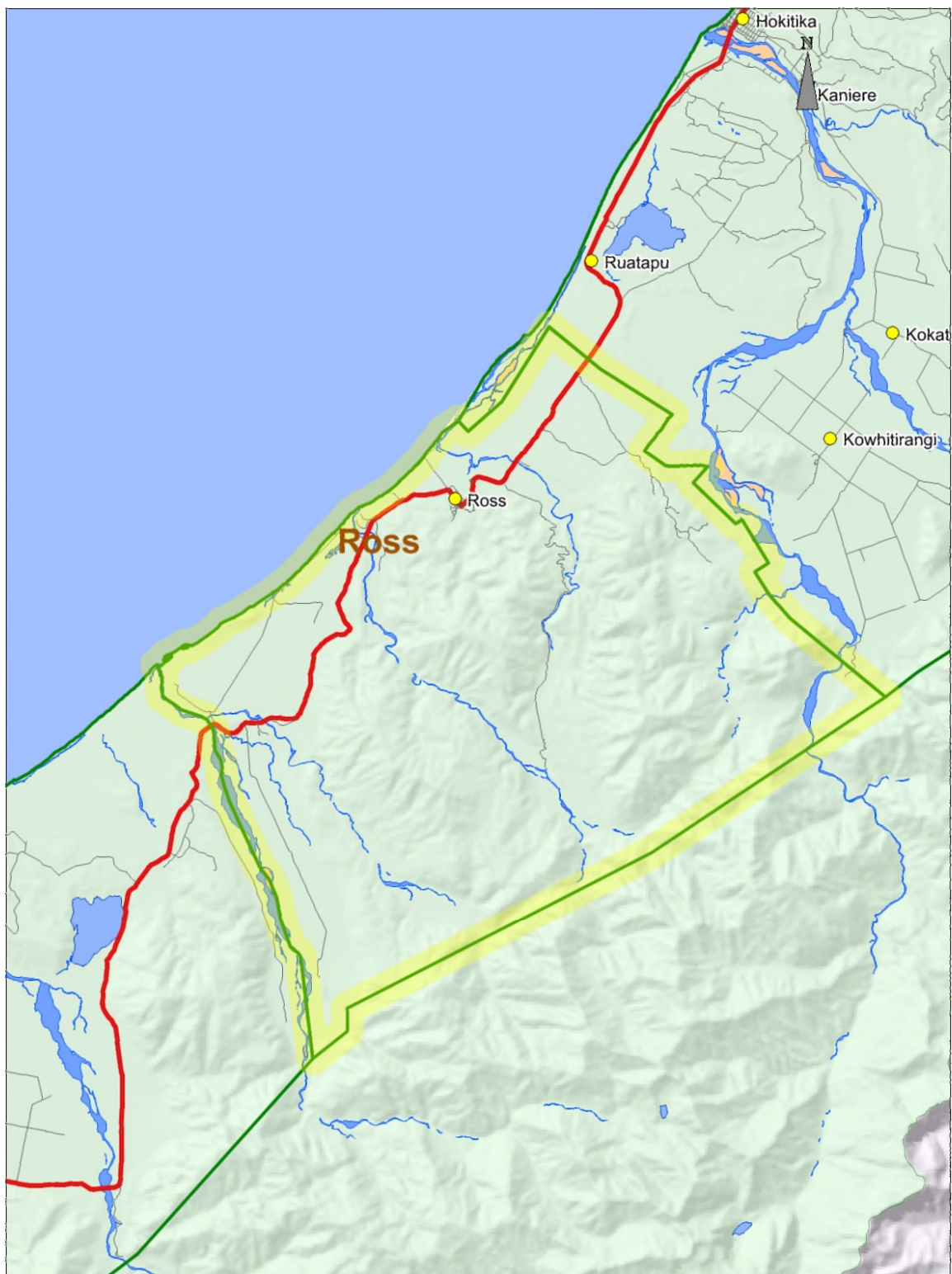




**Hokitika Zone**  
*For Community Rating Purposes*

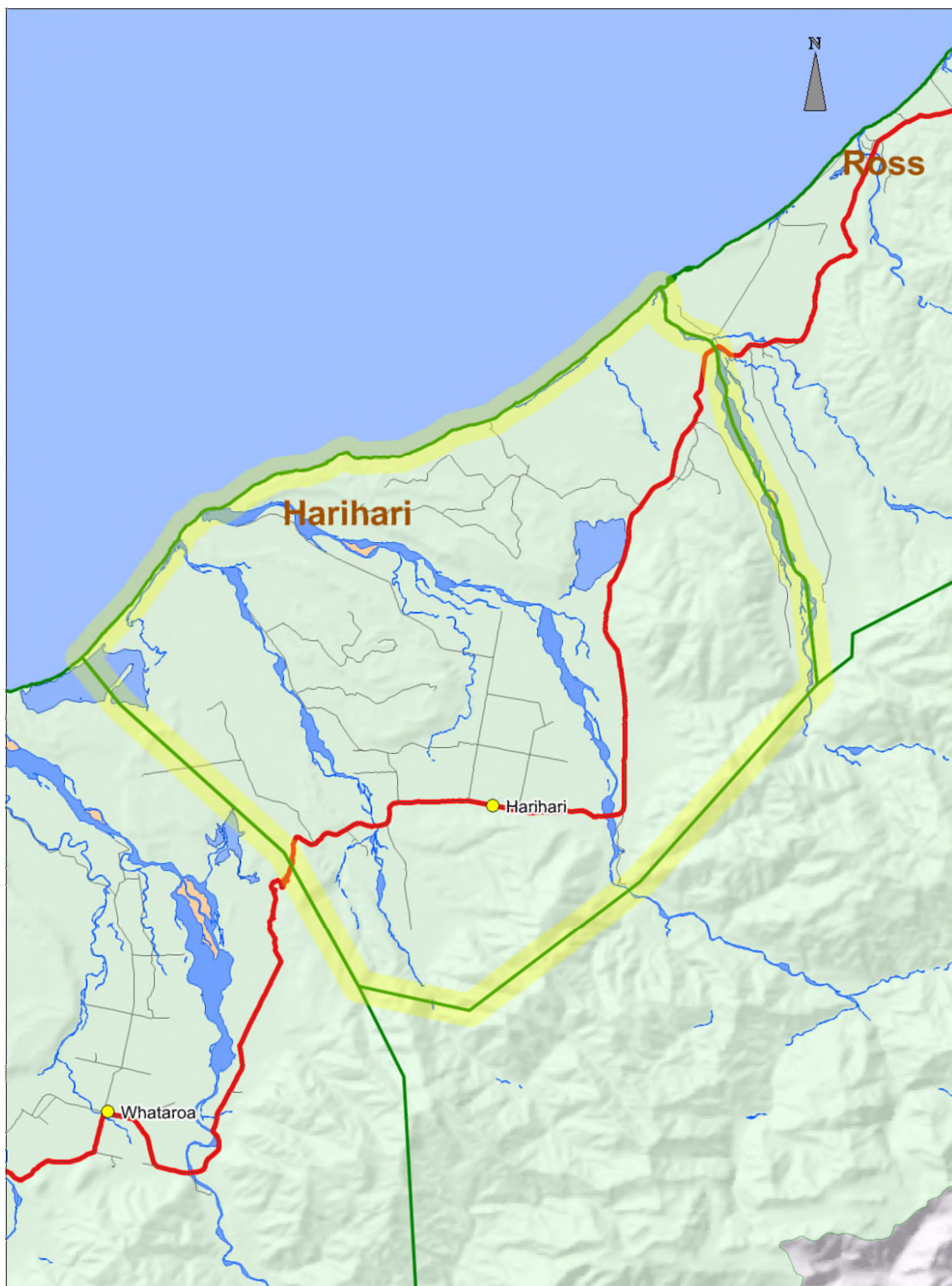






**Ross Zone**  
*For Community Rating Purposes*

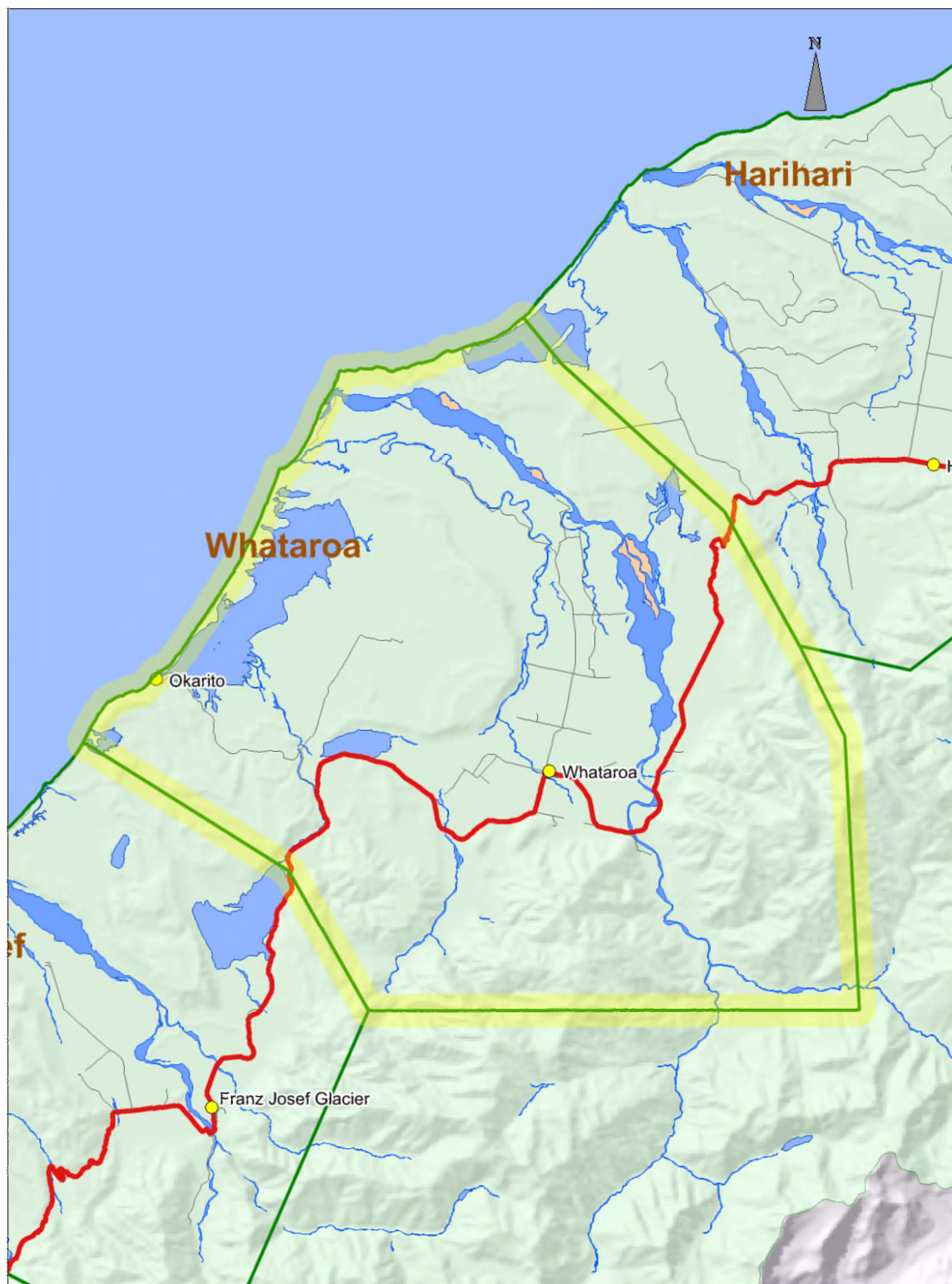




**Harihari Zone**  
*For Community Rating Purposes*



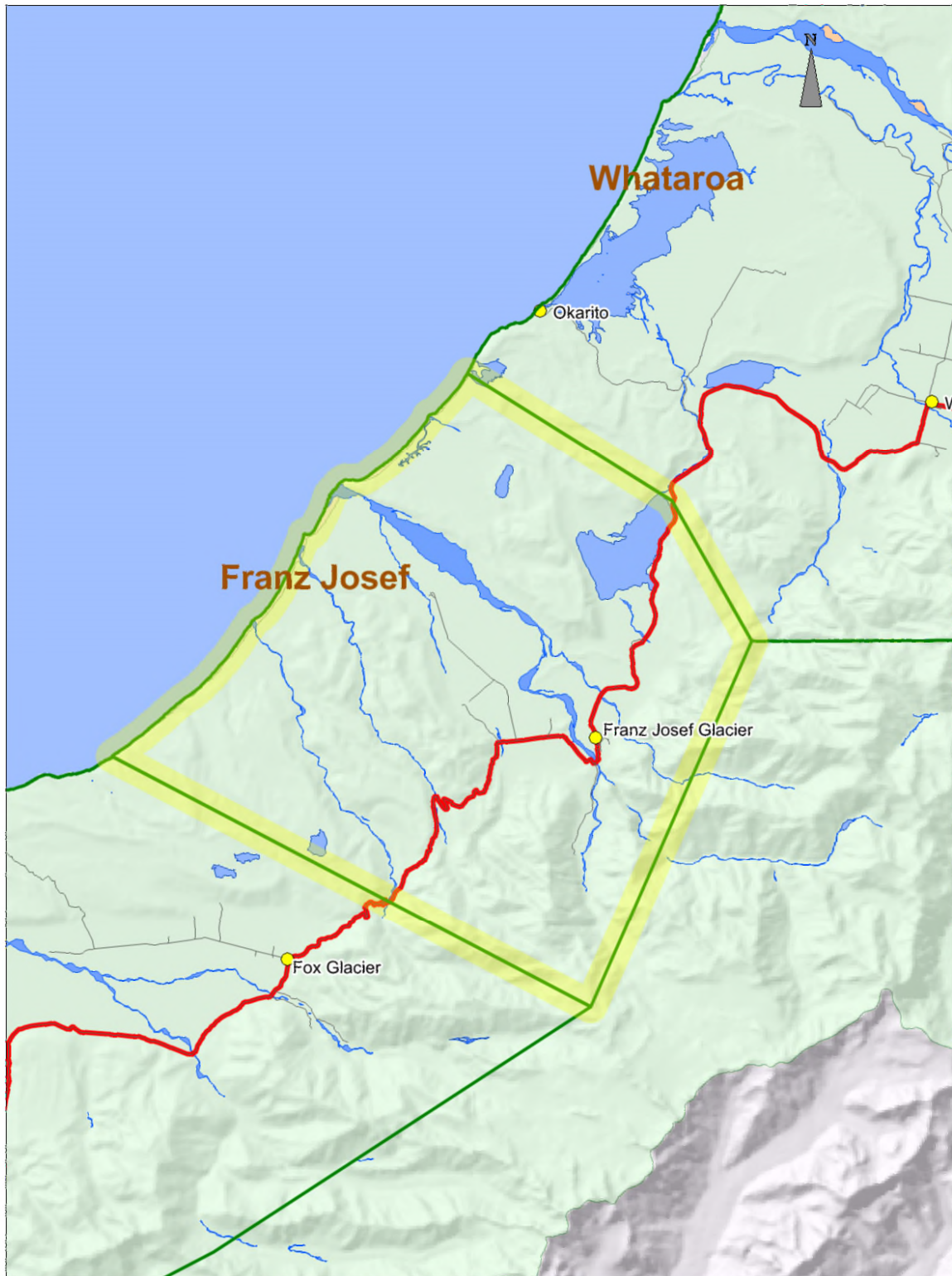




## Whataroa Zone

*For Community Rating Purposes*

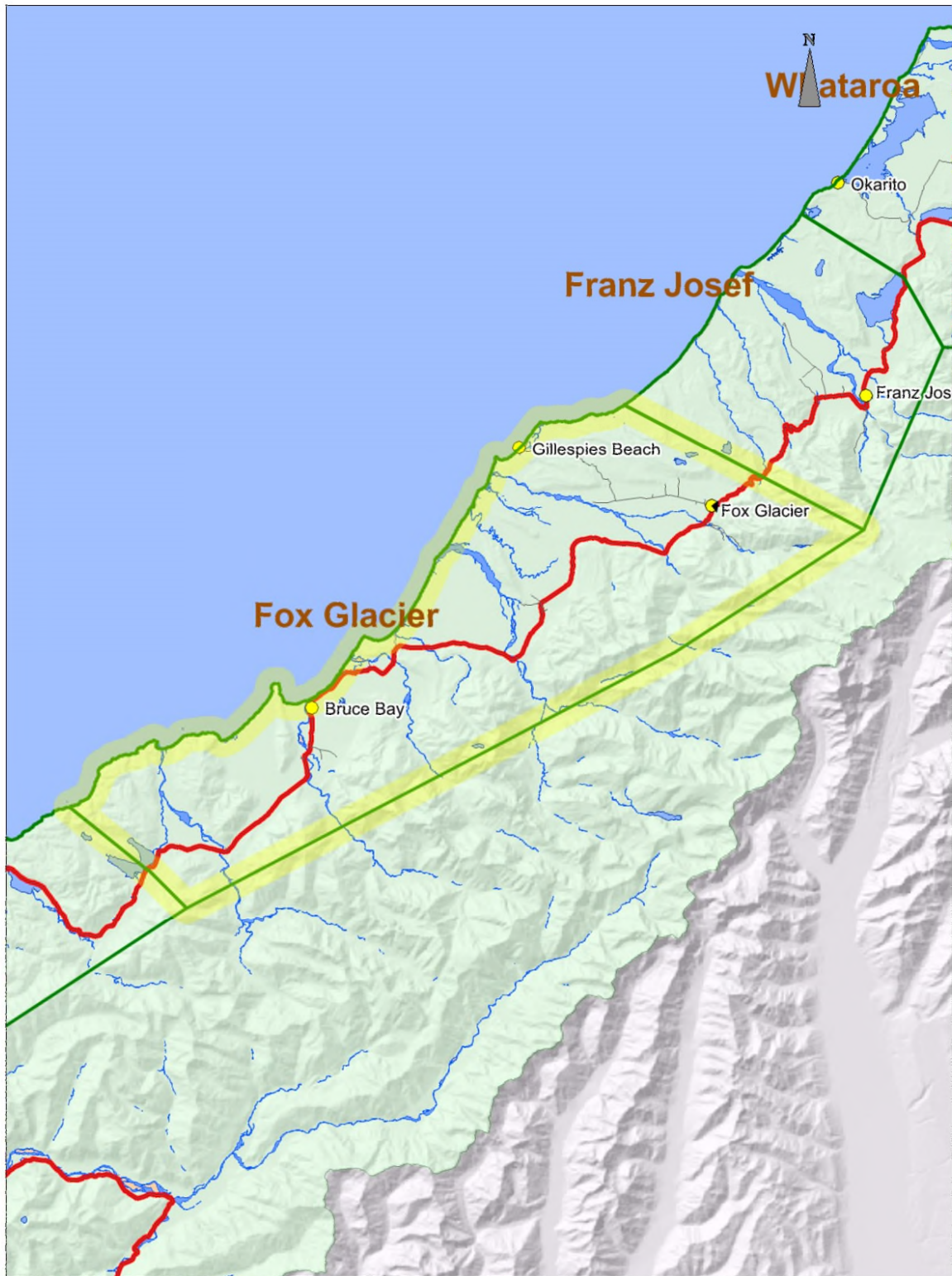




**Franz Josef Zone**  
*For Community Rating Purposes*



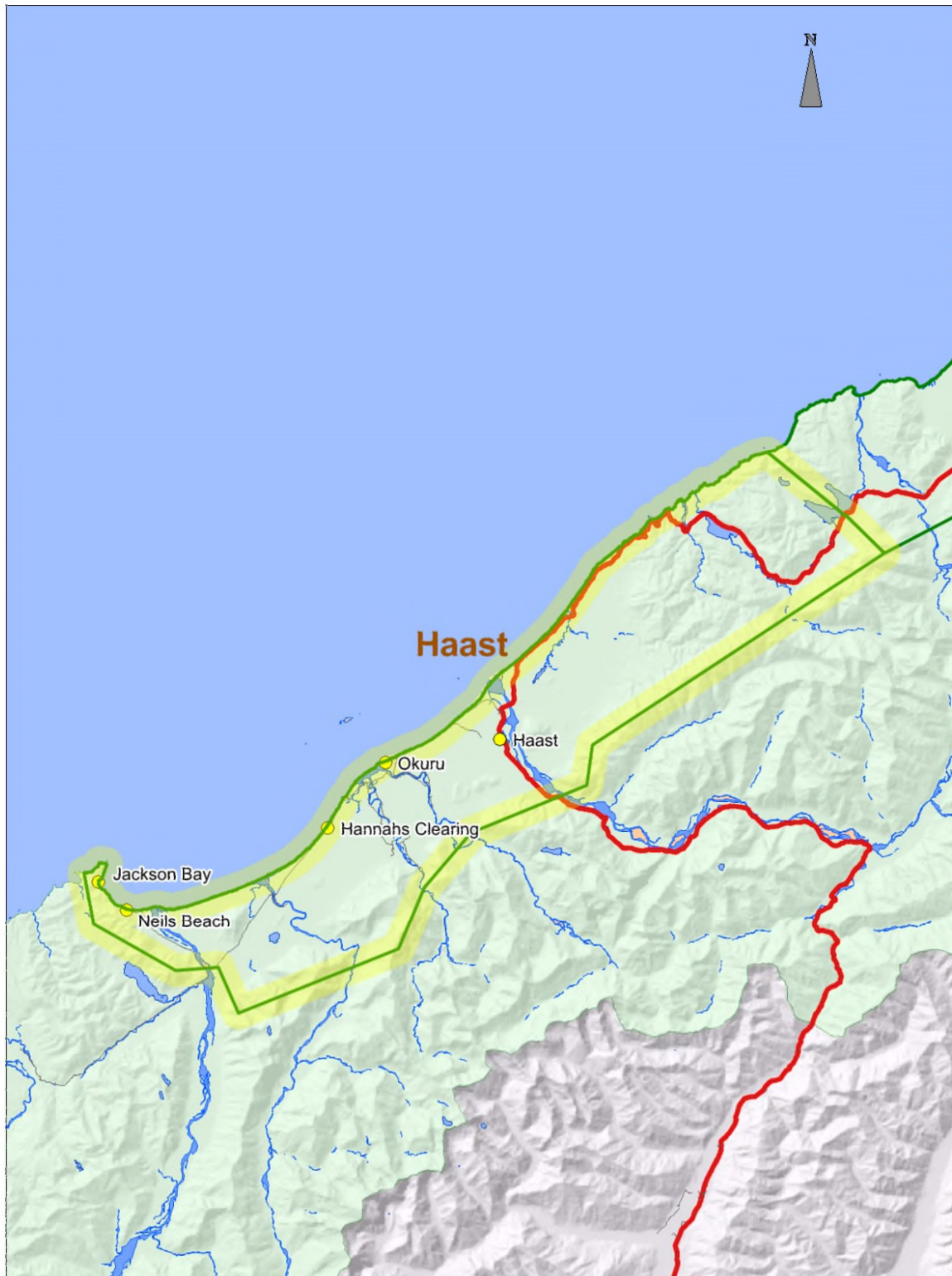




## Fox Glacier Zone

*For Community Rating Purposes*



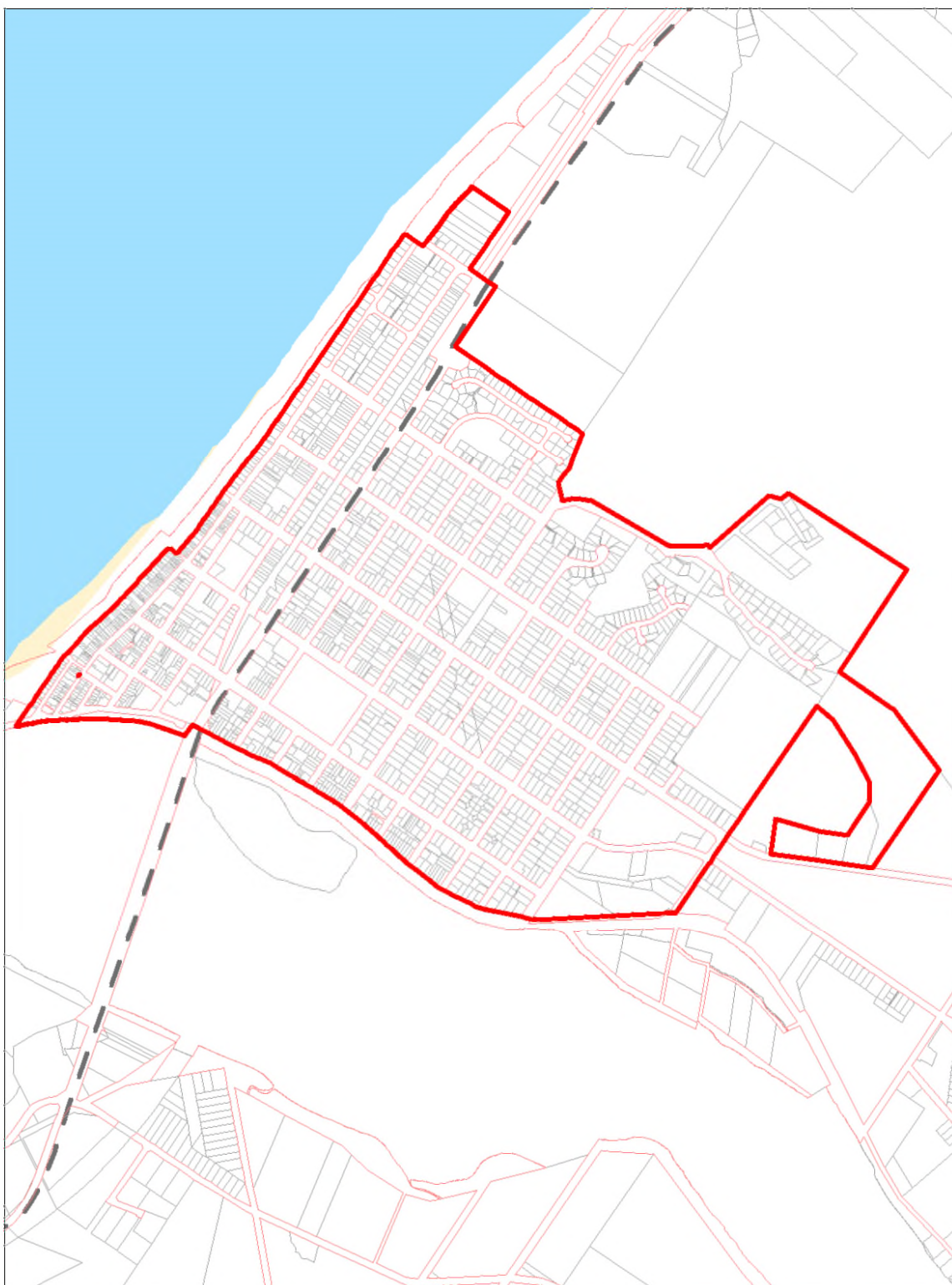


## Haast Zone

*For Community Rating Purposes*







## Hokitika Promotions Rate Zone



# Report



**DATE:** 23 June 2016

**TO:** Mayor and Councillors

**FROM:** Group Manager: Corporate Services

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## **ADOPTION OF DRAFT ANNUAL PLAN 2016/17, REVISED POLICY ON DOGS, AND FEES REGIME UNDER FOOD ACT 2014**

### **1 SUMMARY**

- 1.1 The purpose of this report is to propose the adoption of the
  - 1.1.1 updated Annual Plan for the financial year ending 30 June 2017,
  - 1.1.2 revised Policy on Dogs,
  - 1.1.3 confirmed Fees Regime under the Food Act 2014,

These are attached as **Appendices 1,2 & 3.**

- 1.2 This issue arises from the requirements of Section 95 of the Local Government Act 2002 (LGA).
- 1.3 Council seeks to meet its obligations under the Local Government Act 2002 and the achievement of the District Vision adopted by Council as part of the Long Term Plan 2015-25. These are stated on Page 2 of this agenda.
- 1.4 This report concludes by recommending that Council adopts the updated Annual Plan for the financial year ending 30 June 2017, the revised Policy on Dogs, and the Fees Regime under the Food Act 2014

### **2 BACKGROUND**

- 2.1 S95(1) LGA requires Council to adopt an annual plan for each financial year. Council adopted a Draft Annual Plan 2016/17 on 31 March 2016, along with a Proposed Amendment to its Policy on Dogs and a Proposal to set fees under the Food Act 2014.
- 2.2 Council undertook S95(2) Special Consultative Procedures for these documents from 4 April 2016 to 6 May 2016, via a combined consultation

programme and continued to engage with the community, following a comprehensive communication plan.

- 2.3 In addition to the Draft Annual Plan Council prepared and released a Consultation Document in accordance with S95(A), detailing the material differences between the Draft Annual Plan 2016/17 and the corresponding year 2 of the Long Term Plan 2015-25 (LTP).
- 2.4 Council also wrote to all registered dog owners regarding the proposed amendment to the Policy on Dogs.
- 2.5 Council received 122 written submissions to proposed changes contained in the Draft Annual Plan, compared to the LTP. In particular:
  - 2.5.1 54 concerning the upgrade to the Franz Josef Wastewater Treatment Plant; timing, scope and funding.
  - 2.5.2 28 concerning the Hokitika stormwater programme
  - 2.5.3 Community rates zones, roading projects and other local amenities and projects
- 2.6 Council received 29 written submissions to the proposals concerning Food Act 2014 fees and the Policy on Dogs, as follows:
  - 2.6.1 22 fundamentally supported making changes to the Policy on Dogs and/or dog registration fees, while 3 opposed the change to dog registration fees
  - 2.6.2 2 supported the proposed changes to the Food Act inspection/fee regime, 1 opposed the increase in fees, and 1 opposed the travel distance costs being passed on
- 2.7 Council received presentations from submitters in a public hearing on 25 May 2016. All submissions were read and considered and Council conducted deliberations and debated the matters raised in a public meeting on 9 June 2016.
- 2.8 At that meeting Council gave direction for revisions to be made to the Draft Annual Plan and Policy on Dogs. Revisions to the Policy on Dogs included amending the criteria for Selected Dog Owner status to remove the requirement for neutering / desexing of dogs, and to clarify that a portion of properties could be fully fenced. The definition of 'Working Dogs' was also amended to include all disability assist dogs, search and rescue dogs, and pest control dogs. No changes were required to the Food Act 2014 fees schedule; it was noted that travel distance costs are not passed on to food premises.

### 3 CURRENT SITUATION

- 3.1 The updated Annual Plan 2016/17 corresponds to year 2 of the LTP 2015-25 and is attached as **Appendix 1**. It is prepared in accordance with Part 2 of Schedule 10 of the LGA.
- 3.2 The purpose of an annual plan is to contain the proposed annual budget and funding impact statement for the year to which the annual plan relates [S95(5)(a)] and identify any variation from the financial statements and funding impact statement included in the local authority's long-term plan [LTP] in respect of the year [S95(5)(b)].
- 3.3 As such, the Annual Plan does not supersede, and should be read with reference to, the LTP
- 3.4 The Draft Annual Plan proposed an overall rates increase of 5.9% compared to 2015/16. Year 2 of the LTP shows a forecast increase of 6.8%. In response to direction from Council after public deliberations and debate, the updated Annual Plan proposes an overall rates increase of 4.8%.
- 3.5 Of this increase, 3.4% is a result of the penultimate year of the unwinding of the Austerity Depreciation Funding Policy, adopted in July 2013.
- 3.6 Although Council is not yet rating for the full depreciation charge, the budget contained in the updated Annual Plan 2016/17 contains sufficient revenue to cover its operating expenses and there is adequate debt capacity in committed loan facilities to accommodate net borrowing of \$1.6m to fund capital renewals. On this basis the updated Annual Plan 2016/17 contains a balanced budget.
- 3.7 Total capital expenditure in the Draft Annual Plan is \$6.8 million compared to \$8.1 million in the LTP, as a consequence of continuing engagement regarding the funding of the Franz Josef wastewater treatment plant.
- 3.8 Variations from the corresponding year 2 of the LTP are identified and explained on pages 6 to 8 of the updated Annual Plan.

### 4 OPTIONS

- 4.1 Option 1: Do nothing
- 4.2 Option 2: Instruct the Chief Executive to make further amendments to the Annual Plan.

- 4.3 Option 3: Adopt the updated Annual Plan, revised Policy on Dogs, and Food Act 2014 Fees Regime.

## **5 SIGNIFICANCE AND ENGAGEMENT**

- 5.1 In accordance with Council's policy on Significance and Engagement the adoption of an Annual Plan, a Policy on Dogs and a fees schedule is administrative and of low significance.
- 5.2 The amendments made to these documents have been made in response to community engagement.

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

- 6.1 Option 1:
- 6.1.1 The adoption of an annual plan is a statutory requirement, without which Council cannot strike Rates. Although Council may legally be able to revert to Year 2 of the LTP, it has communicated its responses to public consultation and thus created expectations in the community.
  - 6.1.2 The revised Policy on Dogs cannot be enacted without Council approval, and the existing policy will remain effective.
  - 6.1.3 Without resolution by Council, fees cannot be charged under the Food Act 2014.
- 6.2 Option 2: Council may wish to make editorial amendments. Any material changes could require further consultation, which would mean adoption would be delayed beyond the statutory timeframe. Council cannot strike Rates for a financial year until it has adopted an Annual Plan for that year. Any significant delay could seriously compromise and disrupt cash flows for both Council and ratepayers.
- 6.3 Option 3:
- 6.3.1 Adoption of the updated Annual Plan enables Council to fulfil its objectives and fund its activities as set out in year 2 of the LTP and as amended through public consultation. It also enables Council to strike the rates for 2016-17.
  - 6.3.2 The revised Policy on Dogs, reflecting the outcomes of community engagement, can become effective, enabling Council to continue improvements in this activity.
  - 6.3.3 Council will be able to charge fees under the Food Act 2014.

## **7 PREFERRED OPTION AND REASONS**

- 7.1 The preferred Option is 3: Adopt the updated Annual Plan, revised Policy on Dogs, and Food Act 2014 Fees Regime. In addition to meeting its statutory obligations this option enables Council to continue to demonstrate its commitment to its vision and the objectives contained in the LTP. The proposals contained in these documents demonstrate that Council is responding to community expectations while maintaining sound fiscal stewardship.

## **8 RECOMMENDATION**

- A) **THAT** Council adopts the updated Annual Plan 2016/17 attached as **Appendix 1**.
- B) **THAT** Council adopts the revised Policy on Dogs attached as **Appendix 2**.
- C) **THAT** Council adopts the Food Act 2014 fees regime attached as **Appendix 3**.
- D) **THAT** Council instructs the Chief Executive to publicly notify these documents in accordance with statutory provisions.

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

**Appendix 1:** Updated Annual Plan 2016/17  
**Appendix 2:** Revised Policy on Dogs  
**Appendix 3:** Food Act 2014 fees

# Our Way Forward: 2016/17

**WESTLAND**  
DISTRICT COUNCIL



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

It was adopted and released on 23 June 2015.

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





## COUNCIL'S VISION 2015+

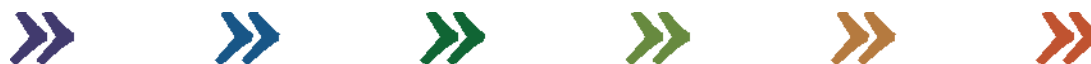
Westland District Council will facilitate the development of communities within its district through delivery of sound infrastructure, policy and regulation.

This will be achieved by:

Involving the community and stakeholders

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

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



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## Message from the Mayor and Chief Executive

*Welcome to Council's Annual Plan 2016/17.*

*This is Year 2 of implementing the 2015-25 Long Term Plan (LTP), which is our ten-year blueprint for the district.*

*In the main, we proposed a business-as-usual plan for this year with some projects we have carried forward and two new proposals that address infrastructure challenges we have with stormwater in Hokitika and wastewater in Franz Josef. We also chose to consult about changes to some of our policies, fees and charges. Your feedback endorsed most of what was proposed as well as giving us clear messages on where more work is required before final decisions can be made. We would like to thank all those who took the time to make submissions to the plan.*

*As a result of submissions Council has added some new projects and budgets to this year's work programme. These are detailed on pages 6 - 8 of this plan.*

*Our LTP signaled a 6.7% overall rates increase for 2016-17. We have ended up with 4.8%, with 3.4% of this attributed to the unwinding of the Austerity Depreciation Funding Policy, which was initiated in 2013, in order to contribute towards the consumption of community assets and their future renewal.*

*After the 2014-15 Annual Report, Audit NZ described Westland District Council as finally being on the path to sustainable financial management. We see this Annual Plan as further contributing to that goal.*



Mike Havill, Mayor



Tanya Winter, Chief Executive

## Changes, from the Long Term Plan, that will occur in 2016/17

### Hokitika stormwater system improvements

A new six-year stormwater improvement programme was put out to the public for feedback and was in the main endorsed. The exception being the Bealey Street part of the programme will be brought forward to Year 2016/17. In the initial proposal this was to take place in 2017/18.

For the later stages of implementing the stormwater systems improvement programme, Council has made a commitment to the Kaniere community and those other stakeholders in the stormwater catchment area, to further discuss options that will provide effective and affordable solutions.

Year 1 \$769,000	
<b>Tancred Street</b>	Provide two larger capacity pumps in the existing pump station, a new large capacity sump to enable more surface water to enter the pump station and direct the existing 450mm pipeline into the existing pump station. Increases the pump capacity at Tancred Street pump station. Increases the pipeline and overland flow (road surface drainage) downstream of Hamilton Street. The current overland flow path remains. Cost Estimate = \$140,000. Addresses downstream of Hamilton Street.
<b>Bealey Street</b>	Upgrade 190m of existing 450mm gravity main to a 900mm diameter pipe with new high capacity sump intakes at the low point in Weld Street. Upgrade both of the pumps in the existing pump station. Increases pump station and gravity main capacity. Cost Estimate = \$329,000.
<b>Rolleston Street</b>	Replace existing smaller diameter pipeline with a 900mm pipe over a distance of 250m and provide improved sumps to enable additional flow to enter pipe. Upgrade one pump in the existing pump. Increases pump station and gravity main capacity. Cost Estimate = \$300,000. Provides flow capacity to allow the pumps to effectively drain from the low point.

### Developing the Hokitika Waterfront

An additional \$100,000 from the reserves development fund will be used during 2016/17 to actively progress redevelopment works along the Hokitika waterfront area.

Council will not be undertaking work beyond the Tambo Shipwreck monument until it completes discussions with the West Coast Regional Council about whether any further coastal protection works will occur in that area.

## **Roading and sealing projects**

Council has added these projects to its programme for 2016/17:

- Seal the Ross Community Hall carpark
- Widen 5 kilometres of Whitcombe Valley Road and seal the widened areas. Extend the seal for the remainder length of the road.

Council will be consulting with Keogan's Road residents about identifying alternative funding options for making improvements to the road.

## **Heritage signage**

Council will be working with the Reserves and Environs Committee to renew the Hokitika Heritage Trail signs.

## **Work within townships**

Funding for the Marks Road reserve improvements will be carried forward from 2015/16 to 2016/17, so that this work can be carried out.

Council will be installing new rubbish bins in Kumara. It has also increased the grant for toilet cleaning and maintenance.

Council has increased the Harihari grant for toilet cleaning and maintenance.

We will be reviewing the Franz Josef cleaning contract and level of service along with exploring alternatives.

We have made the commitment to consult with the Bruce Bay/Fox Glacier and Okarito/Whataroa communities in the District about the proportions of the community rate that is collected being spent in each community rate catchment. Council will encourage all community groups to establish written agreements themselves about the distribution /share of the funding across their catchments.

## **Alternative ways of collecting some of our existing fees and charges**

Council has amended its Food Act inspection regime and Dog Policy.

New fees and charges are included in this Annual Plan for:

- The Food Act inspection regime
- Hawkers/mobile shops licenses
- Dog registration
- Stock control

In addition the other minor changes to the fees and charges that were highlighted in the draft document have been adopted.

### **Property Company**

Council will be paying Westland District Property Ltd a yearly fee in recognition of the public benefit element of the company's management of community assets.

### **The new Franz Josef wastewater treatment plant**

Council has made allowance in the draft Annual Plan 2016/17 to continue the design and planning proposals for the solution on wastewater treatment in Franz Josef.

However, based on the community feedback Council agrees that the capital works will not progress until it has established the most appropriate funding mechanism.

## Council's capital expenditure for 2016/17

<b>Projects 2016-17</b>	<b>LTP Year 2</b>	<b>Annual plan 2016-17</b>
<b>Leadership</b>		
Corporate Services - Replacement Councillors tablets	10,000	10,000
Information Management - Shelving	10,000	10,000
Information Management - DMS	200,000	200,000
IT Equipment renewals	30,000	30,000
Council HQ - Roof over skylights	-	20,000
CE - Replace marketing assets	-	20,000
Council website	-	35,000
<b>Total Leadership</b>	<b>250,000</b>	<b>325,000</b>
<b>Transportation</b>		
Unsealed Road Metalling	278,000	278,000
Sealed Road Resurfacing	875,500	875,500
Maintenance - Drainage Renewals	154,500	154,500
Structures Component Replace	206,000	206,000
Traffic Services Renewals	123,500	123,500
Sealed Road Resurfacing	154,500	154,500
Drainage Renewal	26,000	26,000
Structures Component Replace	51,500	51,500
Traffic services renewals	10,500	10,500
Minor Improvements	184,500	184,500
Minor Improvements	28,000	28,000
Sealed Road Pavement Rehabilitation	300,000	300,000
Associated Improvements	1,000,000	1,000,000
Whitcome valley road widening, seal and extention	-	500,000
Ross car park seal	-	35,000
New footpaths	25,000	25,000
Footpath upgrades	47,000	47,000
<b>Total Transportation</b>	<b>3,464,500</b>	<b>3,999,500</b>
<b>Water Supply</b>		
Kumara - Water treatment plant	420,000	420,000
Kumara - Water treatment plant - seismic valves	30,000	30,000
Hokitika - Pumps Replacement	50,000	50,000
Whataroa - Water treatment plant	220,000	220,000
Whataroa - Seismic valves	20,000	20,000
<b>Total Water Supply</b>	<b>740,000</b>	<b>740,000</b>

<b><u>Wastewater</u></b>		
Hokitika - Mains upgrade	150,000	150,000
Franz Josef - New WWTP	2,500,000	200,000
Fox Glacier - WWTP upgrade	100,000	100,000
Haast - Mains upgrade	20,000	20,000
Haast - De-sludge oxidation ponds	150,000	150,000
<b>Total Wastewater</b>	<b>2,920,000</b>	<b>620,000</b>
<b><u>Stormwater</u></b>		
Hokitika - Tancred, Bealey and Rolleston street upgrades	-	769,000
Hokitika - Mains upgrade	50,000	-
Hokitika - Extension Jollie St	236,000	-
<b>Total Stormwater</b>	<b>286,000</b>	<b>769,000</b>
<b><u>Leisure Services &amp; Facilities - Parks &amp; Reserves</u></b>		
Reserves - Cass Square - Repairs to Statues	5,000	5,000
Reserves - Cass Square - Grandstand	30,000	30,000
Reserves - Cass Square - Playground equipment upgrade	25,000	25,000
Reserves - Marks Road Reserve	-	10,000
Reserves - Hokitika Waterfront Development	-	100,000
Reserves - Hokitika Heritage trail signs	-	3,500
<b>Total Leisure Services &amp; Facilities - Parks &amp; Reserves</b>	<b>60,000</b>	<b>173,500</b>
<b><u>Leisure Services &amp; Facilities - Other</u></b>		
Cemetery - Hokitika upgrade & expansion	10,000	10,000
Cemetery - Hokitika improvements	25,000	25,000
Land & Buildings - carparking	15,000	15,000
Elderly Housing - Roof repairs	40,000	40,000
Library - Kotui System Installation	70,000	70,000
Library - Audio/Visual Resource	4,000	4,000
Library - Free Adult Books	13,000	13,000
Library - Adult Non Fiction	17,500	17,500
Library - Junior Publications	11,500	11,500
Library - Large Print Books	6,000	6,000
<b>Total Leisure Services &amp; Facilities - Other</b>	<b>212,000</b>	<b>212,000</b>
<b>Total Capital Expenditure</b>	<b>7,932,500</b>	<b>6,839,000</b>



## Forecast financial statements

Prospective statement of comprehensive revenue and expense  
for the year ended 30 June 2017

Prospective changes of net assets/equity  
for the year ended 30 June 2017

Prospective statement of financial position  
as at 30 June 2017

Prospective statements of cashflows  
as at 30 June 2017

Prospective reconciliation of net surplus to operating activities  
for the year ended 30 June 2017

Prospective statement of comprehensive revenue and expense, for the year ended 30 June 2017

			LTP 30 June 2016 \$	LTP 30 June 2017 \$	Annual Plan 30 June 2017 \$
<b><u>Operating Revenue</u></b>					
Rates			13,873,643	14,821,661	14,534,508
Rates penalties	1		160,000	164,000	186,572
Finance revenue	2		547,000	560,675	599,425
Fees and charges	3		2,000,348	2,058,673	1,909,648
External recoveries			91,445	118,312	105,811
Commissions			78,600	80,488	78,350
NZTA subsidy			3,017,625	3,903,876	3,903,876
Petrol tax			120,000	121,680	120,000
Grants and subsidies			43,000	1,069,038	33,500
Rentals			119,440	124,696	113,788
Contributions			-	-	-
Forestry harvest			-	-	-
Assets vested in council			-	-	-
Profit on sale of assets			-	-	-
Share revaluation			-	-	-
Revaluation gains	4		-	-	137,788
Miscellaneous revenue			42,900	43,959	101,000
Internal charges					
<b>Total operating revenue</b>			20,094,001	23,067,058	21,824,266
<b><u>Operating Expenditure</u></b>					
Leadership			1,352,698	1,251,791	1,277,114
Transportation	5		5,931,450	6,059,349	5,737,711
Water Supply			3,189,034	3,346,289	3,205,596
Wastewater			1,035,660	1,132,289	1,053,339
Stormwater	6		483,507	503,576	400,555
Solid Waste	7		2,349,692	2,422,121	2,242,782
Community Services			991,400	988,961	1,022,316
Leisure Services & Facilities	8		3,122,816	3,186,505	3,384,366
Planning & Regulatory	9		1,978,136	2,019,641	2,158,896
Bad debts			-	-	-
Loss on sale of assets			-	-	-
Revaluation losses			-	-	-
<b>Total operating expenditure</b>			20,434,392	20,910,522	20,482,675
<b>Surplus/(deficit) before tax</b>			(340,391)	2,156,536	1,341,591
Taxation expense			-	-	-
<b>Surplus/(deficit) after tax</b>			(340,391)	2,156,536	1,341,591
<b>Note:</b> Total expenditure includes -					
Depreciation			5,468,077	5,582,778	5,276,787
Finance expenditure			882,473	851,836	669,536

## Notes to the prospective statement of comprehensive revenue and expense, for the year ended 30 June 2017:

These notes explain differences between the Long Term Plan and the Annual Plan 2016/17

- 1 This has increased in line with rates increases from previous years
- 2 Improved cash flow management and retention of higher yield bonds
- 3 Reduced i-SITE revenue due to online bookings, and changes to fee structure for inspection & compliance
- 4 Gain on interest rate swaps
- 5 Depreciation savings due to improved condition and lifecycle information on Council assets
- 6 Depreciation savings due to improved condition and lifecycle information on Council assets
- 7 Reduced aftercare requirements on capped landfills and savings on management contracts
- 8 Increased cost of repairs & maintenance contracts for Parks & Reserves, Library system upgrade one-off fee brought forward, additional hours in the Museum
- 9 Additional building inspection officer, cost of radio licenses for Emergency Management

### Prospective statement of comprehensive revenue and expense, for the year ended 30 June 2017

	LTP 30 June 2016 \$	LTP 30 June 2017 \$	Annual Plan 30 June 2017 \$
<b>Surplus/(deficit) after tax</b>	(340,391)	2,156,536	1,341,591
Increase/(decrease) in restricted reserves	-	-	-
Increase/(decrease) in revaluation reserves	3,730,371	-	4,135,613
Financial assets at fair value through other comprehensive revenue	-	-	-
<b>Total other comprehensive revenue</b>	3,730,371	-	4,135,613
<b>Total comprehensive revenue</b>	3,389,980	2,156,536	5,477,204

Prospective changes of net assets/equity,  
for the year ended 30 June 2017

			LTP	LTP	Annual Plan
			30 June 2016	30 June 2017	30 June 2017
			\$	\$	\$
<b>Equity at start of year</b>			377,945,141	381,335,121	402,209,543
Total comprehensive revenue			3,389,980	2,156,536	5,477,204
<b>Equity at end of year</b>			381,335,121	383,491,657	407,686,747
<b>Components of equity</b>					
Retained earnings at start of year			153,594,646	152,759,395	154,256,570
Surplus/(deficit) after tax			(340,391)	2,156,536	1,341,591
Transfers (to)/from restricted/council created reserves			(494,860)	(1,806,266)	(1,553,952)
Retained earnings at end of year			152,759,395	153,109,665	154,044,209
Revaluation reserves at start of year			221,111,495	224,841,866	243,460,930
Revaluation gains			3,730,371	-	4,135,613
Revaluation reserves at end of year			224,841,866	224,841,866	247,596,543
Restricted/council created reserves at start of year			3,239,000	3,733,860	4,492,043
Transfers (to)/from reserves			494,860	1,806,266	1,553,952
Financial asset revaluation gains			-	-	
Restricted/council created reserves at end of year			3,733,860	5,540,126	6,045,995
<b>Equity at end of year</b>			381,335,121	383,491,657	407,686,747

Prospective statement of financial position,  
as at 30 June 2017

			LTP 30 June 2016 \$	LTP 30 June 2017 \$	Annual Plan 30 June 2017 \$
<b>ASSETS</b>					
<b>Current assets</b>					
Cash and cash equivalents			2,582,046	2,580,678	4,301,114
Debtors and other receivables			2,238,072	2,542,874	2,446,925
Inventory			-	-	
Investments			-	-	
Non-current assets held for sale			-	-	
<b>Total current assets</b>			4,820,118	5,123,552	6,748,039
<b>Non-current assets</b>					
Property, plant and equipment			389,064,789	389,025,044	414,450,042
Forestry assets			2,000	2,000	2,000
Investment property			-	-	
Derivative financial instruments			160,000	160,000	
Other financial assets			57,000	57,000	39,000
Council controlled organisations			8,695,000	8,695,000	8,695,000
Intangible assets			46,000	46,000	71,000
Investments			1,320,000	1,320,000	1,092,023
<b>Total non-current assets</b>			399,344,789	399,305,044	424,349,065
<b>Total assets</b>			404,164,907	404,428,596	431,097,104
<b>LIABILITIES</b>					
<b>Current liabilities</b>					
Creditors and other payables			2,270,712	2,336,083	2,318,280
Borrowings			1,712,330	1,799,538	3,750,000
Employee entitlements			236,000	240,484	296,000
Provisions			-	-	
Tax payable			3,000	3,075	3,000
Other current liabilities			193,000	197,825	193,000
<b>Total current liabilities</b>			4,415,042	4,577,005	6,560,280
<b>Non-current liabilities</b>					
Provisions			1,666,000	1,666,000	1,644,000
Borrowings			16,471,744	14,415,946	14,986,865
Employee entitlements			52,000	52,988	29,000
Derivative financial instruments			135,000	135,000	160,212
Deferred tax			90,000	90,000	30,000
Other non-current liabilities			-	-	-
<b>Total non-current liabilities</b>			18,414,744	16,359,934	16,850,077
<b>Equity</b>					
Public equity			152,759,395	153,109,665	154,044,209
Restricted reserves			3,733,860	5,540,126	6,045,995
Asset revaluation reserves			224,841,866	224,841,866	247,596,543
Other reserves			-	-	-
<b>Total equity</b>			381,335,121	383,491,657	407,686,747
<b>Total liabilities and equity</b>			404,164,907	404,428,596	431,097,104

Prospective statement of cashflows,  
for the year ended 30 June 2017

			LTP 30 June 2016 \$	LTP 30 June 2017 \$	Annual Plan 30 June 2017 \$
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>					
<b>Cash was received from:</b>					
Receipts from rates revenue			14,033,643	14,985,661	14,721,080
Grants, subsidies and donations			3,060,625	4,972,914	3,937,376
Petrol tax			120,000	121,680	120,000
Receipts from other revenue			5,793,551	5,572,814	6,008,341
Regional council rates			-	-	-
Finance revenue			547,000	560,675	599,425
			23,554,819	26,213,743	25,386,222
<b>Cash was applied to:</b>					
Payments to suppliers & employees			17,121,020	17,851,652	17,995,742
Regional council rates			-	-	-
Finance expenditure			882,473	851,836	669,536
			18,003,493	18,703,488	18,665,278
<b>Net cash flow from operating activities</b>			<b>5,551,326</b>	<b>7,510,256</b>	<b>6,720,944</b>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>					
<b>Cash was received from:</b>					
Sale of property, plant & equipment			-	-	-
Term investments, shares and advances			-	-	-
Forestry investment			-	-	-
			-	-	-
<b>Cash was applied to:</b>					
Purchase of property, plant and equipment			4,104,000	5,543,033	6,839,000
Term investments, shares and advances			-	-	-
Forestry capital expenditure			-	-	-
			4,104,000	5,543,033	6,839,000
<b>Net cash flow from investing activities</b>			<b>(4,104,000)</b>	<b>(5,543,033)</b>	<b>(6,839,000)</b>
<b>CASH FLOWS FROM FINANCING ACTIVITIES</b>					
<b>Cash was received from:</b>					
Proceeds from borrowings			801,000	3,743,740	3,224,000
			801,000	3,743,740	3,224,000
<b>Cash was applied to:</b>					
Repayment of borrowings			2,472,280	5,712,330	1,610,830
			2,472,280	5,712,330	1,610,830
<b>Net cash flow from financing activities</b>			<b>(1,671,280)</b>	<b>(1,968,590)</b>	<b>1,613,170</b>
Net increase/(decrease) in cash held			(223,954)	(1,367)	1,495,114
Add cash at start of year (1 July)			2,806,000	2,582,046	2,806,000
<b>Balance at end of year (30 June)</b>			<b>2,582,046</b>	<b>2,580,679</b>	<b>4,301,114</b>
<b>REPRESENTED BY:</b>					
Cash, cash equivalents and bank overdrafts			2,582,046	2,580,679	4,301,114
			2,582,046	2,580,679	4,301,114

Prospective reconciliation of net surplus to operating activities, for the year ended 30 June 2017

	LTP 30 June 2016 \$	LTP 30 June 2017 \$	Annual Plan 30 June 2017 \$
Surplus/deficit after tax	(340,391)	2,156,536	1,341,591
<b>Add/(Less) non cash expenses</b>			
Revaluation (gains)/losses	-	-	(137,788)
Depreciation & amortisation	5,468,077	5,582,778	5,276,787
Increase/(decrease) provisions			(22,000)
Bad debts	-	-	-
Assets vesting in council	-	-	-
	5,468,077	5,582,778	5,116,999
<b>Add/(Less) items classified as investing or financing activities</b>			
(Gains)/losses on sale of property, plant and equipment	-	-	-
(Gains)/losses in fair value of forestry assets	-	-	-
(Gains)/losses in fair value of investment properties	-	-	-
	-	-	-
<b>Plus/(less) movements in working capital</b>			
(Increase)/decrease in inventories	-	-	
(Increase)/decrease in debtors and other receivables	214,928	(298,914)	6,074
Increase/(decrease) in creditors and other payables	208,712	65,371	256,280
Increase/(decrease) in employee entitlements	-	4,484	-
Increase/(decrease) in provisions	-	-	-
	423,640	(229,058)	262,354
<b>Net cashflow from operating activities</b>	<b>5,551,326</b>	<b>7,510,256</b>	<b>6,720,944</b>

## Projected Rating Base Information as at 30 June 2016

Number of rating units:	6,642
Rateable land value:	\$1,360,216,900
Rateable capital value:	\$2,391,538,700



## Prospective Comprehensive Funding Impact Statement for the year ended 30 June 2017

The Funding Impact Statement contains the following information:

- ⇒ Rates Information for 2016/17. This section describes the types of rates that Council utilises, the factors and differentials, bases of calculation, and the activities to which the funds are applied. Rates are set in accordance with Council's Revenue and Financing Policy.
- ⇒ Rates Calculations, as determined by Council's Rating Policy. The amount for each rate is calculated per unit and in total.
- ⇒ Rates Samples for 2016/17. Indicative Rates for a sample of rating units compared to 2015/16.
- ⇒ The Whole of Council Statement for 2015-25. This schedule identifies and quantifies all of Council's expected sources of revenue and how these are to be applied.

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

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

## Rating Information for 2016/17

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

General Rates:

- General Rate
- Uniform Annual Charge

Targeted Rates:

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

Details of the activities these rates fund and the rating categories liable for the rates are listed below. This is followed by a table which shows how the rates are calculated and total revenue sought for each rate.

### General Rates

General Rate	<p>A general rate is set and assessed on the capital value of all rateable land in the district.</p> <p>The general rate is set differentially based on the location of the land and use to which the land is put.</p> <p>The differential categories are: Residential, Rural Residential, Commercial and Rural. The definitions of each category and differential factors are in the <i>Rating Policy</i>.</p>
Uniform Annual General Charge	<p>A uniform annual general charge is set and assessed on all rateable land in the district as a fixed amount per rating unit.</p> <p>The general rate and uniform annual general charge fund part of the following activities: democracy, corporate services, inspections and compliance, resource management, emergency management, animal control, community development and assistance, library, museum, public toilets, land and buildings, cemeteries, transportation and solid waste.</p>

### Targeted Rates

Kumara Community Rate	<p>The Kumara community rate is set and assessed as a fixed amount per rating unit, on all rateable land in the Kumara community rate zone (as mapped in the <i>Rating Policy</i>). Within that area the rate is set differentially based on the location of the land and the use to which the land is put.</p>
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	<p>The differential categories are: Residential, Rural Residential, Commercial and Rural. The definitions of each category and differential factors are in the Rating Policy. The Kumara community rate funds all or part of the following activities: Transportation, township development fund, and parks and reserves.</p>
Hokitika Community Rate	<p>The Hokitika community rate is set and assessed as a fixed amount per rating unit, on all rateable land in the Hokitika community rate zone (as mapped in the Rating Policy). Within that area the rate is set differentially based on the location of the land and the use to which the land is put.</p> <p>The differential categories are: Residential, Rural Residential, Commercial and Rural. The definitions of each category and differential factors are in the Rating Policy.</p> <p>The Hokitika community rate funds all or part of the following activities: Transportation, stormwater, township development fund, parks and reserves, land and buildings (Carnegie Building, RSA Building, Custom House and Band rooms), community development and assistance (Regent Theatre), and swimming pools (Hokitika pool).</p>
Ross Community Rate	<p>The Ross community rate is set and assessed as a fixed amount per rating unit, on all rateable land in the Ross community rate zone (as mapped in the Rating Policy). Within that area the rate is set differentially based on the location of the land and the use to which the land is put.</p> <p>The differential categories are: Residential, Rural Residential, Commercial and Rural. The definitions of each category and differential factors are in the Rating Policy.</p> <p>The Ross community rate funds all or part of the following activities: Transportation, township development fund, parks and reserves, community halls (Ross Memorial and Waitaha) and swimming pools (Ross pool).</p>
Harihari Community Rate	<p>The Harihari community rate is set and assessed as a fixed amount per rating unit, on all rateable land in the Harihari community rate zone (as mapped in the Rating Policy). Within that area the rate is set differentially based on the location of the land and the use to which the land is put.</p> <p>The differential categories are: Residential, Rural Residential, Commercial and Rural. The definitions of each category and differential factors are in the Rating Policy.</p> <p>The Harihari community rate funds all or part of the following activities: Transportation, township development fund, and parks and reserves.</p>
Whataroa Community Rate	<p>The Whataroa community rate is set and assessed as a fixed amount per rating unit, on all rateable land in the Whataroa community rate zone (as mapped in the Rating Policy). Within that area the rate is set differentially based on the location of the land and the use to which the land is put.</p> <p>The differential categories are: Residential, Rural Residential, Commercial and Rural. The definitions of each category and differential factors are in the Rating Policy.</p> <p>The Whataroa community rate funds all or part of the following activities: Transportation, township development fund (including Okarito), and parks and reserves.</p>
Franz Josef Glacier Community Rate	<p>The Franz Josef Glacier community rate is set and assessed as a fixed amount per rating unit, on all rateable land in the Franz Josef Glacier community rate</p>

	<p>zone (as mapped in the Rating Policy). Within that area the rate is set differentially based on the location of the land and the use to which the land is put.</p> <p>The differential categories are: Residential, Rural Residential, Commercial and Rural. The definitions of each category and differential factors are in the Rating Policy.</p> <p>The Franz Josef Glacier community rate funds all or part of the following activities: Transportation, stormwater, township development fund, parks and reserves and community development &amp; assistance (Glacier Country Promotions).</p>
Fox Glacier Community Rate	<p>The Fox Glacier community rate is set and assessed as a fixed amount per rating unit, on all rateable land in the Fox Glacier community rate zone (as mapped in the Rating Policy). Within that area the rate is set differentially based on the location of the land and the use to which the land is put.</p> <p>The differential categories are: Residential, Rural Residential, Commercial and Rural. The definitions of each category and differential factors are in the Rating Policy.</p> <p>The Fox Glacier community rate funds all or part of the following activities: Transportation, stormwater, township development fund, parks and reserves and community development &amp; assistance (Glacier Country Promotions).</p>
Haast Community Rate	<p>The Haast community rate is set and assessed as a fixed amount per rating unit, on all rateable land in the Haast community rate zone (as mapped in the Rating Policy). Within that area the rate is set differentially based on the location of the land and the use to which the land is put.</p> <p>The differential categories are: Residential, Rural Residential, Commercial and Rural. The definitions of each category and differential factors are in the Rating Policy.</p> <p>The Haast community rate funds all or part of the following activities: Transportation, stormwater, township development fund (Haast, Hannahs Clearing and Neils Beach), parks and reserves and community halls (Haast and Okuru).</p>
Water Rates	<p>Water rates are set and assessed as a fixed amount per connection, on all land, situated in specified locations, to which is provided or is available a council funded water supply service that is not metered.</p> <p>The rate is set differentially depending on the nature of the connection to the land and the use to which the land is put. Commercial properties are defined as they are for the general rate (see Rating Policy).</p> <p>The locations and differential categories are:</p> <p>Hokitika and Kaniere Treated water – Connected (all rating units other than commercial ones)</p> <p>Hokitika and Kaniere Treated water – Commercial connected</p> <p>Hokitika and Kaniere Treated water – Unconnected</p> <p>Rural Townships Treated water – Connected (all rating units other than commercial ones)</p> <p>Rural Townships Treated water – Commercial connected</p> <p>Rural Townships Treated water - Unconnected</p> <p>Rural Townships Untreated – Connected (all rating units other than commercial ones)</p> <p>Rural Townships Untreated –Commercial connected</p>

Rural Townships Untreated – Unconnected  
Water rates fund part of the water supply activity.

Metered Water Rates	<p>Water rates are set and assessed as a fixed charge per unit of water supplied on all properties located in a specified location and where the nature of the connection is a metered water supply.</p> <p>The locations are:</p> <p>Hokitika and Kaniere metered water</p> <p>Rural Townships metered water</p> <p>Metered water rates fund part of the water supply activity.</p> <p>Water rates are set and assessed on the property used as a milk treatment plant in Hokitika for the quantity of water provided on a scale of charges.</p> <p>Hokitika Milk Treatment Plant metered water 0 to 2,000,000 m<sup>3</sup></p> <p>Hokitika Milk Treatment Plant metered water greater than 2,000,000 m<sup>3</sup></p>
Water Supply Capital Repayment Rate	<p>Hokitika Milk Treatment Plant Metered water rates fund part of the water supply activity and as part of the first 2,000,000 m<sup>3</sup> includes the cost of finance for the upgrade of the Hokitika Water Supply include the river intake, plant and new trunk main.</p>
Sewerage Rates	<p>Sewerage rates are set and assessed as a fixed amount per water closet or urinal on all land, to which is provided or has available to the land a council funded sewerage supply service.</p> <p>The rates are:</p> <p>Sewerage Connected</p> <p>Sewerage Unconnected</p> <p>Sewerage rates fund part of the wastewater activity.</p>
Kaniere Sewerage Capital Contribution Rate	<p>The Kaniere sewerage capital contribution rate is set and assessed as a fixed rate per rating unit on all rateable properties that are connected to the Kaniere sewerage scheme and have not repaid the capital amount.</p> <p>The Kaniere Sewerage Capital Contribution Rate funds part of the Waste water activity (Kaniere sewerage upgrade loan).</p>
Refuse Collection Rates	<p>Refuse collection rates are set and assessed as a fixed amount per bin on all land, located in specific locations, which is provided with a refuse collection service and according to where the land is situated.</p> <p>The locations are:</p> <p>Hokitika refuse collection area</p> <p>Rural refuse collection area</p> <p>A property may choose to have more than one supply and will pay a full refuse collection rate for each supply.</p> <p>Refuse collection funds part of the solid waste activity.</p>
Tourism Promotion Rate	<p>The tourism promotion rate is set and assessed as an amount per rating unit on all rateable properties in the district.</p> <p>The tourism promotion rate is set differentially based on the use to which the land is put and for commercial use properties on the capital value of the rateable properties.</p> <p>The differential categories are:</p> <p>Commercial:</p>

Greater than \$10m  
 Greater than \$3m and up to \$10m  
 Greater than \$1m and up to \$3m  
 \$1m or less

Residential, Rural Residential and Rural

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

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

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

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

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

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

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

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

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

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

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

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

## Rates Calculations for the year ended 30 June 2017

### General rates

Rate	Factor	Sector				Totals		
		Rural	Rural Residential	Residential	Commercial	Units	Revenue	
General Rate	Capital Value	1,092,326,100	364,618,000	568,774,500	389,191,800	2,414,910,400	Inc GST \$	Ex GST \$
	Per \$ Capital Value	0.0016254	0.0012190	0.0016254	0.0032507			
	Revenue	1,775,559	444,414	924,439	1,265,129		4,409,541	3,834,383
Uniform Annual General Charge	Rateable Units	1,439	1,270	2,484	333	5,526		
	Each	628.70	628.70	628.70	628.70			
	Revenue	904,699	798,449	1,561,691	209,357		3,474,196	3,021,040
<b>Total General Rates</b>		<b>2,680,258</b>	<b>1,242,863</b>	<b>2,486,130</b>	<b>1,474,486</b>		<b>7,883,737</b>	<b>6,855,424</b>

Targeted rates

		Sector				Totals		
Rate	Factor	Rural	Rural Residential	Residential	Commercial	Units	Revenue	
<i>Community Rates</i>							Inc GST \$	Ex GST \$
Kumara	Rateable Units	111	126	173	10	420		
	Each	173.00	173.00	173.00	173.00			
	Revenue	19,203	21,798	29,929	1,730		72,660	63,183
Hokitika	Rateable Units	600	669	1,675	172	3,115		
	Each	339.40	339.40	452.50	905.10			
	Revenue	203,470	226,957	757,711	155,949		1,344,087	1,168,771
Ross	Rateable Units	125	23	167	10	325		
	Each	317.60	317.60	317.60	317.60			
	Revenue	39,700	7,305	53,039	3,176		103,220	89,757
Harihari	Rateable Units	106	33	94	12	245		
	Each	99.00	99.00	99.00	99.00			
	Revenue	10,494	3,267	9,306	1,188		24,255	21,091
Whataroa	Rateable Units	101	88	56	16	261		
	Each	134.10	134.10	134.10	134.10			
	Revenue	13,544	11,801	7,510	2,146		35,000	30,435
Franz Josef	Rateable Units	82	43	155	47	327		
	Each	264.40	264.40	352.60	705.20			
	Revenue	21,681	11,369	54,653	33,144		120,847	105,085
Fox Glacier	Rateable Units	77	55	87	31	250		
	Each	261.10	261.10	348.20	696.30			
	Revenue	20,105	14,361	30,293	21,585		86,344	75,082
Haast	Rateable Units	176	219	78	21	494		
	Each	91.50	91.50	91.50	91.50			
	Revenue	16,104	20,039	7,137	1,922		45,201	39,305
General								
<b>Total Community Rates</b>	<b>Rateable Units</b>	<b>1,378</b>	<b>1,256</b>	<b>2,485</b>	<b>319</b>	<b>5,437</b>		
	<b>Revenue</b>	<b>344,301</b>	<b>316,896</b>	<b>949,578</b>	<b>220,840</b>		<b>1,831,614</b>	<b>1,592,708</b>



Other targeted rates

					Totals		
Rate	Factor	Unit Amounts				Units	Revenue
		\$	\$	\$	\$		\$
<b>Refuse Collection Rates</b>							
Hokitika Refuse Collection	Per bin			292.40		1,573	459,945
Rural Refuse Collection	Per bin			265.90		1,395	370,931
<b>Total Refuse Collection Rates</b>						<b>2,968</b>	<b>830,876</b>
							<b>722,501</b>
<b>Water Supply Rates</b>		<u>Connected non commercial</u>	<u>Connected Commercial</u>	<u>Unconnected</u>			
Rural Township Untreated Water	Each	339.80	589.00	169.90		185/5/29	
Rural Township Treated Water	Each	453.10	792.90	226.50		549/36/146	
Hokitika/Kaniere Water	Each	453.10	792.90	226.50		1719/4/167	1,201,572
Hannah's Clearing Capital	Each			575.00		12	6,900
Hokitika Milk Treatment Plant	Fixed Water Rate			3,236,100		1	3,236,100
Metered Water Rates	Volumetric						189,750
<b>Total Water Supply Rates</b>							<b>4,634,322</b>
							<b>4,029,845</b>
<b>Sewerage Rates</b>							
Connected	Each			261.70		3,732	976,664
Unconnected	Each			130.80		143	18,704
Total							995,369
Kaniere Sewerage Capital	Each			417.00		57	23,769
Franz Josef Sewerage Capital							
<b>Total Sewerage Rates</b>							<b>1,019,138</b>
							<b>886,207</b>
<b>Kokatahi Community Rate</b>							
Land Value	Per \$ Value			0.0000407		233,641,000	9,520
Uniform Basis	Rateable Units			53.00		180	9,540
<b>Total Kokatahi Community Rates</b>							<b>19,060</b>
<b>Hokitika Area Promotions Rate</b>	Rateable Units			325.00		138	<b>44,850</b>
							<b>39,000</b>
<b>Tourism Promotions Rates</b>							
Non Commercial	Each			11.80		5,193	62,312
Commercial within Capital Value Range:		<u>Over \$10 million</u>	<u>\$3 - 10 million</u>	<u>\$1 - 3 million</u>	<u>\$0 - 1 million</u>		
	Units	5	12	70	246	333	
	Each	7,839.80	3,919.90	1,568.00	784.00		
	Revenue	39,199	47,039	109,760	192,778		388,776
<b>Total Tourism Promotions Rates</b>						<b>5,526</b>	<b>451,088</b>
							<b>392,249</b>
<b>Total Other Targeted Rates</b>							<b>6,999,333</b>
							<b>6,086,376</b>
<b>Total Rates</b>							<b>16,714,685</b>
							<b>14,534,508</b>

## Rates Samples for the year ended 30 June 2017

Example property	Capital value	Rates in 2015/16	Rates for 2016/17	The dollar movement from 2015/16	% change
	\$	\$	\$	\$	
Kumara residential	245,000	1,676	1,818	\$142	8.5%
Awatuna rural-residential	475,000	1,744	1,825	\$81	4.6%
Keogan's Road rural-residential	490,000	1,760	1,843	\$83	4.7%
Brickfield Road residential	460,000	2,385	2,560	\$175	7.3%
Kaniere residential	255,000	2,349	2,488	\$139	5.9%
Hokitika residential	325,000	2,473	2,629	\$156	6.3%
Hokitika residential	210,000	2,304	2,442	\$138	6.0%
Hokitika Beachfront residential	310,000	2,451	2,604	\$153	6.2%
Ross residential	180,000	1,825	1,970	\$145	7.9%
Whataroa residential	175,000	1,419	1,512	\$93	6.6%
Okarito rural- residential	300,000	1,108	1,141	\$33	3.0%
Franz Josef residential	325,000	2,111	2,236	\$125	5.9%
Okuru rural- residential	240,000	1016	1,025	\$9	0.9%
Kowhitirangi Farm	3,500,000	6,257	6,828	\$571	9.1%
Waitaha Farm	1,850,000	3,627	3,965	\$338	9.3%
Hokitika Shop	290,000	4,593	4,854	\$261	5.7%
Hokitika Motel	1,320,000	11,437	11,936	\$499	4.4%
Hari Hari commercial	850,000	4,628	5,068	\$440	9.5%
Franz Josef Hotel	12,400,000	82,166	85,859	\$3,693	4.5%
Haast commercial	1,750,000	7,369	7,977	\$608	8.3%

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

			LTP 30 June 2016 \$	LTP 30 June 2017 \$	Annual Plan 30 June 2017 \$
<b>OPERATING FUNDING</b>					
<b>Sources of operating funding</b>					
General rates, UAGC and rates penalties			6,676,879	7,113,397	6,282,063
Targeted rates			7,356,764	7,872,264	8,439,016
Grants, subsidies and donations			1,571,965	1,694,979	1,720,096
Fees and charges			2,000,348	2,058,673	1,909,648
Interest and dividends from investments			547,000	560,675	599,425
Local authorities fuel tax, fines, infringement fees and other			3,698,275	3,940,623	4,212,619
<b>Total operating funding</b>			<b>21,851,231</b>	<b>23,240,612</b>	<b>23,162,867</b>
<b>Applications of operating funding</b>					
Payments to staff and suppliers			17,329,732	17,927,396	18,230,022
Finance costs			882,473	851,836	669,536
Other operating funding applications			-	-	
<b>Total applications of operating funding</b>			<b>18,212,205</b>	<b>18,779,232</b>	<b>18,899,558</b>
<b>Surplus/(deficit) of operating funding</b>			<b>3,639,026</b>	<b>4,461,380</b>	<b>4,263,309</b>
<b>CAPITAL FUNDING</b>					
<b>Sources of capital funding</b>					
Grants, subsidies and donations			1,488,660	3,277,934	2,217,280
Development and financial contributions			-	-	
Increase/(decrease) in debt			(671,280)	2,031,410	1,613,170
Gross proceeds from sale of assets			-	-	
Lump sum contributions			-	-	
Other dedicated capital funding			-	-	
<b>Total capital funding</b>			<b>817,380</b>	<b>5,309,344</b>	<b>3,830,450</b>
<b>Applications of capital funding</b>					
Capital expenditure - meet additional demand			76,500	71,238	69,500
Capital expenditure - improve level of service			208,000	3,804,980	915,000
Capital expenditure - replace existing assets			3,819,500	4,229,316	5,854,500
Increase/(decrease) in reserves			352,406	1,665,191	1,254,759
Increase/(decrease) of investments			-	-	
<b>Total applications of capital funding</b>			<b>4,456,406</b>	<b>9,770,724</b>	<b>8,093,759</b>
<b>Surplus/(deficit) of Capital Funding</b>			<b>(3,639,026)</b>	<b>(4,461,380)</b>	<b>(4,263,309)</b>
<b>Funding balance</b>			<b>-</b>	<b>-</b>	<b>-</b>

## Annual Plan disclosure statement

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

Benchmark	Limit	Planned	Met (Yes/No)
Rates affordability benchmark			
- Income	\$18,039,248	\$14,534,508	Yes
- Increases	5%	4.8%	Yes
Debt affordability benchmark	\$55,464,138	\$18,736,865	Yes
Balanced budget benchmark	100%	106%	Yes
Essential services benchmark	100%	140%	Yes
Debt servicing benchmark	10%	3%	Yes

### Notes

#### 1 Rates affordability benchmark

(1) For this benchmark,—

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

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

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

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

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

#### 2 Debt affordability benchmark

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

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

#### 3 Balanced budget benchmark

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

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

#### 4 Essential services benchmark

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

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

#### 5 Debt servicing benchmark

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

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

## Reserve Funds

		30 June 2017 \$
<b>Council Created Reserve Funds</b>	<b>Purpose of each reserve fund</b>	
<b>Kumara Township Fund</b>	Township funding for the purpose of community related projects	
Opening Balance		112
Deposits		14,000
Withdrawals		(14,000)
<b>Closing Balance</b>		<b>112</b>
<b>Harihari Township Fund</b>	Township funding for the purpose of community related projects	
Opening Balance		15,080
Deposits		14,543
Withdrawals		(14,000)
<b>Closing Balance</b>		<b>15,623</b>
<b>Whataroa Township Fund</b>	Township funding for the purpose of community related projects	
Opening Balance		1,500
Deposits		14,054
Withdrawals		(14,000)
<b>Closing Balance</b>		<b>1,554</b>
<b>Ross Township Fund</b>	Township funding for the purpose of community related projects	
Opening Balance		300
Deposits		14,300
Withdrawals		(14,000)
<b>Closing Balance</b>		<b>600</b>
<b>Haast Township Fund</b>	Township funding for the purpose of community related projects	
Opening Balance		11,000
Deposits		14,396
Withdrawals		(14,000)
<b>Closing Balance</b>		<b>11,396</b>
<b>Franz Township Fund</b>	Township funding for the purpose of community related projects	
Opening Balance		20,000
Deposits		35,720
Withdrawals		(35,000)
<b>Closing Balance</b>		<b>20,720</b>
<b>Fox Township Fund</b>	Township funding for the purpose of community related projects	
Opening Balance		1,000
Deposits		35,036
Withdrawals		(35,000)
<b>Closing Balance</b>		<b>1,036</b>
<b>Kokatahi/Kowhitirangi Community Rate</b>	Township funding for the purpose of community related projects	
Opening Balance		151
Deposits		8,005
Withdrawals		(8,000)
<b>Closing Balance</b>		<b>156</b>

Continued

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<b>Foreshore Protection Fund</b>	Foreshore Protection for groin replacement on the foreshore.	
Opening Balance		26,000
Deposits		936
Withdrawals		-
<b>Closing Balance</b>		<b>26,936</b>
<b>Glacier Country Promotions</b>	Targeted rates collected from Glacier Country to provide funding for marketing projects.	
Opening Balance		-
Deposits		65,000
Withdrawals		(65,000)
<b>Closing Balance</b>		<b>-</b>
<b>The Preston Bush Trust</b>	Mr Preston donated the reserve to Council. This fund was for the community to beautify the bush with tracks and interpretation	
Opening Balance		8,400
Deposits		302
Withdrawals		-
<b>Closing Balance</b>		<b>8,702</b>
<b>Harihari Community Complex</b>	The Harihari Pony Club land was sold and the funding was to go towards a new community complex. (Another \$100,000 is allocated from the Reserve Development Fund.)	
Opening Balance		317,000
Deposits		11,412
Withdrawals		-
<b>Closing Balance</b>		<b>328,412</b>
<b>Guy Menzies Day</b>	Surplus from Guy Menzies Day Event.	
Opening Balance		1,200
Deposits		43
Withdrawals		-
<b>Closing Balance</b>		<b>1,243</b>
<b>Cycleway</b>	Road Reserve sold to Westland Diaries allocated to fund towards construction of Wilderness Trail.	
Opening Balance		265,600
Deposits		9,562
Withdrawals		-
<b>Closing Balance</b>		<b>275,162</b>
<b>Cycle Partner Contributions</b>	Contributions from commercial partners towards upkeep of the Wilderness Trail	
Opening Balance		43,400
Deposits		1,562
Withdrawals		-
<b>Closing Balance</b>		<b>44,962</b>
<b>Emergency Contingency Fund</b>	Rates collected to support Westland in a Civil Defence	
Opening Balance		50,000
Deposits		1,800
Withdrawals		-
<b>Closing Balance</b>		<b>51,800</b>

Continued

<b>Transportation Asset Renewal</b>	For funding the renewal of roads and bridges.	
Opening Balance		-
Deposits		-
Withdrawals		-
<b>Closing Balance</b>		-
<b>Water Renewal</b>	For funding the renewal of water supplies networks	
Opening Balance		491,000
Deposits		17,676
Withdrawals		-
<b>Closing Balance</b>		<b>508,676</b>
<b>Wastewater Renewal</b>	For funding the renewal of sewerage and sewage networks	
Opening Balance		788,000
Deposits		28,368
Withdrawals		-
<b>Closing Balance</b>		<b>816,368</b>
<b>Stormwater Renewal</b>	For funding the renewal of stormwater systems	
Opening Balance		677,000
Deposits		24,372
Withdrawals		-
<b>Closing Balance</b>		<b>701,372</b>
<b>Solid Waste Renewal</b>	For funding the renewal of Refuse transfer Stations and landfills.	
Opening Balance		-
Deposits		-
Withdrawals		-
<b>Closing Balance</b>		-
<b>Parks Renewal</b>	For funding Parks, Reserves, Public Toilets, Ross Pool and Cemeteries Asset Renewal	
Opening Balance		-
Deposits		-
Withdrawals		-
<b>Closing Balance</b>		-
<b>Buildings Renewal</b>	For renewal of all Council operational buildings.	
Opening Balance		255,000
Deposits		9,180
Withdrawals		-
<b>Closing Balance</b>		<b>264,180</b>
<b>Administration Renewal</b>	For renewal of office equipment, furniture, technical equipment, vehicles and technology	
Opening Balance		126,000
Deposits		4,536
Withdrawals		-
<b>Closing Balance</b>		<b>130,536</b>
<b>Library Books Renewals</b>	To replace library books	
Opening Balance		(3,000)
Deposits		(108)
Withdrawals		-
<b>Closing Balance</b>		<b>(3,108)</b>

Continued

Council Created Reserve Funds - Summary		
Opening Balance		3,094,743
Deposits		324,695
Withdrawals		(213,000)
Closing Balance		<b>3,206,438</b>
Restricted Reserve Funds	Purpose of each reserve fund	
<b>Offstreet Parking</b>	Collected from developments in town to pay for off-street parking. Imposed by RMA/District Plan	
Opening Balance		31,000
Deposits		1,116
Withdrawals		-
Closing Balance		<b>32,116</b>
<b>Reserve Development</b>	Monies collected from developments. Imposed by RMA/District Plan	
Opening Balance		552,000
Deposits		19,587
Withdrawals		(113,500)
Closing Balance		<b>458,087</b>
<b>Museum Assistance Fund</b>	Originally the Museum Bequest Fund (\$8,458) & Carnegie Furnishings (\$3,929)	
Opening Balance		20,000
Deposits		720
Withdrawals		-
Closing Balance		<b>20,720</b>
<b>Kumara Endowment Fund</b>	Proceeds from sale of Endowment land. Our brief research has not identified the specific terms of the endowment.	
Opening Balance		483,000
Deposits		17,388
Withdrawals		-
Closing Balance		<b>500,388</b>
<b>Euphemia Brown Bequest</b>	Interest earned on funds administered by Public Trust Offices for the estates of Euphemia & William E Brown.	
Opening Balance		22,500
Deposits		810
Withdrawals		-
Closing Balance		<b>23,310</b>
<b>Hokitika War Memorial</b>	For Maintenance of car parks	
Opening Balance		28,800
Deposits		1,037
Withdrawals		-
Closing Balance		<b>29,837</b>
<b>Mayors Trust Funds</b>	Contributions from James & Margaret Isdell Trust; Coulston Herbert Trust;	
Opening Balance		12,600
Deposits		454
Withdrawals		-
Closing Balance		<b>13,054</b>
<b>Three Mile Domain</b>	To fund three mile domain costs.	
Opening Balance		196,400
Deposits		7,070
Withdrawals		-
Closing Balance		<b>203,470</b>
<b>Ross Endowment Land</b>	Various endowment land parcels in Ross sold over time.	
Opening Balance		51,000
Deposits		1,836
Withdrawals		-
Closing Balance		<b>52,836</b>
<b>Big Brothers Big Sisters</b>	Grant funding Received	
Opening Balance		(1,000)
Deposits		(36)
Withdrawals		-
Closing Balance		<b>(1,036)</b>



<b>Community Patrol</b>	Grant funding Received	
Opening Balance		-
Deposits		-
Withdrawals		-
Closing Balance		-
<b>Graffiti</b>	Grant funding Received	
Opening Balance		1,000
Deposits		36
Withdrawals		-
Closing Balance		<b>1,036</b>
<b>Taxi Chits</b>	Grant funding Received	
Opening Balance		-
Deposits		-
Withdrawals		-
Closing Balance		-
<b>Restricted Reserve Funds - Summary</b>		
Opening Balance		1,397,300
Deposits		50,018
Withdrawals		(113,500)
Closing Balance		<b>1,333,818</b>
<b>Depreciation Reserve Funds - Summary</b>		
Opening Balance		-
Deposits		8,344,739
Withdrawals		(6,839,000)
Closing Balance		<b>1,505,739</b>
<b>Special Funds Reserves - Summary</b>		
Opening Balance		4,492,043
Deposits		8,719,452
Withdrawals		(7,165,500)
Closing Balance		<b>6,045,995</b>

## Fees and Charges 2016/17

All Fees and Charges are GST inclusive unless otherwise stated

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

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

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

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

Hokitika Museum	
Admission	
Adults	\$6.00
School age children (under 5 years old free)	\$3.00
Westland Residents	Free

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

<b>Sports field charges</b>	
<b>Cass Square (season hire)</b>	
Touch Rugby per season	\$165.00
Softball per season	\$165.00
Rugby - per season	\$900.00
Cricket per season	\$165.00

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

<b>Cemetery Charges - Hokitika</b>	
<b>Hokitika</b>	
New Grave (includes plot, interment and maintenance in perpetuity)	\$1,620.00
Ashes Plot Purchase and Interment (includes plot in Ashes Garden area and opening of plot)	\$454.00
Pre-purchase new Plot	\$1,236.00
Dig Grave site to extra depth	\$118.00
Interment on Saturday, Sunday or Public Holiday	\$256.00
Additional Cost to excavate grave on Saturday, Sunday or Public Holiday	\$332.00
Reopen a grave site	\$650.00
Intern Ashes in an existing grave	\$132.00
New grave in RSA area	\$613.00
Reopen a grave in the RSA Area	\$613.00
Intern a child under 12 in Lawn Area	\$1,620.00
Intern a child under 12 in children's section	\$368.00
Intern a child under 18 months in the children's section	\$172.00
Research of cemetery records for family trees etc. (per hour)	\$35.00
Minimum Charge	\$37.00
<b>Ross and Kumara</b>	
New Grave (includes plot, interment and maintenance in perpetuity)	\$854.00
Inter a child under 18 months in a new grave	\$429.00
Pre-purchase new plot	\$245.00
Bury Ashes (including registration)	\$368.00

Reopen a grave site	\$419.00
Research of cemetery records for family trees etc. (per hour)	\$35.00
Minimum Charge	\$35.00

## Land Information Services

Land online Search—CT or Plan Instrument	\$15.00
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### Land Information

GIS Map—A4	\$10.00
GIS Map- A4 with aerial photos	\$15.00
GIS Map - A3	\$20.40
GIS Map - A3 with aerial photos	\$31.00
GIS Client Services (per hour)	\$51.00

## Land information memoranda

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

## Animal Control

### Dog control

#### Standard Registration

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

#### Selected Owners

Registration Fee: all areas	\$45.00
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#### Working Dogs

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

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

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

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

## Health Act and Food Act

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

## LGA Activities

### Trading in Public Places (Hawkers and Mobile Shops)

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

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

Resource Management	
<p><b>NOTE:</b> All fees and charges below, unless specified as a Fixed Fee, are deposits and minimum fees paid as initial charges on application. Staff time will be calculated at the hourly rates below. Under Section 36 of the Resource Management Act 1991, the costs of staff time and costs incurred processing the consent over the deposit will be invoiced, and where a charge is inadequate to enable the recovery of actual and reasonable costs the Council may require payment of any additional charge.</p>	
Printed copy of the District Plan	\$154.00
Preparation & change to the District Plan (deposit)	\$5,000.00
Pre-application enquiries that exceed 30 minutes	Rate \$150.00/Hour
New Designations	\$1,000.00
Notified Resource Consents (in addition to consent deposit)	\$1,000.00
Variations to Designations	\$500.00
Land use activities (not listed elsewhere)	\$600.00
Mining consents	\$800.00
Land use: setback reductions	\$400.00
Subdivisions	\$800.00
Variations to Resource Consents	\$350.00
Subdivision Consents - including land use	\$900.00
Certificates of Compliance and Existing Use Certificates	\$300.00
Extension of time (S 125)	\$300.00

Survey Plan Approval (S 223) : Fixed Fee	\$100.00
S 224 approval deposit	\$200.00
Certification: Fixed Fee	\$200.00
Notices of Requirements & Heritage Orders	\$1000.00
Monitoring charges	\$150/hour
Monitoring fee charged upon issue of each consent (fixed fee)	\$100.00
Administration fee charged on each consent	\$100.00
Approval of Outline Plan	\$350.00
Consideration of Waiving of Outline Plan	\$150.00
Issue of abatement notice: Fixed Fee	\$300.00
Return of items seized pursuant to Section 328 of the Resource Management Act 1991: Fixed Fee	\$150.00
Release of Covenants : Fixed Fee	\$100.00
Planning staff processing time for resource management activities	\$150/hour
Administration Planning staff time	\$100.00/hour
In-house Engineering Services that exceed 15 minutes	\$150/hour
Councillor Hearing Commissioner (Chair)	\$100/hour
Councillor Hearing Commissioner (Committee)	\$80/hour
Independent commissioner	At cost
Recreation contribution	
5% of the value of each new allotment or the value of 4,000m2 of each new allotment, whichever is the lesser. The minimum charge is \$1,000.00 per new allotment and the maximum charge is \$3,000.00 per new allotment, both GST-inclusive.	
Performance Bonds	
Performance bonds may be put in place from time to time with the amount to be established on a case by case basis. Lodgement fee \$250.00	
Relocated buildings	
In addition to building consent fees, and the building Research levy, a minimum deposit of up to \$10,000 is required for buildings being relocated.	

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

Consent	\$184.00 plus \$150.00 per hour (\$100 per hour for administrative staff)
BCA Accreditation Levy	\$56.00
Inspection Fee	\$205.00 each
Code Compliance Certificate	\$61.00 Fee plus \$150.00 per hour (\$100 per hour for administrative staff)
Alterations/Renovations (Major)	
Project Information Memorandum	\$75 Fee plus \$150.00 per hour (\$100 per hour for administrative staff)
Compliance Check	\$61.00
Consent	\$409.00 plus \$150.00 per hour (\$100 per hour for administrative staff)
BCA Accreditation Levy	\$56.00
Inspection Fee	\$205.00 each
Code Compliance Certificate	\$511.00 Fee plus \$150.00 per hour (\$100 per hour for administrative staff)
Temporary Buildings	
Project Information Memorandum	\$150 per hour (\$100 per hour for administrative staff)
Compliance Check	\$61.00
Consent	\$102.00 Fee plus \$150.00 per hour (\$100 per hour for administrative staff)
BCA Accreditation Levy	\$56.00
Inspection Fee	\$205.00 each
Code Compliance Certificate	\$61.00 Fee plus \$150.00 per Hour (\$100 per hour for administrative staff)

<b>Marquees Only</b>	
Consent	\$61.00 Fee) plus \$150.00 per Hour (\$100 per hour for administrative staff)
BCA Accreditation Levy	\$56.00
Inspection Fee	\$205.00 each
<b>Reports</b>	
Monthly building consent reports	\$49.10
<b>Signs</b>	
Project Information Memorandum	At cost \$150.00/hour (\$100 per hour for administrative staff)
Compliance Check	\$61.00
Consent	\$123.00 Fee plus \$150.00 per Hour (\$100 per hour for administrative staff)
BCA Accreditation Levy	\$56.00
Inspection Fee	\$205.00 each
Code Compliance Certificate	\$31.00 Fee plus \$150.00 per hour (\$100 per hour for administrative staff)
<b>Election Signs</b>	
Up to 3 signs	\$307.00
Up to 6 signs	\$613.00
For each additional sign in excess of 6. signs	\$20.00
<b>Housing - Average (&lt;120m2)</b>	
Project Information Memorandum	\$75 Fee plus \$150.00 per hour (\$100 per hour for administrative staff)
Compliance Check	\$61.00
Consent	\$409 Fee plus \$150.00 per hour (\$100 per hour for administrative staff)

BCA Accreditation Levy	\$56.00
Inspection Fees	\$205.00 each
Code Compliance Certificate	\$511.00 Fee plus \$150.00 per hour (\$100 per hour for administrative staff)
<b>Housing Executive (&gt;120m2)</b>	
Project Information Memorandum	\$75 Fee plus \$150.00 per hour (\$100 per hour for administrative staff)
Compliance Check	\$61.00
Consent	\$613.00 Fee plus \$150.00 per hour (\$100 per hour for administrative staff)
BCA Accreditation Levy	\$56.00
Inspection Fees	\$205.00 each
Code Compliance Certificate	\$613.00 Fee plus \$150.00 per hour (\$100 per hour for administrative staff)



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

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

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

Hokitika Swimming Pool	
Single Admission	
Adult	\$5.00
Senior Citizen (60+)	\$4.00
Child at school	\$3.00
Pre Schooler	\$1.50
Pre Schooler and Parent	\$3.00
Family (2 adults / 2 children)	\$13.00
Spectator	Free
Concession Ticket - 10 Swims	
Adult	\$40.00
Senior Citizen (60+)	\$32.00
Child at school	\$24.00
Pre Schooler	\$12.00
Pre Schooler and Parent	\$24.00
Family (2 adults / 2 children)	\$104.00
Season Ticket	
Adult	\$280.00
Senior Citizen (60+)	\$224.00
Child at school	\$168.00
For information: <a href="mailto:management@westlanddistrictproperty.co.nz">management@westlanddistrictproperty.co.nz</a> Westland District Property Ltd (03) 755 8497	

Baches on Unformed Legal Road	
Annual Site Fee	\$2,050.00
For information: <a href="mailto:management@westlanddistrictproperty.co.nz">management@westlanddistrictproperty.co.nz</a> Westland District Property Ltd (03) 755 8497	

Operations	
Water Supply Connections	
Actual cost recovery relating to the installation of water supply connections.	
Sewerage & Stormwater Connections	
Actual cost recovery relating to the installation of sewerage and stormwater connections.	
Vehicle Crossings	
Actual cost recovery relating to the installation of vehicle crossings.	
Sewerage Supply	
Trade Waste charges are levied separately according to waste volume and utilisation of sewerage system.	Minimum fee of \$500 per annum
Water Supply Annual Charges	
Hokitika/Kaniere Water Supply	Commercial metered supply per cubic metre \$1.30
Council reserves the right to negotiate metered charges with significant users.	
Treated Supplies—Rural Towns Fox Glacier/Franz Josef/Whataroa/Harihari	Commercial metered supply per cubic metre \$1.20

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

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

Hokitika Transfer Station	
Refuse Site Gate Fees	
General Waste	
Per tonne	\$475.00
60L bag	\$4.00
Green Waste	
Green Waste per tonne	\$46.00
60L bag Green Waste uncompacted	\$0.50
Accepted Recyclable Items* <i>*Colour sorted glass will be accepted free of charge, unsorted glass will be charged at the general waste rate</i>	Free
Non Weighbridge Sites	
Uncompacted General Waste	
Per Cubic Metre small loads < 0.5m <sup>3</sup>	\$65.00
Per Cubic Metre large loads > 0.5m <sup>3</sup>	\$95.00
60L bag	\$4.00
120L Wheelie Bin	\$8.00
240L Wheelie Bin	\$16.00
Small Trailer /Ute (0.68m <sup>3</sup> )	\$65.00
Medium Trailer (0.91m <sup>3</sup> )	\$90.00
Cage or Large Trailer (2.7m <sup>3</sup> )	\$260.00
Accepted Recyclable Items* <i>*Colour sorted glass will be accepted free of charge, unsorted glass will be charged at the general waste rate</i>	Free
Uncompacted Green Waste	
Per Cubic Metre	\$10.00
60L bag	\$0.50
Small Trailer /Ute (0.68m <sup>3</sup> )	\$6.00
Medium Trailer (0.91m <sup>3</sup> )	\$10.00
All Sites: Other Items	
Whiteware (Fridges must be degassed, per item)	\$10.00
Tyres (Based on average weight of 7.5kg, per item)	\$3.50
Cars Prepared (Conditions apply, per item)	\$45.00

## WASTE MANAGEMENT continued:

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

For non-standard loads, the Transfer Station Operators reserve the right:

- To measure the waste and charge the per cubic metre rate or;
- To measure the load and use the Ministry for the Environment Conversion Factors for compacted or dense waste.

<b>Jackson Bay Wharf Charges (prices exclude GST)</b>	
Commercial Fishing Vessels operating from the Wharf for discharge of wet fish and/or crayfish must have a licence to occupy.	
<b>Annual Charge</b>	
Vessels over 13.7 metres (45 feet)	\$4,000.00
Vessels between 9.1 metres and 13.7 metres (30-45 feet)	\$1,500.00
Vessels up to 9.1 metres (30 feet)	\$1,000.00
Casual users landing tuna (per tonne)	\$23.00
<b>Other Vessels (not discharging) must pay a daily charge (24 hours) as below</b>	
Vessels over 13.7 metres (45 feet)	\$250.00
Vessels between 9.1 metres and 13.7 metres (30-45 feet)	\$200.00
Vessels up to 9.1 metres (30 feet)	\$100.00
For information: <a href="mailto:management@westlanddistrictproperty.co.nz">management@westlanddistrictproperty.co.nz</a> Westland District Property Ltd (03) 755 8497	

## SALE AND SUPPLY OF ALCOHOL

### On, Off or Club Licence

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

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

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

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

### Latest alcohol sales time allowed for premises

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

### Type of premises

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

### Enforcement holdings

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

### Definitions for types of premises

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

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

## Other Licence Fees

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

## Special Licenses

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

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

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

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

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

**Westland District Council**

36 Weld Street  
Private Bag 704  
Hokitika 7842  
New Zealand  
Phone 03 756 9010 or 0800 474 834  
[www.westlanddc.govt.nz](http://www.westlanddc.govt.nz)

**Hokitika i-SITE**

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

**Westland Library**

20 Sewell Street  
Hokitika 7842  
New Zealand  
Phone 03 755 6208 or 0800 474 834  
[www.westlib.co.nz](http://www.westlib.co.nz)

**Hokitika Museum**

The Carnegie Building  
Corner of Tancred and Hamilton Streets  
Private Bag 704  
Hokitika 7842  
New Zealand  
Phone 03 755 6898 or 0800 474 834  
[www.westlanddc.govt.nz/hokitika-museum](http://www.westlanddc.govt.nz/hokitika-museum)

**Hokitika Swimming Pool**

53 Weld Street  
Hokitika 7842  
New Zealand  
Phone 03 755 8119  
[www.westlanddc.govt.nz/swimming-pool](http://www.westlanddc.govt.nz/swimming-pool)

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

PO Box 22  
Hokitika 7842  
New Zealand  
Phone 03 755 8497

**Westroads Limited**

267 Kaniere Road  
Hokitika 7811  
New Zealand  
Phone 03 756 8044

## Appendix 2



### **WESTLAND DISTRICT COUNCIL**

#### **POLICY ON DOGS (2016)**

Prepared pursuant to section 10 of the Dog Control Act 1996 and revised in 2016 using the Special Consultative Procedure.

#### **Introduction**

The Dog Control Act 1996 places obligations on dog owners to register their dogs, ensure that dogs are kept under control and ensure that they do not cause nuisance to any person, do not cause damage to property or injure, endanger or cause distress to any person, stock, poultry, domestic animal or protected wildlife.

Council has powers under the Act to assist dog owners meet these obligations and to address situations where those obligations are not being met.

The Dog Control Act 1996 requires Council to adopt a policy on dogs within its district, and review this policy regularly, so that these powers are used effectively and form part of Council's approach to the management of dogs.

Council must also be mindful of the need to minimise adverse impacts of dogs on the community. In adopting this policy Council must have regard to:

The need to minimise danger, distress and nuisance to the community generally; and



The need to avoid the inherent danger in allowing dogs to have uncontrolled access to public places that are frequented by children, whether or not the children are accompanied by adults; and

The importance of enabling to the extent that is practicable, the public (including families) to use streets and public amenities without fear of attack or intimidation by dogs; and

The exercise and recreational needs of dogs and their owners.

## **1. Council's approach**

Council's objective is to keep dogs as a positive part of people's lives in Westland by adopting measures that minimise the problems caused by dogs while at the same time maintaining dog owner's rights to enjoy recreational opportunities with their dogs.

In undertaking dog registration and dog control functions, Council has historically sought to meet the minimum requirements prescribed in the Dog Control Act 1996. However, our current agreement requires our dog control contractor to conduct proactive patrols and visits to properties. Monitoring will be carried out as a direct result of complaints received and to ensure that appropriate remedial action has been taken.

Dog Welfare is not a priority for Council as the Dog Control Act 1996 does not require the Council to undertake programmes or provide services that promote or protect the welfare of dogs. That is the domain of the welfare branch of the SPCA who are warranted to provide such services under the Animal Welfare Act 1999. Council has limited powers in the welfare area under the Dog Control Act 1996.

## **2. Appointment of specialist staff**

Under section 11 of the Dog Control Act 1996 Council is required to either appoint one or more dog control officer or enter into an agreement with an agent for the provision of dog control services in its area.

### **3. Safer Communities**

Council recognises dog owners as users of public places and seeks to integrate (not separate) dogs and their owners with other users of public places.

Council will ensure that obligations imposed on dog owners in terms of the care and control of their dogs under the Dog Control Act 1996 and the Westland Dog Bylaw are maintained and enforced if necessary.

Council's primary and preferred method is through encouragement and education of the dog owner where possible in order to ensure public safety and comfort.

Council seeks to change the attitudes and behaviours of irresponsible dog owners and where appropriate penalise irresponsible dog ownership. Other enforcement options such as infringement notices, menacing / dangerous dog classifications, probationary dog ownership, disqualification as a dog owner and prosecution are available if required. Infringement notices are generally issued for failure to register a dog or for a dog wandering at large in a public place not under adequate control.

Incidents involving dog attacks on people or animals will result in decisive action being taken to address the issue and to prevent further incidents.

Council supports a graduated enforcement system starting from a warning for a first minor offence through to a potential prosecution in the District Court for a serious offence.

Council acknowledges that dog control is important across the whole district but public expectation is such that the majority of dog control work is associated with Hokitika, Kaniere, Kumara and Ross and to a more limited extent Franz Josef, Fox Glacier and Haast.

### **4. Dog Control in Public Places**

Council recognises that dogs should not be allowed in any public place unless the dog is controlled on a leash or is accompanied and under the direct control of a person by means of voice command or other effective means. Under the Dog Control Act 1996 the person in charge of a dog in a public place is required to carry a leash.

There are particular requirements relating to the control or prohibition of dogs within conservation land or national parks. Details of such land areas are available from the Department of Conservation.

Council will prohibit dogs on any mown playing surfaces of sports fields.

Council will require all dogs to be controlled on a leash within the Hokitika central business district.

On the dog owner's property, dogs must either be under the direct control of a responsible person or confined in such a manner that they cannot freely leave the property.

## **5. Impounding**

Any dog found wandering at large will be impounded in the Council pound.

Pound fees will be set to cover operational costs including sustenance, and, as permitted under the Dog Control Act 1996, will be structured to discourage repeat offences.

When dogs are not claimed within the statutory time frame, ownership of the dog will be transferred to the welfare branch of the SPCA who will endeavour to rehome any suitable dog.

All impounded dogs must be registered prior to release of the dog to the owner.

Any dog declared menacing and subsequently impounded will only be released to its owner when all the criteria for menacing dog classification have been met.

## **6. Dog ownership and classifications**

The Council will ensure that the provisions of the Dog Control Act 1996 are met in terms of probationary dog ownership, disqualified dog owners, menacing dog classifications and dangerous dog classification.

The Council must classify as menacing, any dog that Council has reasonable grounds to believe belongs to a breed or type listed in Schedule 4 of the Act.

Council will have a policy of requiring all dogs declared menacing to be neutered.

Council will monitor menacing and dangerous dogs and their owners to ensure that the owners continue to comply with the criteria for their dog's classification status.

A dog can be classified as dangerous after a moderate to serious incident of aggression where a prosecution in court is not warranted or where there has been an ongoing pattern of aggressive behaviour by the dog against people or animals.

## **7. Dog Registration**

Council accepts that regular contact with dog owners is an important way of promoting the proper care and control of dogs. It also enables Council to assess existing standards and to check on dog registration.

Dog control officers will be required to both carry out patrols, and make visits to properties to ensure compliance with the Act. These visits will be dependent on the importance of other priorities and staff availability.

Where previously unknown dogs are detected Council will ensure that all steps are taken to ensure that the dog becomes registered.

Council will keep a register of dogs and attempt to identify the owner of every dog.

All dog registration data will be maintained on the national dog data base.

## **8. Classes of dog ownership**

Council will proactively promote the responsible ownership of dogs, including the care and control of dogs around people and animals, property, protected wildlife and natural habitats.

In addition to the traditional urban and rural classes of dog Council will also reward those classes of dog that have little financial impact on our dog control service.

Council will reward those dog owners who meet the criteria for Selected Dog Ownership by establishing a separate category of fees which provides a financial incentive to those dog owners. The criteria will include:

- (a) Dog was currently registered by 31 July when application for Selected Dog Owner status was made and was also registered by 31 July for the previous year
- (b) No justified complaints registered against the dog in the last two years
- (c) Dog has not been impounded in the last two years
- (d) Dog is microchipped
- (e) Property where dog resides is fully fenced or the dog is kept within a securely fenced portion of the property. In areas zoned rural a securely fenced portion of the property or a kennel and enclosed run is considered acceptable fencing.
- (f) Dog owner has not received an infringement notice in the last two years

Working dogs, including those dogs kept solely or principally for the herding or driving of stock, disability assist dogs, dogs kept principally or solely for destroying pests under any pest management plan under the Biosecurity Act, search and rescue dogs certified for use by the Director of Civil Defence Emergency or any other working dog defined under section 2 of the Dog Control Act 1996, will also be incorporated in a new fee category. This class of dog has very little impact in terms of being the focus of our service. The vast majority of working dogs are of some considerable value to their owner and they are well cared for and controlled on their property.

## **9. Funding**

All dog control activities will be funded through dog registration fees, infringement fees, impounding fees and a contribution from the general rate which recognises there is a wider public good resulting from effective dog control. Infringement fees are set by regulation and dog registration fees and impounding fees are set through the public consultative process each year as part of the Annual Plan process.

## **10. Dog Bylaw**

Under section 20 of the Dog Control Act 1996 Council will adopt a Dog Bylaw covering such things as the control of dogs generally, the requirements for dogs to be on leash in specific public areas, limiting the number of dogs that may be kept on land or premises etc.



**Appendix 4**

***Food Act 2014 fees (for the 2016/2017 financial year, subject to revision through future Annual Plans or Long Term Plans)***

**Registration of food premises (under the Food Act 2014)**

\$200 per premises (initial registration) per year

\$100 per premises (renewal of registration) per year

**Verification (Audit)**

\$200 fee plus \$150 per hour (\$100 per hour administration time after the first 30 minutes)

**Compliance and Monitoring**

\$150 per hour (\$100 per hour administration time)

# Report



**DATE:** 23 June 2016

**TO:** Mayor and Councillors

**FROM:** Group Manager: Corporate Services

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## RATES RESOLUTION 2016-17

### 1.0 SUMMARY

- 1.1 The purpose of this report is for Council to set the rates for the year ended 30 June 2017.
- 1.2 This issue has arisen as a result of consultation on the Annual Plan 2016-17, Council's Revenue and Financing Policy, and the requirements of the Local Government (Rating) Act 2002 (LGRA).
- 1.3 Council seeks to meet its obligations under the Local Government Act 2002 and the achievement of the District Vision adopted by the Council in September 2014, which will be set out in the next LTP. These are stated on Page 2 of this agenda.
- 1.4 This report recommends that Council:
  - 1.4.1 Adopts all of the Rates described and quantified in the Rates Resolution, attached as **Appendix 1**.
  - 1.4.2 Instructs the Chief Executive to strike the Rates for the year ended 30 June 2017 in accordance with the Annual Plan 2016-17.

### 2.0 BACKGROUND

- 2.1 Council's forecast revenue excluding gains and internal recharges for 2016-17 is \$21,585,478. Of this, 67% is derived from Rates, which is within the parameters prescribed by the Revenue and Financing Policy.



- 2.2 Section 23 LGRA requires that Rates must be set by resolution and in accordance with the relevant provisions of the local authority's Long Term Plan and Funding Impact Statement for the relevant financial year.

### **3.0 CURRENT SITUATION**

- 3.1 The rate types and descriptions contained in the resolution attached as **Appendix 1** reflect the decisions of Council following consultation on the Annual Plan 2016-17.
- 3.2 The distribution of rates and factors applied as a result of consultation are addressed in the Rating Policy. These are reflected in the Funding Impact Statement contained in the Annual Plan 2016-17. The Rating Resolution gives effect to the Funding Impact Statement.

### **4.0 OPTIONS**

- 4.1 Council can choose to:
- 4.1.1 Option 1 - Resolve to strike the rates for 2016-17 as proposed.
  - 4.1.2 Option 2 - Undertake further consultation.
  - 4.1.3 Option 3 - Do nothing.

### **5.0 SIGNIFICANCE AND ENGAGEMENT**

- 5.1 The decision to strike rates is administrative, in that it gives effect to decisions made as a result of the Annual Plan process. In accordance with Council's Policy on Significance and Engagement this decision is assessed as low significance.
- 5.2 The rates and factors applied are a direct result of public consultation.

### **6.0 ASSESSMENT OF OPTIONS**

#### **1. Resolve to strike the rates for 2016-17 as proposed**

- 6.1 The rates proposed are in accordance with the Funding Impact Statement contained in the Annual Plan 2016-17.
- 6.2 The decision enables Council to lawfully generate sufficient revenue to fund its activities.

## **2. Undertake further consultation**

- 6.3 The rates proposed are as a result of consultation and consideration of submissions.
- 6.4 Since the Rates Resolution must be consistent with the Funding Impact Statement, any proposed amendments would require revisions to the Annual Plan.

## **3. Do nothing**

- 6.5 Council would be unable to meet its financial commitments or borrow to fund capital expenditure.

## **7.0 PREFERRED OPTION AND REASONS**

- 7.1 The preferred option is Option 1 - Resolve to strike the rates for 2016-17 as proposed because it enables Council to generate sufficient revenue to carry out its objectives for Year 2 of the Long Term Plan 2015-25, as ratified by the Annual Plan 2016-17.

## **8.0 RECOMMENDATIONS**

- A) **THAT** Council adopts the Rates Resolution attached as **Appendix 1**.
- B) **THAT** Council instructs the Chief Executive to strike the Rates in accordance with the Annual Plan 2016-17.

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

**Appendix 1:** Rates Resolution

# Appendix 1

## Resolution to Set the Rates - 2016/17 Financial Year

### Recommendation:

Council resolves to set the rates and due dates for payment and authorise the penalty regime for the 2016/17 financial year commencing 1 July 2016 and ending 30 June 2017, in accordance with the Funding Impact Statement contained in the Annual Plan 2016/17 as follows; all amounts are GST inclusive:

Name of Rate	Narrative	LGRA Ref	Rate (GST Inclusive)	Required Revenue (GST Inclusive)
<b>Must be read in conjunction with the Funding Impact Statement</b>				
<b>General Rate</b>	Set at different rates in the dollar of rateable value for different categories of rateable land on the capital value of each rating unit in the District.	s13(2)(b)		
Residential			\$0.0016254	\$924,439
Rural Residential			\$0.0012190	\$444,414
Commercial			\$0.0032507	\$1,265,129
Rural			\$0.0016254	\$1,775,559
<b>Uniform Annual General Charge</b>	Set at a fixed amount per rating unit on each rating unit in the District.	s15(1)(a)	\$628.70	\$3,474,196
<b>Kumara Community Rate</b>	Set for different categories of land, at an amount per rating unit, on each rating unit in the Kumara Community Rate Zone.	s16(3)(b) s16(4)(b)		
Residential			\$173.00	\$29,929
Rural Residential			\$173.00	\$21,798
Commercial			\$173.00	\$1,730
Rural			\$173.00	\$19,203
<b>Hokitika Community Rate</b>	Set differentially for different categories of land, at an amount per rating unit, on each rating unit in the Hokitika Community Rate Zone.	s16(3)(b) s16(4)(b)		
Residential			\$452.50	\$757,711
Rural Residential			\$339.40	\$226,957
Commercial			\$905.10	\$155,949
Rural			\$339.40	\$203,470
<b>Ross Community Rate</b>	Set for different categories of land, at an amount per rating unit, on each rating unit in the Ross Community Rate Zone.	s16(3)(b) s16(4)(b)		
Residential			\$317.60	\$53,039
Rural Residential			\$317.60	\$7,305
Commercial			\$317.60	\$3,176
Rural			\$317.60	\$39,700

Name of Rate	Narrative	LGRA Ref	Rate (GST Inclusive)	Required Revenue (GST Inclusive)
<b>Harihari Community Rate</b>	Set for different categories of land, at an amount per rating unit, on each rating unit in the Harihari Community Rate Zone.	s16(3)(b) s16(4)(b)		
Residential			\$99.00	\$9,306
Rural Residential			\$99.00	\$3,267
Commercial			\$99.00	\$1,188
Rural			\$99.00	\$10,494
<b>Whataroa Community Rate</b>	Set for different categories of land, at an amount per rating unit, on each rating unit in the Whataroa Community Rate Zone.	s16(3)(b) s16(4)(b)		
Residential			\$134.10	\$7,510
Rural Residential			\$134.10	\$11,801
Commercial			\$134.10	\$2,146
Rural			\$134.10	\$13,544
<b>Franz Josef Glacier / Waiau Community Rate</b>	Set differentially for different categories of land, at an amount per rating unit, on each rating unit in the Franz Josef/Waiau Community Rate Zone.	s16(3)(b) s16(4)(b)		
Residential			\$352.60	\$54,653
Rural Residential			\$264.40	\$11,369
Commercial			\$705.20	\$33,144
Rural			\$264.40	\$21,681
<b>Fox Glacier Community Rate</b>	Set differentially for different categories of land, at an amount per rating unit, on each rating unit in the Fox Glacier Community Rate Zone.	s16(3)(b) s16(4)(b)		
Residential			\$348.20	\$30,293
Rural Residential			\$261.10	\$14,361
Commercial			\$696.30	\$21,585
Rural			\$261.10	\$20,105
<b>Haast Community Rate</b>	Set for different categories of land, at an amount per rating unit, on each rating unit in the Haast Community Rate Zone.	s16(3)(b) s16(4)(b)		
Residential			\$91.50	\$7,137
Rural Residential			\$91.50	\$20,039
Commercial			\$91.50	\$1,922
Rural			\$91.50	\$16,104

Name of Rate	Narrative	LGRA Ref	Rate (GST Inclusive)	Required Revenue (GST Inclusive)
<b>Water Rates</b>	Set differentially depending on the nature of the connection to the land and the use to which the land is put.	s16(3)(b) s16(4)(b)		
Hokitika and Kaniere Treated water – Connected Commercial	Per Connection		\$792.90	\$3,172
Hokitika and Kaniere Treated water – Connected non commercial	Per Connection		\$453.10	\$778,879
Hokitika and Kaniere Treated water – Unconnected	Per Rating Unit		\$226.50	\$37,826
Rural Townships Treated water – Connected Commercial	Per Connection		\$792.90	\$28,544
Rural Townships Treated water – Connected non commercial	Per Connection		\$453.10	\$248,752
Rural Townships Treated water - Unconnected	Per Rating Unit		\$226.50	\$33,069
Rural Townships Untreated – Connected Commercial	Per Connection		\$589.00	\$2,945
Rural Townships Untreated –Connected non commercial	Per Connection		\$339.80	\$63,543
Rural Townships Untreated – Unconnected	Per Rating Unit		\$169.90	\$4,842
<b>Metered Water Rates</b>	Set on all rateable properties located in a specified location and for the quantity of water provided as a fixed charge per unit of water supplied.	s19(2)(a)		
Hokitika / Kaniere Metered Water Rates [excluding Milk Treatment Plant]			\$1.30 m <sup>3</sup>	\$189,749
Rural Townships: Fox Glacier / Franz Josef / Whataroa / Harihari Meter Water Rates			\$1.07 m <sup>3</sup>	
<b>Milk Treatment Plant Fixed Water Rates</b>		s16(3)(b) s16(4)(a)		
Hokitika Milk Treatment Plant fixed water rate	Per Rating unit		\$3,236,100	\$3,236,100

Name of Rate	Narrative	LGRA Ref	Rate (GST Inclusive)	Required Revenue (GST Inclusive)
<b>Milk Treatment Plant Metered Water Rates</b>	Set on the property used as a milk treatment plant in Hokitika for the quantity of water provided as a fixed charge per unit of water supplied above 2,000,000 m <sup>3</sup>	s19(2)(a)		
Hokitika Milk Treatment Plant metered water rate			\$ m <sup>3</sup>	\$0
<b>Sewerage Rates</b>	Set as a fixed amount for rating units which are provided or has available to the land a council funded sewerage supply service.	s16(3)(b) s16(4)(b)		
Connected	Per Water Closet or Urinal		\$261.70	\$976,664
Unconnected	Per Rating Unit		\$130.80	\$18,704
<b>Refuse Collection Rates</b>	Set as a fixed amount for rating units, located in a specific location, which is provided with a refuse collection service and according to where the land is situated.	s16(3)(b) s16(4)(b)		
Hokitika	Per Bin		\$292.40	\$459,945
Rural	Per Bin		\$265.90	\$370,931
<b>Tourism promotions rate</b>	Set differentially for different categories of land, at an amount per rating unit, on each rating unit in the District.	s16(3)(b) s16(4)(b)		
Commercial rating units Over \$10 million capital value			\$7,839.80	\$39,199
Commercial rating units greater than \$3 and up to \$10 million capital value			\$3,919.90	\$47,039
Commercial rating units greater than \$1 and up to \$3 million capital value			\$1,568.00	\$109,760
\$0 - 1 million Commercial rating units greater than \$0 and up to \$1 million capital value			\$784.00	\$192,778
Residential, Rural Residential and Rural			\$11.80	\$62,312
<b>Hokitika Area Promotions Rate</b>	Set as a fixed rate per rating unit on all rateable properties defined as commercial use properties and located in Hokitika (as mapped in the Rating Policy).	s16(3)(b) s16(4)(a)	\$325.00	\$44,850

Name of Rate	Narrative	LGRA Ref	Rate (GST Inclusive)	Required Revenue (GST Inclusive)
<b>Kokatahi / Kowhitirangi Community Rates</b>	Set differentially as a fixed rate and as rate on the land value of all rateable properties located on the Kokatahi / Kowhitirangi area.	s16(3)(b) s16(4)(b)		
Land Value			\$0.0000407	\$9,520
Rating Unit			\$53.00	\$9,540
<b>Kaniere Sewerage Capital Contribution Rate</b>	Set as a fixed rate per rating unit on all rateable properties that are connected to the Kaniere sewerage scheme and have not repaid the capital amount.	s16(3)(b) s16(4)(a)	\$417.00	\$23,769
<b>Hannah's Clearing Water Supply Capital Repayment Rate</b>	Set as a fixed rate per rating unit on all rateable properties located in Hannah's Clearing where the nature of the connection is a Council funded water supply and the capital amount has not been repaid.	s16(3)(b) s16(4)(a)	\$575.00	\$6,900
<b>Emergency Management Contingency Fund Rate</b>	Set on the land value of all rateable properties in the district.	s16(3)(a) s16(4)(a)	\$0.000	\$0

#### Instalments

Rates will be collected by four equal quarterly instalments due on the following dates. Payments will be applied to the oldest debt first.

Instalment Number	Due Date
One	31 August 2016
Two	30 November 2016
Three	28 February 2017
Four	31 May 2017

#### Penalty Regime

1. A 10% penalty is added under s.58(1)(a) on the next business day to so much of any instalment not paid by the due date.
2. A 10% penalty will be added to rates under s.58(1)(b) that remain unpaid from previous years. This will be added on 1 July 2015, or 5 working days after Council has passed the rates resolution (whichever is the later).
3. A further 10% penalty will be added to rates under s.58(1)(c) that remain unpaid from previous years. This will be added 6 months after the penalty made in 2 above if the rates remain unpaid.

#### Delegations

Council confirms that all matters that can be delegated under s.132 of the Local Government (Rating) Act 2002 are delegated to the Chief Executive, Group Manager: Corporate Service, Finance Manager and Rates Officer.

# Report



**DATE:** 23 June 2016

**TO:** Mayor and Councillors

**FROM:** Group Manager: Corporate Services

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## **DEPARTURES FROM LIABILITY MANAGEMENT POLICY**

### **1 SUMMARY**

- 1.1 The purpose of this report is to seek Council's approval and acknowledgement of financial circumstances that temporarily contravene its stated policy objectives.
- 1.2 This issue arises from a requirement for Council to exercise prudent financial governance within the parameters of its adopted policies.
- 1.3 Council seeks to meet its obligations under the Local Government Act 2002 and the achievement of the District Vision adopted by the Council in September 2014, which is set out in the Long Term Plan 2015-25. These are stated on Page 2 of this agenda.
- 1.4 This report concludes by recommending that Council acknowledges and approves the temporary phase, including balance date 2016, when all of its committed loan facilities mature within 5 years.



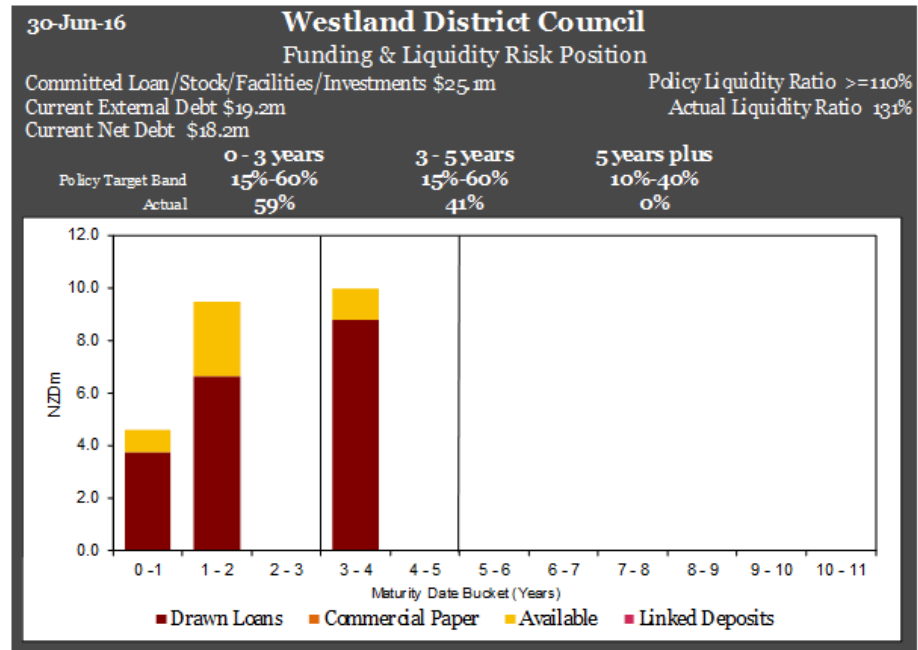
## **2 BACKGROUND**

- 2.1 Council's current Liability Management Policy was ratified in 2015, as part of an assessment of funding requirements for the Long-Term Plan 2015-25.
- 2.2 The policy prescribes the framework for the type and spread of loan commitments that Council will utilise and purposes to which they will be applied.
- 2.3 The policy contains interest rate risk management provisions, including the spread of debt maturities and proportions of fixed and floating rate debt. This also serves the purpose of matching secured debt facilities to the forecast borrowing requirements contained in the LTP.
- 2.4 Council currently achieves these objectives via a Multi-Option Credit Line (MOCL) with a range of maturities, partially fixed against a portfolio of swaps.

## **3 CURRENT SITUATION**

- 3.1 Consultation for the Annual Plan 2016/17 included two material infrastructure proposals, being upgrades to the Franz Josef wastewater treatment plant and the Hokitika storm water system.
- 3.2 The programme and funding approach for the latter has been determined and is included in the updated Annual Plan 2016/17. However, the former will be the subject of further community engagement during 2016/17.
- 3.3 In response to submissions Council gave direction for the inclusion of the widening of the Whitcombe Valley Road in the plan, which will require \$500,000 of borrowing.
- 3.4 During 2016/17 Council will assess the available financing options and review its liability management policy if appropriate.
- 3.5 Throughout 2015/16, Council's MOCL has otherwise been managed within policy guidelines, but the uncertainties described above meant that any extension to the facility would have been arbitrary and potentially unsuitable.
- 3.6 Consequently, as depicted below, the maturity profile of Council's committed loan facilities is in breach of its Liability Management Policy, with no part of the facility maturing beyond 5 years.

### 3.6.1



## 4 OPTIONS

- 4.1 **Option 1** – refinance Council’s debt facilities to achieve policy compliance.
- 4.2 **Option 2** – acknowledge and approve the departure from the Liability Management Policy.
- 4.3 **Option 3** – do nothing

## 5 SIGNIFICANCE AND ENGAGEMENT

- 5.1 This matter is administrative and therefore in accordance with Council’s Policy on Significance and Engagement is assessed as low significance.
- 5.2 The decision does not directly impact on the community and does not require consultation.

## 6 ASSESSMENT OF OPTIONS (INCLUDING FINANCIAL IMPLICATIONS)

- 6.1 Option 1 would ensure policy compliance as at 30 June 2016. There would be nominal associated costs and it may lead to a mismatch between Council’s funding profile and its future funding needs. Consequently, when the matters described in 3.1 to 3.4 crystallize, another round of refinancing may be necessary.

- 6.2 Option 2 would retain sufficient flexibility in Council's financing arrangements to accommodate the outcomes in 3.1 to 3.4. By acknowledging the departure Council also demonstrates it is conscious of the situation and is satisfied that there are justifiable reasons for the departure. This would provide assurance to Audit New Zealand in respect of the deviation that will be disclosed in the Annual Report 2015/16.
- 6.3 Option 3 would mean that Council retains an appropriate degree of flexibility in its funding arrangements, but by inertia, which could indicate a deficiency in financial stewardship from a reporting perspective.

## **7 PREFERRED OPTION AND REASONS**

- 7.1 The preferred option is 2) – acknowledge and approve the departure from the Liability Management Policy. This would demonstrate that Council is conscious of its financial governance responsibilities and will provide sufficient flexibility in the short term to accommodate changes in its funding requirements.

## **8 RECOMMENDATIONS**

- A) **THAT** Council approves the retention of a Multi Option Credit Line with no debt facilities maturing beyond 5 years until appropriate consultations regarding its funding requirements have concluded, for a maximum of 12 months.
- B) **THAT** Council acknowledges that the Annual Report 2015/16 will disclose the departure from the Liability Management Policy.

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

# Report



DATE: 23 June 2016

TO: Mayor and Councillors

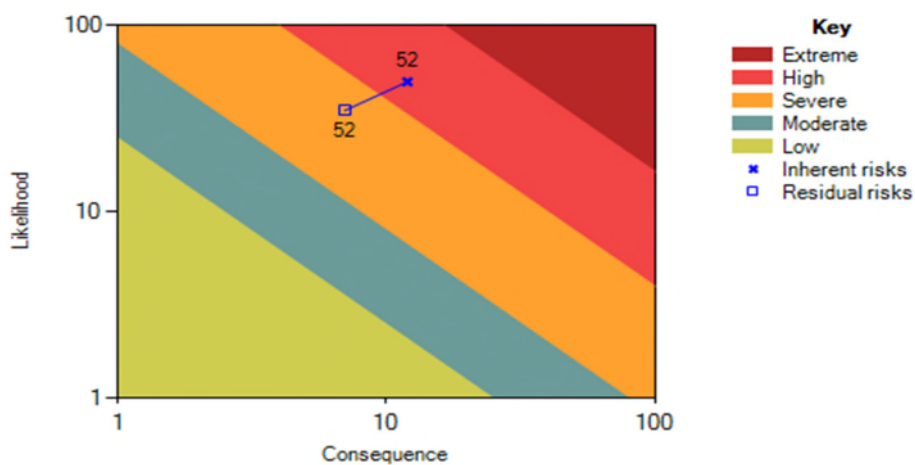
FROM: Group Manager: District Assets

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## ADOPTION OF WESTLAND DISTRICT COUNCIL WATER SUPPLY BYLAW 2016 (RISK ID: 52)

### 1 SUMMARY

- 1.1 The purpose of this report is to seek adoption of Westland District Council Water Supply Bylaw 2016 following a special consultative procedure in accordance with Section 83 of Local Government Act 2002 between 7 December 2015 and 29 January 2016.
- 1.2 This Water Supply Bylaw 2016 arises as a result of a directive given by elected members to investigate the adoption of a bylaw to ensure effective delivery and management of Westland District Council Water Supply schemes.
- 1.3 The assessment for the risk associated with issue<sup>1</sup> as per Council Risk Management Policy is:



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<sup>1</sup> The risk assessed for this issue is: "Abuse of Water Supplies managed by WDC – Risk Reference id: 52" – Adoption of a Water Bylaw is one of mitigation factors.

- 1.3 Council seeks to meet its obligations under the Local Government Act 2002 and the achievement of the District Vision adopted by Council as part of the Long Term Plan 2015-25. These are stated on Page 2 of this agenda.
- 1.4 The reports concludes by recommending that Council adopts the Water Supply Bylaw 2016.

## 2 BACKGROUND

- 2.1 Westland District Council does not have a current Water Bylaw and the adoption of this Bylaw will assist in the protection of water quality in the urban water supplies.
- 2.2 In the absence of any Water Bylaw Council is unable to address any anomalies or issues arising in day to day operations of these Water Supplies. These include, but not limited to infringements related to Water Offences, standardising any water connections, requirements related to minimum fire flows required for any connection, and protection of water supplies e.g. backflow prevention.
- 2.3 Council at its monthly meeting on 26 November 2015 adopted a proposal (The proposal) on the draft “Westland District Council Water Supply Bylaw” for consultation under the special consultative procedures in accordance with section 83 of the Local Government Act 2002.
- 2.4 The proposal was consulted with the community between 7 December 2015 and 29 January 2016.

## 3 RISK ANALYSIS <sup>2</sup>( Staff Assessment for Inherent and Residual Risk)

	<i><b>Inherent</b></i>	<i><b>Residual</b></i>
<i><b>Risk Score</b></i>	<i><b>600/High</b></i>	<i><b>245/Severe</b></i>
<b>Likelihood</b>	50	35
	Likely	Moderate
<b>Consequence</b>	12	7
<b>Financial/Economical</b>	Moderate	Minor
<b>Environment</b>	Insignificant	Insignificant
<b>Governance/Reputation/Image</b>	Insignificant	Insignificant
<b>Business Disruption</b>	No impact	No impact
<b>Legal Compliance</b>	No impact	No impact
<b>Built Assets/Operational Capability</b>	Minor	Minor
<b>Human Resources</b>	No impact	No impact
<b>Information Systems and Information Management</b>	No impact	No impact

<sup>2</sup> For Risk id : 52 as explained in footnote 1

## 4 CURRENT SITUATION

- 4.1 WDC owns and manages nine (9) water supplies that are all 'on-demand' supplies with no restrictions or controls to the water supply/delivery.
- 4.2 There are currently no adopted procedures to manage and protect the water supply networks and to define the point of supply to customers.
- 4.3 As part of the consultation process two written submissions were received. One in support for adoption and one against the adoption.
- 4.4 The submissions received are summarised as below:

### West Coast Community & Public Health (Medical Officer of Health)

The submission from the Medical Officer of Health supports the Bylaw and recommends that *Council make the decision to adopt a Water Supply Bylaw that is no less comprehensive than the Working Draft (Rev 1.1), dated October 2015.*

The submission makes a number of suggestions as follows:

- a. Amendment to the definition of "backflow" to a definition used in another approved document (a number of examples were supplied)
- b. Addition of a definition for a "temporary water supply"
- c. That section 8.2 Protection of Water Source be expanded to include catchment protection issues more generally
- d. That no reference is made to where a list of approved devices for backflow prevention can be found and the level of protection required for different levels of risk

Community & Public Health wished to be heard in support of their submission.

After receiving the written submission, the Operations Manager consulted with Community & Public Health and it was agreed that the suggested amendments did not need to be made prior to the adoption of the Bylaw. The definitions and further references requested by Community & Public Health are covered by other documents noted in the scope of the Bylaw.

Community & Public Health agreed that they no longer needed to be heard in support of their submission.

### Flow Ir In (Hokitika)

The submission from Flow In does not support the adoption of the Bylaw and seeks that Council looks to bring the local dairy company into line over their water use.

Flow Ir In did not wish to be heard in support of their submission.

## 5 OPTIONS

5.1 **Option 1:** Adopt the new Water Supply Bylaw 2016

5.2 **Option 2:** Status Quo / Not have a Water Supply Bylaw

## 6 SIGNIFICANCE AND ENGAGEMENT

6.1 In accordance with Council policy on significance the introduction of a new bylaw is considered to be of low significance for the following reasons:

Area of significance	Applies (yes or no?)
Does it involve a Council Strategic Asset?	Yes
Impacts Service levels/ rates, and or Debt?	Partially
Degree of impact on community/individual/groups?	low
Cultural impact?	No
High Degree of public interest?	Not evident – Based on submissions received.
Reversible Decision?	Yes.

6.2 In the past, requests and representation from local communities have been made to Council to address non-accounted water connections. Council staff engaged with these parties to identify the need for a bylaw.

6.3 The adoption of a bylaw under the Local Government Act requires a special consultative procedure. A statement of proposal was released for public consultation in accordance with Section 83 of Local Government Act 2002.

## 7 ASSESSMENT OF OPTIONS (INCLUDING FINANCIAL IMPLICATIONS)

### 7.1 **Option 1:** Adopt the new Water Supply Bylaw 2016

This is **THE PREFERRED** option.

- a. Adopting a Water Supply Bylaw enables the Council to protect the quality of the urban water supply. Activities which have potential to impact on the water supply are most effectively addressed through bylaw provisions, including:
  - i. access to the supply via fire hydrants
  - ii. below ground excavations near the water supply network
  - iii. activities in the water supply catchments, including washing or bathing, or depositing refuse or waste material, or spillages which could compromise the water supply
- b. The draft bylaw includes provisions related to the supply and metering of water, and the ability to charge for the availability and supply of water to premises. It establishes terms and conditions for connection to the water supply system, including the customer's agreement to pay for the supply of water in accordance with the Council's schedule of rates and charges. These provisions, and the water usage restrictions (if any) in the bylaw, enable the Council to manage demand for water, and to restrict supply during water shortages or in emergencies.
- c. The draft bylaw also includes provisions related to connections to the water supply system. It sets out that the Council is not responsible for supplying water at any particular rate of flow or pressure and is not responsible for any loss, damage or inconvenience that may arise as a result of any interruption in the supply of water. This avoids liability issues.
- d. There are minor financial implications, which will be associated with implementation of the provision of the new Water Bylaw if adopted. However long term benefits will outweigh these costs.

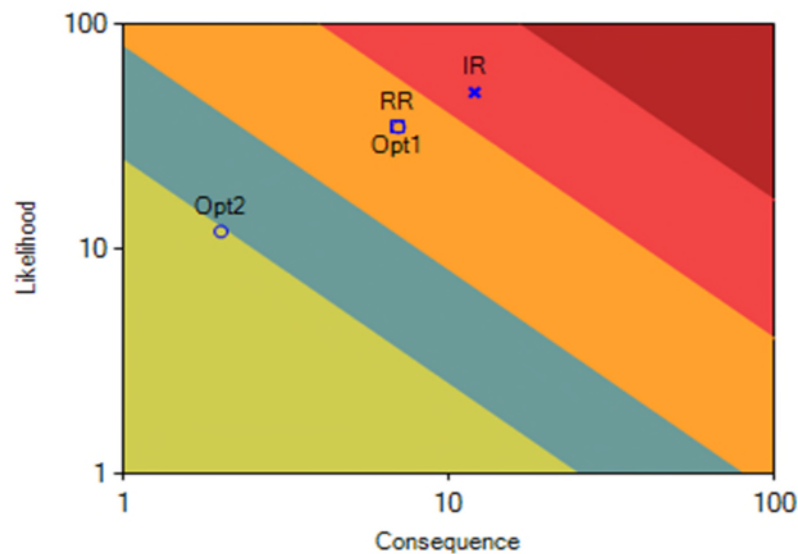
### 7.2 **Option 2:** Council rejects the Water Supply Bylaw.

This option will retain Status quo. However if Council opts to choose this option disadvantages are:

- a. Council officers will continue to have limited empowerment to protect and manage Westland District Council water supplies.



## 8 SUMMARY RISK ASSESSMENTS OF THE OPTIONS CONSIDERED



Option #	Projected Risk Score on the option	NPV / Cost Justification Score	Notes ( if any)
Option 1	24	Not costed	There are minor costs for implementation, however these are expected to be recoverable if the Water Bylaw is adopted
Option 2	245	Not costed	Status quo Option – Costs are unknown

## 9 PREFERRED OPTION(S) AND REASONS

- 9.1 Option # 1 is the preferred option. That is, that Council adopt the Bylaw.
- 9.2 The Bylaw content is based on demonstrated knowledge of current issues, and empowers council officers to manage the water supplies.
- 9.3 The adoption of a Water Bylaw represents and encourages good practice.
- 9.4 The preferred option presents a lower risk level associated in accordance with Council Risk Management Policy.

## 10 RECOMMENDATION(S)

- 10.1 **THAT** Council adopts the Westland District Council Water Supply Bylaw 2016.

**Vivek Goel**

**Group Manager: District Assets**

**Appendix 1:** Westland District Council - Water Supply Bylaw 2016

# Appendix 1

## **WESTLAND DISTRICT COUNCIL WATER SUPPLY BYLAW 2016**

**(Proposed – To be adopted by Council – 23.06.2016)**

Based on NZS 9201:Part 7:2007  
Model General Bylaws  
Part 7 – Water supply

Prepared for Westland District Council  
October 2015

# 1 Title

A Bylaw of the Westland District Council by way of Special Order pursuant to the provisions of the Local Government Act 2002 and all other Acts, powers and authorities enabling it in that behalf to make a Bylaw to be known as the Westland District Council Water Supply Bylaw 2015.

# 2 Commencement

This Bylaw shall come into force on the 23 day of June 2016

# 3 Repeal

As from the day this Bylaw comes into force, any previous water supply bylaw or parts of any water supply bylaw and their amendments in force in the Westland District (including the former local authorities that now comprise the Westland District Council) shall be repealed.

# 4 Application of Bylaw

This Bylaw shall apply to properties within serviced areas administered by the Westland District Council.

# 5 Scope

This Bylaw is made under the authority of the Local Government Act 2002 for the supply of water to its customers by the Westland District Council. The supply and sale of water by the Westland District Council is subject to:

(a) Statutory Acts and Regulations

- (i) Building Act 2004
- (ii) Fire Service Act 1975
- (iii) Health Act 1956
- (iv) Local Government Act 2002
- (v) Local Government (Rating) Act 2002
- (vi) Resource Management Act 1991
- (vii) Water Supplies Protection Regulations 1961 (possibly subject to repeal)
- (viii) Civil Defence and Emergency Management Act 2002; and

(b) Relevant Codes and Standards

- (i) Drinking Water Standards for New Zealand 2005 (Revised 2008)
- (ii) BS EN 14154-3:2005 Water meters. Test methods and equipment.
- (iii) SNZ PAS 4509 :2003 New Zealand Fire Service firefighting water supplies code of practice
- (iv) NZWWA Backflow Code of Practice 2006
- (v) NZWWA Water Meter Code of Practice 2003
- (vi) Westland District Council Bylaws and Codes of Practice.

## 6 Interpretation

When interpreting this Bylaw use the definitions set out in section 7 unless the context requires otherwise. If you see a reference to a repealed enactment read that as a reference to its replacement.

For the purpose of this Bylaw, the word 'shall' refers to practices that are mandatory for compliance with this Bylaw, while the word 'should' refers to practices that are advised or recommended.

## 7 Definitions

For the purpose of this Bylaw, unless inconsistent with the context, the following definitions apply:

Approved	Approved in writing by the Council, either by resolution of the Council or by any authorised officer of the Council
Backflow	The unplanned reversal of flow of water or mixtures of water and contaminants into the water supply system
Council	The Westland District Council or any officer authorised to exercise the authority of the Council
Customer	A person who uses, or has obtained the right to use or direct the manner of use of, water supplied by the Council
Detector check valve	A check (non-return) valve which has a positive closing pressure and a metered bypass to measure flows typically associated with leakage or unauthorised use on a dedicated fire supply
Extraordinary supply	A category of on demand supply including all purposes for which water is supplied other than ordinary supply and which may be subject to specific conditions and limitations
Fees and charges	The list of items, terms, and prices for services associated with the supply of water as adopted by the Council in accordance with the LGA 2002 and the Local Government (Rating) Act 2002
Level of service	The measurable performance standards on which the Council undertakes to supply water to its customers
On demand supply	A supply which is available on demand directly the point of supply subject to the agreed level of service
Ordinary supply	A category of on demand supply used solely for domestic purposes
Person	A natural person, corporation sole or a body of persons whether corporate or otherwise
Point of supply	The point on the water pipe leading from the water main to the premises, which marks the boundary of responsibility between the customer and the Council, irrespective of property boundaries
Potable	As defined in section 69G of the Health Act 1956 [ <i>subject to enactment of the Health (Drinking Water) Amendment Bill 2006</i> ]

Premises	<p>Premises include the following:</p> <ul style="list-style-type: none"> <li>(a) A property or allotment which is held under a separate certificate of title or for which a separate certificate of title may be issued and in respect to which a building consent has been or may be issued; or</li> <li>(b) A building or part of a building that has been defined as an individual unit by a cross-lease, unit title or company lease and for which a certificate of title is available; or</li> <li>(c) Land held in public ownership (e.g. reserve) for a particular purpose.</li> </ul>
Public Notice	As defined in the Local Government Act 2002
Ranger	A person responsible for the management of a Council controlled catchment area or water reserve
Restricted flow supply	A type of water supply connection where a small flow is supplied through a flow control device, and storage is provided by the customer to cater for the customer's demand fluctuations
Restrictor	A flow control device fitted to the service pipe to limit the flow rate of water to a customer's premises
Roading authority	A territorial authority or the New Zealand Transport Agency
Rural water supply area	An area formally designated by Council as an area serviced by a reticulated water supply system that is intended to supply water for specified purposes via restricted flow supplies and/or on demand supplies but not necessarily with a firefighting capability
Service pipe	The section of water pipe between a water main and the point of supply.
Service value (Toby)	The valve at the customer end of the service pipe
Storage tank	Any tank having a free water surface
Supply pipe	The section of pipe between the point of supply and the customer's premises through which water is conveyed to the premises
Urban water supply area	An area formally designated by a Council as an area serviced by a reticulated water supply system with a firefighting capability, that is intended to supply water to customers via on demand supplies
Water supply system	<p>All those components of the network between the point of abstraction from the natural environment and the point of supply. This includes but is not limited to: wells, infiltration galleries, intake structures, open raw water storage ponds/lakes, falling mains, treatment plants, treated water reservoirs, trunk mains, service mains, rider mains, pump stations and pumps, valves, hydrants, scour lines, service pipes, boundary assemblies, meters, backflow prevention devices and tobies</p>
Water unit	The basis of measurement for a restricted flow supply prescribed by Council

## **8 Protection of Water Supply**

### **8.1 Water supply system**

#### **8.1.1 Access to system**

No person other than the Council and its authorised agents shall have access to any part of the water supply system, except to connect to the point of supply, subject to 9.1, and to operate the service valve.

#### **8.1.2 No person to connect to, or interfere with a water supply system**

Except as set out in 8.1.1, 8.1.3 and 8.1.4, no person shall make any connection to, or otherwise interfere with, any part of the water supply system.

#### **8.1.3 Fire hydrants**

Only the attending Fire Service/s shall gain access to, and draw water from fire hydrants for the purpose of fighting fires, training, and testing.

NOTE - Use of the fire hydrants by untrained personnel can result in damage to the water supply system

#### **8.1.4 Other uses**

The right to gain access to, and draw water from the water supply for uses other than firefighting (for example, flow testing or pipe flushing) shall be restricted to:

- (a) The Council or its agents;
- (b) Permit holders, being those persons who after having submitted an application to the Council are subsequently approved to draw water from fire hydrants or tanker filling points. Such permits shall be valid only so long as the permit holder complies with the conditions endorsed on the permit. Without prejudice to other remedies available, the Council may remove and hold any equipment used by an offender to gain access to, or draw water from a fire hydrant, and assess and recover the value of water drawn without authorisation and any other associated costs.

#### **8.1.5 Working around buried services**

The Council shall keep accurate permanent records ('as-builts') of the location of its buried services. This information shall be available for inspection at no cost to users. Charges may be levied to cover the costs of providing copies of this information.

Any person proposing to carry out excavation work shall view the as-built information to establish whether or not Council services are located in the vicinity. At least five working days notice in writing shall be given to the Council of an intention to excavate in the vicinity of its services. Where appropriate the Council shall mark out to within  $\pm 0.5$  m on the ground the location of its services, and nominate in writing any restrictions on the work it considers necessary to protect its services. The Council may charge for this service.

When excavating and working around buried services due care shall be taken to ensure the services are not damaged, and that bedding and backfill are reinstated in accordance with the appropriate Council specification.

Any damage which occurs to a Council service shall be reported to the Council immediately. The person causing the damage shall reimburse the Council with all costs associated with repairing the damaged service, and any other costs the Council incurs as a result of the incident.

NOTE – Excavation within roadways is also subject to the permit process of the appropriate roading authority.

## **8.2 Protection of water source**

### **8.2.1 Spillages and adverse events**

In the event of any adverse event which may compromise potable water or the water supply system, the person responsible for the event shall advise the Council and West Coast Regional Council immediately. This requirement shall be in addition to those other notification procedures which are required for other authorities.

Where the customer of a premise allows or permits any items that may potentially contaminate or leach into the water supply, or accumulate on any premises contained within the catchment, the Council may request the owner, occupier, or both to remove the items.

If the items are not removed within the period specified, Council or its authorised agents may remove the items and recover the costs of doing so from the owner or occupier, or both.

## **9 Conditions of Supply**

### **9.1 Application for supply**

#### **9.1.1 Initial application**

Every application for a supply of water shall be made in writing on the standard Council form accompanied by the prescribed charges. The applicant shall provide all the details required by the Council.

On receipt of an application the Council shall, after consideration of the matters in 9.4 and 9.5, either:

- (a) Approve the application and inform the applicant of the type of supply, the level of service, the size of the connection and any particular conditions applicable; or
- (b) Refuse the application and notify the applicant of the decision giving the reasons for refusal.

For the agreed level of service to the applicant, the Council should determine the sizes of all pipes, fittings and any other equipment, up to the point of supply. The Council shall supply and install the service pipe up to the point of supply at the applicant's cost or may allow the supply and installation of the service pipe to be carried out by approved contractors.

The applicant shall have the authority to act on behalf of the owner of the premises for which the supply is sought, and shall produce written evidence of this if required.

An approved application for supply which has not been actioned within six months of the date of application will lapse unless a time extension has been approved. Any refund of fees and charges shall be at the discretion of the Council.

#### **9.1.2 Change in use**

Where a customer seeks a change in the level of service or end use of water supplied to premises, and/or the supply changes from an ordinary to an extraordinary type (see 9.4) or vice versa, a new application for supply shall be submitted by the customer.

#### **9.1.3 Prescribed charges**

Charges applicable at the time of connection may include:

- (a) Payment to the Council for the cost of the physical works required to provide the connection;
- (b) A development contribution charge determined in accordance with the Local Government Act 2002;



- (c) A financial contribution charge determined in accordance with the Resource Management Act 1991.

## **9.2 Point of supply**

### **9.2.1 Responsibility for maintenance**

The Council shall own and maintain the service pipe and fittings up the point of supply. The customer shall own and maintain the supply pipe beyond the point of supply.

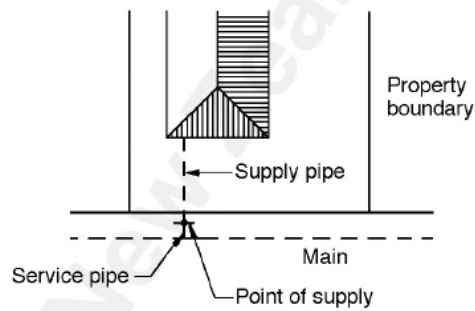
### **9.2.2 Single ownership**

For individual customers the point of supply shall be located as shown in Figure 1, or as close as possible where fences, walls, or other permanent structures make it difficult to locate it at the required position. Other positions shall require specific approval.

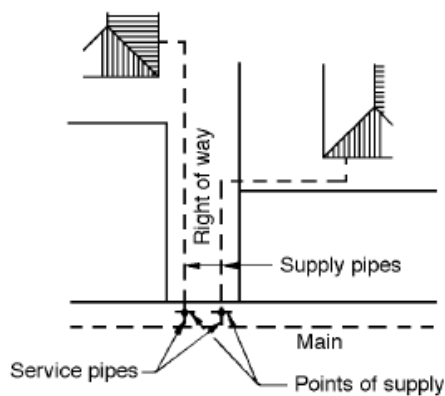
For each individual customer there shall be only one point of supply, unless otherwise approved.

The typical layout at a point of supply is shown in Figure 2 for metered and unmetered supplies.

The Council gives no guarantee of the serviceability of the valve located on the service pipe. Where there is no customer stopcock, or where maintenance is required between the service valve and the customer stopcock, the customer may use the service valve to isolate the supply. However the Council reserves the right to charge for maintenance of this valve if damaged by such customer use.



**Point of supply outside property boundary  
With Street Frontage**



**Point of supply outside property boundary  
Rear lots on right of way**

Figure 1 – Point of supply location – Individual customers

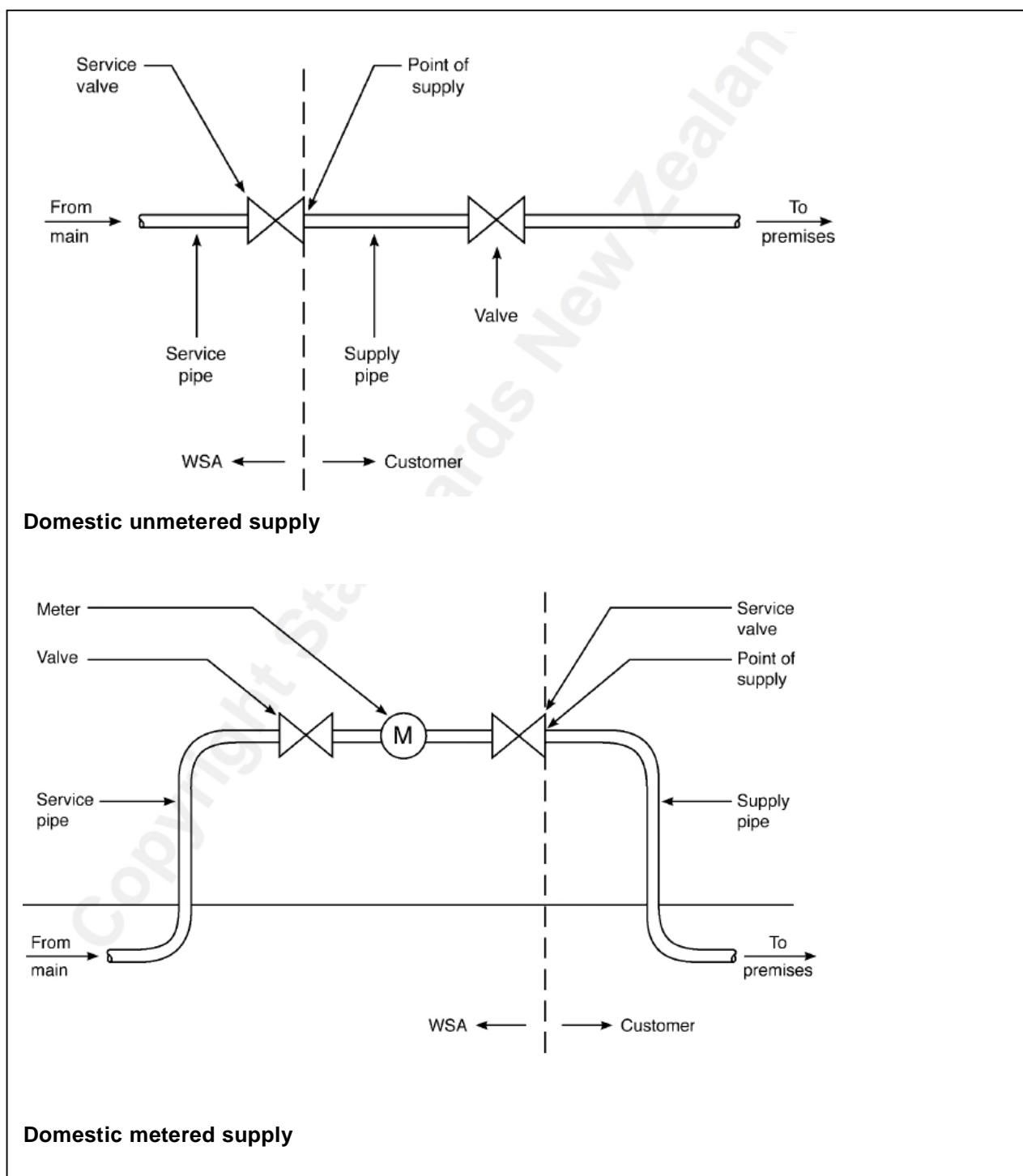


Figure 2 – Typical layout at point of supply

### 9.2.3 Multiple ownership

The point of supply for the different forms of multiple ownership of premises and/or land shall be:

- (a) For Company Share/Block Scheme (Body Corporate) - as for single ownership;
- (b) For Leasehold/Tenancy in Common Scheme (Cross Lease), Strata Title, Unit Title (Body Corporate) and any other form of multiple ownership - each customer shall have an individual supply with the point of supply determined by agreement with the Council. In specific cases other arrangements may be acceptable, subject to individual approval.

For a multiple ownership supply which was in existence prior to the coming into effect of this Bylaw, the point of supply shall be the arrangement existing at that time, or as determined by agreement with the Council for any individual case.

## **9.3 Access to, and about point of supply**

### **9.3.1 Rights of access**

Where the point of supply is on private property the customer shall allow the Council access to, and about the point of supply between 7.30 am and 6 pm on any day for:

- (a) Meter reading without notice; or
- (b) Checking, testing and maintenance work with notice being given whenever possible.

Outside these hours (such as for night time leak detection) the Council shall give notice to the customer.

Where access is not made available for any of the above times and a return visit is required by the Council, a rate may be charged as for 'meter reading by appointment'.

Under emergency conditions the customer shall allow the Council free access to, and about the point of supply at any hour.

### **9.3.2 Maintenance of access**

The customer shall maintain the area in and around the point of supply keeping it free of soil, growth, or other matter or obstruction which prevents, or is likely to prevent convenient access.

## **9.4 Types of supply**

### **9.4.1 General**

Supplies shall be classified as either 'on demand' or 'restricted flow' and the use of water from the supply shall be either 'ordinary' or 'extraordinary'.

### **9.4.2 On demand supply**

Every premises shall be entitled to an ordinary supply of water subject to the following conditions :

- (a) The premises lying within an [urban/rural] water supply area if such an area has been constituted by the Westland District Council ;
- (b) The exclusion of its use for garden watering under any restrictions made by the Council under 9.7.3;
- (c) Payment of the appropriate charges in respect of that property;
- (d) Any other charges or costs associated with subdivisional development; and
- (e) Any other relevant conditions in section 9 of this Bylaw.

The Council shall be under no obligation to provide an extraordinary supply of water (see also the provisions of 9.7 and 9.9.2).

### **9.4.3 Restricted flow supply**

Restricted flow supply shall be available to premises within a designated area only, or under special conditions set by the Council.

The water supply shall be restricted so as to deliver the agreed number of water units at a steady flow rate.

The Council shall charge for the restricted flow supply by either:

- (a) The volume passing through a meter; or
- (b) The agreed number of water units.

### **9.4.4 Ordinary use**

Ordinary use is for domestic purposes (which may include use in a fire sprinkler system to NZS 4517) and shall include:

- (a) Washing down a car, boat, or similar;
- (b) Garden watering by hand;
- (c) Garden watering by a portable sprinkler (subject to the provisions of 9.7.3);
- (d) Irrigation systems for gardens and lawns, both fixed and portable, subject to the provisions 9.7.3

NOTE - For use from a fire protection system to NZS 4517 to be classified as an ordinary use, the customer should comply with the conditions set under 9.9 .1.

### **9.4.5 Extraordinary use**

Extraordinary use includes:

- (a) Domestic - spa or swimming pool in excess of 10 m3 capacity, fixed garden irrigation systems;
- (b) Commercial and business;
- (c) Industrial;
- (d) Agricultural ;
- (e) Horticultural;
- (f) Viticultural;
- (g) Lifestyle blocks (peri-urban or small rural residential);
- (h) Fire protection systems other than sprinkler systems installed to comply with NZS 4517;
- (i) Out of district (supply to, or within another local authority);
- (j) Temporary supply;
- (k) Stock Water

## **9.5 Metering**

An ordinary use of water shall not normally be metered (subject to the Council reserving the right to fit a meter and charge where it considers water use is excessive, or for a meter to be fitted at the customer's request), and the cost of such use shall be as prescribed in the Local Government (Rating) act 2002, sections 9, 15 to 19, and sections 101 to 103.

An extraordinary use shall normally be metered and charged for in accordance with 9.15. Where the extraordinary use is for fire protection only, this supply shall not normally be metered.

## **9.6 Level of service**

The Council shall provide water in accordance with the level of service contained in the Long Term Plan. For those periods where the level of service allows non-compliance with the specified value(s), the Council should make every reasonable attempt to achieve the specified value(s).

## **9.7 Continuity of supply**

### **9.7.1 Supply**

Due to practical and physical limitations the Council cannot guarantee an uninterrupted or constant supply of water in all circumstances, or the continuous maintenance of any particular pressure, but shall do its best to meet the continuity of supply levels of 9.6, subject to the exemptions contained in 9.7.3 and 9.7.4.

Where works of a permanent or temporary nature are planned which will affect an existing supply, the Council shall consult with, or inform or give notice to all known customers likely to be substantially affected.

### **9.7.2 Uninterrupted service**

If a customer has a particular requirement for an uninterrupted level of service (flow, pressure, or quality), it shall be the responsibility of that customer to provide any storage, back-up facilities, or equipment necessary to provide that level of service.

### **9.7.3 Demand management**

The customer shall comply with any restrictions which may be approved by the Council to manage high seasonal or other demands. Such restrictions shall be advised by public notice.

Even when such restrictions apply the Council shall take all practicable steps to ensure that an adequate supply for domestic purposes is provided to each point of supply.

### **9.7.4 Emergency restrictions**

During an emergency the Council may restrict or prohibit the use of water for any specified purpose, for any specified period, and for any or all of its customers. Such restrictions shall be advised by public notice. The Council may enact penalties over and above those contained in these conditions to enforce these restrictions. The decision to make and lift restrictions, and to enact additional penalties, shall be made by the Council, or where immediate action is required, by the manager of the Council, subject to subsequent Council ratification.

### **9.7.5 Maintenance and repair**

Wherever practical the Council shall make every reasonable attempt to notify the customer of a scheduled maintenance shutdown of the supply before the work commences. Where immediate action is required and notification is not practical, the Council may shut down the supply without notice.

## **9.8 Liability**

The Council shall endeavour to meet the level of service requirements of 9.6, but shall not be liable for any loss, damage or inconvenience which the customer (or any person using the supply) may sustain as a result of deficiencies in, or interruptions to, the water supply.

The Council may, under certain circumstances and at its sole discretion, make payments for damage caused to equipment, appliances, processes, and materials as a direct result of a variation in the water supply, provided that any such equipment or appliances have been designed to cater for reasonable variations in the flow, pressure, and quality of the water supply.

## **9.9 Fire protection connection**

### **9.9.1 Connection application**

Any proposed connection for fire protection shall be the subject of a specific application (on the standard Council form) made to the Council for approval. Any such connection shall be subject to the conditions specified by the Council.

### **9.9.2 Design**

It shall be the customer's responsibility to ascertain in discussion with the Council and monitor whether the supply available is adequate for the intended purpose.

### **9.9.3 Fire protection connection metering**

Where the supply of water to any premises is metered the Council may allow the supply of water for the purposes of firefighting to be made in a manner which bypasses the meter, provided that:

- (a) The drawing of water is possible only in connection with the sounding of an automatic fire alarm or the automatic notification of the fire brigade ; or
- (b) A Council approved detector check valve has been fitted on the meter bypass.

Any unmetered connection provided to supply water to a fire protection system shall not be used for any purpose other than firefighting and testing the fire protection system unless the fire protection system is installed in accordance with NZS 4517.

Where a fire connection has been installed or located so that it is likely or possible that water may be drawn from it by any person for purposes other than firefighting, the Council may require the supply to be metered.

### **9.9.4 Fire hose reels**

Where the supply of water to any premises is metered, fire hose reels shall be connected only to the metered supply, not to the fire protection system. The water supply to fire hose reels shall comply with the requirements of NZS 4503.

### **9.9.5 Charges**

Water used for the purpose of extinguishing fires shall be supplied free of charge. Where the fire protection connection is metered and water has been used for firefighting purposes, the Council shall estimate the quantity of water so used, and credit to the customer's account an amount based on such an estimate.

### **9.9.6 Ongoing testing and monitoring**

Customers intending to test fire protection systems in a manner that requires a draw-off of water, shall obtain the approval of the Council beforehand. Water used for routine flushing and flow testing does not constitute waste but the quantity of water used may be assessed and charged for by the Council.

## **9.10 Backflow prevention**

### **9.10.1 Customer responsibility**

It is the customer's responsibility (under the Health Act 1956, and the Building Act 2004) to take all necessary measures on the customer's side of the point of supply to prevent water which has been drawn from the Council's water supply from returning to that supply. These include:

- (a) Backflow prevention either by providing an adequate air gap, or by the use of an appropriate backflow prevention device;

- (b) The prohibition of any cross-connection between the Council water supply and:
- (i) Any other water supply (potable or non-potable)
  - (ii) Any other water source
  - (iii) Any storage tank
  - (iv) Any other pipe, fixture or equipment containing chemicals, liquids, gases or other non-potable substances.

Backflow prevention devices on extraordinary supplies are required to be tested by an approved backflow technician annually. A copy of the testing certificate is to be provided to council.

For devices installed by Council, the Council will have the required testing carried out and recover all costs from the water customer.

NOTE - Fire protection systems that include appropriate backflow prevention measures would generally not require additional backflow prevention, except in cases where the system is supplied by a non-potable source or a storage tank or fire pump that operates at a pressure in excess of the Council's normal minimum operating pressure.

## **9.10.2 Unmanaged risk**

Notwithstanding 9.10.1 the Council may fit a backflow prevention device on the Council side of the point of supply where the customer cannot demonstrate that the risk of backflow is adequately managed.

## **9.11 Council equipment and inspection**

### **9.11.1 Care of water supply system**

The customer shall take due care not to damage any part of the water supply system, including but not limited to pipework, valves, meters, restrictors, chambers, and backflow prevention devices.

### **9.11.2 Inspection**

Subject to the provisions of the Local Government Act 2002, the customer shall allow the Council with or without equipment, access to any area of the premises for the purposes of determining compliance with these conditions.

## **9.12 Meters and flow restrictors**

### **9.12.1 Installation**

Meters for on demand supplies, and restrictors for restricted flow supplies, shall be supplied, installed and maintained by the Council, and shall remain the property of the Council.

Where on demand supplies are not universally metered, the Council where it considers water use is unusually high, reserves the right to fit a meter at the customer's cost, and charge accordingly.

### **9.12.2 Location**

Meters and restrictors shall be located in a position where they are readily accessible for reading and maintenance, and if practicable immediately on the Council side of the point of supply, (see figure 2).

### **9.12.3 Accuracy**

Meters shall be tested as and when required by the Council or as prescribed in OIML R49. The maximum permissible error for the upper flow rate zone ( $Q_2 < Q < Q_4$ ) is  $\pm 2\%$ , for temperatures from 0.3°C to 30°C and the maximum permissible error for the lower flow rate



zone ( $Q_1 < Q < Q_2$ ) is  $\pm 5\%$ . This accuracy shall be applied to all water meters with  $Q_3 < 100$  m<sup>3</sup>/h and may be applied to water meters with values of  $Q_3 > 100$  m<sup>3</sup>/h.

The flow restrictors shall be accurate to within  $\pm 10\%$  of their rated capacity.

NOTE - Where Q is the flow rate:

- Q1 is the minimum flow rate;
- Q2 is the transitional flow rate;
- Q3 is the permanent flow rate; and
- Q4 is the overload flow rate as defined in OIML R49-1.

Any customer who disputes the accuracy of a meter or restrictor may apply to the Council for it to be tested provided that it is not within three months of the last test. If the test shows non-compliance with the accuracy above, the customer shall not be charged for the test. If the test shows compliance, the customer shall pay a fee in accordance with the Council current fees and charges.

Meters shall be tested as prescribed in OIML R 49-2 and the test report shall be made available as prescribed in OIML R 49-3.

The variation in the error curve shall not exceed 3% for flow rates in the lower zone and 1.5% for flow rates in the upper zone. For the purpose of determining these requirements the mean values of the errors (of indication) at each flow rate, shall apply.

The curves shall not exceed a maximum error of  $\pm 6\%$  for flow rates in the lower zones and  $\pm 2.5\%$  for flow rates in the upper zones.

Restrictors shall be tested by measuring the quantity that flows through the restrictor in a period of not less than 1 hour at the expected minimum operating pressure. A copy of independent certification of the test result shall be made available to the customer on request.

#### **9.12.4 Adjustment**

If any meter, after being tested, is found to register a greater or lesser consumption than the quantity of water actually passed through such a meter, the Council shall make an adjustment in accordance with the results shown by such tests, backdated for a period at the discretion of the Council but not exceeding 12 months, and the customer shall pay a greater or lesser amount according to the adjustment.

Where a meter is under-reading by more than 20% or has stopped, the Council reserves the right to charge for the amount of water assessed as having been used over the past billing period, taking into account any seasonal variations in demand.

Where a meter is over-reading, the Council shall make appropriate adjustments to the customer's invoice(s), based on a period of similar use and backdated to when it is agreed the over-reading is likely to have occurred.

#### **9.12.5 Estimating consumption**

Should any meter be out of repair or cease to register, or be removed, the Council shall estimate the consumption for the period since the previous reading of such meter, (based on the average of the previous four billing periods charged to the customer) and the customer shall pay according to such an estimate. Provided that when by reason of a large variation of consumption due to seasonal or other causes, the average of the previous four billing periods would be an unreasonable estimate of the consumption, the Council may take into consideration other evidence for the purpose of arriving at a reasonable estimate, and the customer shall pay according to such an estimate.

**[EITHER:]**

If metering shows a significant increase in consumption for a premises, and the increase is established as being caused by a previously unknown leak, the Council may estimate consumption as above, providing that the customer repairs the leak with due diligence.

**[OR:]**

The customer shall be liable for the cost of water which passes through the meter regardless of whether this is used or is the result of leakage.

Where the seal or dial of a meter is broken, the Council may declare the reading void and estimate consumption as described above.

### **9.12.6 Incorrect accounts**

Where a situation occurs, other than as provided for in 9.12.5, where the recorded consumption does not accurately represent the actual consumption on a property, the account shall be adjusted using the best information available to the Council. Such situations include, but are not limited to, misreading of the meter, errors in data processing, meters assigned to the wrong account, and unauthorised supplies.

Where an adjustment is required, in favour of the Council or the customer, this shall not be backdated more than 12 months from the date the error was detected.

## **9.13 Plumbing system**

Quick-closing valves, pumps, or any other equipment which may cause pressure surges or fluctuations to be transmitted within the water supply system, or compromise the ability of the Council to maintain its stated levels of service shall not be used on any piping beyond the point of supply. In special circumstances such equipment may be approved by the Council.

In accordance with the Building Regulations 1992 the plumbing system shall be compatible with the water supply. Specific features of the Council supply which need to be taken into account can be obtained upon enquiry.

## **9.14 Prevention of waste**

The customer shall not intentionally allow water to run to waste from any pipe, tap, or other fitting, nor allow the condition of the plumbing within the property to deteriorate to the point where leakage or wastage occurs.

The Council provides water for consumptive use not as an energy source. The customer shall not use water or water pressure directly from the supply for driving lifts, machinery, eductors, generators, or any other similar device, unless specifically approved.

The customer shall not use water for a single pass cooling system or to dilute trade waste prior to disposal, unless specifically approved.

## **9.15 Payment**

The customer shall be liable to pay for the supply of water and related services in accordance with the Council fees and charges prevailing at the time.

The Council may recover all unpaid water charges as prescribed in the Local Government (Rating) Act 2002, sections 57 to 82.

## **9.16 Transfer of rights and responsibilities**

The customer shall not transfer to any other party the rights and responsibilities set out in this Bylaw.

A supply pipe shall serve only one customer, and shall not extend by hose or any other pipe beyond that customer's property.

In particular and not in limitation of the above any water which the customer draws from the Council supply shall not be provided to any other party without approval of the Council.

## **9.17 Change of ownership**

In the event of a premises changing ownership the Council shall record the new owner as being the customer at that premises. Where a premises is metered the outgoing customer shall give the Council five working days notice to arrange a final meter reading.

## **9.18 Disconnection at the customer's request**

The customer shall give 20 working days notice in writing to the Council of the requirement for disconnection of the supply. Disconnection shall be at the customer's cost.

# **10 Breaches and infringement offences**

## **10.1 Breaches of conditions of supply**

The following are deemed breaches of the conditions to supply water:

- (a) An incorrect application for supply which fundamentally affects the conditions of supply (section 9);
- (b) Failure by the customer to meet and comply with the conditions of supply;
- (c) Failure to meet any obligation placed on the customer under all current Acts and Regulations specified in section 5(a);
- (d) Frustration of the Council's ability to adequately and effectively carry out its obligations;
- (e) An act or omission including but not limited to any of the following:
  - (i) Failure to pay the appropriate charges by the due date
  - (ii) Failure to repair a leak, or in any way wilfully allowing water to run to waste, or to be misused
  - (iii) The fitting of quick-closing valves, pumps, or any other equipment which may cause pressure surges or fluctuations to be transmitted within the water supply system, or compromise the ability of the Council to maintain its stated levels of service (subject to 9.13)
  - (iv) Failure to prevent backflow (see 9.10)
  - (v) Failure to comply with water use restrictions or prohibitions introduced by the Council for any specified purpose
  - (vi) Using water or water pressure directly from the supply for driving lifts, machinery, eductors, generators, or any other similar device, unless specifically approved by the Council
  - (vii) Using water for a single pass cooling or heating system, or to dilute trade waste prior to disposal, unless specifically approved
  - (viii) Extending by hose or any other pipe a private water supply beyond that customer's property
  - (ix) Providing water drawn from the Council supply to any other party without approval of the Council.

### **10.1.1 In event of a breach**

In the event of a breach, the Council shall serve notice on the customer advising the nature of the breach and the steps to be taken to remedy it. If, after one week, the customer persists in the breach, the Council reserves the right to reduce the flow rate of water to the customer without notice. In such an event the full service of the supply shall be re-established only after payment of the appropriate fee and remedy of the breach to the satisfaction of the Council. In addition, if the breach is such that the Council is required to disconnect the supply for health or safety considerations, such disconnection should be carried out forthwith.

### **10.1.2 In event of serious breach**

A serious breach is any breach that may impact on the supply of water to other consumers on the supply, or create a risk to public health and safety, or to the environment. In the event of a serious breach, the Council shall take any immediate action necessary to remedy the breach. Without prejudice to its other rights and remedies, the Council shall be entitled to recover any costs incurred in remedying the breach.

## **10.2 Interference with equipment**

Any tampering or interfering with Council equipment, either directly or indirectly, shall constitute a breach. Without prejudice to its other rights and remedies, the Council shall be entitled to estimate (in accordance with 9.12.5) and charge for the additional water consumption not recorded or allowed to pass where a meter or restrictor has been tampered with, and recover any costs incurred.

## **10.3 Unlawful connections to water supply**

In the event of any connection made to the supply that has not been approved by the Council in accordance with 9.1, the Council may:

- a) Immediately remove the unlawful connection and take any action required to remedy damage caused by the unlawful connection. Without prejudice to its other rights and remedies, the Council shall be entitled to estimate (in accordance with 9.14.5) and charge for the additional water consumption not recorded where an unlawful connection has been made and recover any costs incurred in remedying the breach; or
- b) Serve notice on the consumer requesting an application be made in accordance with 9.1. If the time specified for making the application lapses without the application being made, the Council may take action as outlined in 10.4 (a) above; or
- c) Take any other action provided for under this Bylaw.

## **10.4 Notifying the Police**

In cases where the Council suspects the supply has been directly tampered with and/or water theft has occurred, the Police will be notified. Without prejudice to its other rights and remedies, the Council may also elect to prosecute the consumer.

## **10.5 Recording breaches against premises**

Where a customer breaches the conditions of supply relating to clauses 9.5.5 (k) and 9.5.5 (n) and does not subsequently rectify the breach, and where this may impact on successive owners of the premises, this information may be recorded on the premises' property file held at the Council's offices and made available for public inspection.

## **10.6 Offences**

Every person who fails to comply with this Bylaw commits an offence and is liable on conviction to a fine not exceeding \$20,000 or as set out in section 242 of the Local Government Act 2002. A decision to prosecute does not prevent the Council from seeking an injunction under section 162 of the Local Government Act 2002 or otherwise restraining the person from committing a breach of this Bylaw.

Every person commits an offence who:

- a) fails to comply with any provision of this Bylaw
- b) breaches the conditions of supply granted pursuant to this Bylaw
- c) fails to comply with a notice served under this Bylaw
- d) takes water from a fire hydrant without the required authority
- e) misuses the Council's equipment (fire hydrant upstands, meters, restrictors)

- f) undertakes theft of water from the water supply network
- g) tampers with the water supply
- h) connects to the water supply network without the written approval from the Council, or
- i) contravenes any other provision of this Bylaw

## 11 SCHEDULE OF WATER SUPPLIES

### Areas within the Westland District and types of water supply

Water supply area	Typical supply for area
HOKITIKA	On-demand
FRANZ JOSEF	
HARIHARI	
KUMARA	On-demand
FOX GLACIER	On-demand
ROSS	On-demand
WHATAROA	On-demand
ARAHURA	On-demand
HAAST	On-demand

This Bylaw was made by Westland District Council at a meeting on XX March 2016

The Common Seal of the Westland District Council is attached in the presence of:

\_\_\_\_\_

Mayor

\_\_\_\_\_

Chief Executive

# Report



**DATE:** 23 June 2016

**TO:** Mayor and Councillors

**FROM:** Community Development Advisor

---

## Additional Funding Requirements for Ross Hall Upgrade

### 1 SUMMARY

- 1.1 The purpose of this report is to seek Council's permission to complete payments for the Ross Hall Upgrade from the Ross Endowment Fund.
- 1.2 This issue arises from a situation where the upgrade to the Ross Hall is nearly complete but some final invoices have not yet been received. On 23 July 2015, Council approved expenditure of \$152,000 for the upgrade but now only \$11,976 remains of the approved expenditure, whereas approximately \$26,700 is estimated to be required.
- 1.3 Council seeks to meet its obligations under the Local Government Act 2002 and the achievement of the District Vision adopted by Council as part of the Long Term Plan 2015-25. These are stated on Page 2 of this agenda.
- 1.4 This report concludes by recommending that Council approves an additional \$14,700 from the Ross Endowment Fund for the remaining costs of the Ross Hall Upgrade, as requested by the Ross Community Society, beyond the \$62,000 already approved for this project from the Endowment Fund.

### 2 BACKGROUND

- 2.1 On 26 February 2015, Council discussed Major District Initiative (MDI) Applications. Council resolved that Priority 1 is the Ross Community Hall Enhancement at \$90,000.
- 2.2 On 23 July 2015, Mr Charlie McBeath, Chairperson of the Ross Community Society, provided Council with a petition signed by 135 signatories from Ross residents agreeing to the use of part of the Ross Endowment Fund towards the

upgrade of the Ross Hall, as their contribution for the MDI funding application. This petition is attached as Appendix 1 to this report.

- 2.3 Letters of support were received from John Woodward, Constable, Officer in Charge, Ross Police; Pat and Trevor Lister, Ross; Kath Maitland, Ross Goldfields Information and Heritage Centre; Anna Pryde, Ross Playgroup Secretary, Ross; Steve Maitland, Vice Chairperson, Westland Region Environment Network Inc. Society and Shane Bailey, Principal, Ross School.
- 2.4 On 23 July 2015, Council resolved to approve the expenditure of \$152,000 for a new roof, new kitchen, new doors and improvements to wall bracings for the Ross Hall building to meet approximately 67% New Building Standards requirements for earthquake strengthening with funding subject to MDI grant approval of \$90,000 and \$62,000 to be funded from Ross Endowment Reserve Fund. Council was satisfied that the Ross community had demonstrated support for \$62,000 of the Ross Endowment Fund to be used for this purpose.

### 3. CURRENT SITUATION

- 3.1 Currently invoices totalling \$140,024 have been paid which includes the MDI component of \$90,000 and \$50,024 of Ross Endowment Fund. There is currently \$51,074 left in the Ross Endowment Fund, and \$11,976 remaining from the \$62,000 that was approved by Council for this project from this Fund.
- 3.2 Charlie McBeath of the Ross Community Society has informed Council that there is still some work to be completed and/or paid for, with his estimation of costs as follows:

#### **Still to be paid:**

Building Consent Fees	\$7,000
Scaffolding over run due to higher costs with change in building regs.	\$1,700
Estimated cost of landing (now required but not in original costs)	\$4,000
Netting, insulation, polythene not originally allowed for	\$2,500
Construction company shortfall due to changes in regulations	\$6,500
Fire compliance costs	\$5,000
<b>Total</b>	<b>\$26,700</b>

- 3.3 As there is only \$11,976 remaining from the \$62,000 that was approved by Council for this project from the Ross Endowment Fund, a further \$14,700 is required. There is currently \$51,074 left in the Ross Endowment Fund, which would be reduced to \$39,098 once the remainder of the allocation already approved is drawn down. Approving this request for an additional \$14,700 would reduce that balance further to \$24,398.
- 3.4 The 8 June 2016 letter from the Ross Community Society attached as Appendix 2 to this report requests that \$15,000 be drawn down from the Ross Endowment Funds to complete the hall upgrade. The figures above clarify that this figure is additional to the \$11,976 still available to be drawn down, and refines the additional amount required to \$14,700.
- 3.5 There is another 8 June 2016 from the Ross Community Society, attached as Appendix 3 to this report, which requests that building consent fees of \$7,000 be reduced. In fact, the invoice for the building consent (attached as Appendix 4 to this report) is only \$5,767.03. In addition, while eight inspections have been billed (as a standard deposit for a project of this type and scale), it is possible that the total number of inspections might be less than that and a refund can be given. It is also possible (though unlikely) that it could be more, so a \$7,000 estimate is a suitable conservative estimate and has been used in the figures above.
- 3.6 While the Ross Community Society has asked for the building consent fees to be reduced, in order to avoid passing the cost onto ratepayers these fees should be added to the request from the Ross Endowment Fund, as modelled in the figures above. This option is included below as well as the Society's initial request to simply 'reduce' the fees.

## **4 OPTIONS**

- 4.1 Option One: Only pay another \$11,976 of future invoices, i.e. what was already allocated to this project from the Ross Endowment Fund.
- 4.2 Option Two: Pay the additional amount requested (\$14,700) from the Ross Endowment Fund, including an allowance of \$7,000 for building consent fees.
- 4.3 Option Three: Pay \$7,700 from the Ross Endowment Fund, and up to \$7,000 for the building consent fee from other Council funds e.g. rates.



## **5 SIGNIFICANCE AND ENGAGEMENT**

- 5.1 From a financial perspective, this has a low level of significance because it is only asking for a maximum amount of \$14,700 from the Ross Endowment Fund to complete the project, and the funds are available for purposes such as these. On the other hand, from a community perspective the significant is probably greater as the Ross community will be greatly disappointed if the Ross Hall Upgrade is not completed in a timely manner.
- 5.2 Consultation took place with the community before the Ross Hall Upgrade commenced, and a petition with 135 signatures supporting the use of the Ross Endowment Fund for the Ross Hall Upgrade is attached. The extra amount being asked for is not sufficient to justify further community consultation, beyond the Ross Community Society which has requested these additional funds.

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

- 6.1 Option One: The disadvantage of only paying another \$11,976 is that the completion of Ross Hall Upgrade will be delayed indefinitely, until the Ross community can find another funding source to complete the work. The only advantage to Council is that it has adhered to its original resolution of 23 July 2015 and not gone over budget.
- 6.2 Option Two: The advantage of paying the remaining invoices up to \$14,700 out of the Ross Endowment Fund is that the community will be able to use the Ross Hall again within a short timeframe. The disadvantage is that there will not be as much money left in the Ross Endowment Fund for other purposes. Approving this request for an additional \$14,700 would reduce the balance to \$24,398 rather than \$39,098.
- 6.3 Option Three: The advantages and disadvantages are similar to Option Two, but with the added disadvantage that Districtwide ratepayers would have to pick up the building consent fees for a project which is clearly primarily benefiting the Ross community.
- 6.4 As a side note, Council can clarify how the building consent fees are constituted. Of the \$5,767.03 building consent fees billed to date, \$1,353 are fixed fees for any consent of this type (as per the Long Term Plan's fees and charges schedule), and \$774.03 are levies and charges that are passed on directly to other agencies (Ministry of Business, Innovation and Employment; BRANZ; and the NZ Fire Service). The remaining \$3,640 consist of a \$2,000 processing fee (for 10 hours work, not excessive for a project of this

complexity) and a \$1,640 inspections fee (for 8 inspections at \$205 each, the usual charge for a project of this type and scale). Prior discussion with the Council's building control team can usually help with estimating and building these costs into project planning from the start.

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

- 7.1 The preferred option is to Option Two, to allocate up to \$14,700 out of the Ross Endowment Fund to complete the remaining work on the Ross Hall Upgrade, including the building consent fees, so that the Ross Hall can be used again by the community.

## **8 RECOMMENDATION**

- 8.1 **THAT** Council approves payment of up to an additional \$14,700 from the Ross Endowment Fund for the remaining costs of the Ross Hall Upgrade, including the building consent fees, beyond the \$62,000 already approved for this project from the Endowment Fund.

**Derek Blight**  
**Community Development Advisor**

COPY 1.2

WE THE UNDERSIGNED/ROSS RESIDENTS, AGREE TO THE USE  
OF PART OF THE ENDOWMENT FUND TOWARDS THE  
UPGRADE OF THE ROSS HALL, AS OUR CONTRIBUTION FOR  
THE MDI FUNDING APPLICATION.

23 JUL 2015

NAME	ADDRESS	SIGNATURE
J B Manera	44 Aylmer St, Ross	J B Manera
Todd Manera	16 Gibson St, Ross	T Manera
Kathy Windley	37 Aylmer St Ross	K D Windley
NATHE EASLE	10 Aylmer St Ross	W Easle
Ian Stewart	6 Aylmer Street Ross	I Stewart
Kath Maitland	23 St James St Ross	K Maitland
JOHN MANERA	19 Bond St Ross	J Manera
Steve Maitland	23 Saint James St Ross	S Maitland
MARCUS BRODERICK	5 Aylmer St Ross	M Broderick
Greg Broome	3 Bond St	G Broome
Hilary Hall	28 Aylmer St	H Hall
Nynda Davidson	21 Aylmer St Ross	N Davidson
Kelly Norgate	50 Moorhouse St Ross	K Norgate
Helina Norgate	255 Tolara Valley Ross	H Norgate
Janette Hall	10 Bonar St Ross	J Hall
Janet Morgan	123 Moorehouse St Ross	J Morgan
Pat Lyle	50 Aylmer St Ross	P Lyle
Trev Lister	50 Aylmer St Ross	T Lister
BERRIE SLAVER	59 STEWART ST ROSS	B Slaver
Renus Spoon	10 Gibson St Ross	R Spoon
Kay Heine	10 Gibson St Ross	K Heine
Julie Leaf	8 Gibson St Ross	J Leaf
Willie Leaf	8 Gibson St Ross	W Leaf
ABBY LEAF	39 Sale St, Ross	A Leaf
Kay Lister	37 Trainway St	K Lister

WE THE UNDERSIGNED/ROSS RESIDENTS AGREE TO THE USE OF PART OF THE  
 ENDOWMENT FUND TOWARDS THE UPGRADE OF THE ROSS HALL AS OUR  
 CONTRIBUTION FOR THE MDI FUNDING APPLICATION.

Name	Address	Signature
Dianne O'Brien	116 Waitaha Valley	D O'Brien
Martin O'Brien	116 Waitaha Valley	M O'Brien
Suzie Breeze	36 McLeods Ross	Suzie Breeze
IAN WRIGHTWICK	25 Ayumba St	I Wrightwick
R SEARLE	43 TRAMWAY ST	R Searle
S Lang	20 Gay St	S Lang
AMWaghos	175 Bold Head Rd	AMWaghos
Lindy Blincoe	19 Tramway ST	L Blincoe
H. Cornish	25 Fraser ST	H Cornish
Wayne Jones	48 Moorhouse St	W Jones
EILEEN JONES	48 Moorhouse St	E Jones
Lorraine Croucher	1333 Havi Havi Hwy Ross	L Croucher
Jocelyn Pont	70 Moorhouse St	J Pont
Murray Pond	70 Moorhouse St Ross	M Pond
Ray Manera	66 Moorhouse St Ross	R Manera
Yvonne Manera	64 Moorhouse St Ross	Y. J. Manera
Katrin Geilfuss	60 Moorhouse St. Ross	K. Geilfuss
Sharon Hendri	60 Moorhouse St Ross	S Hendri
Simon Grant	54 Moorhouse St Ross	S. P. Douglas-Grant
Lyndey Hargreaves	17 McLeods Road RD Ross	L Hargreaves
Karen Mayhew	33 Fraser St, Ross	K Mayhew
Mavis Birchfield	36 Fraser St Ross	M Birchfield
Andrew Birchfield	36 Fraser St Ross	A Birchfield
Bernie Ellis	33 Fraser St Ross	B Ellis
Kurt Trainor	33 Fraser St Ross	K. P. Trainor
Chris Toze	26 Fraser Ross	C Toze
Mike Thomson	46 Moorhouse St Ross	M Thomson
WIKI THOMSON	46 MOORHOUSE STREET	W Thomson
Jack Thomson	46 Moorhouse street	J Thomson


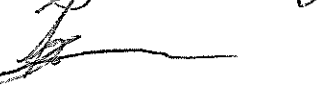
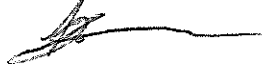
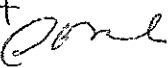






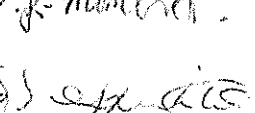
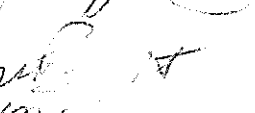

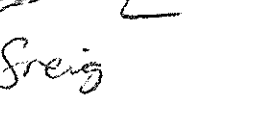
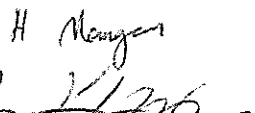
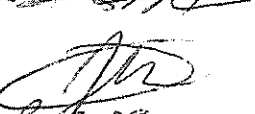
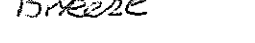
Amanda Chapman 44 Moorhouse street  
 Kieran Blacktopp 44 Moorhouse street

A Chapman  
 K Blacktopp

WE THE UNDERSIGNED/ROSS RESIDENTS AGREE TO THE USE OF PART OF THE  
 ENDOWMENT FUND TOWARDS THE UPGRADE OF THE ROSS HALL AS OUR  
 CONTRIBUTION FOR THE MDI FUNDING APPLICATION.

Name	Address	Signature
F. Cornish	Ross St. Ross	[Signature]
W. Moore	Marthouse St Ross	[Signature]
Mike Rhy	13 Marthouse St Ross	[Signature]
[Name]	[Address]	[Signature]
Benny Chapman	69 Marthouse St Ross	[Signature]
[Name]	55 Tramway St Ross	[Signature]
[Name]	55 Tramway St Ross	[Signature]
[Name]	55 Tramway St Ross	[Signature]
[Name]	53A Tramway St	[Signature]
Rachel W. Mough	53A Tramway St. Ross	[Signature]
[Name]	43 Marthouse St Ross	[Signature]
[Name]	49 Tramway St, Ross	[Signature]
[Name]	46 Tramway St, Ross	[Signature]
[Name]	46 Tramway St Ross	[Signature]
[Name]	54 Marthouse St Ross	[Signature]
[Name]	" " " "	[Signature]
[Name]	39 Tramway street	[Signature]
TAN DECK	8 BONAR ST	[Signature]
[Name]	33 TRAMWAY	[Signature]
[Name]	31 Tramway street	[Signature]
[Name]	27 tramway street	[Signature]
C. L. Dettlaff	2 Sale Street Ross	[Signature]
[Name]	56 Marthouse St Ross	[Signature]
[Name]	49 tramway st	[Signature]
[Name]	41 Marthouse St Ross	[Signature]
Roni W. W. W.	29 Bonar St Ross	[Signature]
Pat Harris	Allan Bryant HIC	[Signature]
Doug Wright	BONAR ST ROSS	[Signature]

WE THE UNDERSIGNED/ROSS RESIDENTS AGREE TO THE USE  
OF PART OF THE ENDOWMENT FUND TOWARDS THE  
UPGRADE OF THE ROSS HALL AS OUR CONTRIBUTION FOR  
THE MDI FUNDING APPLICATION.

NAME	ADDRESS	SIGNATURE
Mike Wilson	218 Totara Valley Rd	
Solena Wilson	218 Totara Valley Rd.	
Heidi Campbell	61 Stewart Street	
Kim-Marie Windsor	7 St James Street	
Mark Nelson	36 McLeod Rd	
Dea Mirelan	119 Totara Valley Rd Ross	
Julie Madigan	40 Aylmer St - Ross	
Don Rutundo	40 Aylmer St - Ross	
Margaret Manera	95 Totara Valley Road	
Don Manera	95 Totara Valley Road	
Chris Manera	95 Totara Valley, Ross	
<del>Mike Manera</del>	64 MOORHOUSE ST, ROSS	
MIKE MANERA	1257 Ruatapu Ross Rd, Ross	
Cherie Linklater	203 Totara Valley Road	
Suz Bright	122 Totara Valley Rd	
Chloe McGuigan	Moorehouse Street Ross	
Shane Baile	591 Bobhead Rd Ross	
Lisa Greig	72 Moorhouse St, Ross	
Hayley Mangan	15 Stewart St, Ross	
Kristen Marken	15 Stewart St, Ross	
Josh Marcotte	72 Moorhouse St Ross	
Danny Breeze	DB Breeze	

WE THE UNDERSIGNED/ROSS RESIDENTS AGREE TO THE USE  
OF PART OF THE ENDOWMENT FUND TOWARDS THE  
UPGRADE OF THE ROSS HALL AS OUR CONTRIBUTION FOR  
THE MDI FUNDING APPLICATION.

NAME	ADDRESS	SIGNATURE
Ben Manera	10 Montclair St	B Manera
Dominic Manera	10 Montclair St	D Manera
Tui Gray	25 Gow St	T Gray
Matt Dove	44 Tasman	M Dove
Mark Rache	Tatlow Valley Rd	Mark Rache
Rick Gray	25 Gow St	R Gray
Sue Manera	P O Box 19 Ross	S Manera

WE THE UNDERSIGNED/ROSS RESIDENTS AGREE TO THE USE  
OF PART OF THE ENDOWNMENT FUND TOWARDS THE  
UPGRADE OF THE ROSS HALL AS OUR CONTRIBUTION FOR  
THE MDI FUNDING APPLICATION .

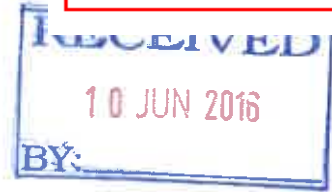
NAME	ADDRESS	SIGNATURE
Marilyn Turner	15 Woolhouse Rd	M. C. Turner
Mark Turner	15 Woolhouse Rd	Mark Turner
Arthur Thomson	Woolhouse Rd	A. Thomson
Barbara Thomson	Woolhouse Rd	Barbara Thomson
Jason Carpenter	Woolhouse Rd	Jason Carpenter
Susan Kane	Woolhouse Rd	Susan Kane
Julie McBeath	25 Stewart St.	Julie McBeath
Erika Sturm	25 Stewart Street	Erika Sturm



## Appendix 2

Mayor and Councillors  
Westland District Council  
Private Bag 704  
Hokitika

CE	Mayor + CS	GM PCE	GM DA	GM CS	EA	PEPS
	by email					✓



COA 1-2 CANNED

Ross Community Society  
c/- 48 Moorhouse Street  
Ross

8<sup>th</sup> June 2016

Dear Mayor and All Councillors

The Ross Community Society held its monthly meeting on Monday 7<sup>th</sup> June and at that meeting we discussed the Hall upgrade. We would like to put forward an urgent request to draw down the amount of \$15,000 from our endowment fund for the cost overrun that has occurred on the upgrade to the Ross Community Hall.

We are asking for this so the upgrade can be completed and the hall can then be hired out for events as it is one of our greatest assets and where the community can meet.

Thank you for your time.

Regards

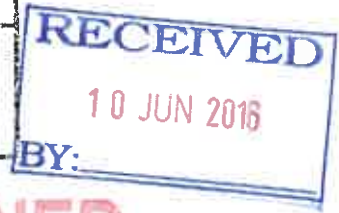
A handwritten signature in black ink, appearing to read "Salena Wilson".

Salena Wilson

Secretary on Behalf of the Ross Community Society

Mayor and Councillors  
Westland District Council  
Private Bag 704

CE	Mayor + Crs	GM PCE	GM DA	GM CS	EA	
	by email	✓				



Ross Community Society  
C/- 48 Moorhouse Street  
Ross

8<sup>th</sup> June 2016

Dear Mayor and All Councillors

I am writing on behalf of the Ross Community Society regarding the Building Consent Fees for the upgrade of our Community Hall.

The cost of these fees is \$7,000, which we feel is astronomical, and as we are protecting a Council owned asset as a community by upgrading the hall and keeping it in good order for the future, we are asking for a reduction in this cost as it helped to create an overrun on the budget.

We look forward to your response. Thank you

Regards

A handwritten signature in black ink, appearing to read "Salena Wilson".

Salena Wilson

Secretary

COG 1.2  
RECEIVED

## Tax Invoice

COPY

The Ross Borough Council  
C/- Charlie McBeath  
22 Stuart Street  
Ross 7883

GST Reg No: 51-757-228  
Invoice Date: 20/04/16  
Invoice No: 70739  
Customer No: BC160025

Description	Amount	
160025 : 6 Moorhouse Street, Ross roof restructure Ross Centennial Hall and earthquake strengthening. Owner: The Ross Borough Council		
Consent Fee	409.00	*
BRANZ levy	90.00	0G
Inspections	1,640.00	*
Compliance Certificate	511.00	*
Processing Fee	2,000.00	*
10 hours		
Compliance Schedule	286.00	*
DBH Levy	180.90	*
NZ Fire Service	503.13	*
BCA Accreditation Levy	56.00	*
Certificate of Title	30.00	*
Compliance Check	61.00	*
	<hr/>	
	BEFORE GST	5,026.55
(* Includes GST)	GST	740.48
	<hr/>	
Total incl GST		\$5,767.03

We appreciate electronic payment, please credit our bank  
account number 03-0850-0110046-00 using your customer  
number for the reference.

The Ross Borough Council

Please note any change of address here:

---



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---

Customer No: BC160025  
Invoice No: 70739

Total Due: \$5,767.03

Amount Paid:

# Report



**DATE:** 23 June 2016

**TO:** Mayor and Councillors

**FROM:** Group Manager: Corporate Services

---

## **RATES WRITE OFFS AND REMISSIONS 2015-16**

### **1 SUMMARY**

- 1.1 The purpose of this report is to request Council approval to write off rates debts deemed uncollectable, and to apply remissions, for the financial year ended 30 June 2016.
- 1.2 This issue arises because Council has not delegated the authority to staff to write off rates receivables.
- 1.3 Council seeks to meet its obligations under the Local Government Act 2002 and the achievement of the District Vision adopted by the Council in September 2014, which will be set out in the next Long Term Plan 2015-25. These are stated on Page 2 of this agenda.
- 1.4 This report concludes by recommending that Council approves the write off, adjustment and remission of rates receivables and penalties totalling \$387,659 including GST [\$337,094 GST] for the financial year ending 30 June 2016.

### **2 BACKGROUND**

- 2.1 Remissions are applied in accordance with Council's Rates Remissions Policy.
- 2.2 Write offs are a last resort after Council exhausts all reasonable avenues to collect outstanding rates receivables. There are two circumstances which compromise Council's ability to recover overdue amounts:
  - 2.2.1 Section 65 of the Local Government (Rating) Act 2002 precludes the commencement of any court action to recover unpaid rates that are more than six years past due.

2.2.2 Part 4 of the Act provides that Rates are not collectable on unoccupied Maori Land, unless it can be proven that income is derived from that land. To that extent, Maori Land that is vested in trustees is liable for rates only to the extent of any money derived from the land, and that Rates on multi ownership unoccupied Maori Land are the liability of each owner only to the extent of their own interest in the land. These provisions render the rates on unoccupied Maori Land uncollectable.

### 3 CURRENT SITUATION

3.1 Analyses of these adjustments are shown in the tables below:

3.1.1 Adjustments by reason:

Reason	2015/16	2014/15	Difference
Agreement	16,713		16,713
Correction	35,534	10,967	24,567
Half rateable	22,023	17,135	4,888
Non rateable	11,369	12,546	-1,177
Paid full year	5,481		5,481
Payment Plan	209,160	205,000	4,160
Pre 7 years	9,652	2,842	6,810
Subdivision	49,520	26,068	23,452
Unoccupied Maori Land	28,206	25,292	2,914
<b>Grand Total</b>	<b>387,659</b>	<b>299,850</b>	<b>87,808</b>

3.1.2 Adjustment by type:

Action	Type	Reason	Inc GST	Ex GST
Remission	Penalties	Correction	61	53
		Payment Plan	207,368	180,320
	Rates	Half rateable	22,023	19,151
		Non rateable	11,369	9,886
		Subdivision	49,520	43,061
Remission Total			290,342	252,471
Write off	Arrears	Agreement	10,963	9,533
		Paid full year	463	403
		Pre 7 years	9,652	8,393
		Unoccupied Maori Land	28,206	24,527
	Penalties	Correction	21,407	18,615
		Paid full year	5,018	4,364
		Payment Plan	1,791	1,558
	Rates	Agreement	5,750	5,000
		Correction	14,065	12,231
Write off Total			97,317	84,623
Grand Total			387,659	337,094

3.2 Although the total has increased substantially compared to 2014/15, there are several exceptional cases that were brought to Council's attention during the year. Much of the difference relates issues that related to previous years, which have been identified as Council has become more aggressive in

attempting to collect aged receivables, and more systematic in correcting discrepancies in its rating information database.

3.3 The relevant section of the remissions policy applied are in respect of properties that are:

3.3.1 wholly or partially non-rateable pursuant to Schedule 1 of the Local Government (Rating) Act 2002, or

3.3.2 subdivisions eligible for temporary relief from multiple fixed charges.

3.4 The budget for rates write offs for 2015/16 is \$60,000 excluding GST. The exceptional items included in write offs (\$84,623) in table 3.1.2 amount to \$27,266. The underlying amount is therefore below budget.

3.5 The rating units that qualify for remissions at the start of the year are identified during the preceding year and the amount to be remitted is allowed for when the rates are struck via a redistribution in the rating information database.

#### 4 OPTIONS

4.1 The following options are available:

4.1.1 **Option 1:** Approve the write offs and remissions amounting to \$387,659 including GST.

4.1.2 **Option 2:** Do not approve the write offs and remissions

4.1.3 **Option 3:** Approve one or either, or a proportion of those proposed.

#### 5 SIGNIFICANCE AND ENGAGEMENT

5.1 The decision is administrative and in accordance with Council's Policy on Significance and Engagement is assessed as low significance.

5.2 Consultation is not required on this matter.

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

6.1 Option 1 would generate a variance of \$24,623 against the budget for 2015/16. This option is consistent with Council's rates remissions policy and is prudent in respect of the write offs, since under IFRS, assets must be stated at their net realisable value.

6.2 Option 2 would breach Council's rates remissions policy. Were the write offs not applied it is certain that they would require provision, which would have the same financial impact as Option 1.

- 6.3 Option 3 could breach Council's rates remissions policy and would still require partial provision, which is illogical. As stated in 3.1 and 3.2, the amounts are proposed after exploring all options.

## **7 PREFERRED OPTION AND REASONS**

- 7.1 Option 1 is the preferred option. It is consistent with Council policy and IFRS.

## **8 RECOMMENDATIONS**

- A) **THAT** Council approves the total proposed rates write offs and remission of \$387,659 including GST for the financial year ending 30 June 2016.

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

# Report



**DATE:** 23 June 2016

**TO:** Mayor and Councillors

**FROM:** Chief Executive

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## **POLICY ON ELECTED MEMBERS' ALLOWANCES AND RECOVERY OF EXPENSES**

### **1 SUMMARY**

- 1.1 The purpose of this report is to adopt a new policy on Elected Members' Allowances and Recovery of Expenses for 1 July 2016 to 30 June 2019.
- 1.2 This issue arises from good practice recommended by the New Zealand Remuneration Authority.
- 1.3 Council seeks to meet its obligations under the Local Government Act 2002 and the achievement of the District Vision adopted by Council as part of the Long Term Plan 2015-25. These are stated on Page 2 of this agenda.
- 1.4 This report concludes by recommending that Council adopt the Policy on Elected Members' Allowances and Recovery of Expenses.

### **2 BACKGROUND**

- 2.1 The Authority sets remuneration for elected positions in local government. It also sets the rules for reimbursement of costs met by members in undertaking their duties. Both are unique to each local authority.
- 2.2 Council is required to establish a policy for the next three years and send it to the Authority for approval.
- 2.3 The following is extracted from the Authority's 2013 review of Elected Members' Remuneration:
  - 2.3.1 *Approval for expenses will be required every three years, in election year, rather than every year. Where new issues arise a Council may seek an amendment during the three-year period. To avoid unnecessary regular*



*amendments Councils might wish to consider wording the mileage, travel and communication allowances in such a way that any change to the maximum amount payable in the determination is automatically adjusted in the policy. The intention with this change, as with others, is to free up administration and Councillor time without reducing the opportunity to raise matters with the Authority.*

### 3 CURRENT SITUATION

- 3.1 A proposed policy for adoption based on the Authority's policy template and adjusted for local practices is attached. See **Appendix 1**. Aside from the section on the Mayoral car (highlighted in yellow) this is the same policy that was adopted by Council in 2013.
- 3.2 Key points to note:
  - 3.2.1 The policy includes strike outs of matters included in the Authority's template that has not been customary for Westland. These are for information and will be removed from the adopted policy.
  - 3.2.2 *"Council business" includes: formal Council meetings, committee meetings, workshops, seminars, hearings, training courses, site visits, meetings with staff, Council arranged meetings with community groups, attendances required by a Council appointment, and Council organised meetings with members of the public. It does not include private meetings with citizens or groups or events where the primary focus is on social activity. This definition is more restrictive than that drafted by the Authority. It is attended that this definition clarifies that the formal business of Council is claimable, whereas the business of being a Councillor is not. While applying to all expenses this has particular application to the claiming of mileage.*
  - 3.2.3 *Exceptional Circumstances for Council related meetings... Council recognises that this may be a regular occurrence (i.e. not exceptional) for the member from Haast. Councillor Hope enquired about this option and an enquiry was made to the Authority on the possibility of an accommodation allowance. Their response was to include it in the recovery of expenses policy. There are two options for recovery of these expenses, either as an expense recovery or a private accommodation allowance. We note that according to google maps Haast to Hokitika is 278 km and should take 3.25 hours to drive one-way.*

3.2.4 *The policy provides for the Mayor to have a vehicle.* Currently the Westland Mayor does not have a vehicle, however with an election in October the new Mayor may wish to have a vehicle. Should this happen the Authority will recalculate the Mayor's salary, reducing the cash payment to allow for the personal use. The form in **Appendix 2** will need to be completed and sent to the Authority who will need to make a determination. It is worth noting that the 2016-17 Annual Plan does not include budget provision for purchase of a vehicle.

## **4 OPTIONS**

- 4.1 Adopt the Policy.
- 4.2 Amend and adopt the Policy.
- 4.3 Do not adopt the Policy.

## **5 SIGNIFICANCE AND ENGAGEMENT**

- 5.1 The decision to adopt a policy on expenses is administrative and in accordance with Council's Policy on Significance and Engagement is assessed as low significance.
- 5.2 The policy is subject to the approval of the Authority who decide on Elected Members' remuneration and expenses. Adoption of this policy requires no further community or stakeholder consultation.

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

- 6.1 Option 1 is a draft policy based on the Authority's template and past practices with some modification. The policy should mean that employees and elected members attending the same event are operating under similar policies. The policy should reflect the community's values and expectations.
- 6.2 Option 2 firstly will address the removal of the struck out content of the draft. The policy does need to reflect how this Council wishes to operate and as such, in the absence of a workshop on this matter it is possible that some modification will improve the policy.
- 6.3 Council is legally required to adopt a Policy on Elected Members Remuneration and Expenses. While Council may choose not to adopt a policy today, direction would need to be provided to staff on where changes are required and another report would come to Council in July. This information was due to be provided back to the Remuneration Authority on

10 June 2016, so Council is already late returning the information. While there are no serious consequences for the late return of the information, the Remuneration Authority would not look favourably on such a long delay.

## 6.4 Financial Implications

6.4.1 Council has the following budget lines with the Governance activity relevant to this report:

Description	Expenditure to May 2016	Annual Budget 2015/16	%	Proposed Budget 2016/17
Honorarium and fees	201,290	225,000	89	225,000
Mileage	7,569	22,000	34	22,000
Travel	4,612	11,500	40	8,000
Courses and Conference	9,107	6,500	140	15,000
Accommodation and meals	1,353	10,000	14	10,000
Printing and Stationery	29	3,000	1	3,000
<b>Overall</b>	<b>\$223,960</b>	<b>\$278,000</b>	<b>81</b>	<b>283,000</b>

## 7 PREFERRED OPTION AND REASONS

7.1 Option 2 is preferred for the reasons above.

## 8 RECOMMENDATIONS

- A) **THAT** Council adopt the Elected Members Allowances and Recovery of Expenses Policy with amendments.
- B) **THAT** the Elected Members Allowances and Recovery of Expenses Policy be sent to the NZ Remuneration Authority for their approval.

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

**Appendix 1:** Elected Members' Allowances and Recovery of Expenses Policy

### **Elected Members' Allowances and Recovery of Expenses**

#### **Policy on Elected Members' Allowances and Recovery of Expenses for the period commencing 1 July 2016**

##### **1. INTRODUCTION**

This policy sets out rules on the claiming of expenses by elected members and the resources that will be available to them during their term of office.

Contact person for queries: Diane Maitland

Email: [diane.maitland@westlanddc.govt.nz](mailto:diane.maitland@westlanddc.govt.nz)

Phone: 03 756 9038

##### **2. DOCUMENTATION OF POLICIES**

In addition to this document, the following documents set out the policies, rules and procedures relating to the expenses and allowances payable to elected members:

- Delegations Manual *Updated regularly*

##### **3. AUTHENTICATION OF EXPENSE REIMBURSEMENTS AND ALLOWANCES**

From time to time elected members incur expenses on Council's behalf, which need to be reimbursed. This reimbursement and the use of Council supplied resources apply only to elected members personally, and only while they are acting in their official capacity as elected members.

Costs for expenses must have a justifiable business purpose, be moderate and conservative having regard to the circumstances, and be appropriate in all respects. Transparency is achieved through the quarterly publication on Council's website of all expenses for elected members claimed in that period.

The process for reimbursement of claims includes the following principles:

- Any expenses to be reimbursed must be on an actual and reasonable basis and in line with Council policy.

- Expense claims for Councillors are approved by the Mayor, and full original receipts are required.
- Expense claims for the Mayor are approved by the Deputy Mayor.
- Remuneration Authority Allowances are paid through the payroll system, and reimbursements are paid through accounts payable.

In the case of one-off expenditure such as travel to conferences, the process and prior approvals required are detailed in this policy.

In the case of vehicle mileage, travel time and communications, all limits set in this document do not exceed the Remuneration Authority's Determination.

Council's audit work programme includes sampling expense claims and allowances paid to elected members and staff.

No allowances are paid without deduction of withholding tax.

All expenditure that falls under this policy is approved on the condition that it can be met within relevant budget provisions.

#### 4. DEFINITIONS

**"Actual"** means as evidenced by the original receipt attached to the claim form.

**"Reasonable"** means that it is within the amount specified by this policy or as deemed reasonable by the Mayor and Chief Executive.

**"Council Business"** includes: formal Council meetings, committee meetings, workshops, seminars, hearings, training courses, site visits, meetings with staff, formal meetings with community groups, attendances required by a Council appointment, Council organised meetings with members of the public. It does not include events where the primary focus is on social activity or private meetings with citizens or groups.

**"Remuneration Authority"** is an independent body established by the Remuneration Authority Act 1977, with responsibilities under the Local Government Act 2002 to determine remuneration and expense/allowance rules for local authority members.

## ALLOWANCES AND EXPENSES BY GROUP OF MEMBERS

Position	Expense/Allowance	Description
All elected members	Taxis	<p>Taxis may be used for Council business, instead of private vehicles or public transport, for the following reasons:</p> <ul style="list-style-type: none"> <li>a) safety/security reasons, and</li> <li>b) when travelling outside of the District if a taxi is the most appropriate form of transport.</li> </ul> <p>Taxis may not be used if significant travel distances mean that use of a taxi is not the most cost effective option. Rental cars booked by Council support staff should be considered as an option in such circumstances.</p> <p>Costs paid for directly by the individual for unanticipated travel within in New Zealand or for international travel will be reimbursed on presentation of actual receipts.</p>
	Travel and attendance at conferences/ seminars/training programmes	<p>All elected members are entitled to payment of actual and reasonable registration, travel, accommodation, meal and related incidental expenses (including travel insurance) incurred in attendance at these events, held both within New Zealand and overseas, subject to:</p> <ul style="list-style-type: none"> <li>a) related expenditure being accommodated within existing budgets, and</li> <li>b) the appropriate approvals as outlined in this policy.</li> </ul> <p>and excluding reimbursement for purchases from hotel mini-bars and charges for in-room video or cable movies.</p> <p>All bookings, travel and accommodation arrangements for elected members are to be made by Council support staff with Council's preferred travel agents, at the most economic cost available (when possible) at the time of booking, unless all travel costs are being met privately or by an outside party.</p>
	Exceptional circumstances for Council related meetings	<p>Staff may arrange overnight accommodation when travel or business requirements do not allow for the return on the same day, e.g. if it is unreasonable for an elected member to travel to their home after a late meeting.</p> <p>Council recognises that this may be a regular occurrence (i.e. not exceptional) for the member from Haast.</p>
	Domestic air travel	All elected members are entitled to utilise domestic air travel for Council related travel, generally where travel by air is the most cost effective travel option.
	International air travel	As a general policy all elected member international air travel is by way of economy class, where all or part of the

Position	Expense/Allowance	Description
		costs of the fares are to be met by Council. The approval of Council is required for exceptions, e.g. where Premium Economy or the equivalent air travel is desirable for health or other compelling reasons.
	Air points	<del>No airpoints accumulated while on Council business can be utilised for personal use.</del>
	Private accommodation provided by friends/relatives	Payment of \$50 per night when staying in private accommodation, to cover accommodation, breakfast and dinner. It is intended that at least a portion of this allowance is paid to the accommodation provider.
	Parking expenses	Reimbursement of casual car parking costs related to Council business. This will be on receipt of a signed claim accompanied by a receipt.
Mayor	Car	The Mayor will not be provided with a vehicle. This will be reviewed after the local body elections in October 2016.
	Travel and conferences, courses and seminars	<p>The prior approval of the Deputy Mayor and Chief Executive (for confirmation of budget) is required for travel within New Zealand for: Council business; attendance at conferences/courses/training events/seminars; other purposes associated with the position of mayor.</p> <p>The prior approval of Council is required for all international travel, where costs or partial costs are paid for by Council funds.</p> <p>Where the Mayor or the Mayor's authorised representative is accompanied by his/her partner on international travel, Council will meet the cost of their travel, accommodation and incidental costs.</p> <p>Council will authorise such expenditure where the partner's involvement directly contributes to a clear business purpose.</p>
	Telephone costs	Full payment by Council of Council provided cell phone rental, data and all associated business call charges. Private use of the cell phone is permissible in line with Councils Telephone Policy for staff.
	<del>Airline club</del>	<del>Given frequent travel requirements for the role, payment of an Air New Zealand Koru Club subscription.</del>
	Entertainment and hospitality	<p>Full receipts and details of the names of parties entertained and reasons for the entertainment are to be provided.</p> <p>All expenditure is approved by the Deputy Mayor.</p>

Position	Expense/Allowance	Description
Mayor, Councillors	<del>Car parking</del>	<del>Use of an assigned carpark in Civic Offices for use on Council business.</del>
	Rental Cars	Rental cars may be utilised when attending meetings or conferences in other centres, where this is the most cost-effective travel option.
Mayor, Councillors	Communications equipment	<p>Option of either:</p> <p>a) provision of a mobile phone (Mayor only)</p> <p>b) provision of a tablet. Full technical support is provided for Council business, or</p> <p>c) provision of an annual allowance for any or all equipment provided by the elected member, as approved by the remuneration authority.</p> <p><del>d) follows:</del></p> <p><del>i) — \$110 for a PC</del></p> <p><del>ii) — \$30 for a printer</del></p> <p><del>iii) — \$45 for a telephone (mobile or handset).</del></p> <p><del>iv) — Internet connection \$185</del></p> <p><del>v) — Phone charges \$295</del></p>
	Stationery and consumables	Supply of reasonable amounts of paper and printer consumables for Council business.
Councillors	Conferences, courses, seminars and training	<p>The conference, course, seminar or training event must contribute to Councillor's ability to carry out Council business.</p> <p>Attendance at these events when held in New Zealand must be approved by Council in advance where possible otherwise approved by either the Mayor (or the Deputy Mayor) and the Chief Executive and subsequently ratified by Council.</p> <p>Attendance at these events when held overseas must be approved by Council.</p>
	Entertainment and hospitality	<p>Reimbursement of costs incurred while hosting official visitors to Council, or while travelling on Council business. These costs can cover a range of items including, but not limited to, tea/coffee, and catering.</p> <p><del>including moderate quantities of reasonably priced alcohol with meals.</del></p>
Councillors	General community related expenses	From time to time Councillors may have unforeseen costs arise for items relating to community events, e.g. payment of koha, or purchasing a wreath for attendance at a commemorative event. Reimbursement of such expenditure should be previously approved by the Chief



Position	Expense/Allowance	Description
		Executive. The items should be appropriate to the occasion and expenditure should be moderate and conservative. Where expenses have not been prior approved the Chief Executive may decline reimbursement.
	Travel Time Allowance	<p>Councillors are entitled to claim an allowance for time travelled on council business, provided the journey is by the quickest form of transport reasonable in the circumstances and the travel time exceeds one hour.</p> <p>The allowance is available each day for any business on behalf of the council or board or between the member's residence and an office of the council or board.</p> <p><b>Rate</b></p> <p>As of 1st July 2016 the rate will be \$37.50 per hour in respect of any qualifying travel that exceeds one hour on any day.</p>
	Vehicle mileage	<p>Vehicle mileage will be paid for all travel on Council business that exceeds, in any one day, the relevant threshold distance.</p> <p>The threshold distance will be personal to each elected member. It will depend on the distance of a round commuting trip from the elected member's home to their nearest Council office:</p> <ol style="list-style-type: none"> <li>Any elected member living within 15 kilometres of their nearest office will meet their own cost of getting to and from work.</li> <li>Members living more than 15 kilometres away from their nearest office may claim the allowance for distances in excess of the normal commuting distance. This means members can claim for distances in excess of 30 kilometres (i.e. the round trip normal commuting distance).</li> </ol> <p>Mileage will be paid up to the maximum rate per kilometre as set out in the current Remuneration Authority Determination.</p> <p>Mileage will be paid to eligible members on receipt of an approved signed mileage claim</p>
	Mobile phone expenses	<p><del>An allowance towards Council generated calls, text and data through mobile phones:</del></p> <p><del>a) \$400 for Councillors and community board chairs</del></p>

Position	Expense/Allowance	Description
		b) \$300 — for — community — board — members.
	Landline and broadband connection	Monthly reimbursement (on production of invoice) of the connection/usage costs that can be identified as relating to Council business.

## Appendix 2

### MAYORAL VEHICLE

Councils decide whether or not a car is to be supplied and on what basis. The determinant is what is most cost effective for Council and ratepayers.

Please use this form to confirm or reconfirm car provision details.

Car supplied: YES/NO

If Yes, confirm Make & Model \_\_\_\_\_

Date of Purchase \_\_\_\_\_

Total on the road cost to Council  
on purchase GST inclusive \$ \_\_\_\_\_

Use of car: Chair/Mayoral use only YES / NO

Private use YES / NO

If yes, confirm % private use \_\_\_\_\_ %

**N.B. Chair/Mayoral use only** means that the car can be used by other officers, can be driven home and garaged by the Chair/Mayor but does not permit any private use.

**Full Private Use** is normally assessed by the Authority at 20%. Where a larger or smaller usage is claimed supporting information is required (such as log books).

#### **Car value deduction calculation:**

If value of car = \$38,000 incl. GST

% of private use = 20%

$\$38,000 \times 41\% \times 20\% = \$3116$

This is the amount to be deducted from the Mayoral Salary.