

A G E N D A

Council Meeting

**Council Chambers
36 Weld Street
Hokitika**

**Thursday
23 July 2015
commencing at 9.00 am**

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



COUNCIL MEETING

NOTICE IS HEREBY GIVEN THAT AN ORDINARY MEETING OF THE WESTLAND DISTRICT COUNCIL WILL BE HELD IN THE COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA ON THURSDAY 23 JULY 2015 COMMENCING AT 9:00 AM

Tanya Winter
Chief Executive

17 July 2015

COUNCIL VISION

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

This will be achieved by:

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

Purpose:

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

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

1. MEMBERS PRESENT AND APOLOGIES:

1.1 Apologies

Cr A. P. Thompson.

1.2 Interest Register

2. CONFIRMATION OF MINUTES

2.1 Confirmation of Minutes of Meetings of Council

2.1.1 Extraordinary Council Minutes – 15 June 2015 (Pages 7-28)

2.1.2 Extraordinary Council Minutes – 16 June 2015 (Pages 29-35)

2.1.3 Extraordinary Council Minutes – 17 June 2015 (Pages 36-37)

2.1.4 Ordinary Council Minutes – 25 June 2015 (Pages 38-46)

2.1.5 Extraordinary Council Minutes – 25 June 2015 (Pages 47-50)

2.1.6 Extraordinary Council Minutes – 30 June 2015 (Pages 51-54)

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 Reimbursement to WDPL for Beach Street Road Stopping Costs (Pages 55-57)

4.4 Sale of Surplus Properties (Pages 58-62)

The General Manager of Westland District Property Ltd will be in attendance at 9.00 am to answer any questions on this report from Council.

Morning tea at 10.30 am.

- 4.5 **Rolleston Street Flooding Issues** (Pages 63-66)
- 4.6 **Ross Community Hall Structural Report** (Pages 67-130)
- 4.7 **Three Mile Reserve Special Fund** (Pages 131-134)
- 4.8 **Departures from Investment and Liability Management Policies** (Pages 135-141)
- 4.9 **Financial Performance: Ytd May 2015** (Pages 142-151)

Lunch at 12.30 pm.

- 4.10 **Payment of Invoices for Legal Advice on Haast Hollyford Highway** (Pages 152-154)
- 4.11 **Class 4 Gambling Venue Policy** (Pages 155-161)
- 4.12 **Harihari Cemetery Trustee** (Pages 162-163)

5. ADMINISTRATIVE RESOLUTIONS:

5.1.1 Warrant of Appointment: James Keith BARNES

- An Officer pursuant to Section 174 of the Local Government Act 2002;
AND
- An Authorised Officer pursuant to Section 222 of the Building Act 2004; AND
- An Enforcement Officer pursuant to Section 371 B of the Building Act 2004; AND
- An Officer pursuant to section 11 of the Fencing of Swimming Pools Act 1987; AND
- An Officer under the Westland District Council Bylaws; AND
- An Enforcement Officer pursuant to Section 38 of the Resource Management Act 1991.

- An Chief Licensing Inspector of Licensed Premises pursuant to Section 197 of the Sale and Supply of Alcohol Act 2012.

5.1.2 Warrant of Appointment: Allen KENNETT

Authorised under section 38 (2) of the Resource Management Act 1991 to carry out all or any of the functions and powers as an enforcement officer under sections 327 and 328 which relate to excessive noise.

Authorised as a stock control ranger under Sections 8 and 63 of the Impounding Act 1955

5.1.3 Warrant of Appointment: Dave KINGIPOTIKI

Authorised under section 38 (2) of the Resource Management Act 1991 to carry out all or any of the functions and powers as an enforcement officer under sections 327 and 328 which relate to excessive noise.

Authorised as a stock control ranger under Sections 8 and 63 of the Impounding Act 1955

5.1.4 Warrant of Appointment: David KINGIPOTIKI

Authorised under section 38 (2) of the Resource Management Act 1991 to carry out all or any of the functions and powers as an enforcement officer under sections 327 and 328 which relate to excessive noise.

Authorised as a stock control ranger under Sections 8 and 63 of the Impounding Act 1955

5.1.5 Warrant of Appointment: James TAINUI

Authorised under section 38 (2) of the Resource Management Act 1991 to carry out all or any of the functions and powers as an enforcement officer under sections 327 and 328 which relate to excessive noise.

Authorised as a stock control ranger under Sections 8 and 63 of the Impounding Act 1955

5.1.6 Warrant of Appointment: Rebecca HENNESSEY

Authorised under section 38 (2) of the Resource Management Act 1991 to carry out all or any of the functions and powers as an enforcement officer under sections 327 and 328 which relate to excessive noise.

Authorised as a stock control ranger under Sections 8 and 63 of the Impounding Act 1955

6. MATTERS TO BE CONSIDERED IN THE 'PUBLIC EXCLUDED SECTION'

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

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

6.1 Confidential Minutes

6.2 Hokitika Closed Landfill – Creation of Buffer Zone

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

Item No.	Minutes/ Report of	General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under Section 48(1) for the passing of this resolution
6.1	Confidential Minutes	Confidential Report	Good reasons to withhold exists under Section 7	Section 48(1)(a)
6.2	Hokitika Closed Landfill – Creation of Buffer Zone	Confidential Report	Good reasons to withhold exists under Section 7	Section 48(1)(a)

Date of Next Ordinary Council Meeting

27 August 2015

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 15 JUNE 2015 COMMENCING AT 9.00 AM

1. MEMBERS PRESENT AND APOLOGIES

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

Deputy Mayor P.M. Cox

Cr. J.H. Butzbach, Cr. M.S. Dawson, Cr. D.G. Hope, Cr. L.J. Martin, Cr M.D. Montagu (from 9.10 am), Cr A.P. Thompson, Cr. C.A. van Beek (until 4.09 pm).

1.1 Apologies

Cr M.D. Montagu for lateness.

Staff in Attendance

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

1.2 Interest Register

The Interest Register was circulated and no amendments were noted.

2. SUBMISSIONS TO THE 2015-2025 DRAFT COUNCIL PLAN: HEARINGS AND DELIBERATIONS

His Worship the Mayor welcomed those present to the Extraordinary Council Meeting to hear and consider submissions to the 2015-2025 Draft Council Plan (Long Term Plan – LTP). Mayor Havill outlined the process and advised that the hearing was an opportunity for submitters to outline the main points of their written submissions. It was also an opportunity for Councillors to ask questions, but not debate an issue.

2.1 Kumara Residents Trust

Fiona Pollard spoke in support of the submission from the Kumara Residents Trust.

- Asked that Council clearly indicate in the LTP that the community supports the Chinese Memorial Garden project and it is a priority project for the Kumara community.
- Noted that the Kumara Residents Trust was recognised nationally at the Trustpower Community Awards.
- Support the inclusion of Fourth Street for sealing in Year 1 of the Long Term Plan.
- Support for the continuation of the Kumara's main street (Seddon Street) Revitalisation Project.
- Support for the Kumara Residents Trust proposal to seek funds from the Council's Reserves Development Fund.
- Support for the Kumara Sportsfield being included in Council's Reserves Management Contract.

Cr Montagu attended the meeting at 9.10 am.

2.2 Tourism West Coast

Jim Little attended the meeting and spoke in support of the submission from Tourism West Coast.

- The West Coast Region achieved total guest nights of 1,254,494 for the year ending March 2015. This is an average of +12.1% over the previous year and represents an additional 135,189 guest nights.
- Large growth from China and South-East Asia.
- An extra \$19M was put into the West Coast economy.
- Tourism is in a growth spurt.
- Spring Challenge attracted \$435,000 into the local economy in September 2014.

- Gave an update on how the West Coast is currently marketed and at what outlets.
- Thanked Council for their support to date.
- Asked for a continuation of the \$86,000 p.a. funding for 3 years 2015/2016/2017.

2.3 Hugh Cameron

Hugh Cameron spoke in support of his submission.

- Expressed concern regarding the proposed rates increase.
- Advised that what Council is doing is illegal.
- Seeking to have Councillors personally liable for the legal action.
- Concerned regarding the lack of consultation, lack of coming back with proposals for ratepayers that can be understood.
- Concerned regarding the timeframe of the consultation. The plan came out on the 19 May 2015 and the consultation closed on the 10 June 2015.
- Advised that Council has not yet given the reasons for switching to capital value rating.

2.4 Max Dowell QSM

Max Dowell QSM spoke in support of his submission.

- Concerned that the small group of people that were directly affected by Council's decision were not consulted with (switch to capital value rating).
- Quoted the Karaka Point Environs Residents Inc. vs. Marlborough District Council [2013] NZHC 2577.
- Noted that 90% of the Ross residents did not have their assessments before the LTP consultation meeting was held in Ross.
- Concerned that there was not the full month of consultation.

2.5 Westland High School

Trevor Jones, Principal, Westland High School (WHS) and students spoke in support of their submission.

- Large volume of support from diverse groups from different parts of the District.
- Spoke regarding the Community Vision to provide a high quality, sustainable community and sporting facility for the people of Westland.
- A centre of excellence achievable only through the partnership of Westland High School, the Council and other major stakeholders.
- Outlined the benefits to the community.

- Asking for help from the Council to set up a Trust.
- Seeking support and guidance from the Council.
- Seeking \$300,000 for all of the planning (consultation, feasibility, technical planning and costing) and \$2M for the first stage of the building to get as far along the path to roofed high quality netball courts, new gym, and renovated old gym.

Brooke Parker, Student, WHS then spoke in support of the submission.

- Support for making Westland High School easily accessible to the public.
- Opening up numerous sporting opportunities for the High School.

Sarah Bateup, Head of Department, Physical Education, WHS then spoke in support of the submission.

- Advised that she is an international Korfball Representative and advised that the Westland High School proposal would enable regional sporting competitions to be held in Hokitika.
- At the moment they cannot book a space to play or train in for sporting activities.
- Currently athletes have to travel to Christchurch, Auckland or Wellington for representative competitions.

Danielle Farrelly, from the Hokitika Netball Centre spoke in support of the submission.

- Netball has used the current facilities for over 30 years.
- The proposed facility will add huge value.
- Over 500 players use the current facility, 70 of those are from the South Westland area.
- The new community facility will add benefit to the existing centre, and enable more tournaments to be hosted.

Bridie Keenan, Student, WHS spoke in support of the submission.

- Support the upgrade to the school and community.
- The current facility is lacking in heating and cooling and the roof is not high enough for badminton.
- The rock wall climbing facility in Greymouth is shutting down, limiting facilities for youth.
- More money could be generated from the proposed facility and limitless opportunities could be available.

Bob Gaiger, President, Gymnastics, Hokitika spoke in support of the submission.

- Representing 98 gymnasts.
- Gymnastics is a great preparation for other sports.
- The new facility will allow storage for their equipment.
- Encourage the Council to support the Westland High School proposal.

Brandon Maitland, Student, WHS spoke in support of the submission, supported by WHS Students Vaughtin Patena-Fortune and Anthony Loach.

- Thanked Council for the opportunity to address Council.
- The application for funding ticks all the boxes that Council has as a Vision for Westland.
- Supported core facilities for our sportspeople
- Diverse sporting activities
- Looking after our future generations.
- Enhancing the Westland lifestyle.
- Building the right facilities in a town helps to attract people to Westland.
- Economic benefits for the community.

Cody Matthews and Alex Anderson, Students, WHS spoke in support of the submission.

- The proposed facility will be great for after-school entertainment.
- The community will be able to have meetings and have a facility which can be hired out.
- The proposed facility will make a huge difference for Westland High School and the Westland community.

Cadene, Student, WHS spoke in support of the submission.

- Noted that the community needs a sport centre for a number of reasons.
- The facility will encourage exercise for students that are fit and unfit.
- Will encourage team work and students to be in a team.
- The proposed facility will provide facilities for arts and all community members, create a place to go when the weather is wet
- Provide a location of extra curricular activities and community involvement.

Elly Pearson, Student, WHS spoke in support of the submission.

- The facility will encourage core values and roles, respect, leadership and motivation

- Currently in Hokitika we have really great sports-teams.
- Motivation will make all the difference to make a stronger working community.

Katelyn Edwards, Student, WHS spoke in support of the submission.

- Noted that the current facility is cold and outdated.
- The proposed facility will make space that is more interactive.
- More classes can be held at one time.

Indee Stuart-Maynard, Student, WHS spoke in support of the submission.

- The proposed facility may attract other sports, such as basketball players.
- Westland High School students could train in the gym and may get fit enough to compete in other competitions and win.

Carol Martin, Board of Trustees, Westland High School spoke in support of the submission.

- Noted that of the 6,538 rateable assessments, 686 submissions were presented for the Draft Council Plan. Of those, 278 support the project to build a sport and recreation centre at Westland High School.
- The proposal will benefit a diverse number of people and businesses. Only 7 people were opposed to the proposal.
- The submissions came from a diverse group of people.
- Young people were able to participate in the democratic process and will continue to see the project evolve.
- Support the Board working collaboratively with the Council to achieve the proposed recreation facility.

Peter McDonnell, Chair, Board of Trustees, Westland High School Board spoke in support of the submission.

- Asked what is possible, and what is affordable?
- The High School can provide a facility fit for the students. This is something that will benefit the whole of the community.

Rachel Roberts, Business Owner, Stella Café spoke in support of the submission.

- Businesses in Hokitika directly benefit from having a facility in Hokitika.
- Cited a recent example of the Brass Band competition which attracted a large number of people to Hokitika.

- Sports operate summer and winter and a facility that pulls people in winter to Hokitika will help immensely.
- Reminded Councillors one of the common themes is that West Coasters have to travel for sporting competitions and having a facility will enable Hokitika to host top level events.

Mr Jones then outlined for Council the proposed options for funding.

The meeting was adjourned for morning tea at 10.01 am and reconvened at 10.27 a.m.

2.6 Kaniere School Board of Trustees

Clare Cosson spoke on support of the submission from the Kaniere School Board of Trustees.

- Noted that out at Kaniere they need a hub.
- The school needs a space for children to meet and the community needs a space that they can go to.
- Ministry of Education will not fund any build for them.
- Noted that without any support from the Council, Kaniere School cannot apply to the Lotteries Commission.
- Asked that Council consider initial support of up to \$100,000 towards the project which is now much reduced in scope. Asked for a Council letter of support in this regard.
- Noted that the school community is committed to fundraising for the capital required to construct the hall.

2.7 Toimata Foundation

Zoe Watson, Regional Coordinator and Facilitator for Enviro Schools Programme, spoke in support of the submission from the Toimata Foundation.

- Noted that this is a framework that schools and early childhood centres choose to sign up to (the EnviroSchools Programme).
- Kaniere School has recently reached the bronze stage of the programme, the first school on the West Coast to do so.
- Noted the success of the Fish on Drains project at Kaniere.
- Enviroschools is supported from funding by Buller District Council, Grey District Council, Department of Conservation and is also topped up with funding from the Toimata Foundation.
- Four other enviroschools are on hold because of the lack of funding in the Westland District.
- Funding does not need to come from rates.

- Asked Council to consider that some of the funding could come from the Waste Levy Fund.

2.8 Bruce Smith

Bruce Smith attended the meeting and spoke in support of his submission.

- Noted that Councillors are accountable to the ratepayers.
- Noted that any rating system relies on fairness.
- Noted that the 18 May 2015 was the first time the ratepayers saw the impact on themselves.
- Referred to the consultation document and noted that five times the Council has adopted capital value rating.
- Noted that he urged Council to retain land-based rating until Council has a good understanding of the outcomes.
- Advised that the Draft Plan is hard to read.
- Concerned regarding the Council use of consultants.
- Concerned regarding the fault avoidance zone.
- Concerned that the Haast-Hollyford Road is not mentioned.
- Concerned there is no mention of the strategic importance of the Hokitika Airport.
- Asked that the Hokitika Wildfoods Festival be budgeted for at \$100,000 per annum.

2.9 Christina Wardle

Christina Wardle spoke in support of the submission from Bruce and Christina Wardle.

- Disputed the Uniform Annual Charge in relation to multiple land/property ownership.
- Noted that they have a property on Kaniere Road and also four small blocks which they run as one unit. Under the rating unit, the rates for those blocks rise quite astronomically.
- Asked that Council look at the bare land, access tenure, and the charging of Uniform Annual General Charges on that land.
- Noted a comparison with rates paid in the Waimakariri District.

2.10 David Waugh

David Waugh from Keogans Road spoke in support of his submission.

- Concerned regarding Capital Value Rating. Proposed rates are going up 61% while neighbouring farm values are going down.

- Owns two sections on Keogans Road, the land values have gone down, one section has no improvements, its rates are proposed to go up 61%, on the other section its proposed rates have gone up 63%.
- Understands the geography of the area from Otira to Haast and why there are differences in the communities.
- Noted the current rural/residential category is a disincentive to build and buy in the Hokitika area.
- Commended His Worship on the Hokitika LTP meeting.
- Suggested that the four planned differentials are flawed.
- Support that Council look for a more equitable way for the future and would be happy for a 5% increase across the board.
- Concerned regarding the width of Keogans Road which is narrow.
- Advised that he used to enjoy getting the Council Newsletter.

2.11 John Birchfield

John Birchfield spoke in support of his personal submission and also on behalf of the Bruce Bay Hall Board.

- Appreciated the effort and time that it takes to set this Council Plan in motion.
- Noted that rates for Bruce Bay rural residents have increased between 67% and 100%.
- Asked that Council reduce the UAGC and allocate the cost to those who receive services.
- The Bruce Bay Hall Board represents the people and area between Karangarua and Whakapohai Rivers. Concerned that this area is in with the Community Rate for Fox Glacier.
- The Bruce Bay Hall Board maintains the Bruce Bay Hall, the surrounding grounds, the Lady of the River Church, and provided at its own cost, transport for children to Fox Glacier.
- Requested a meeting between the Bruce Bay Hall Board and Council to resolve any issues there may be.

2.12 Ron Hazeldine

Ron Hazeldine spoke in support of the submission on behalf of Ron Hazeldine and Jill Hazeldine.

- Objects to a proposed move to the capital value rating due to the fact that they will be heavily penalised.
- Owns a residential property in town and will have an increase by \$100.00 on the current year. Also owns a rural property, 16ha of land, with pine trees on it that does not produce an income and rates on the property are

going to increase by 82% when the property in itself is not a drain on any Council services at all.

- Asked why any property's rates should go up 82%?

2.13 Ross Community Society

Charlie McBeath, Chairman, spoke in support of the submission from the Ross Community Society.

- Spoke to reinforce their successful application for MDI funding of \$90,000 that was granted previously by Council.
- Noted that they did not have the support of one of the Northern Ward Councillors at that meeting.
- Noted that further leaking and fungal growth has been evident that has been pointed out to Council staff.
- Noted that the re-roof is not likely to happen before the Ross 150th celebration at Labour Weekend 2015, but the community would like to have a new kitchen and bi-fold doors in place for labour weekend.

Mr McBeath then spoke in support of his personal submission.

- Concerned that his rates are going to rise 30%.
- Noted that those on fixed incomes and pensions will not be able to afford to pay their rates, especially those in small settlements.
- Suggested that there is a 7.5%-9.5% increase across the board.
- Supported rates being paid for land in the Conservation Estate or a Tourism Levy being imposed.

2.14 Durham Havill

Durham Havill spoke in support of his submission.

- Object to the change from land value rating to capital value rating.
- Concerned that a considerable amount of money was paid to a consultant to look at Council's rating system.
- Object to the amount of staff being employed at Council.
- There has been a rate increase of 12.5% each year for the last two years.
- Concerned that the Haast-Hollyford Road is not mentioned in the Council plan.
- Noted that Council intends to upgrade its assets and asked that Council look at Westroads for assistance in this regard who have the ability to look at our assets.
- Concerned at the amount of time to get the accounts audited on time.

- Enquired as to the Westland Milk Products \$5M loan and who is paying for that.
- Concerned about the UAGC sitting at \$863.70 per ratepayer.
- Asked that every decision of the Council needs to be made by the full Council.

2.15 Gregory Maitland

Gregory Maitland spoke in support of his submission and noted that this submission was on behalf of himself and his neighbours, W.J. Steyn, L.A. Steyn, Catherine Brough and Brian Wood.

- Thanked Council for the opportunity to speak.
- Concerned that Cement Lead Road was also incorporated into the Brickfield Rating District and outlined the reasons why it should not be incorporated (most do not have water and those that do, have a limited service, there are no fire hydrants, no sealed road, no footpaths or kerb and channelling, only have a poorly unmarked road, there is dust in summer which threatens the quality of their drinking water).
- Asked Council to consider the necessity of upgrading water supplies.
- Disagrees with using chlorine for water supplies in Westland.
- Asked that Council move their banking to TSB Bank.
- Asked that any upgrades to water supplies be done over a longer time frame than is currently proposed.
- Concerned regarding the Franz Josef sewerage system.
- Implore Council to not incur any more debt and say no to the burden of compliance.
- Support a land value rating system.

2.16 John Drylie

John Drylie spoke in support of the submission on behalf of John Drylie and Janet Drylie. Mr Drylie also noted that he spoke on behalf of Mr Mike Spruce.

- Objects to the proposed change to Capital Value Rating.
- Objects to the proposed rate increase for rural/residential properties which is increasing by 33% this year.
- Asked for a 5.5% general rate increase.
- Concerned regarding the proposed staff increase.
- Asked that Councillors set a budget and keep to it.
- Concerned that the proposed rates increase will place an undue burden on ratepayers.

2.17 David Waugh from the Garden Bed and Breakfast.

David Waugh spoke in support of the submission from David Waugh and Glenis Waugh from the Garden Bed and Breakfast.

- Concerned regarding the proposal to rate small businesses operating in the residential area at a commercial rate.
- Noted that the proposed change will result in between \$500 and \$1,200 being added to his existing rates.
- Asked how Council will decide the scale of commercial operators and the mechanism by which they will be identified as to who is a commercial operation, and cited examples of plumbers, whitebaiters, stone carvers, timber milling, horticulture, tourism activities and accommodation.
- Asked if there will be mechanism for people to say that they are a hobby operation?

2.18 Denise Falloon

Denise Falloon spoke in support of her submission.

- Concerned regarding capital value rating.
- Cited neighbouring properties at Stafford as one property will pay \$60 more than she pays.
- Queried why some of the smaller settlements such as Okarito, and Bruce Bay are included with larger townships.
- Concerned at the proposal to decrease rates for farms, shops, motels and commercial properties as people can all recover their costs as a tax right-off.
- Noted that Arthurstown Road, Kaniere and Kaniere-Kokatahi roads all have areas that flood.
- Asked why town rates are going down but in Year 2 Council are planning to start a \$1.1M upgrade of stormwater services?
- Suggested that Council go back to the old rates system.

2.19 Gareth Fryer

Gareth Fryer spoke in support of his submission and tabled a petition from 76 residents of Keogans Road asking the Council to undertake costings for the widening and sealing of Keogans Road and that the physical roading works are included in the Long Term Plan.

- Concerned regarding the rates strike and asked that it be closer linked to the CPI plus 1% or capped at 4%.
- Asked that Council explore tax benefits.

- Asked that Council determine the costs of sealing Keogans Road from the current end of seal to Mehrtens Drive and that the sealing work be included in the Long Term Plan.
- Concerned that Keogans Road is very narrow with deep drains on either side of the road and soft grass verges. Asked that Council widen and seal this section of road.
- Asked that Council delineate the road centre with a white line.
- Advised that people are unhappy with the Westroads maintenance.
- Asked that Council investigate if there was a sum of money put aside when Keogans Road was first developed.

2.20 Tony Allan

Tony Allan spoke in support of his submission.

- Concerned regarding the Old Christchurch Road.
- Noted that the road policy under LGA 2002 is not being adhered to on the unsealed section of the Old Christchurch Road in regard to safe carriageway, signage, barriers and pavement markings, walkways and cycle lanes.
- Seeking a change from 100 km/hr to 60 km/hr on the Old Christchurch Road.
- Concerned that he has not received an acknowledgement of his submission that was made in 2014-2015 to the Draft Annual Plan.
- Concerned regarding dust in the summertime.
- Concerned that Council may be seen to be liable for death or injury on this road.
- Advised that his submission was sent to the Hokitika Police, the Serious Crash Unit and Rental Car Companies.

The meeting adjourned for lunch at 12.37 pm and reconvened at 1.28 pm.

2.21 4th Westland Boys Brigade Company Charitable Trust

John Mitchell spoke in support of the submission from the 4th Westland Boys Brigade Company Charitable Trust.

- Concerned that the capital value rating proposal will adversely affect the Boys Brigade Organisation.
- Concerned that they pay a full rate in that they provide facilities for the whole community.
- Concerned that they have to compete with other subsidised entities like Hokitika's Regent Theatre and Westland High School.

- Around 200 of Hokitika's young and old pass through their building each week. An increase in rates will mean this cost will need to be passed onto them, penalising our community.

John Mitchell spoke in support of his personal submission.

- Concerned regarding rates on his property at Kaniere Road which will result in a \$3,000 increase in rates.
- Asked if there could be a household rate or tax on every household.
- Concerned that his property is on three titles and the associated zoning of the properties.

2.22 Rex Keenan, Chairman, Westland Ratepayers and Residents Association Inc.

Rex Keenan spoke in support of the submission from the Westland Ratepayers and Residents Association.

- Opposed to the Long Term Plan.
- A recent meeting of the Ratepayers Association debated the Council's Plan and rejected the current Draft Council Plan.
- Noted that a very large number of ratepayers are faced with unacceptably high increases in their rates if the current plan is implemented.
- Concerned regarding the consultation process of the Long Term Plan and noted that it may be in breach of the Consultation Act.
- Cited the dog control policy and costs.
- Suggested that rates rises are capped at no more than the CPI.
- Suggested that if you have an income, you need to keep to that income.

Hugh Cameron spoke in support of the submission from the Westland Ratepayers and Residents Association.

- Noted that the likes of Fonterra – they had to lose 150 staff because they could not afford to pay those staff.
- Asked that Council stick to a budget.

2.23 Samuel Blight

Samuel Blight spoke in support of his submission.

- Concerned regarding the venue for the Hokitika LTP meeting.
- Reflected on the capital value rating system.
- Opposed to a capital value rating system.
- Applaud the Council on coming to grips with its current financial state.

- Support in principle a greater percentage of rates being collected through the UAGC and should only cover those services that are available equally across the district and the change should happen incrementally.
- Support that targeted rates be used where possible.
- Thanked the Council for what it is trying to achieve.
- Supports the rating system being reviewed.
- Discussed the poll tax in the Netherlands.
- Recognise the need to address the issue that some businesses in the current residential area pay significantly more than some of the commercial entities outside of the business area.

2.24 Enterprise Hokitika (EH)

Jacquie Grant MNZM, Chair of EH spoke to the submission on behalf of Enterprise Hokitika.

- Circulated Councillors with information on Enterprise Hokitika.
- Supported the Westland Arts Inc. (WAI) submission on the beachfront proposal however do not support any money coming from rates for the development.
- Noted that the Luminaries is going to be made into a mini-series and filming will be around Hokitika.
- Asked that Council signal in the Long Term Plan that Revell Street be upgraded.
- Council recognise the historic heritage of Revell Street when approving future development.
- Noted that it is important that all businesses be rated commercially.

2.25 Jeffrey Kay

Jeffrey Kay spoke in support of his submission.

- Owns two properties – one in Stafford Street and a bare section of land on Mehrtens Road.
- Noted that the Mehrtens Road rates will increase under the proposal. Currently charged two UAGC's.
- Fixed charges do take a higher toll on someone on the medium income.
- Asked that Council review the differential rates before adoption of the Council Plan.
- Noted that Westland is a fantastic place to live.
- Asked that no community rate be charged on land zoned rural.
- Opposed to the UAGC, along with targeted rates being set at the legal maximum of 30%.

2.26 Bryce Thomson

Bryce Thomson spoke in support of his submission.

- Noted that Mr Jeffrey had already covered some items he was going to talk about.
- Asked if Council has already adopted the capital value rating?
- Opposed to the UAGC increase.
- Oppose the rate rise to rural/residential ratepayers.
- Oppose an annual rate cap of 10%.
- Oppose the funding of both maintenance and depreciation because if maintenance is funded sufficiently then there should be no need to fund depreciation.
- Oppose the construction of the new Harihari facility as assets can quickly become liabilities without the necessary maintenance and care. Ask that funding be spent on new community toilets and the maintenance and upgrading of the existing community facilities.
- Supports the upgrading of the intersection of State Highway 6 and Keogans Road to improve safety and enhance improvements.
- Extend the seal on the eastern end of Keogans Road as advised to residents 4-5 years ago.
- Upgrade the section of Hau Hau Road from the transfer station to the top of the hill to improve the safety of pedestrians and cyclists.

2.27 Kathleen Morrell

Kathleen Morrell spoke in support of her submission.

- Opposed to the current rating changes.
- The content of Plan Change 7 has impacted on ratepayers.
- Asked how Council can justify a significant rate increase?
- Property at Mt Rangitoto has a proposed rates increase from \$934.70 to \$1,468.10, an increase of 45%.
- Noted that there are zero services to the property and no Council provided access.

2.28 Blue Ice Investments Ltd

Helen Lash, spoke to the submission on behalf of Chris and Josefa Brooks, Blue Ice Investments Ltd.

- Oppose the proposed rates increase through the new rates system.
- Rates on their two properties have increased while their valuations have plummeted from being in the Franz Josef Fault Avoidance Zone.

- Asked for clarification on which Council is basing their valuation on?
- Noted that property owners in the Fault Rupture Avoidance Zone (FRAZ) zone have had equity in their investments slashed with the revaluation of their properties.
- Oppose the content of Plan Change 7.
- Asked how Council can justify a significant rates increase when the right to protect their homes and businesses has been taken away.

2.29 Franz Josef Community Council

Helen Lash, Community Officer, spoke in support of the submission from the Franz Josef Community Council.

- Both agree and oppose with the proposals.
- Understand that Council need to create a greater revenue stream to fund and manage its assets and infrastructure.
- Concerned that the largest landowner on the West Coast is Department of Conservation who pay no rates for services provided.
- Oppose the increase to rates for landowners in the FRAZ. Noted that the people in this zone have lost huge equity in their investments and if Franz Josef is to migrate northwards, they will also lose future business.
- Asked that Council ensure any anomalies in the rating charges are fully assessed and amended.
- Asked that Council rectify the water shortage situation in Franz Josef urgently.
- Asked that Council include in the Long Term Plan the attention that will be given to Franz Josef to implement and manage the Natural Hazard Management Plan, future growth management by way of infrastructure and urban spread and manage and implement the Revitalisation Plan.

2.30 Carol Gillard

Carol Gillard spoke in support of her submission.

- Oppose the rates proposal.
- Worked at Hamilton City Council for 14 years.
- Asked that a breakdown be included on the first rates instalment showing what proportion of rates are spent where.
- Owns a property at Kaihinu and the rates are now higher than what she paid in Hamilton.
- By adding community rates – Hokitika Rural, her rates have gone up over 50%.
- Asked if there will be more excessive rates increases?

2.31 West Coast Tobacco Free Coalition

John Caygill and Karen Hamilton on behalf of Anne Hines, Chair, spoke in support of the submission from the West Coast Tobacco Free Coalition.

Karen Hamilton

- Asked that Council consider making the pensioner housing smokefree.
- Advised that people who smoke generally have poorer health outcomes and also tend to not live as long as those that do not smoke.

John Caygill

- A goal of Smokefree 2025 is that by the year 2025 fewer than 5% of the population will be smoking.
- Noted that working with smoking cessation is a big part of what the health system is about to do.
- Asked that Council extends its current Smokefree Environments Policy to include all outdoor dining areas on Council-owned land.
- Asked that the Council endorses the goal of Smokefree 2025.
- Offered assistance to work alongside Council Officers in supporting and helping implement the requested actions as noted.

2.32 Hokitika Reserves and Environs Community Group

Rob Daniel spoke in support of the Hokitika Reserves and Environs Community Group.

- Support for the WAI beachfront development.
- Asked that the development be called "Waterfront Development Plan".
- Item 5 in the Council Plan under Consultation "the Reserves and Environs "could" act as an... should read "is prepared to act in that role"...
- Noted that there has been community consultation. The beach itself will always retain the rough look, such as wild beach, rock, track of some sort, track for future access, grass planting.
- Noted that the costs of mowing will be astronomical.
- Noted that in the future, diggers and trucks will need access to get back to that rockwork.

2.33 Nora Christine Fahey

Nora Christine Fahey spoke in support of her submission.

- Opposed to the new rating system.
- Opposed to any rates increase.
- Advised that the Kumara Residents Trust has no mandate to take \$398,000 from the Kumara Endowment Fund for the \$1.5M Chinese Garden.
- Advised that Kumara did not get a 100% return at the meeting in May this year. There would need to have been a referendum.
- Otira was given one days notice of the LTP meeting at Otira.
- Advised that no ratepayer would have an increase of more than \$100.
- Small towns are struggling with rates increase.
- Advised that the community of Kumara have never been asked whether they want a Chinese Garden and have never been consulted.

Cr Montagu left the meeting at 3.00 pm.

2.34 Stefan Cavill-Fowler

Stefan Cavill-Fowler spoke in support of his submission.

- Oppose the proposal.
- Thanked Council for the opportunity to submit on the proposal for the Long Term Plan.
- Noted that the plan is a bold one.
- Noted that compliance issues are an issue with the Council.
- Tourism is a significant resource that uses the infrastructure and overuses the wastewater systems.
- Challenges with wastewater and the drinking water compliance is not well detailed in the plan.
- Concerned regarding the dog registration fees.
- Asked that the responsible owner system for dog registration be reintroduced.
- Noted that his rates are increasing significantly more than 5.5%.
- Concerned that dairy farmers are getting a rate reduction.
- Proposed that households have a freeze that will offset the rate rises.
- Noted that rating for rural residential is too high.
- Noted that the UAGC should be set at a steady growth by a small percentage per year.
- Suggested a bed tax be implemented with that money put into reserve.
- Asked that Council investigate an Airport Departure Tax.
- Supported a Westland Kiwisaver Fund.
- Supports Council recruiting another planner on staff.

- Noted that the building inspection team is at a work backlog.
- Noted the compliance team needs better assistance from Council. There is little mention apart from furniture in the LTP.
- Asked that the compliance team be strengthened.
- Supported the Kaniere School proposal.
- Supported the proposed recreation centre but not located at Westland High School.

2.35 Michael Orchard

Michael Orchard spoke in support of his submission.

- Support in principle for capital value rating.
- Object strongly to the proposed new system which has caused rates for bare land to increase.
- Concerned regarding the proposed rates increase on his Kaniere Road property.
- Noted that rates on his town property has decreased.
- Support for capital value rating. Noted that the more valuable your property the more you should pay.
- A hockey turf in Hokitika would be useful.
- Concerned regarding paying community rates on unoccupied properties.
- Suggest that like Christchurch City Council, pensioners should be able to defer rates to come out of their estates.

2.36 Hecta Williams

Hecta Williams spoke in support of her submission.

- Thanked Council for the opportunity to present her submission.
- Agree with a capital value based rating system.
- Noted that the process has been flawed and the modelling process did not throw up some of the extreme rating increases.
- Referred to Hamilton City Council's rating transition process over 10 years.
- Asked that Council consider a transition period for implementing the new rating system.
- Asked that Council investigate some further differentials around the mixed area of rural/residential, particularly around small holdings.
- Asked that Council not move to a capital value rating system this year and reconsider the benefits/disadvantages to all ratepayers.

2.37 Merryn Bayliss

Merryn Bayliss spoke in support of her submission.

- Concerned that single-person householders pay the same rates as couples and families, with no adjustment based on the number of people per household.
- Concerned regarding waste management in the Westland District on multiple levels.
- Concerned that according to data provided by Council the amount of rates has nearly doubled in 7 years.
- Suggested cost-cutting possibilities for Council.
- Suggested that Council investigate more user-friendly ways of communicating with and consulting community members.

2.38 Community and Public Health

Amelia Haskell spoke to the submission on behalf of Dr Cheryl Brunton, Medical Officer of Health, West Coast, Community and Public Health.

- Support the Council's Vision.
- Recommended that Council also takes climate change into account for infrastructure.
- Noted that nine water supplies meet the Drinking Water Standards.
- Commend the Council for supporting Franz Josef water supplies.
- Recognise the needs to cater for an ageing policy.
- Pleased that the Youth meeting was set up.
- Asked if Council has a Youth Development Strategy for Westland.
- Recommend that Council continue with the development of a Local Alcohol Policy.
- Ask that Council endorse the goal of Smokefree NZ 2025, particularly in relation to Council-owned land.
- Applaud the commitment for pensioner housing.
- Impact assessment tools – Class 4 Gambling Policy. Community and Public Health can assist the Council where required.

His Worship the Mayor thanked the Council for their attention to the submitters and also the submitters for attending the hearing and presenting their verbal submissions to Council.

His Worship the Mayor then requested that Council recap on the day of hearing submissions to the Draft Council Plan.

Cr van Beek left the meeting at 4.09 pm and did not return.

Cr Montagu returned to the meeting at 4.36 pm.

**MEETING ADJOURNED AT 4.54 PM TO TUESDAY 16 JUNE 2015
COMMENCING AT 9.00 AM**

Confirmed by:

Mike Havill
Mayor

Date

Extraordinary Council Minutes

MINUTES OF THE RECONVENED EXTRAORDINARY MEETING OF THE WESTLAND DISTRICT COUNCIL, HELD IN THE COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA ON TUESDAY 16 JUNE 2015 COMMENCING AT 8.59 AM

1. MEMBERS PRESENT AND APOLOGIES

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

Deputy Mayor P.M. Cox

Cr. J.H. Butzbach, Cr M.S. Dawson (from 11.39 am), Cr D.G. Hope (until 2.30 pm),

Cr. L.J. Martin, Cr M.D. Montagu, Cr A.P. Thompson, Cr van Beek (from 10.32 am).

1.1 Apologies

Cr. M.S. Dawson (for lateness)

Cr. C.A. van Beek (for lateness)

Staff in Attendance

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

1.2 Interest Register

The Interest Register was circulated and no amendments were noted.

2. SUBMISSIONS TO THE 2015-2025 DRAFT COUNCIL PLAN: HEARINGS AND DELIBERATIONS

His Worship the Mayor welcomed those present to the Reconvened Extraordinary Council Meeting to hear and consider submissions to the 2015-2025 Draft Council Plan. Mayor Havill outlined the process and advised that the hearing was an opportunity for submitters to outline the main points of their written submissions. It was also an opportunity for Councillors to ask questions, but not debate an issue.

2.1 Tony Allan on behalf of Marj Allan

Tony Allan spoke in support of the submissions made by Marj Allan.

- Opposed to the proposed rating system.
- Concerned that the rating proposal had changed radically from that discussed during the consultation process.
- Opposed that the Draft Council Plan has no specific provision for improving the maintenance, upgrade or safety measures for the unsealed section of Old Christchurch Road.
- Asked how many rate demands are there in dispute and how long does it take Council to respond?
- Support for Chris Steel and his concern regarding the West Coast Wilderness Trail. Asked that Council appoint a Project Manager urgently.

2.2 Cancer Society of New Zealand – Canterbury-West Coast Division Inc.

Pavel Bares, Coordinator, Community Relations West Coast spoke in support of the submission from the Cancer Society of New Zealand – Canterbury-West Coast Division Inc and also gave a presentation to Council.

- Apologies from Amanda Dodds.
- Community Outcomes – Asked that Council endorses the Government's goal for a Smokefree New Zealand by 2025.
- Includes a commitment to Smokefree 2025 in its Long Term Plan.
- Council work with the Cancer Society and the West Coast Tobacco Free Coalition on the consideration of options to extend its current smokefree policy relating to outdoor areas.
- Maintenance of existing smokefree policy and support for signage and promotion.
- Council support the communication and promotion of all Council events held on Council owned public space as being smokefree.
- Physical Activity – Asked that Council incorporate shade cover to reduce excessive solar exposure at public places and open spaces, including the Hokitika Beachfront Development, Franz Josef Revitalisation Plan and Marks Road Reserve in Haast.

2.3 Hokitika's Regent Theatre

Don Neale, Secretary and Debbie Forsyth, Treasurer, spoke in support of the submission from Hokitika's Regent Theatre.

Don Neale

- Apology from Bruce Watson.
- Seeking operational funding to contribute to the sustainability of the Regent Theatre and a more formal partnership with the Community Centre Inc. to help ensure the long-term sustainability for the Theatre.
- The Theatre is operating close to the budget deficit predicted in the business plan that was adopted by Council in 2011.
- The Theatre has the lowest ratepayer funding of any similar facility that they are aware of.
- Seeking an annual grant of \$50,000 to enable the Theatre to continue serving the people of Westland.
- Seeking an average general rate of \$20 per Hokitika property, or \$10.50 per rated property as a Uniform Annual Charge across the District.

Debbie Forsyth

- Noted the Actual Operational Profit and Loss Report for the 2014 Financial Year as per the submission.
- Volunteer support is still needed for the Theatre.
- The Theatre is supported by a great Committee.
- The Theatre still needs Council help to make sure the services it provides to the community are sustained and is looking at building up attendance rates.

2.4 Don Neale – Personal Submission

Don Neale spoke in support of his personal submission.

- Support the submission made by the Hokitika Regent Theatre.
- Noted the Rating System (Revenue and Financing Policy).
- Council needs to focus on the level of increase but the fair distribution of rates around the District.
- Rural-residential ratepayers have access to a nearby town (Hokitika) which provides most of the services that they need. They have long rural roads and bridges that give them access all the way in to Hokitika.
- Beachfront and Sunset Point Development – support the Council taking a lead on the beachfront proposal.

- MDI funding – support the Westland High School project and want to see it being financially sustainable.
- Support for the RSA Proposal but not for another meeting room-type building.
- Solid Waste Disposal – asked that Council return to the “Zero Waste to Landfill Policy”.
- Transportation – object to the general lack of provision for cyclists in Hokitika and the District.
- Supports the West Coast Wilderness Trail.

2.5 Chris Steel

Chris Steel spoke in support of his submission, and also tabled an additional document in support of his submission and gave a presentation on the West Coast Wilderness Trail.

- Concerns around the West Coast Wilderness Trail.
 - Council and the Trust locked into construction mode.
 - Supports the appointment of a Trail Manager and Project Manager.
 - Concerned the vision of the trail will not be achieved.
 - The trail is expected to be self-sustainable for the future.
 - Support for a coordinated approach between Council, stakeholders, and volunteers to ensure the community asset is managed going forward both as an amenity for local people and local ratepayers.
 - Meeting the cost of ongoing maintenance.
 - No construction on the trail has taken place since January 2015.
 - Support for the trail being completed before the next tourist season.
 - Guardians of the trail are working in isolation without any coordination.

2.6 Federated Farmers of New Zealand

David Cooper, Senior Policy Adviser, Federated Farmers of New Zealand spoke via audio in support of the submission from Federated Farmers.

- Congratulated Council for the quality of consultation document.
- Acknowledged both the limitation and challenges Council is facing through the Long Term Plan process.
- Supportive of the way the Long Term Plan faces up to the challenges and the way that Council has pulled that together.
- Recommended that Council adopt a lower limit on rates increases, for example 6%.
- Revenue and Financing Policy – rates affordability concerns that the affordability of rates is kept to a minimum.
- Supported Council’s policies in terms of operating costs.

- Noted that Council will exercise prudence with the addition of a reference to “intergenerational equity”.
- Encourage further consultation over the options for the Haast-Jackson Bay Special Purpose Road.
- Rates Remissions Policies – Federated Farmers supports Council’s proposed policies in relation to rates remissions.

2.7 Phillip Bradley

Phillip Bradley spoke in support of his two submissions.

- Objected to rate rises on his properties in Adair Road and Arthurstown Road.
- People that use the amenities need to be paying for them.
- Asked that his property classification be reviewed.

2.8 David Pieterse

David Pieterse spoke in support of his submission.

- Oppose the unfair and inconsistent ways the new structure deals with the anomalies.
- Opposed to the rates increases on his properties from \$1,392 (2010) up to \$2,004 (2014) then to \$5,800 in 2015 in a five year period. This increase equates to \$500 per month for rates.
- Asked that Council consider the way uniform charges are calculated and allocated as it is not fair to all and asked that it be based on the difference between land value and capital value for any “property plus 1”.
- Asked that remittance automatically be given to additional bare land.

The meeting adjourned at 9.58 for morning tea and then reconvened at 10.32 a.m.

Cr van Beek attended the meeting at 10.32 am.

2.9 Te Rūnanga o Ngāi Tahu

The Community Development Advisor, the Corporate Planner and District Planner attended this part of the meeting only.

Susan Wallace, General Manager, Te Rūnanga o Makaawhio spoke in support of the submission on behalf of:

Te Rūnanga o Ngāti Waewae and Te Rūnanga o Makaawhio
Poutini Environmental Limited
Te Rūnanga o Ngāi Tahu (TRoNT)

- Mana Whenua matters, including the correct and consistent use of tohuto/macrons on relevant Maori words to ensure their correct spelling.
- Including the word “cultural” in the Council Vision for Westland.
- Rephrase the two references to the two runanga marae within the Westland District.
- Adding related images of Poutini Ngai Tahu in the Council Plan.
- Water related matters – stormwater and wastewater issues are of particular interest in the Westland District due to the current state of their management.

His Worship the Mayor thanked the Council for their attention to the submitters and also the submitters for attending the hearing and presenting their verbal submissions to Council.

Council then went through and viewed sample properties and the effect on those properties with regard to their rates.

Cr Dawson attended the meeting at 11.39 am.

The meeting adjourned for lunch at 12.30 pm and reconvened at 1.13 pm.

Council continued viewing sample properties and the effect on those properties with regard to their rates.

Cr Hope left the meeting at 2.30 p.m. and did not return.

Council modelled various rating scenarios across the District, within the proposed rating system as outlined in the Consultation Document, with the following changes proposed to the Rating System:

	Per Consultation Document	Final	
Uniform Annual General Charge	30%	20%	Equivalent to a rate of \$459.00 per property.
General Rate Differentials			
Commercial	1.88	2.00	
Residential	1.00	1.00	
Rural Residential	0.80	0.75	
Rural	0.75	1.00	

- An overall rates increase in 2015-16 of 4.66% (the proposal was 5.5%)
- Implement the rating system proposed in the Consultation Document with the changes detailed above.
- Cap the overall rates requirement at 5% for the life of the plan (the proposal was 10%).

The meeting adjourned at 3.21 pm for afternoon tea and reconvened at 3.42 p.m.

Council resumed going through the subject matter of submissions on the 2015-2025 Draft Council Plan.

**MEETING ADJOURNED AT 4.32 PM TO WEDNESDAY 17 JUNE 2015
COMMENCING AT 9.00 AM**

Confirmed by:

Mike Havill
Mayor

Date



Extraordinary Council Minutes

MINUTES OF THE RECONVENED EXTRAORDINARY MEETING OF THE WESTLAND DISTRICT COUNCIL, HELD IN THE COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA ON WEDNESDAY 17 JUNE 2015 COMMENCING AT 9.08 AM

1. MEMBERS PRESENT AND APOLOGIES

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

Deputy Mayor P.M. Cox (**Chairperson for part of the meeting**)

Cr. J.H. Butzbach, Cr. M.S. Dawson (until 12 noon), Cr. L.J. Martin,

Cr M.D. Montagu, Cr A.P. Thompson (until 11.28), Cr. C.A. van Beek.

1.1 Apologies

Nil.

1.2 Absent

Cr D.G. Hope.

Staff in Attendance

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

1.3 Interest Register

The Interest Register was circulated and no amendments were noted.

2. SUBMISSIONS TO THE 2015-2025 DRAFT COUNCIL PLAN: HEARINGS AND DELIBERATIONS

Council resumed going through the subject matter of submissions on the 2015-2025 Draft Council Plan and provided direction to the Chief Executive.

The meeting adjourned at 10.12 am for morning tea and reconvened at 10.35 a.m.

Council resumed going through the subject matter of submissions on the 2015-2025 Draft Council Plan.

Cr Thompson left the meeting at 11.28 am and did not return.

Cr Dawson left the meeting at 12 noon and did not return.

The meeting adjourned for lunch at 12.27 pm and reconvened at 1.27 pm.

Council resumed going through the subject matter of submissions on the 2015-2025 Draft Council Plan.

Mayor Havill left the meeting at 1.46 pm.

Deputy Mayor Cox chaired this section of the meeting.

Mayor Havill returned to the meeting at 1.48 pm and resumed chairing the meeting.

His Worship the Mayor instructed the Chief Executive to prepare the 2015-2015 Council Plan (Long Term Plan) with the amended version of rating, including a Press Release outlining the proposed changes.

Moved Cr Martin, seconded Cr Butzbach and **Resolved** that Council has considered all the verbal and written submissions to the 2015-2025 Council Plan.

MEETING CLOSED AT 2.32 PM

Confirmed by:

Mike Havill
Mayor

Date

Pauline Cox
Deputy Mayor

Date

MINUTES OF AN ORDINARY MEETING OF THE WESTLAND DISTRICT COUNCIL, HELD IN THE COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA ON THURSDAY 25 JUNE 2015 COMMENCING AT 9.04 AM

1. MEMBERS PRESENT AND APOLOGIES

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.

1.1 Apologies

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

Staff in Attendance

T.L. Winter, Chief Executive; P.G. Anderson, Operations Manager (for part of the meeting); G. Borg, Group Manager: Corporate Services; J.D. Ebenhoh, Group Manager: Planning, Community and Environment; V. Goel, Group Manager: District Assets (for part of the meeting); D.M. Maitland, Executive Assistant.

1.2 Interest Register

The Interest Register was circulated and an amendment was noted.

2. CONFIRMATION OF MINUTES

2.1 Confirmation of Minutes of Meetings of Council

2.1.1 Ordinary Council Meeting – 28 May 2015

Moved Cr Martin, seconded Cr Butzbach and **Resolved** that the Minutes of the Ordinary Meeting of Council held on the 28 May 2015 be confirmed as a true and correct record of the meeting, subject to the following amendments

Page 6 of the Council Agenda:

2. CONFIRMATION OF MINUTES

"2.1.2 Executive Committee Meeting – 7 May 2015

Moved Cr Thompson, seconded Cr Montagu and Resolved that the **Draft** Minutes of the Executive Committee Meeting of Council held on the 7 May 2015 be received."

Page 6 of the Council Agenda:

3. PUBLIC FORUM

"Royal Forest and Bird Protection Society, Presentation regarding the Haast-Hollyford Road

Ms. Miller and Mr. Anderson expressed concern to Council regarding the Extraordinary Council Meeting held on the ~~18~~ **24** December 2014 and the resolution that was passed by Council."

Page 7 of the Council Agenda:

4. BUSINESS

"Mayor's Report

His Worship the Mayor provided the following update:

- Provided an update on the Long Term Plan progress, advising that Council are halfway through the public consultation process, and that we continue the ~~there is still a~~

~~public consultation~~ process before we get to any conclusions.”

3. **PUBLIC FORUM**

Mr. Charlie McBeath, Chairman, Ross Community Society attended the Public Forum Section of the meeting and requested on behalf of the Society, the release of \$50,000 of Ross Endowment Money towards the Ross Centennial Hall Enhancement. The funds would be used along with the \$90,000 of MDI funding for urgent roof replacement, new kitchen facilities and earthquake strengthening of the Ross Centennial Hall.

Mayor Havill thanked Mr. McBeath for attending the meeting and advised that a Council report will be prepared for the 23 July Council Meeting regarding this matter.

4. **BUSINESS**

4.1 **Mayor's Report**

His Worship the Mayor provided the following update:

- **Flooding event on the 18-20 June 2015**

Thanked Council staff, Councillors, community groups, emergency services personnel and volunteer groups who assisted with regard to the flooding event on the 18-20 June 2015.

- **Long Term Plan**

- Noted that Council has been through the consultation process.
- Thanked the Councillors for their support during the process and noted that Council are going to make some positive changes for the community.
- The consultation process has been open and transparent.

4.2 **Update from Councillors**

Councillors provided the following update:

i) **Deputy Mayor Cox**

- 8 June 2015 - attended a hui with representatives of Ngai Tahu, Ngati Waewae and Makaawhio about the draft Council Plan.

- 11 June 2015 - attended the Executive Committee Informal Meeting.
- 15-17 June 2015 - attended the Long Term Plan Hearing and Deliberations.
- 18 June 2015 – attended the Westland Wilderness Trust Meeting.
 - Discussion regarding the appointment of both a Trail Manager and a Project Manager going forward for the West Coast Wilderness Trail.
 - Noted the website www.westcoastwildernesstrail.co.nz has been updated.
 - Trail maps and posters have been distributed.
 - Peter Anderson's Farewell.

ii) Cr Martin

- Attended all the Ordinary Council commitments minus the Hui and Westland Wilderness Trust meeting.
- Endorsed the Mayor's comments regarding the Long Term Plan.

iii) Cr Butzbach

- Noted the same as Cr Martin.
- Attended a DHB meeting and noted the draft Maori Health Plan.

iv) Cr Thompson

- 3 June 2015 – attended the Kokatahi-Kowhitirangi LTP meeting.
- 10 June 2015 – attended the RMA – “How It Really Works Course”
- 17 June 2015 – attended the Kumara Residents Meeting.
- 18 June 2015 – came into Hokitika and observed the Emergency Operations Centre operating during the flooding event. Noted that Council staff and volunteers did a fantastic job during the event.
- 24 June 2015 – attended a meeting of Council representatives and Three Mile Hall Committee Members.

v) Cr Montagu

- Flooding event – noted that Dillmanstown had a flood as well.
- Enquired as to progress with the Harihari Community Facility.

vi) Cr van Beek

- 2 June 2015 – attended the Youth Forum.

- 3 June 2015 – attended the Kokatahi-Kowhitirangi LTP meeting.
- 11 June 2015 - attended the Executive Committee Informal Meeting.
- 17 June 2015 – attended the Kumara Residents Meeting.
- 18 June 2015 – attended the West Coast Wilderness Trust meeting.
- Peter Anderson's farewell.
- Flooding event – noted that Kawhaka experienced some flooding as well.

vii) Cr Dawson

- Endorsed the Mayor's comments regarding the Long Term Plan,
- Endorsed the Mayor's comments with regard to thanks to all the people who assisted during the flooding event on the 18-20 June 2015.

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

4.3 Audit Management Report Year Ended 30 June 2014

The Group Manager: Corporate Services spoke to this report.

Moved Cr Montagu, seconded Cr Dawson and **Resolved** that the Audit Management Report to the 30 June 2014 be received.

4.4 Policy on Appointment and Remuneration of Directors of Council Organisations and Council Controlled Organisations

The Chief Executive spoke to this report.

Moved Mayor Havill, seconded Cr Dawson and **Resolved** that the Policy on Appointment and Remuneration of Directors of Council Organisations and Council Controlled Organisations be adopted by Council with the following amendments:

"4. Term of Appointment

Subject to any specific trust deed or constitution requirements, the initial term for a CCO director will be for a period of up to ~~three~~ four years. Subject to a review of the director's performance at the end of each term, any provisions in the CCO trust deed or constitution, and a review of the needs of the CCO board in question, the typical tenure for a director will be ~~six~~ eight years. This is to

ensure that the board benefits from the knowledge and experience a director develops during their first term.

Following ~~six-eight~~ years of service on a board, and subject to any maximum term in the trust deed or constitution there will be an option for further terms. ~~if appointed as Chair or Deputy Chair of the CCO.~~ Following ~~nine~~ 12 years of service, and subject to any maximum term in the trust deed or constitution, a director may be re-appointed, but only in exceptional circumstances.

The rationale is that after ~~six eight to nine~~ 12-years on the board, it is usually helpful to bring in fresh ideas and drive to the board. However, where an individual continues to display the necessary qualities to continue to take the entity forward, additional terms may be recommended at the discretion of the Executive Committee or Westland Holdings Ltd.

Where necessary, directors shall be appointed for terms of one to ~~three~~ four years in order to avoid all the board members' terms becoming vacant at the same time. Where an appointment replaces an existing director, typically the appointment will be for the remainder of that director's term to maintain the effect of staggering expiry dates.

Any consideration of terms and reappointments should consider the question of succession and the need to balance fresh ideas with the need to maintain experience and institutional knowledge within the board.

Where possible, the appointment period will expire ~~on 31 December~~ at the ~~AGM~~ to assist in the process of roll-overs and new appointments. "

"POLICY ON APPOINTMENT AND REMUNERATION OF DIRECTORS OF COUNCIL ORGANISATIONS AND COUNCIL CONTROLLED ORGANISATIONS

4. Rotation and Refreshment

CCO appointments will be for a fixed term, with the candidate entitled to one renewable term. An extension beyond a second term will be by a specific vote of ~~Council~~ the shareholder to that effect, justified only on the basis of necessary and interim continuity of the organisations board to function effectively and will not exceed one further standard term and three terms in total.

The default term is no more than four years unless the organisation's Rules or Constitution says otherwise.

Where possible the timing of director/trustee appointments will be made in a way that allows for staggered rotation. Creating a staggered rotation can be a reason for ~~Council~~ the shareholder making one-off extensions of term the office of selected directors/trustees."

His Worship the Mayor then welcomed Peter Anderson, Operations Manager to the meeting. Mayor Havill noted that Peter is moving onto a new position at Nelson City Council and thanked him for his service to the Council and the Westland District in general over the last 29 years noting his service with Hokitika Borough Council and Westland District Council over that time period.

Mayor Havill then invited Mr Anderson to say a few words and have morning tea with the Councillors.

The meeting adjourned for morning tea at 10.00 am and reconvened at 10.15 am.

4.5 Financial Performance: Year to Date April 2015

The Group Manager: Corporate Services, the Group Manager: District Assets and the Operations Manager spoke to this report.

It was noted that the Group Manager: District Assets will bring back an update on the connections to the Harihari Water Supply.

Moved Cr Montagu, seconded Cr Martin and **Resolved** that the Financial Performance Report to the 30 April 2015 be received.

4.6 Harihari Squash Courts – Cyclone Ita Insurance

The Chief Executive spoke to this report.

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

- A) Council approves payment of \$83,060 to the Harihari Community Association, being the balance of the insurance payout to Council after Cyclone Ita destroyed the Harihari Squash Courts in April 2014.
- B) This be funded from general reserves with a negative variance against the 2014-2015 budget in the Harihari parks and reserves cost centre.

4.7 Westland District Property Ltd (WDPL) – Return of Properties to Council

The Chief Executive spoke to this report.

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

- A) The eight properties being managed by Westland District Properties Ltd as outlined in Appendix 1 attached to the Council Agenda be returned to Council and that Council write off the outstanding rates of \$17,302.47 and penalties of \$3,205.65 on those properties.
- B) The total amount of \$20,507.82 be included in the rates write offs for 2014-15.

4.8 Rates Write Offs and Remissions 2014-15

The Group Manager: Corporate Services spoke to this report.

Moved Cr Butzbach, seconded Cr Dawson and **Resolved** that Council approves the total proposed rates write offs and remissions of \$94,852.67 including GST as summarised in Appendix 1 of the Council Agenda, as well as an additional amount of \$20,507.82 as resolved in Item 4.7 B).

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

Moved Cr Martin, seconded Cr Dawson and **Resolved** that Council exclude the public in accordance with Section 48, Local Government Official Information and Meetings Act 1987 at 10.27 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

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

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

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

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

Moved Cr Butzbach, seconded Cr van Beek 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 10.29 am.

MEETING CLOSED AT 10.29 AM

Confirmed by:

Mike Havill
Mayor

Date

Date of Next Ordinary Council Meeting:
23 July 2015
Council Chambers, 36 Weld Street, Hokitika.

Extraordinary Council Minutes

MINUTES OF AN EXTRAORDINARY MEETING OF THE WESTLAND DISTRICT COUNCIL, HELD IN THE COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA ON THURSDAY 25 JUNE 2015 COMMENCING AT 1.01 PM

1. MEMBERS PRESENT AND APOLOGIES

Deputy Mayor P.M. Cox (**Chairperson**)

Cr. J.H. Butzbach, Cr. M.S. Dawson, Cr. L.J. Martin, Cr M.D. Montagu (from 1.19pm),
Cr. A.P. Thompson, Cr. C.A. van Beek.

1.1 Apologies

Cr M.D. Montagu, (for lateness)

Cr. D.G. Hope, His Worship the Mayor, M.T. Havill

Moved Cr Jim Butzbach seconded Cr Kees Van Beek and **Resolved** that the apology be received and accepted.

Staff in Attendance

J.D. Ebenhoh, Group Manager: Planning, Community and Environment; D.M. Blight, Community Development Advisor; N.E Davies, Business Support Officer

1.2 Interest Register

The Interest Register was circulated and no amendments were noted.

2. SUBMISSIONS TO THE CLASS 4 GAMBLING POLICY: HEARINGS AND DELIBERATIONS

Seven submissions to the Class 4 Gambling Policy had been received as follows:

- Jarrod True, New Zealand Racing Board

- Ian Gilbertson, Westland Industrial Heritage Park
- Steve Schmetz and Stephanie Rathbun, Hospitality New Zealand
- Angela Paul, NZ Community Trust
- Barry Rieper, Clubs New Zealand
- Emma Lamont-Messer, The Lion Foundation
- Tony Crosbie, Northend Hotels

Council heard verbal submissions from the following submitters:

- Jarrod True, New Zealand Racing Board
Provided Councillors with a power point presentation on two policies, TAB Board Venue Policy and Class 4 Gaming Machine Policy.

TAB Policy

- Retain the current provisions regarding TAB Board Venues
- A prohibition on TAB Board Venues is counterproductive on harm minimisation grounds because in other venues there is:
 - Betting in an environment with alcohol
 - Betting in premises that have long trading hours
 - Betting in premises where the staff are not solely dedicated and focused on their harm minimisation role.

Class 4 Gaming Machine Policy

- Impose a cap on gaming machine numbers: 62 machines.
- New regulations mean local funding can only come from local machines, so less machines means less local funding.
- Allow more flexible relocations, as the proposed clause only allows relocation when the venue is damaged by an event or earthquake prone.

- Ian Gilbertson, Westland Industrial Heritage Park

Westland Industrial Heritage Park opposes the proposed changes.

- The revenue from gaming machines is essential resource for our district wide community.
- Retain the ability for Council to use discretion to allow new gaming sites.

- Steve Schmetz and Stephanie Rathbun Hospitality New Zealand

The Association asked for clarification on the terminology of “closes” in 3.3.3 in the gambling policy:

3.3.3 If an existing Hokitika venue closes and relinquishes machines, the permitted number of venues and machines would reduce as per the current sinking lid policy.

The Group Manager: Planning, Community and Environment explained that it means closes permanently not temporarily.

The Association proposes that alternative wording be used to better effect what the Council is wanting to achieve. They also asked for clarification regarding what grounds an application could be declined on by the CE once the application is demonstrated to be in full compliance with the Policy, and what the appeal process would be in this situation.

6.3 Where applications for Class 4 Gambling Consents can be demonstrated to be in full compliance with Council's Class 4 Gambling Policy, the approval of the application is delegated to the Chief Executive Officer.

The Group Manager: Planning, Community and Environment explained that the CE would not have discretion to decline the application if it were in full compliance with the Policy, only to grant approval without having to come to Council.

- Angela Paul, New Zealand Community Trust (via audio link)
 - Supports the proposal to allow gambling venues to relocate, but recommends the clause in the draft policy be re-worded to allow relocations to occur in a wider range of circumstances.
 - Opposes the proposal to cap the number of gaming venues operating outside of Hokitika.
 - Opposes the continuation of a sinking lid policy in Hokitika.
 - Opposes the proposal to limit machine numbers at new venues to four machines.

Moved by Cr Dawson seconded Cr Martin and **Resolved** that the submissions received to the Class 4 Gambling Policy (both written and verbal) be received and considered.

The Community Development Advisor joined the table to talk regarding the submissions and spoke on his report. He suggested that the Draft Class 4 Gambling Policy be adopted as is but with a rewording of 3.5 in the Gambling Venue Policy and that this clause be changed.

From:

"3.5 An existing Class 4 venue is permitted to relocate within their current census mesh block area if the venue site is damaged by an event and/or requires vacating as a result of earthquake risk."

To:

- 3.5 *An existing Class 4 venue affected by earthquake-related risk or event destruction or lease termination or new planned facilities shall be permitted to relocate within their current census mesh block area if Council grants consent in respect of a new venue to replace an existing venue (a matter not dealt with by current policy but required to be considered by the Gambling Amendment Act 2014).*

Karen Hamilton was invited to the table, to share her thoughts on the proposed policy and old policy.

Council noted that a report formally recommending approval of the revised policy is to be considered at the 23 July Council Meeting.

MEETING CLOSED AT 2.31 PM

Confirmed by:

Pauline Cox
Deputy Mayor

Date

Extraordinary Council Minutes

MINUTES OF AN EXTRAORDINARY MEETING OF THE WESTLAND DISTRICT COUNCIL, HELD IN THE COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA ON TUESDAY 30 JUNE 2015 COMMENCING AT 9.02 AM

1. MEMBERS PRESENT AND APOLOGIES

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 9.03 am),
Cr A.P. Thompson, Cr. C.A. van Beek.

1.1 Apologies

Cr M.D. Montagu for lateness.

Cr D.G. Hope. Moved Cr Martin, seconded Cr Dawson and **Resolved** that the apology from Cr D.G. Hope be received and accepted.

Staff in Attendance

T.L. Winter, Chief Executive; R.A. Beaumont, District Planner; G. Borg, Group Manager: Corporate Services; V. Goel, Group Manager: District Assets (for part of the meeting); K.A. Jury, Corporate Planner; D.M. Maitland, Executive Assistant.

1.2 Interest Register

The Interest Register was circulated and no amendments were noted.

2. PUBLIC FORUM

No members of the public spoke in the public forum section of the meeting.

3. BUSINESS

3.1 Revenue and Financing Policy

Cr Montagu attended the meeting at 9.03 am.

The Group Manager: Corporate Services spoke to this item.

Moved Cr Montagu, seconded Cr Dawson and **Resolved** that Council adopts the Revenue and Financing Policy, and includes it in the Long Term Plan 2015-25.

3.2 Rates Remissions and Postponement Policies

The Group Manager: Corporate Services spoke to this item.

Moved Cr Martin, seconded Cr Butzbach and **Resolved** that Council adopt the Rates Remission Policy.

Moved Cr Martin, seconded Cr Dawson and **Resolved** that Council adopt the Policy on Remission and Postponement of Rates on Maori Freehold Land.

Moved Cr Martin, seconded Cr Thompson and **Resolved** that Council adopt the Rates Postponement Policy.

3.3 Adoption of Council Plan

The Corporate Planner spoke to this item and also tabled a memo to the Mayor and Councillors regarding the Council Plan 2015-2025.

Also circulated to the Mayor and Councillors was a copy of the Independent Auditor's Report signed by Bede Kearney, Audit New Zealand, on Westland District Council's 2015-2025 Long Term Plan.

Minor editing changes were then made to the 2015-2025 Long Term Plan.

The Group Manager: Corporate Services then spoke to this item.

The meeting adjourned at 9.56 am for morning tea and reconvened at 10.14 am.

The Council continued with minor editing changes to the 2015-2025 Long Term Plan.

Moved Cr Dawson, seconded Cr Martin and **Resolved** that Council receive the Independent Auditor's Report on Westland District Council's 2015-2025 Long Term Plan as tabled.

Moved Cr Dawson, seconded Cr van Beek and **Resolved** that Council adopts The Long Term Plan "Council Plan 2015-25", and directs that it be printed and released; subject to:

- i) The Audit report first being added to the plan, and
- ii) The inclusion of the editing amendments.

Cr Martin recorded his vote against the motion.

3.4 **Rating Policy 2015/2016**

The Group Manager: Corporate Services spoke to this item.

It was noted that an amended Rating Policy 2015/2016 had been circulated by the Group Manager: Corporate Services via email to the Mayor and Councillors.

Moved Cr Dawson, seconded Cr Butzbach and **Resolved** that Council adopts the **amended** Rating Policy 2015/2016.

Cr Martin and Cr Montagu recorded their votes against the motion.

3.5 **Rates Resolution 2015/2016**

The Group Manager: Corporate Services spoke to this item.

Moved Cr Dawson, seconded Cr Thompson and **Resolved** that Council adopts the **amended** Rates Resolution for the 2015/2016 Financial Year.

Cr Martin and Cr Montagu recorded their votes against the motion.

Moved Cr Butzbach, seconded Deputy Mayor Cox and **Resolved** that Council instructs the Chief Executive to strike the Rates in accordance with Year 1 of the Long Term Plan 2015-25.

Cr Martin and Cr Montagu recorded their votes against the motion.

MEETING CLOSED AT 11.13 AM

Confirmed by:

Mike Havill
Mayor

Date

Report



DATE: 23 July 2015

TO: Mayor and Councillors

FROM: Chief Executive

REIMBURSEMENT TO WDPL FOR BEACH STREET ROAD STOPPING COSTS

1 SUMMARY

- 1.1 The purpose of this report is to recommend the reimbursement of costs incurred by Westland District Property Limited while working on the Beach Street road stopping project.
- 1.2 This issue arises following the outcome of the CCO Review and the need to progressively resolve outstanding issues so that a way forward can be determined for WDPL's future business activity.
- 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, as 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 reimburses WDPL the amount of \$85,074.69 earlier invoiced.

2 BACKGROUND

- 2.1 WDPL was incorporated on 6 May 2010 and a Management Agreement was put in place on 30 June to enable it to manage Council's strategic assets together with a range of properties and unformed legal road.
- 2.2 Following a request in October 2011 by a Beach Street Land owner to obtain title to his back yard which is on road reserve, Council's Chief Executive Officer tasked WDPL to investigate the viability of stopping the road. WDPL sought written approval from Council and whilst no written response or agreement exists, senior Council staff became involved in the proposal from March 2012. In September 2012 WDPL wrote to Council recommending

that, due to objections to the proposed road stopping, the matter go to the Environment Court for resolution.

- 2.3 In May 2013 the Environment Court reversed the decision to stop the road, having found that the process followed did not fully comply with the requirements of the Local Government Act 1974.

3 CURRENT SITUATION

- 3.1 Since May 2014, WDPL has sought reimbursement of costs incurred in undertaking, on behalf of Council, the Beach Street road stopping project.
- 3.2 The reasons for seeking reimbursement are:
- 3.2.1 The road reserve was owned by Council
 - 3.2.2 The project to road stop Beach Street was verbally tasked to WDPL to undertake on behalf of Council
 - 3.2.3 It is unreasonable for Council to expect WDPL to undertake a project which was controlled at every step by Council, and thus for WDPL to incur all costs following its inability to complete.
 - 3.2.4 If the project had been completed, the proceeds from the sale of land following road stopping would have gone to Council, less all costs incurred.

4 OPTIONS

- 4.1 Option 1: Do nothing (maintain the status quo)
- 4.2 Option 2: Reimburse WDPL half the costs incurred, on behalf of Council, in undertaking the Beach Street road stopping project
- 4.3 Option 3: Reimburse WDPL the total costs incurred.

5 SIGNIFICANCE AND ENGAGEMENT

- 5.1 This matter is of low significance, however the reimbursement amount is not budgeted and therefore would be funded from general reserves with a resulting variance in Council's 2015-16 financial result.
- 5.2 Engagement between the affected parties, Council and WDPL, has already taken place and the proposed solution is satisfactory to both parties. Wider public consultation is not considered necessary.

6 ASSESSMENT OF OPTIONS (INCLUDING FINANCIAL IMPLICATIONS)

- 6.1 Council, having resolved to retain WDPL as an operating entity, needs to provide direction and certainty for its activity. Option 1, do nothing, limits WDPL's ability to move forward positively. However, this option is at no immediate financial cost to Council.
- 6.2 Option 2, reimburse half the costs incurred by WDPL, is a middle ground that acknowledges the absence of any written agreement which clearly states how costs were to be apportioned.
- 6.3 Option 3, reimbursing the total costs incurred by WDPL, would clear the debt on this project for WDPL. However it also means Council has to fund this unbudgeted expenditure. It could be argued that had WDPL been disestablished following the CCO Review, this debt would have come back to Council anyway.

7 PREFERRED OPTION AND REASONS

- 7.1 The preferred option is to reimburse WDPL the total costs incurred. It is difficult to prove what was agreed to between Council and WDPL when the Beach Street road stopping project was undertaken. Without anything in writing WDPL is in the unenviable position of being left to cover all costs associated with this project. Reimbursing the full cost will enable WDPL to look forward without the burden of this debt.

8 RECOMMENDATION

- A) **THAT** an amount of \$85,074.69 (inclusive of GST) be reimbursed to WDPL to cover costs incurred in the Beach Street road stopping project and that this amount be funded from general reserves, resulting in a variance in Council's 2015-16 financial result.
- B) **THAT** the Chief Executive put in place systems and processes that ensure any instructions to WDPL to undertake work on Council's behalf are recorded in writing and signed by both parties in the future.

Tanya Winter
Chief Executive

Report



DATE: 23 July 2015

TO: Mayor and Councillors

FROM: Chief Executive

SALE OF SURPLUS PROPERTIES

1 SUMMARY

- 1.1 The purpose of this report is to recommend that four properties, owned by Council and managed by Westland District Property Ltd, being surplus to Council requirements, be sold.
- 1.2 This issue arises following the outcome of the CCO Review and the need to progressively resolve outstanding issues so that a way forward can be determined for WDPL's future business activity.
- 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 and 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 approve the sale of the four properties listed in section 3.1 below.

2 BACKGROUND

- 2.1 WDPL was incorporated on 6 May 2010 and a Management Agreement was put in place on 30 June to enable it to manage Council's strategic assets, together with a range of properties and unformed legal road.

3 CURRENT SITUATION

- 3.1 Whilst a range of properties were transferred to WDPL for management and now earn a reasonable rental income, a few properties have not proven attractive to the market as rental prospects, so approval is sought to place them on the market for sale. These properties are described below:

- 3.1.1 Talleys and Fiordland Lobster each have ten year leases for rental of land at Jackson Bay for their processing factories, however the large surrounding section is proving to be hard to sell because of its proximity to the factories. There have been a number of expressions of interests to purchase the land;

25810-33602A	Jackson Bay (Talleys Group) 1118sqm
25810-33602B	Jackson Bay (vacant section) 4263sqm
25810-33614	Jackson Bay (Fiordland Lobster) 689sqm

(see **Appendix 1**)

Previous valuation was \$326,000; however WDPL will obtain an updated valuation for sale.

- 3.1.2 25740-49400 Cement Lead Road, Blue Spur; 27.96ha vacant land (see **Appendix 2**). This section, adjacent to the Stations Inn on Blue Spur Road, was originally held for future real estate development. Previous valuation was \$240,000; however WDPL will obtain an updated valuation for sale.

- 3.2 Through the Long Term Plan process Council indicated that it wished to consider opportunities for the disposal of surplus assets in the future. While a policy statement has not been developed, the sale of the properties that are deemed surplus to requirement in this report is in keeping with that intent.

4 OPTIONS

- 4.1 Option 1: Do nothing (maintain the status quo)
- 4.2 Option 2: Sell the properties, at or near market value, to obtain revenue for Council to use to benefit elsewhere.

5 SIGNIFICANCE AND ENGAGEMENT

- 5.1 The sale of these properties is of low significance as they are not strategic assets, nor do they make a significant contribution to the local economy.
- 5.2 Engagement between the affected parties, Council and WDPL, has already taken place and the proposed recommendation is supported by all parties. Public consultation is not considered necessary as these properties are not listed as strategic assets.

6 ASSESSMENT OF OPTIONS (INCLUDING FINANCIAL IMPLICATIONS)

- 6.1 Council, having resolved to retain WDPL as an operating entity, needs to provide direction and certainty for its future activity; Option 1, do nothing, means that these properties will likely remain as they are with only two of the four generating revenue. The land has not been identified by Council for future use.
- 6.2 Option 2, selling the properties, may eventually bring some revenue to Council with a sales commission to WDPL. This option means that Council no longer has these assets should they be required for future use.

7 PREFERRED OPTION AND REASONS

- 7.1 The preferred option is to sell the properties, to provide commercial development opportunities in Westland as well as a return for Council and WDPL on properties that otherwise have little strategic value.

8 RECOMMENDATION

- A) **THAT** the four properties as listed below be sold at or about market value:
- 25740-49400 Cement Lead Road, Blue Spur; 27.96ha (vacant)
 - 25810-33602A Jackson Bay (Talleys Group) 1118sqm
 - 25810-33602B Jackson Bay (vacant section) 4263sqm
 - 25810-33614 Jackson Bay (Fiordland Lobster) 689sqm

Tanya Winter
Chief Executive

Appendix 1: location map Jackson Bay sections
Appendix 2: location map Blue Spur section

Appendix 1



 Springer

Created By: anonymous
Print Date: 6/07/2015
Print Time: 3:23 PM



Scale: 1:5000
Original Sheet Size A4

Projection: NZGD49 / New Zealand Map Grid
 Bounds: 2346462 23066747 5828578 61164853
 2347388 94891813 5829728 42561107

The Westland District Council accepts no responsibility for incomplete or inaccurate information.

Report



DATE: 23 July 2015

TO: Mayor and Councillors

FROM: Group Manager: District Assets

ROLLESTON STREET FLOODING ISSUES

1 SUMMARY

- 1.1 The purpose of this report is to seek Council approval for unbudgeted expense for design and investigation into the stormwater network serving Rolleston Street in Hokitika.
- 1.2 This issue arises as a result of the recent flood events in Hokitika, where dwellings on Rolleston Street were adversely affected and a subsequent request to Council from residents to upgrade the stormwater network in that catchment.
- 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 approves an unbudgeted expense of \$20,000 (GST excl.) for a review of the stormwater catchment serving Rolleston Street, Hokitika. The expense will be a variance in the stormwater budget for the 2015/16 financial year.

2 BACKGROUND

- 2.1 Rolleston Street in Hokitika has a naturally low-lying topography and has been subject to regular flooding events in the past years.
- 2.2 The recent flooding in June 2015 was the result of a rainfall event estimated to occur less than once every 20 years. Several dwellings in the southern Rolleston Street catchment were seriously affected, resulting in damage to homes, vehicles, and personal effects of the residents.

- 2.3 The lower end of Rolleston St between Weld and Stafford Streets is the most affected problem area. There is a significant dip in the road where surface flooding occurs.
- 2.4 In the 2010/11 year Council approved a project to install a pump station at the end of Rolleston Street.
- 2.5 This project had previously been proposed in Annual Plans but had been dismissed by Council at the time against other priorities.
- 2.6 The project was publicly tendered and a pump station was installed in December 2011. The total cost of the project was \$187,000.
- 2.7 The pumps worked as expected in the June 18 event, however the capacity of the current networks and the natural low lying gradient will continue be a contributing factor to this flooding issue if nothing further is done.

3 CURRENT SITUATION

- 3.1 Following the flood events of June 2015, a meeting with the residents was organised for 8 July to discuss the issues.
- 3.2 At that meeting residents requested that improvement works in this catchment be undertaken as a top priority.
- 3.3 A detailed capacity review of the catchment servicing Rolleston Street is required before a specific engineering solution is designed to address the problem. There is no funding in the 2015-16 budget for this work.

4 OPTIONS

- 4.1 Option 1: Do Nothing
- 4.2 Option 2: Council approves a variance to budget of \$20,000 to undertake a capacity review of the Rolleston Street stormwater catchment, and to recommend potential options for detailed engineering and design work.

5 SIGNIFICANCE AND ENGAGEMENT

- 5.1 In accordance with Council's policy on Significance and Engagement, this matter is considered to be of moderate significance. Although the amount of funds sought is relatively low, the project is not in Council's Long Term Plan and therefore it is an unbudgeted cost. This issue affects a small number of

residents but the impact on their wellbeing is substantial.

- 5.2 A meeting took place on 8 July with several residents of lower Rolleston Street. It has been agreed in principle that improvement works need to be identified to address the stormwater issues in this catchment.

6 ASSESSMENT OF OPTIONS (INCLUDING FINANCIAL IMPLICATIONS)

6.1 Option 1 : Do Nothing

- A) This option is not recommended.
- B) The Rolleston Street catchment has been under stress with regular flooding events that are impacting on resident wellbeing.
- C) Not making funds available will continue the status quo. The absence of detailed capacity information limits staff's ability to recommend an engineering solution.
- D) Not doing anything will also result in loss of confidence and negative feedback from the local residents.

- 6.2 Option 2: Council approves a variance to budget of \$20,000 to undertake a capacity review of the Rolleston Street stormwater catchment, and to recommend potential options for detailed engineering and design work.

- A) This is the preferred option.
- B) Staff will be able to make sound engineering recommendations to Council for future work based on the catchment study to address the stormwater issues.

7 PREFERRED OPTION AND REASONS

- 7.1 Option 2 is the preferred option.
- 7.2 The localised flooding issues will be able to be better understood, and options considered, so that in the future Council can consider whether to fund an appropriate solution.

8 RECOMMENDATION

- 8.1 **THAT** Council approves an un-budgeted expense of \$20,000 (GST excl.) for a review of the stormwater catchment servicing Rolleston Street, Hokitika
- 8.2 **THAT** a report recommending potential options for detailed engineering and design work to address the flooding issues come back to Council at the meeting on 24 September 2015.
- 8.3 **THAT** Council acknowledges that this expenditure will result in a variance to the stormwater budget for the 2015/16 financial year.

Vivek Goel

Group Manager: District Assets

Report



DATE: 23 July 2015

TO: Mayor and Councillors

FROM: Group Manager: District Assets

ROSS COMMUNITY HALL STRUCTURAL REPORT

1 SUMMARY

- 1.1 The purpose of this report is to seek Council approval to upgrade the Ross Community Hall building to an approximate 67% compliance with New Building Standards (NBS) for seismic strength of structures. The report also includes the update on the structural assessment of the building.
- 1.2 This issue arises because Council requested a structural report on the Ross Community Hall during its meeting of the 26th February 2015 and made subsequent requests about compliance with NBS relating to the Ross Community Society request for a new roof funded from Major District Initiatives (MDI) funding.
- 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 project to replace the roof and strengthen the building to meet approximately 67% of NBS, funded from MDI and Ross Endowment reserve funds.

2 BACKGROUND

- 2.1 During its ordinary meeting of 26th February 2015 a report was presented to Council discussing the condition of the Ross Community Hall roof. Council *Resolved that:*

"The Chief Executive be instructed to commission a structural assessment of the Ross Community Hall with a report to come back to the 26 March 2015 Council Meeting."

3 CURRENT SITUATION

- 3.1 The requested structural assessment has been completed by Opus International Consultants. The assessment report is attached to this report as Appendix A.
- 3.2 As outlined in the assessment report in Appendix 'A' the building is identified as earthquake prone at <31% NBS.
- 3.3 Council's adopted "Dangerous Earthquake Prone and Insanitary Buildings Policy" Section 6.3.2 states that:

" "B Buildings" that contain people in crowds or contents of high value to the community as defined in AS/NZS 1170.0: 2002, Importance Level 3, to be strengthened to a minimum of 34% of New Building Standard, with strengthening to 67% of New Building Standard to be strongly encouraged."
- 3.4 The assessment report takes the above advice from the policy into consideration and makes a series of recommendations which have been translated into costs in this report for Council consideration.
- 3.5 Staff have undertaken a thorough inspection of the roof and have found that it is showing signs of deterioration consistent with its age and construction. This is a maintenance issue. However section 6 of the assessment report clearly identifies that the roof diaphragm meets 100% of the NBS, which indicates that the roof does not need to be replaced/restructured at this stage.
- 3.6 The building structure overall fails to meet the minimum requirement of 34% of NBS because of inadequate wall bracings.
- 3.7 To bring the existing building up to the proposed standard for its purpose, i.e. from 31% to as near as practical to 67% NBS as requested by Council at the last workshop on 25th June 2015, the building requires additional bracing to be installed in the walls and foundation connections.
- 3.8 The costs for the above works are estimated to be approximately \$40,000. Table 1.1 has more details.

Major District Initiatives (MDI) funding application

- 3.8 Council has committed \$90,000 of MDI funding from Development West Coast (DWC) to assist with the Ross Centennial Hall upgrade as requested by the Ross Community.
- 3.9 The Ross Community has requested the use of existing Ross Endowment funds to assist in the funding of this project. The project as submitted by the community includes an upgraded kitchen, new internal doors, a new roof structure and minimum earthquake strengthening (to >33% of NBS)

The total funding required for this project is summarised below:

MDI Funding	\$90,000
Endowment Funds	\$62,000
<hr/>	
Total	\$152,000

4 OPTIONS

- 4.1. Option 1: Status Quo / Do Nothing
- 4.2 Option 2: Fix the existing roof leaks.
- 4.3 Option 3: Fix the existing roof leaks and upgrade earthquake bracings to meet approx... >33% of NBS
- 4.4 Option 4: Fix the existing roof leaks and upgrade earthquake bracings to meet approx... 67% of NBS
- 4.5 Option 5: Install a new roof structure and upgrade earthquake bracings to meet approx... 67% of NBS

5 SIGNIFICANCE AND ENGAGEMENT

- 5.1 In accordance with Council's current policy on significance and engagement this matter is considered to be of moderate significance. The local community has keen interest in the development of Ross Centennial Hall.
- 5.2 The costs to upgrade the structure are proposed to be fully funded from external sources i.e. MDI and Ross Endowment reserves. There is no ratepayer input.
- 5.2 The Ross Community have been consulted through this process.

6 ASSESSMENT OF OPTIONS (INCLUDING FINANCIAL IMPLICATIONS)

6.1 Option 1: Status Quo or Do nothing

- A) This is not a preferred option.
- B) Not doing anything will result in continued deterioration of the structure.
- C) This option is also in breach of Council's current "Dangerous Earthquake Prone and Insanitary Buildings Policy"

6.2 Option 2: Fix the existing roof leaks.

- A) Fixing the current leaks in the roof is standard maintenance practice and should be undertaken. This will ensure the roof structure meets its designed life. The roof structure is estimated to have at least 40 years of life span left.
- B) This option does not include strengthening the building to 67% of NBS as recommended in Council's "Dangerous Earthquake Prone and Insanitary Buildings Policy"
- C) This option is also in breach of Council's current "Dangerous Earthquake Prone and Insanitary Buildings Policy"

The financial costs involved are included in Table 1.1 below.

6.3 Option 3. Fix the existing roof leaks and upgrade earthquake bracings to meet approx... >33% of NBS

- A) This option includes the fixing of the leaks and improvements to the bracings for the structure.
- B) While, Improvements to the bracings are recommended in line with Council's "Dangerous Earthquake Prone and Insanitary Buildings Policy" to approximately 67% of NBS, this option presents a bit more of pragmatic approach to the issue.
- C) This option also includes works on new kitchen and new doors for the building.

The financial costs involved are included in Table 1.1 below.

6.4 Option 4. Fix the existing roof leaks and upgrade earthquake bracings to meet approx... 67% of NBS

- A) This option includes the fixing of the leaks and improvements to the bracings for the structure.
- B) Improvements to the bracings are recommended in line with Council's "Dangerous Earthquake Prone and Insanitary Buildings Policy" to approximately 67% of NBS.
- C) This option also includes works on new kitchen and new doors for the building.

The financial costs involved are included in Table 1.1 below.

6.5 Option 5: Install a new roof structure and upgrade earthquake bracings to meet approx... 67% of NBS

- A) This option involves a new roof structure as outlined by Ross Community in their MDI support application.
- B) Improvements to the bracings are recommended in line with Council's "Dangerous Earthquake Prone and Insanitary Buildings Policy" to approximately 67% of NBS.
- C) This option also includes works on new kitchen and new doors for the building.

Table 1.1: Cost comparison for the works involved in above options.

Option	Works Involved	Estimates (Desktop assessments – Capital costs only. Maintenance costs are included)	Further comments
Option 1	Do Nothing / Status Quo		
	A. No works -	\$0	Not an option.
Option 2	Fix the existing roof leaks.		
	A. Reinstating butyl rubber roofing	\$15,000	Does not include any improvements to kitchen or doors or bracings etc...
	Total	\$15,000	
Option 3	Fix the existing roof leaks and upgrade earthquake bracings to meet approx... >33% of NBS		
	A. Reinstating butyl rubber	\$15,000	

	roofing		
	A. Improvements to bracings	\$25,000	
	B. Other works – Kitchen and doors etc. – Community request	\$27,000	
	Total	\$67,000	This whole budget can be funded through MDI funding, however community application is for Option 5 detailed below.
Option 4	Fix the existing roof leaks and upgrade earthquake bracings to meet approx... 67% of NBS		
	B. Reinstating butyl rubber roofing	\$15,000	
	C. Improvements to bracings	\$40,000	
	D. Other works – Kitchen and doors etc. – Community request	\$27,000	
	Total	\$82,000	This whole budget can be funded through MDI funding, however community application is for Option 5 detailed below.
Option 5	Install a new roof structure and upgrade earthquake bracings to meet approx... 67% of NBS		
	A. Install new roof structure – Community request	\$85,000	
	B. Improvement to bracings	\$40,000	
	C. Other works – Kitchen and doors etc. – Community request	\$27,000	
	Total	\$152,000	This whole budget can be funded with funding combination of MDI + Endowment reserve funds. Current balance as on 30 June 2015 in Ross Endowment Reserve account is \$105,000

7 PREFERRED OPTION AND REASONS

- 7.1 Option 5 is the preferred option.
- 7.2 The option is in line with community expectations.
- 7.3 The building would be upgraded to be in compliance with Council's current "Dangerous Earthquake Prone and Insanitary Buildings Policy"
- 7.4 There is no cost to ratepayers from any of the above options.
- 7.5 The funds required for option 5 can be funded from a combination of MDI grant and Ross Endowment funds. The withdrawal from Endowment funds should be subject to the recommendation 8.2

8 RECOMMENDATIONS

- 8.1 **THAT** Council approves the expenditure of \$152,000 as per option 4 for a new roof, new Kitchen, new doors and improvements to wall bracings for the Ross Community Hall building to meet approximately 67% New Building Standards requirements for earthquake strengthening with funding subject to:
 - 8.1.1 Major District Initiative grant approval of approximately \$90,000.
 - 8.1.2 \$62,000 to be funded from Ross Endowment Reserves funds.
- 8.2 **THAT** the Ross Endowment Reserve funds be made available subject to evidence of community support provided from the Ross Community to Council.

Vivek Goel

Group Manager: District Assets

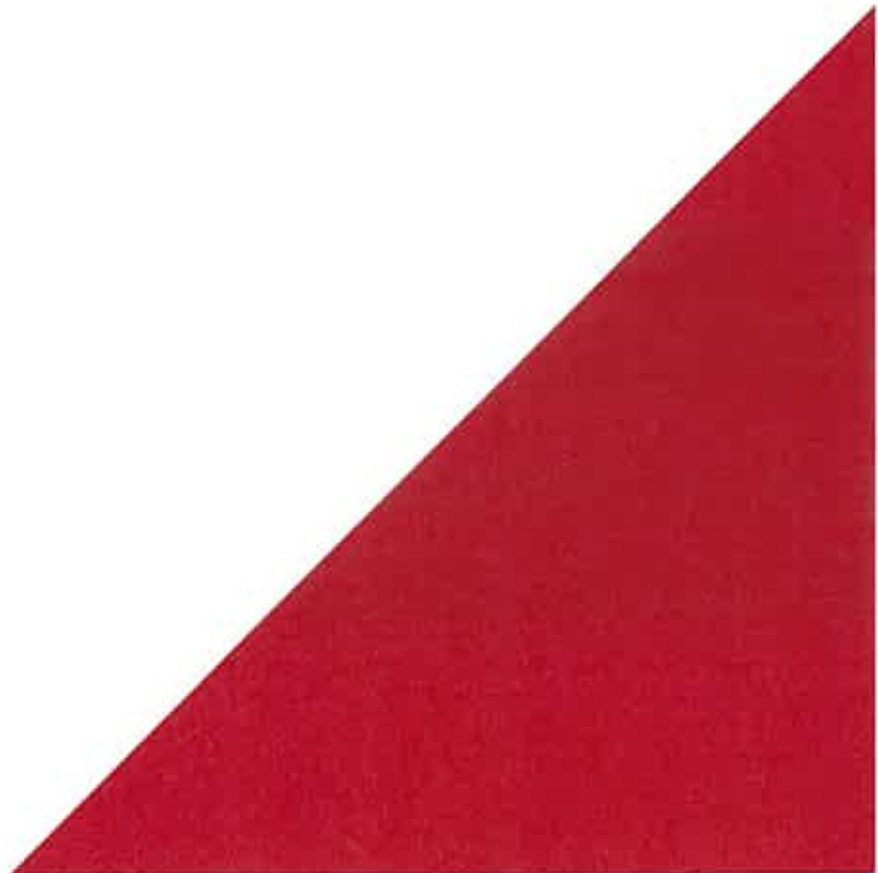
Appendix 1: Opus International Consultants -Ross Community Hall Detailed Seismic Assessment and Condition Assessment Report. April 2015



Westland District Council

Ross Community Hall

Detailed Seismic Assessment and Condition Assessment Report



Westland District Council

Ross Community Hall

Detailed Seismic Assessment and Condition Assessment Report

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Christopher Bergin
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Date: April 2015
Reference: 6-WWES3-37
Status: FINAL

Executive Summary

A Detailed Seismic Assessment and Condition Assessment was carried out for the Ross Community Hall located in Ross. The purpose of the investigation is to establish whether the seismic performance of the building satisfies the Building Act minimum standards for existing buildings, to identify improvements required to meet those standards if necessary, and to assess the current condition of the building.

The seismic performance was assessed in terms of Percentage New Building Standard (%NBS), where %NBS is the estimated lateral resistance of the existing building relative to the current Building Code requirements for a new building at the site with the same functional requirements. The Building Act minimum standard is 33%NBS. The New Zealand Society for Earthquake Engineering recommend strengthening to at least 67%NBS, and as close to 100%NBS as practicable.

The results of the assessment is summarised in the following table:

Table 1: Analysis Results

Importance Level	%NBS
IL2	31%

The building is Earthquake Prone (<33%NBS) in accordance with the New Zealand Building Act and the building is a high risk building in accordance with New Zealand Society for Earthquake Engineering Guidelines. The building does not contain any life threatening hazards.

The buildings seismic performance is governed by in plane shear capacity of the timber framed walls in the transverse direction (across the building, northeast to southwest). The seismic capacity along the building is 35%NBS due also to the in plane shear capacity of the timber framed walls. Other issues with the building include the lack of restraint to joists and bearers supported on reinforced concrete foundation walls.

The building can be improved to above 34%NBS through completion of the following strengthening works:

- Installation of a steel moment frame (portal frame) in the existing stage opening at the northwest end of the main hall.
- In addition to the above we also recommend that some additional solid timber blocking (in accordance with NZS3604:2011¹, clauses 7.1.2 and 7.1.4.2) be installed between joists along all of the concrete foundation walls.

The building is in reasonably good condition for its age, though a number of general maintenance issues have been identified, and although inspection of the roof was not carried out there is known leaking issues with the roof, and evidence of leaking through water staining of subfloor timber.

¹ Standards New Zealand; *New Zealand Standard Timber Framed Buildings, NZS3604:2011*; 2011

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1 Introduction

1.1 Purpose

This report presents the results of a Detailed Seismic Assessment and Condition Assessment of the Ross Community Hall, referred to herein as the building.

This report follows on from a previous Detailed Seismic Assessment Report prepared for the Ross Community Society². This previous assessment and report took into account the effects of a proposed new roof structure on the building. The purpose of this report is to establish the seismic capacity of the building in its current condition, (e.g. without the new roof and therefore additional mass on the building).

In addition to the seismic capacity, Westland District Council also wanted advice on the current condition of the building.

1.2 Building Description

The building is a single storey, timber framed building, located near the corner of Moorhouse and Aylmer Streets in Ross. The building has been assessed for seismic loadings taking into account the additional seismic demand imposed by a proposed new pitched roof structure. The purpose of the investigation is to establish whether the building performance satisfies the minimum requirements of the Building Act for existing buildings, and to identify improvements required to meet the Building Act and the Westland District Councils policy on Earthquake Prone Buildings. The building is shown in Figure 1 below.



Figure 1: Site Aerial View (www.wams.org.nz)

² Opus International Consultants Ltd; “Ross Community Hall, Detailed Seismic Assessment Report”; February 2014.

1.3 Scope of Work

1.3.1 Seismic Assessment

The scope of work for this Seismic Assessment includes the following:

- Carry out a site visit to the building and intrusive investigations if required.
- Quantitative structural assessment to determine the percentage of New Building Standards (%NBS) of the building based on Importance Level 2.
- Development of a conceptual strengthening scheme for improving the building performance above 34%NBS if required.

The seismic bracing of the building contents has not been assessed.

1.3.2 Condition Assessment

The scope of work for the condition assessment was to review the photographs on file for the building and provide advice around the condition of the building, and if possible provide advice on the remaining life for the building.

A site inspection to carry out a detailed condition assessment was not part of this scope and the assessment performed is based on limited photographs of the building only.

1.4 Performance Standards

The performance is assessed in terms of new building design standard (%NBS), where %NBS is the estimated earthquake resistance of the existing buildings relative to the current Building Code requirements for a new building at the site with the same functional requirements. The Building Act minimum standard is 33%NBS. The commonly adopted, preferred standard is a minimum of 67%NBS as recommended by the New Zealand Society for Earthquake Engineering³.

Current design standards require buildings to be designed for two levels of performance or “limit states”:

1. Serviceability Limit State (SLS): The degree of damage to the structure is minor, readily repairable and will not prevent immediate occupancy of the building.
2. Ultimate Limit State (ULS): Damage may be extensive but will permit safe exiting of the building. Occupancy may be restricted until repairs are made, or the building might be demolished if it is not feasible to repair.

The design standards depend upon the building’s importance level (IL) as shown in Table 2. These importance levels are defined in NZS 1170.0⁴.

³ Assessment and Improvement of the Structural Performance of Buildings in Earthquakes, guidelines prepared by the New Zealand Society for Earthquake Engineering, 2006.

⁴ NZS 1170.0, 2002, Structural Design Actions: General principles.

Table 2: Importance Levels and Design Loads

Importance Level	Annual Probability of Exceedance of Load	
	SLS	ULS
IL2: normal occupancy, e.g. commercial offices	1/25	1/500
IL3: public utilities not having special post-disaster function	1/25	1/1000

The building has been classified as IL2 for assessing its seismic performance as it is unlikely that a sufficient number of people (>300) could congregate in the building at one time.

1.5 Westland District Council Earthquake Prone Building Policy

Westland District Council adopted their Dangerous, Earthquake Prone and Insanitary Building Policy on 24 November 2011. The Policy requires any building with a capacity of less than 34% of New Building Standard to be strengthened to a minimum of 34%NBS and strongly encourages strengthening to 67%NBS wherever possible.

The policy includes the following:

- a. A process for identifying potentially Earthquake Prone Buildings;
- b. A strengthening target level of a minimum of 34%, and encourages higher levels wherever possible for buildings that are Earthquake Prone;

1.6 Assessment Methodology

The New Zealand standard methodology for assessing the earthquake performance of existing buildings is specified in guidelines that were prepared by the New Zealand Society for Earthquake Engineering⁵.

The general process is to (1) assess the seismic loads or demand in accordance with the new building seismic loadings standard NZS1170.5:2004⁶, and (2) assess the capacity of the structure to withstand seismic loads using processes and criteria in the NZSEE guidelines. The building's rating in terms of %NBS is then:

$$\%NBS = \frac{\text{capacity}}{\text{demand}} \times 100$$

1.7 Sources of Building Data

There were no original construction drawings available for this building. Drawings prepared by Hokitika Building Consultant - Richard Gardiner, for the roof upgrade were used in the Detailed Seismic Assessment of this building (refer Appendix A of this report for a copy of these drawings).

Additional information required to complete the Detailed Seismic Assessment was obtained during an inspection of the building.

⁵ Assessment and Improvement of the Structural Performance of Buildings in Earthquakes, guidelines prepared by the New Zealand Society for Earthquake Engineering, 2006.

⁶ NZS 1170.5, 2004, Structural design actions: Earthquake actions – New Zealand

The information obtained has been used to confirm the structural systems, investigate potential critical structural weaknesses (CSW) and identify details which required particular attention.

The condition assessment was carried out using photographs from the original Detailed Seismic Assessment and a specific site visit was not carried out to obtain detailed condition information on the building.

1.8 Geotechnical

A geotechnical assessment for the building has not been performed for this assessment.

The Westland District Council Lifelines Study⁷ generally indicates that the township of Ross lies within Zone 1 which corresponds to site subsoil class C or D – Shallow or Deep soil.

The building is located approximately 100m from the lake at the rear of the township which was has been created in a deep open cast gold mining pit. This open cast gold mining pit extended in excess of 50m deep in alluvial gravels. Based on this information and the information in the Westland District Council Lifelines Study, a site subsoil class of D – Deep Soil has been used for this Detailed Seismic Assessment.

A liquefaction assessment has not been performed on the building, however the Westland District Council Lifelines Study notes that “*some settlement [may occur] where loose to medium dense granular soils may compact*”.

⁷ Westland District Council Lifelines Study, Alpine Fault Earthquake Scenario; Westland District Council, June 2006. Table 2.1, Figure 2.5a.

2 Building Description

The original construction date for the building is unknown but estimated to be around c1970.

The building consists of a main hall with amenities (kitchen, meeting room, toilets and some office / storage rooms) on the northwest end of the building.

The main hall which is approximately 18m long x 9m wide is timber framed with large glulam rafters spanning across the hall supporting a timber framed skillion roof. The main hall has a roof diaphragm consisting of 150x25mm diagonal timber sarking overlain by 20mm thick plywood. The walls in the long direction have high level windows in between rafter supports along the length of the building. There are no windows in the southeast end wall. The northwest end wall is largely open with a large bi-fold door creating an opening for a stage. The main hall has a membrane roof cladding and a cement sheet wall cladding.

The amenities area on the northwest end is timber framed and also supports a timber framed, membrane clad roof over top of 20mm thick plywood. The walls are clad in an unreinforced concrete block masonry veneer.

There is an attached lean-to canopy (carport) on the northwest end of the building over the entrance way. This canopy is timber framed and clad in a lightweight translucent corrugate cladding.

The floor level of the main hall approximately 900mm lower than the amenities area.

Foundations consist of concrete piles supporting a timber subfloor. A reinforced concrete perimeter foundation surrounds the entire building and also the main hall area. The subfloor supporting the amenities area is typically supported on timber jack studs to provide the additional height above the concrete piles.

Figures 2 and 3 below shows a plan and southwest elevation of the building.

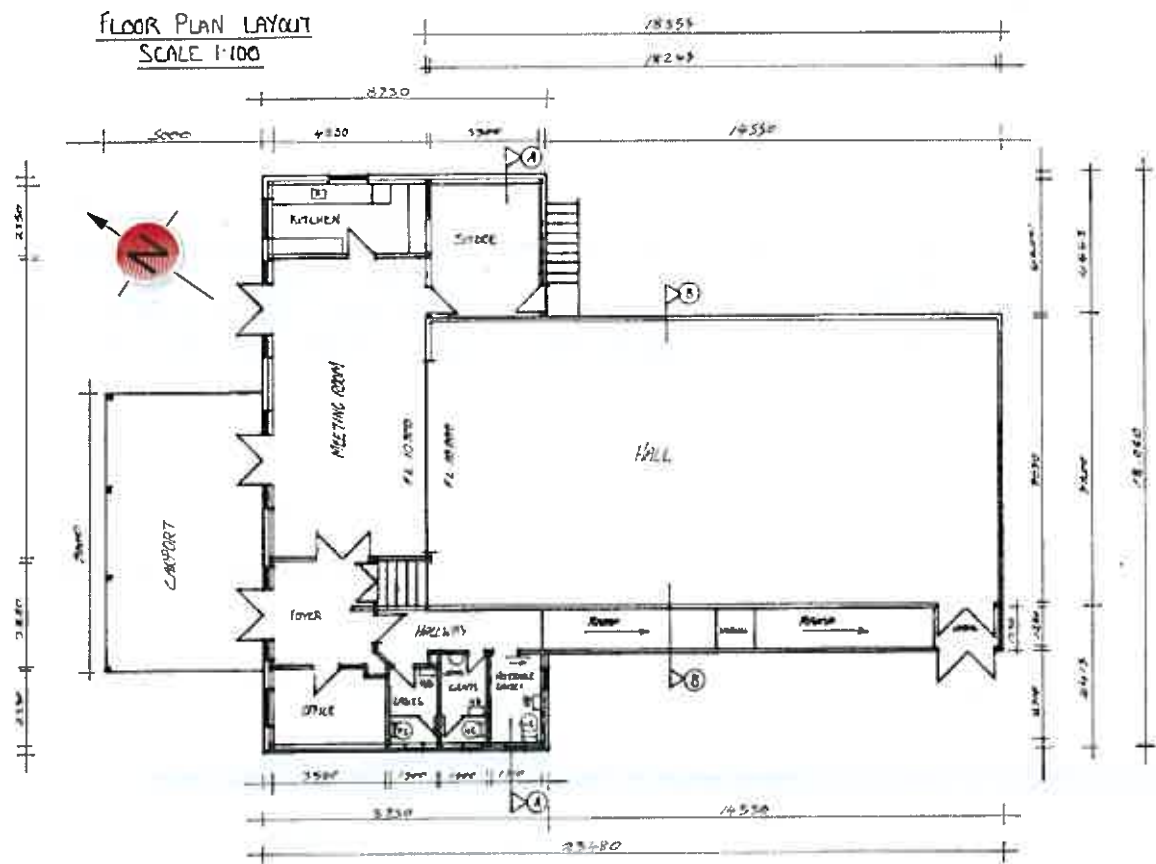


Figure 2: Building plan



Figure 3: Southwest elevation of building

2.1 Structural System

Table 3 below summarises the structural system for the building.

Table 3: Parameters for Seismic Loads

Location	Load Type	Description
Main Hall	Gravity	<p>Gravity loads are transferred from the glulam rafters to the supporting wall surrounding the main hall.</p> <p>Wall loads are then transferred from the timber framed walls acting in axial compression to the reinforced concrete perimeter foundations and resisted by the underlying subsoils in bearing.</p> <p>Gravity loads on the floor will be transferred to the concrete piles through the subfloor framing and resisted by the underlying subsoil.</p>
	Lateral (seismic) loading across and along the building	<p>Lateral loads are transferred from the roof to the walls through the timber sarking / plywood roof diaphragm.</p> <p>The walls then transfer the lateral loads to the foundation through timber cross braces checked into the timber wall framing. These cross braces resist in plane shear loads on the walls through tension and compression.</p> <p>The reinforced concrete perimeter foundations then transfer these lateral loads to the underlying subsoils through shear of the foundation and the loads are resisted through friction between the subsoil and foundation, and through passive soil resistance acting against the return foundation walls at the ends.</p> <p>Lateral loads from the floor will be transferred to the perimeter foundation walls through diaphragm action of the tongue and groove timber floor.</p>
Amenities Area	Gravity	<p>Gravity loads are transferred from the glulam rafters to the supporting wall surrounding the main hall.</p> <p>Wall loads are then transferred from the timber framed walls acting in axial compression to the reinforced concrete perimeter foundations and resisted by the underlying subsoils in bearing.</p> <p>Gravity loads on the floor will be transferred to the concrete piles through the subfloor framing and resisted by the underlying subsoil.</p>
	Lateral (seismic) loading across and along the building	<p>Lateral loads are transferred from the roof to the walls through the timber sarking / plywood roof diaphragm.</p> <p>The walls then transfer the lateral loads to the foundation through timber cross braces checked into the timber wall framing. These cross braces resist in plane shear loads on the walls through tension and compression.</p> <p>The reinforced concrete perimeter foundations then transfer these lateral loads to the underlying subsoils through shear of the foundation and the loads are resisted through friction between the subsoil and foundation, and through passive soil resistance acting against the return foundation walls at the ends.</p> <p>Lateral loads from the floor will be transferred to the perimeter foundation walls through diaphragm action of the tongue and groove timber floor.</p>

2.2 Building Condition

A visual inspection of the building was completed which showed the building was generally in accordance with the drawings provided by Richard Gardiner.

The building was found generally to be a reasonable condition, however the following issues were noted during our inspection:

There was deterioration noted in the walls of the main hall where water damage was causing rotting of the timber framing. Urgent maintenance is required to prevent further deterioration in a number of areas.

There is extensive bora damage to the subfloor framing in some areas of the building. We recommend that this be addressed in the short term to prevent further bora damage.

The building condition is covered further in Section 10: Condition Assessment.

3 Seismic Loading

The criteria in Table 4 is taken from the earthquake loadings standard NZS 1170.5:2004⁸, was used to determine the site loading spectrum. NZS 1170.5 loads are derived from a 2002 version of the New Zealand Seismic Hazard Model. This model has been updated subsequently, but there have been no significant changes that would affect the design loadings.

Table 4: Parameters for Seismic Loads

Parameter	Value	Comments
Site Subsoil Class	D	Based on the Westland District Council Lifelines Study and anecdotal information regarding the adjacent lake (formally an open cast gold mine).
Z	0.45	Seismic hazard factor for Hokitika
R _u (ULS)	1.0	Importance Level 2 Building use – Hall The buildings size prevents more than 300 people congregating inside.
N(T,D)	1.0	15 km from nearest major fault, however T=0.4s.

The live loads that were included in the seismic mass of the building are shown in Table 5 below. In addition to this, the structures self-weight was applied to the all floors and the roof.

Table 5: Imposed Seismic Mass

Floor Level	Imposed Weight Q _i	Combination Factor Ψ_E
Roof	0.25 kPa	0.0
Mezzanine Floor	5.0 kPa	0.3
Ground Floor	5.0 kPa	0.3

⁸ NZS 1170.5, 2004, Structural design actions: Earthquake actions – New Zealand

4 Material Properties

Probable strengths in Table 6 which were assessed in accordance with NZSEE guidelines have been used in the analyses.

Table 6: Strength values for existing materials

Material	Nominal Strength	Factor of Safety
Timber framing - Rimu ⁹	$f_b = 19.8\text{MPa}$	1.0
Timber Framed Walls – Timber framed stud walls with timber bracing ¹⁰ (Ministry of Education: Guidelines for the Seismic Evaluation of Timber Framed School Buildings, v2, 2013)	2.5kN/m	1.0
Roof Diaphragm – Roof with diagonal sheathing and roofing applied directly to sheathing ¹¹	15kN/m	0.7
Floor Diaphragm – Floors with straight tongue and groove sheathing ¹²	6kN/m	0.7
Concrete Strength (assumed based on age)	$f_c = 25\text{MPa}$	
Reinforcement Grade (assumed based on age)	$f_y = 300\text{MPa}$	

⁹ New Zealand Society for Earthquake Engineering, “Assessment and Improvement of the Performance of Buildings in Earthquakes”, June 2006 including Corrigenda No. 1 and 2; Table 11.2

¹⁰ Ministry of Education, “Guidelines for the Seismic Evaluation of Timber Framed School Buildings”, Version 2: June 2013; Table 7.1

¹¹ New Zealand Society for Earthquake Engineering, “Assessment and Improvement of the Performance of Buildings in Earthquakes”, June 2006 including Corrigenda No. 1 and 2; Table 11.1.

¹² New Zealand Society for Earthquake Engineering, “Assessment and Improvement of the Performance of Buildings in Earthquakes”, June 2006 including Corrigenda No. 1 and 2; Table 11.1.

5 Analysis

Equivalent static analysis of the building was completed due to the simple geometry and regular layout of the structure.

A ductility of $\mu=2.5$ was adopted for the building based on guidance in Ministry of Education: Guidelines for the Seismic Evaluation of Timber Framed School Buildings¹³

It was assumed that the roof and floor will act as a flexible diaphragms and therefore seismic weight will be transferred to the walls and foundations in proportion to the tributary area.

Guidance given in NZSEE 2006 was followed for the strength assessment of various structural elements throughout the building. The total bracing capacity in each direction was then compared to the demands generated by earthquake loadings to establish a capacity (%NBS).

Spreadsheets and hand calculations were used to analyse the strength of the building elements.

¹³ New Zealand Ministry of Education: *Ministry of Education Guidelines for the Seismic Evaluation of Timber Framed School Buildings*; Version 2, June 2013; section 7.1.1.

6 Analysis Results

The analysis results for the buildings seismic performance is summarised below in Table 7 below:

Table 7: Analysis Results (IL2)

Parameter		%NBS
Wall bracing (in-plane shear)	Along	35%
	Across	31%
Floor diaphragm – main hall	In-plane	60%
Roof diaphragm – main hall	In-plane	100%
Reinforced Concrete Foundation Walls (in-plane shear)	Along	100%
	Across	100%

6.1 Wall Bracing

The timber framed walls are braced with 6"x1" (15x25mm) diagonal timber braces checked into the outside face of the timber studs. The capacity of this bracing has been assessed as 35%NBS along and 31%NBS across the building using the Ministry of Education, Timber Framed Building Guidelines¹⁴.

6.2 Floor Diaphragm – Main Hall

The floor diaphragm consists of 20mm thick timber tongue and groove flooring laid horizontally along the building (perpendicular to the floor joists). This diaphragm will transfer lateral load imposed by the self-weight of the floor and any live load on the floor to the surrounding reinforced concrete perimeter foundations. The capacity of this floor diaphragm has been assessed empirically using NZSEE guidance¹⁵.

6.3 Roof Diaphragm – Main Hall

We understand from drawings provided by Richard Gardiner (Architectural Draftsperson), that the roof diaphragm consists of 20mm thick plywood overlain on 150x25mm diagonally laid timber roof sarking. This diaphragm will transfer lateral load imposed by the self-weight of the roof and those walls perpendicular to the direction of earthquake shaking to the in-plane timber framed shear walls. The capacity of this roof diaphragm has been assessed empirically using NZSEE guidance¹⁶.

¹⁴ New Zealand Ministry of Education: *Ministry of Education Guidelines for the Seismic Evaluation of Timber Framed School Buildings*; Version 2, June 2013.

¹⁵ New Zealand Society for Earthquake Engineering, "Assessment and Improvement of the Performance of Buildings in Earthquakes", June 2006 including Corrigenda No. 1 and 2; Table 11.1.

¹⁶ New Zealand Society for Earthquake Engineering, "Assessment and Improvement of the Performance of Buildings in Earthquakes", June 2006 including Corrigenda No. 1 and 2; Table 11.1.

6.4 Reinforced Concrete Foundation Walls

The walls surrounding the main hall and external walls around the amenities area are supported on reinforced concrete perimeter foundation walls. These walls will resist lateral loads applied from the walls and floor through in-plane shear.

The capacity of these walls has been assessed at >100%NBS under in-plane shear using information from NZS3604:2011¹⁷.

¹⁷ NZS3604:2011 New Zealand Standard, “*Timber Framed Buildings*”, 2011; Table 5.11.

7 Evaluation of Results

Table 7: Analysis Results

Importance Level	%NBS
IL2	31%

The buildings seismic performance is governed by in plane shear capacity of the timber framed walls in the transverse (across) direction.

The seismic capacity across the building is 31%NBS due to the lack of capacity of the tall / slender, braced timber framed wall adjacent to the stage opening.

8 Improvement Options

8.1 Remediation options

The seismic performance of the building can be improved to above 34%NBS through completion of the following strengthening works:

- Installation of a steel frame across the stage opening to provide additional bracing capacity at the western end of the main hall.
- In addition to the above we also recommend that some additional solid timber blocking (in accordance with NZS3604:2011¹⁸, clauses 7.1.2 and 7.1.4.2) be installed between joists along all of the concrete foundation walls.

Sketches showing the proposed strengthening are shown in Appendix C of this report.

Strengthening to a higher level (i.e. 67%NBS) could also be achieved through the construction of additional bracing walls throughout the building. Some strengthening of the subfloor underneath the main hall may also be required to improve the capacity of the timber floor diaphragm.

¹⁸ Standards New Zealand; *New Zealand Standard Timber Framed Buildings, NZS3604:2011*; 2011

9 Other Structural Issues Identified on Site

There were no other structural issues identified on site during our inspection, however there are maintenance issues that need to be addressed (refer section 10 of this report).

10 Condition Assessment

A condition assessment of the building was performed using the photographs obtained from the original Detailed Seismic Assessment carried out for the Ross Community Society. Note that the photos used for this assessment were obtained for the seismic assessment so do not cover the entire building. There are some areas or building elements that were not inspected or photographed (including the roof), hence an assessment could not be completed. The intention of this condition assessment is to give a general overview of the buildings condition only and a detailed inspection has not been carried out as a basis for this condition assessment.

The building (constructed c1970) is generally in good condition for its age, however there are a number of general maintenance issues that should be addressed to limit further deterioration including:

- Repair roof to stop leaking.
- Borer treatment of subfloor timber (bearers, joists, wall plates etc.)
- Reduce the ground level along the end wall of the hall (southwest corner) to provide adequate clearance between the wall framing / cladding and the ground.
- Repair any damage (holes) to the external fibre cement cladding*.
- Inspect and consider replacement of the decayed timber studs on northeast wall of the main hall.
- Remove the vegetation from against the kitchen / storeroom wall.

In addition to these there are a number of other remedial items that we recommend be considered including:

- Installation of grills in subfloor vents to prevent vermin from getting underneath the building.
- Install wheel stops along the southwest side of the building to prevent vehicles impacting the metal cladding.
- Apply a protective coating (e.g. varnish or polyurethane) to the floor in the main hall.
- Extend downpipes to ground level and consider piping stormwater away from the building.
- Carry out a closer inspection of the paintwork to the exterior and repaint if required.
- If the cladding on the main hall is replaced we recommend replacing the existing deteriorating building paper and considering constructing a drained cavity to provide additional protection to the timber framing.

Although not part of the building itself, consideration should be given to carrying out maintenance or upgrade of the external paved surfaces.

If the issues around the roof are addressed to stop the leaking and a general maintenance regime is implemented to address both general maintenance and those issues raised above, then there is no reason why this building cannot be retained indefinitely.

Further information on the condition assessment including details of the assessment and photographs are included in Appendix D, E and F of this report.

* It should also be noted that due to the age of this building there is the possibility that building materials containing asbestos are present. This should be considered if any works are being carried out and in particular we recommend testing of the exterior cladding prior to carrying out any repair works to the cladding.

11 Conclusions

11.1 Detailed Seismic Assessment

The building has a seismic capacity of 31%NBS which is governed by the strength limitations of the timber framed walls across the building under in-plane shear loads. The seismic capacity along the building is 35%NBS due also to the in plane shear capacity of the timber framed walls.

The building is therefore defined as Earthquake Prone in accordance with the New Zealand Building Act as it has a capacity of <33%NBS.

Other issues with the building include the lack of restraint to joists and bearers supported on reinforced concrete foundation walls.

The building can be improved to above 34%NBS through completion of the following strengthening works:

- Installation of a steel moment frame across the opening of the stage at the western end of the main hall.
- Installation of blocking to provide restraint to joists and bearers overtop of the reinforced concrete foundation walls.

11.2 Condition Assessment

The building (constructed c1970) is generally in good condition for its age, however there are a number of general maintenance issues that should be addressed to limit further deterioration.

If the issues around the roof are addressed to stop the leaking and a general maintenance regime is implemented to address both general maintenance and those issues raised in this report, then there is no reason why this building cannot be retained indefinitely.

12 Limitations

This report has been prepared for the Westland District Council in respect of the Detailed Engineering Assessment and Condition Assessment carried out on the building(s) named in the report.

The report is not intended for, and may not be used, by third parties. Opus accepts no responsibility for the validity, appropriateness, sufficiency or consequences of Westland District Council using the report for purposes other than for the Ross Community Society to better understand the estimated seismic capacity of the building(s) described in this report.

This report is not intended for general publication or circulation. It is not to be produced without Opus' prior written permission.

This report is subject to the following limitations:

- Opus has provided the report based on the various assumptions contained in this report.
- The report is based on limited visual inspections with no, or limited, intrusive inspections except as otherwise stated.
- No material testing has been undertaken unless noted otherwise.
- Verification of assumed structural elements is based on the information provided and drawings provided by the Westland District Council, or those available from historical archives. The assumptions in this report are based solely on such information and drawings. Information or drawings not known to Opus at the time of completing this report, which provide further and/or different detail, may affect these assumptions and the findings of the report.
- This report is provided based on information received from the Westland District Council upon which Opus relies, and known to Opus as at the date of the report, including design calculations and drawings of the as-built structure. Opus takes no responsibility for the accuracy of that information.
- The assessment of the seismic performance of the building assumes that others involved in the construction of the building (architects, designers, contractor's and territorial authorities) have discharged their duties with due care and workmanship, unless otherwise noted.
- No calculations, other than those noted within, have been undertaken in support of the conclusions of this report.
- The condition assessment is based solely on photographs of the building and a specific inspection to assess the condition of the building was not carried out. The purpose of this condition assessment was to assess the general condition of the building only.
- A change in circumstances, facts, information after the report has been provided may affect the adequacy or accuracy of the report. Opus is not responsible for the adequacy or accuracy of the report as a result of a change.

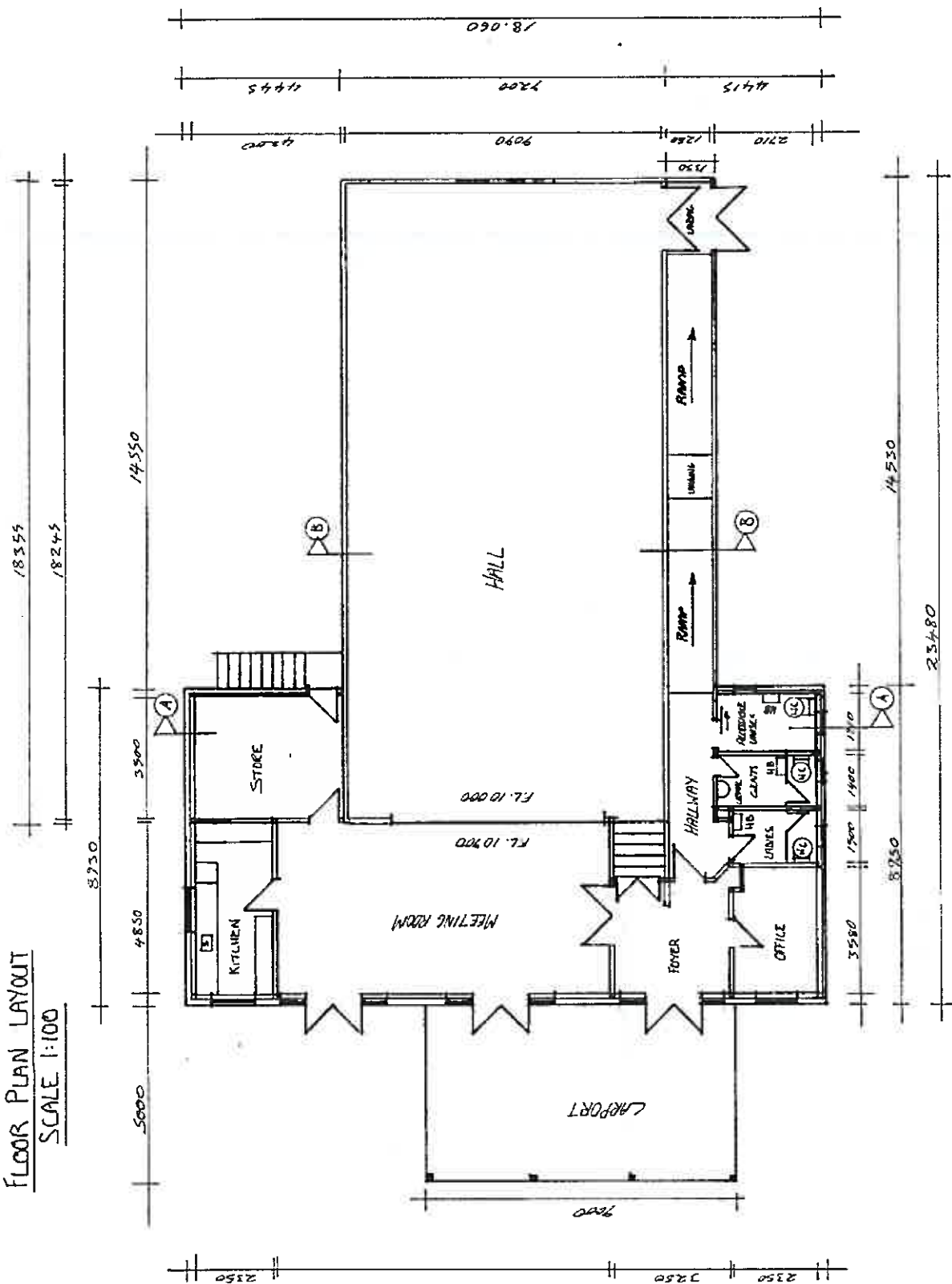
- This report specifically excludes assessment or advice relating to hazardous materials, such as asbestos and weather tightness of the building envelope.
- Opus' professional services are performed using a degree of care and skill normally exercised, under similar circumstances, by reputable consultants practicing in this field at this time.

Appendix A:

Drawings (received from Richard Gardiner)

(Note that these drawings have been included to show the structural form and layout of the building. However, they also include a proposed “pitched roof” which has not been added to the building and the effects of which have not been considered in this assessment and report).

FLOOR PLAN LAYOUT
SCALE 1:100



EXISTING CHAMFER ROOF TO REMAIN UNCHANGED

PROPOSED TRUSSES 900 x 4.5

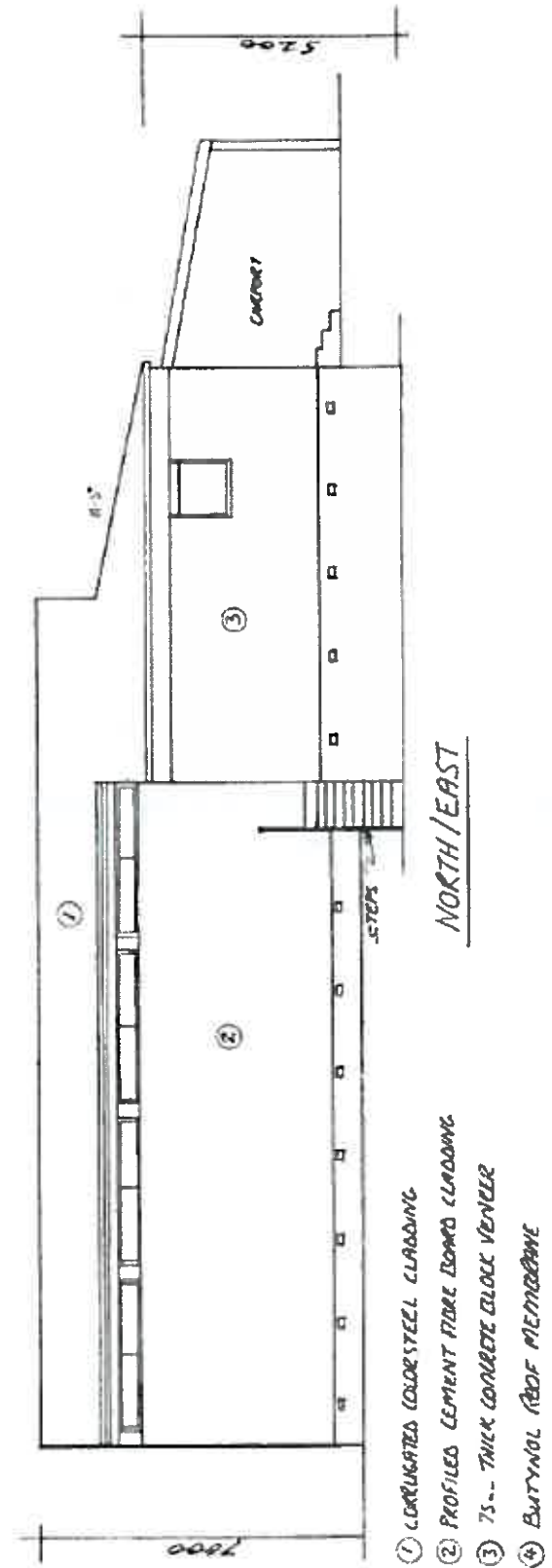
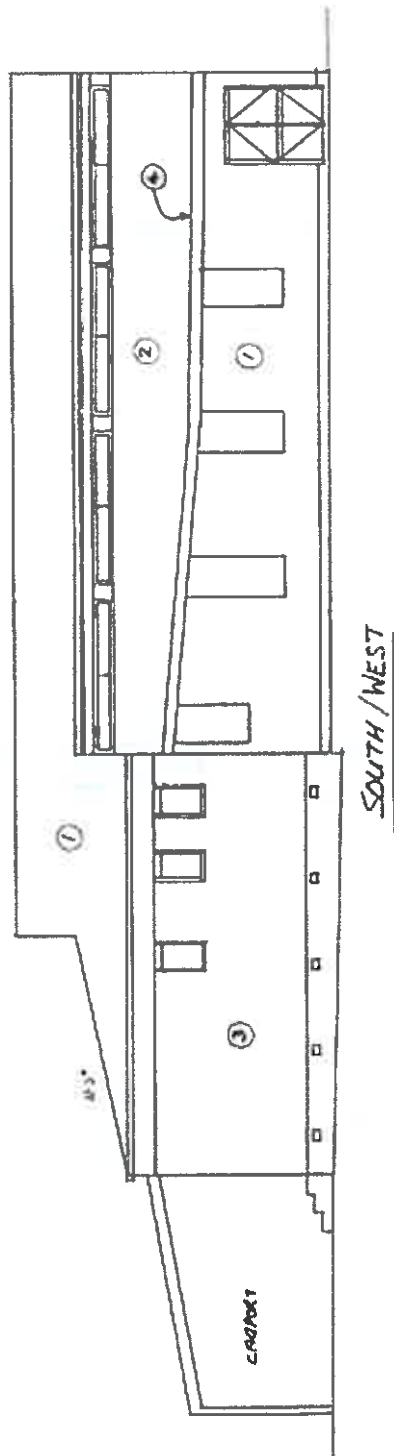
PROPOSED TRUSSES 900 x 4.5

HYSPAN HIP Rafter 21.300 x 4.5 ACTUAL SPAN 6.4m OR LESS

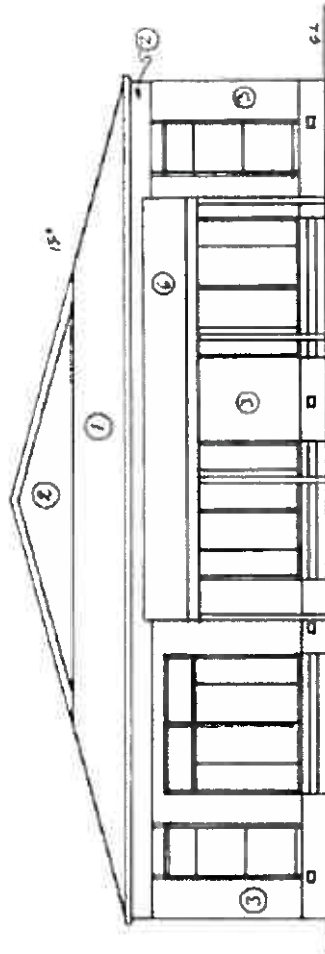
DETAIL 18.060 150 x 4.5 HYSPAN RAFTERS 900 x 4.5

9.200

ELEVATIONS SCALE 1:100

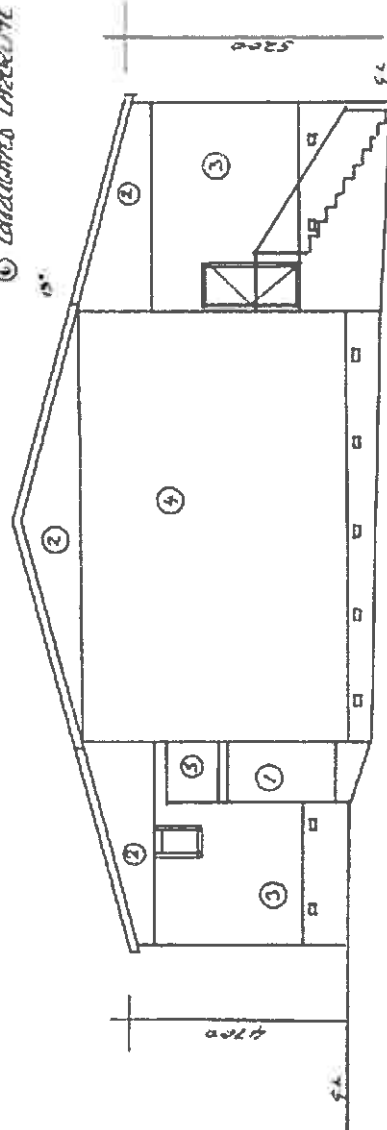


ELEVATIONS SCALE 1:100



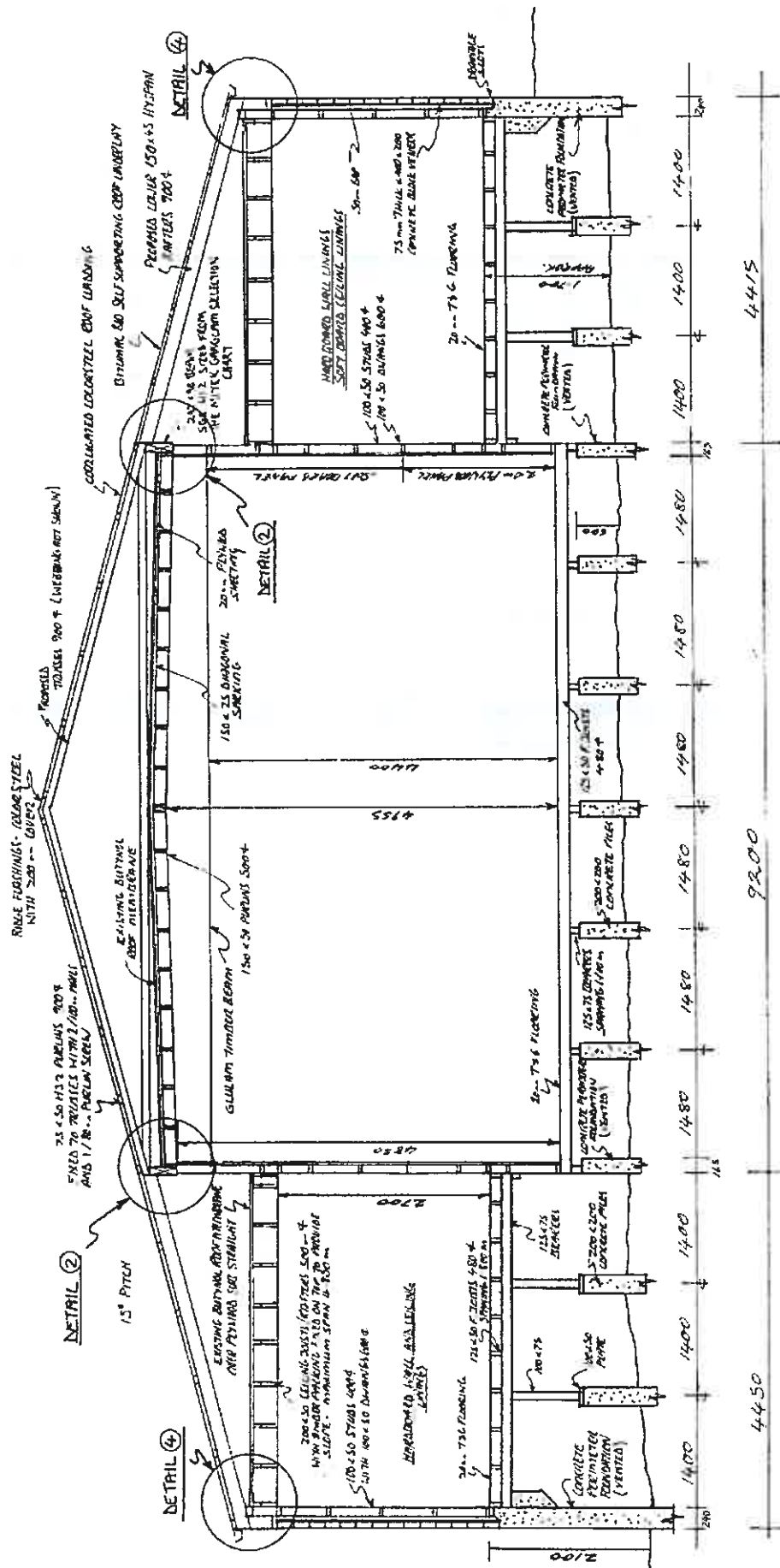
- ① CORRUGATED GALVANIZED CLADDING
- ② 75mm CEMENT FLORE BOARD
- ③ 75mm THICK CONCRETE BLOCK VENEER
- ④ PROFILED CEMENT FLORE BOARD
- ⑤ BUTYROL REEF MEMBRANE
- ⑥ CORRUGATED LAYERITE ROOF CLADDING

NORTH / WEST

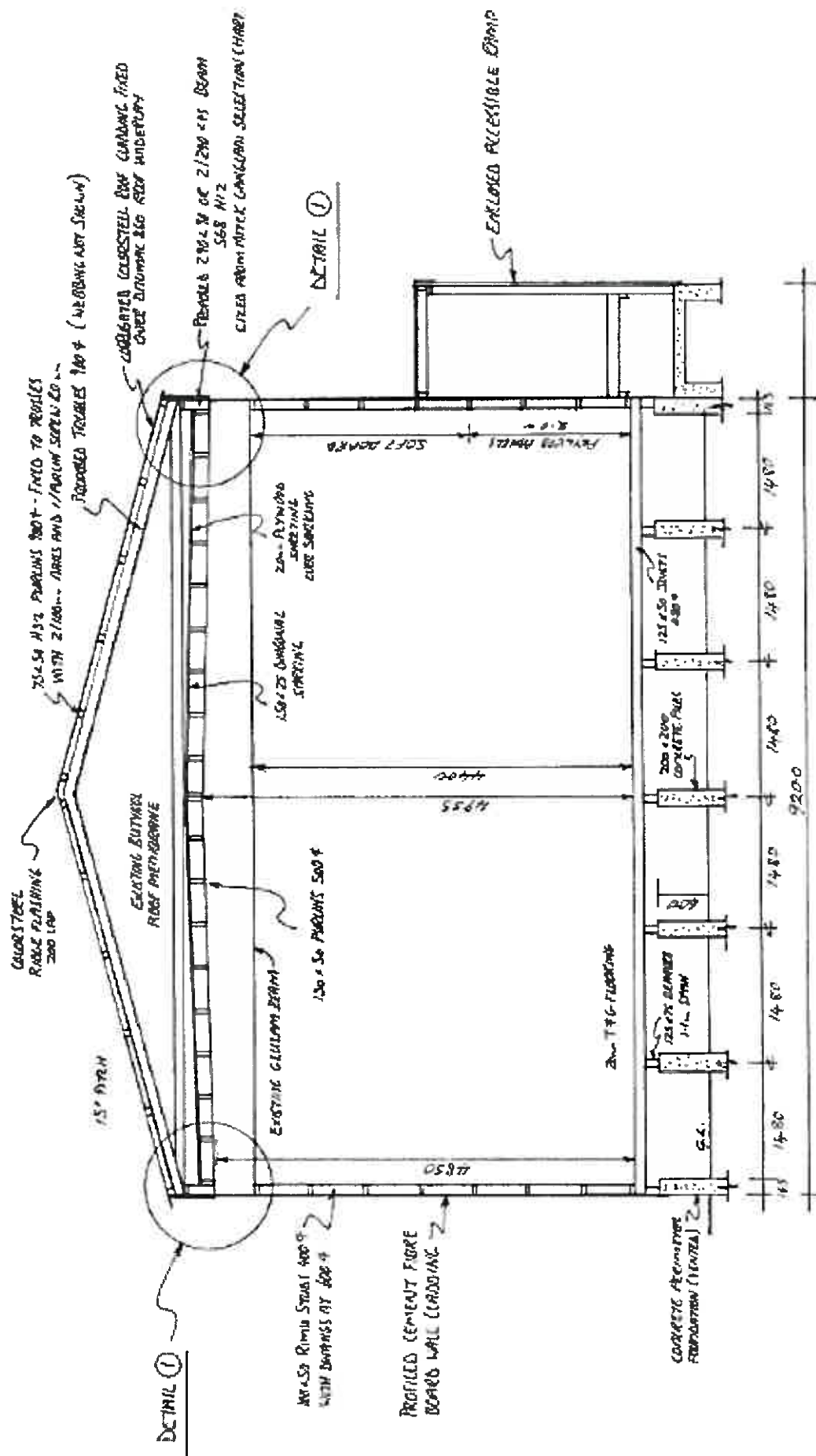


SOUTH / EAST

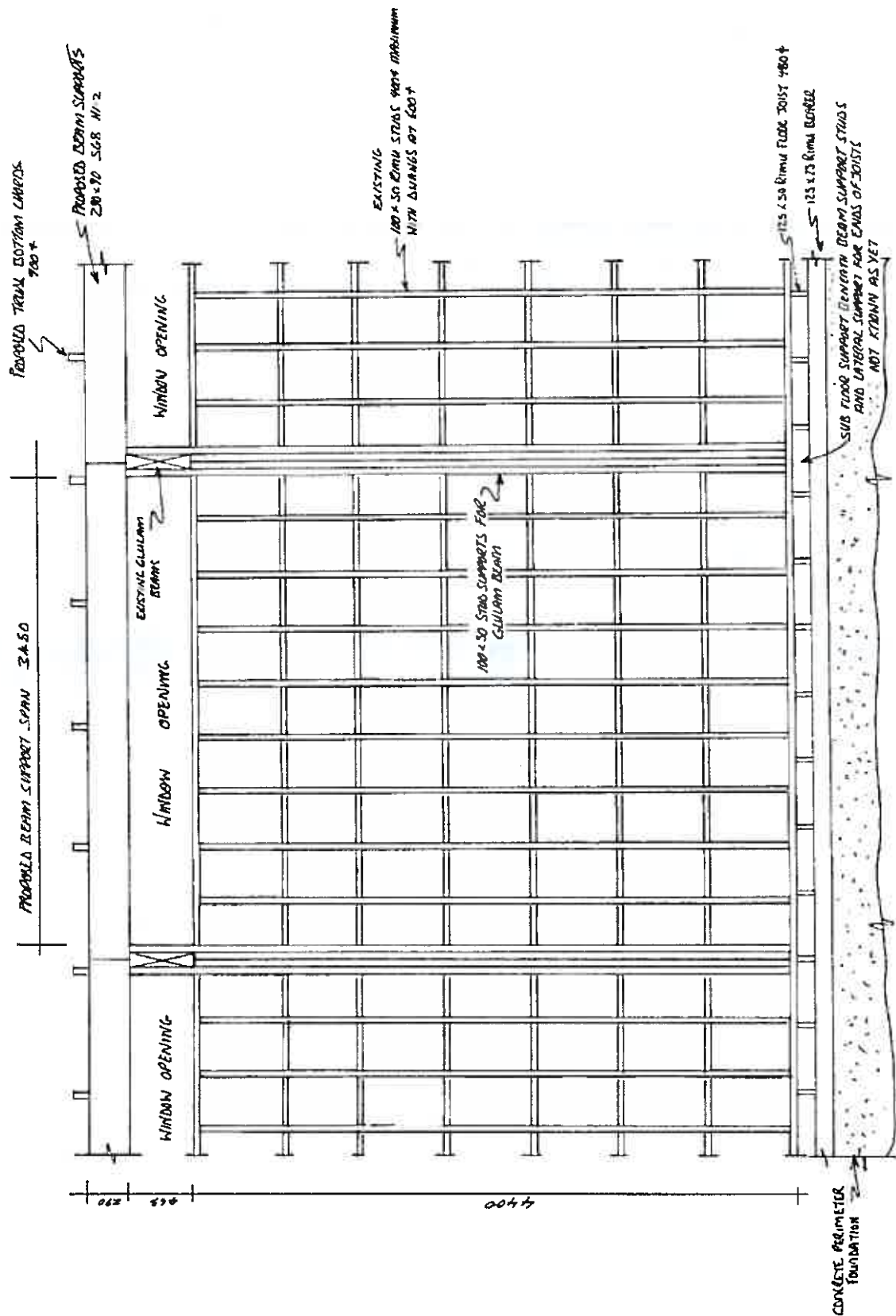
CROSS SECTION A-A SCALE 1:50



CROSS SECTION B-B SCALE 1:50






ROSS MAN HALL SIDE WALL FRAMING AND BEAM SUPPORTS - SCALE 1:25








Appendix B:

Photos




Ross Community Hall - Photos

Photo No.	Description	Photo
1	South west elevation.	
2	North west elevation.	
3	South east elevation.	

Ross Community Hall - Photos		
Photo No.	Description	Photo
4	North east elevation.	
5	Main hall looking toward south east end wall.	
6	Main hall looking toward north west end and step up into amenities area.	

Ross Community Hall - Photos		
Photo No.	Description	Photo
7	Ceiling / roof framing over main hall.	
8	Diagonal brace in north east wall of main hall.	

Ross Community Hall - Photos

Photo No.	Description	Photo
9	Connection between diagonal brace and bearer on north east wall of main hall.	
10	Joists along foundation wall to main hall (taken from beneath amenities area.	
11	Decay (rot) in timber studs supporting glulam rafter on northeast wall of main hall.	

Appendix C:

Conceptual Scheme to Strengthen Building to 34%NBS



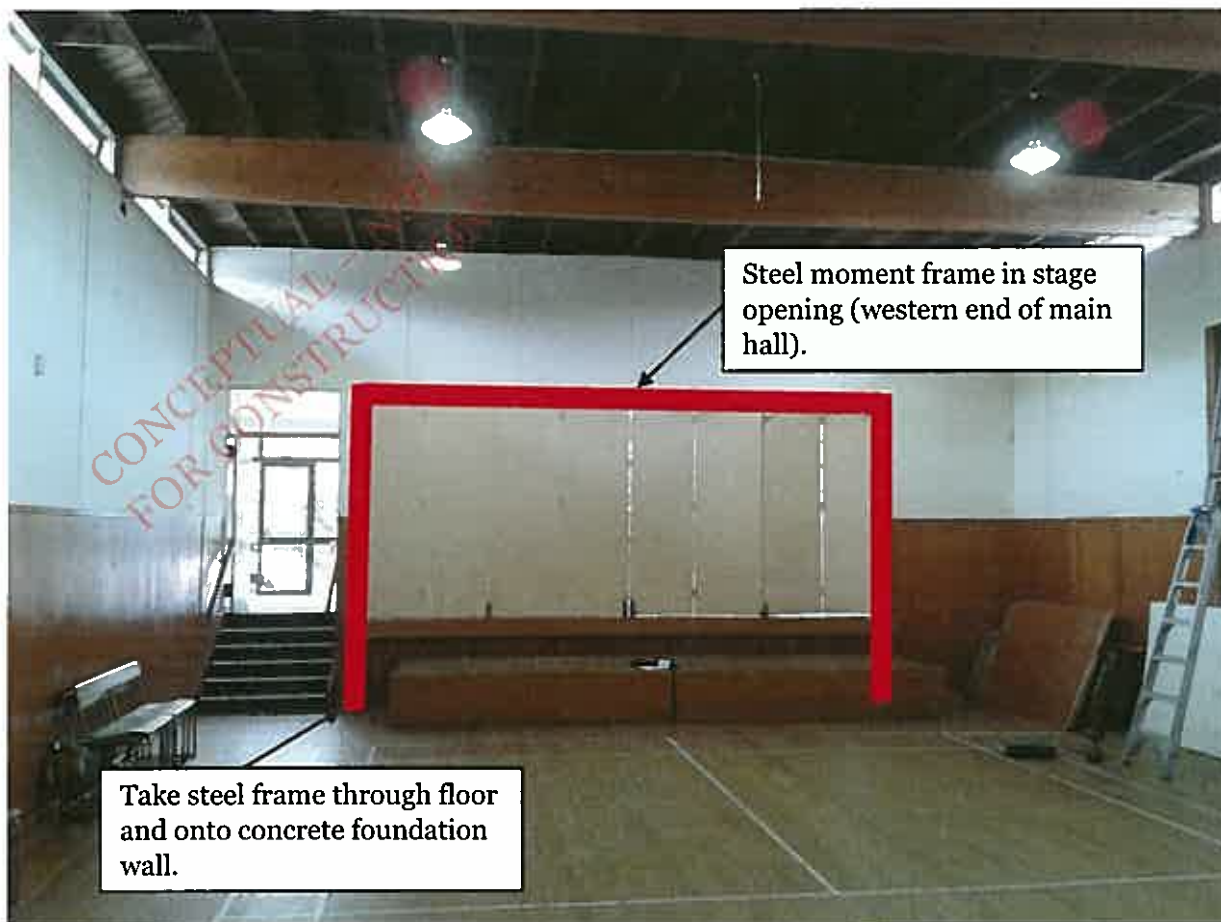


Figure 4: Conceptual strengthening - steel moment frame over stage

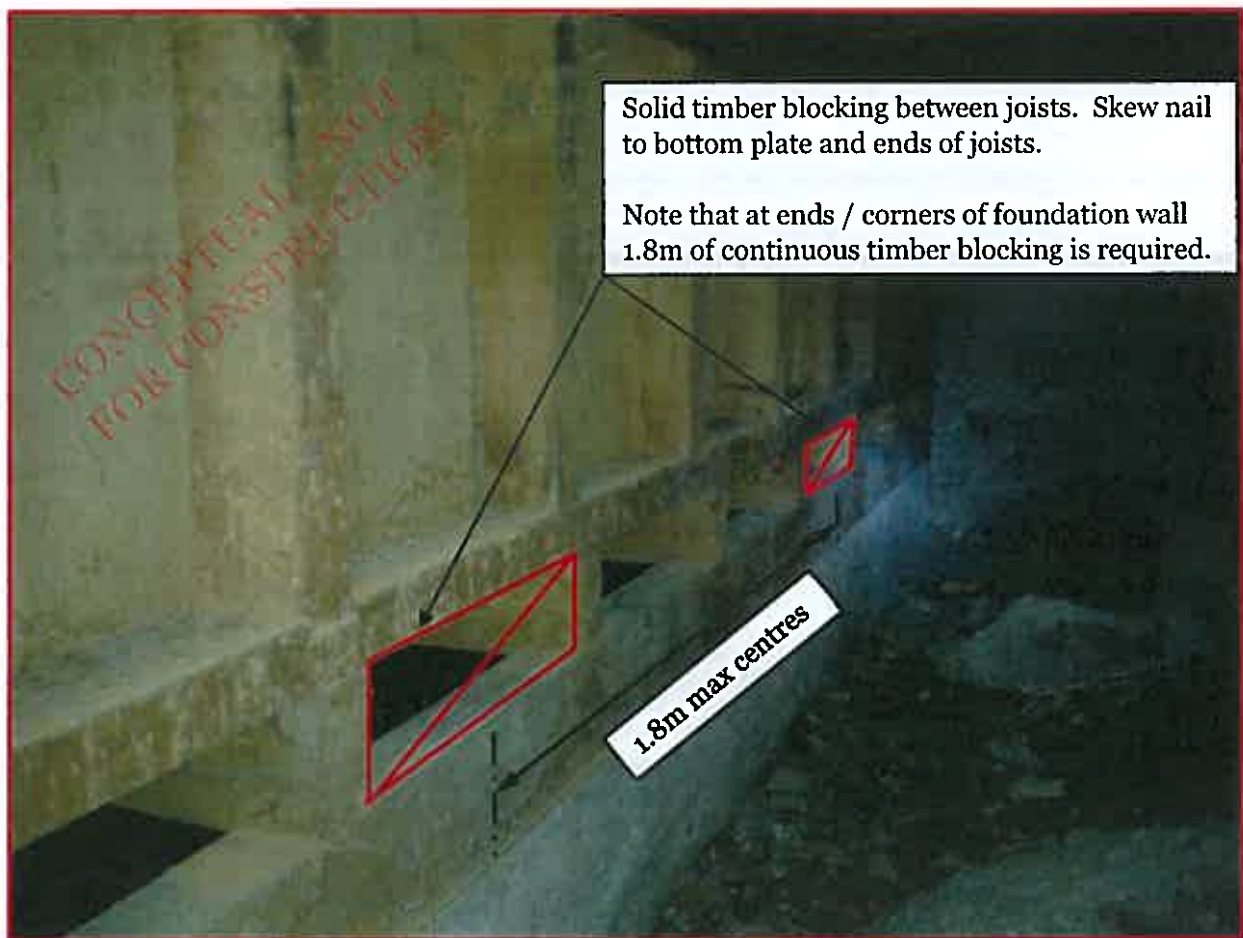


Figure 5: Conceptual strengthening - blocking to ends of joists along foundation walls

Appendix D:

Condition Assessment

(Refer Appendix E: Floor plans for plans showing naming convention of building elements in relation to this condition assessment).

CONDITION ASSESSMENT

Ref	Element	Material and Finish	Condition
1.	SITE		
1.1	DRIVEWAY	Paved surface (chip-seal) on southwest side of building.	Pavement is breaking up in places, particularly against building where weeds are coming through.
1.2	FENCING	Low timber picket fence between building and public toilets on the corner of Moorhouse and Aylmer Streets.	No visible defects.
2.	BUILDING EXTERIOR		
2.1	ROOF CLADDING	Membrane roofing.	Not inspected though we understand that there are issues with the membrane leaking.
2.2	WALLS		
2.2.1	Wall A	Concrete block veneer.	Painted block with mural. Mural dated 2002.
2.2.2	Wall B	Concrete block veneer.	Painted block veneer.
2.2.3	Wall C	Vertical corrugated metal cladding on outside wall of ramp / walkway. Fibre cement board at upper level (to main hall).	<ul style="list-style-type: none"> • Metal cladding: <ul style="list-style-type: none"> » Relatively new (NZTA aerial photos show this was added between 2001 and 2007). » Some impact damage to metal cladding (possible from vehicles). » Metal cladding appears to have very little clearance to the concrete along part of its length. • Fibre cement cladding: <ul style="list-style-type: none"> » No photos showing condition at upper level.

Ref	Element	Material and Finish	Condition
2.2.4	Wall D	Fibre cement board.	<ul style="list-style-type: none"> No clearance between ground and bottom edge of cladding in southwest corner. Some minor damage to cladding (small holes). Some minor damage to bottom edge of cladding along foundation where small section have broken off.
2.2.5	Wall E	Fibre cement board.	<ul style="list-style-type: none"> Some minor damage to bottom edge of cladding. Building paper has deteriorated where internal linings were removed to inspect wall framing.
2.2.6	Wall F	Concrete block veneer.	
2.2.7	Wall G	Concrete block veneer.	Vegetation growing against and on wall.
2.2.8	Wall H	Concrete block veneer.	
2.3	WINDOWS & DOORS		
2.3.1	Wall A	Wooden windows to toilets.	Not inspected.
2.3.2	Wall B	Wooden window to toilet.	Not inspected.
2.3.3	Wall C	Wooden windows at top of wall to hall. Aluminium door to egress ramp.	Not inspected.
2.3.4	Wall D	No windows or doors.	Not inspected.
2.3.5	Wall E	Wooden windows at top of wall to hall.	Not inspected.
2.3.6	Wall F	Wooden door to steps off storeroom.	Not inspected.
2.3.7	Wall G	Wooden window to kitchen.	Not inspected.
2.3.8	Wall H	Aluminium windows / doors (x3). Wooden window to kitchen (x1).	Not inspected.

Ref	Element	Material and Finish	Condition
2.4	RAINWATER DISPOSAL SYSTEM		
2.4.1	Downpipes	Typically metal.	<ul style="list-style-type: none"> Downpipes typically discharge onto ground. Some downpipes do not extend all the way to ground. Some downpipes damaged, most likely as a result of vandalism.
3.	BUILDING STRUCTURE AND INTERIOR		
3.1	PERIMETER FOUNDATION WALLS		
3.1.1	Wall A	Concrete foundation wall.	Not inspected.
3.1.2	Wall B	Concrete foundation wall.	Not inspected.
3.1.3	Wall C	Concrete foundation wall.	Not inspected.
3.1.4	Wall D	Concrete foundation wall.	Grate / mesh over vents missing.
3.1.5	Wall E	Concrete foundation wall.	Grate / mesh over vents missing.
3.1.6	Wall F	Concrete foundation wall.	<ul style="list-style-type: none"> Grate / mesh over vents missing. Poor quality porous / bony concrete used in a large section of foundation wall.
3.1.7	Wall G	Concrete foundation wall.	Poor quality porous / bony concrete used in a large section of foundation wall.
3.1.8	Wall H	Concrete foundation wall.	No defects noted.
3.1.9	Wall H	Concrete foundation wall.	No defects noted.
3.2	PILES		
3.2.1	Piles under main hall	Concrete piles directly supporting bearers.	No defects noted.
3.2.2	Piles under amenities	Concrete piles with timber jack stud framing above.	No defects noted.
3.3	SUBFLOOR FRAMING		
3.3.1	Subfloor framing under main hall	Rimu bearers and joists.	Water staining or subfloor framing noted along foundation wall E.

Ref	Element	Material and Finish	Condition
3.3.2	Subfloor framing under amenities	Rimu bearers, joists and jack studs.	<ul style="list-style-type: none"> Water staining noted in timber along foundation wall I. Significant areas of Borer attack noted throughout this section of subfloor.
3.4	FLOORING		
3.4.1	Main hall	Rimu tongue and groove flooring.	Protective surface coating (polyurethane / varnish) has almost completely worn away.
3.4.2	Amenities	Rimu tongue and groove flooring.	Where exposed timber flooring is in good condition.
3.4.3	Floor coverings	Floor coverings.	Not inspected.
3.4	WALL FRAMING		
3.4.1	Wall E – main hall	100mm x 50mm Rimu timber studs.	<ul style="list-style-type: none"> Rotten / decayed studs supporting rafter at intersection of foundation walls E and F. Degraded building wrap visible where internal linings were removed. Underside of external cladding visible where there is no longer any building wrap.
3.4.2	Wall framing general		Not inspected.

Ref	Element	Material and Finish	Condition
3.5	WALL LININGS		
3.5.1	Main Hall	5mm Rimu plywood at bottom half of wall with Pinex ("softboard") above.	<ul style="list-style-type: none"> Linings generally well worn. Water damage and some decay to Rimu plywood along wall E.
3.5.2	Amenities	Typically either plasterboard or Hardie board.	<ul style="list-style-type: none"> Plasterboard in main meeting room area opposite kitchen in good well maintained condition. Toilets not inspected. Generally not inspected, however where checked in reasonable condition for its age.
3.6	ROOF STRUCTURE		
3.6.1	Main Hall	Glulam rafters supporting timber purlins.	Not inspected.
3.6.2	Amenities	Unknown – assumed to be timber rafters.	Not inspected.
3.7	CEILINGS		
3.7.1	Main Hall	Diagonal timber sarking.	Not inspected closely due to height however appears to be in a reasonable condition.
3.7.2	Amenities	Sheet lining (material type not confirmed).	<ul style="list-style-type: none"> Ceiling in main meeting room area opposite kitchen in good well maintained condition. Not inspected elsewhere.
3.7	FIXTURES AND FITTINGS	General fixtures and fittings	Not inspected.
3.8	BUILDING SERVICES	Electrical and piped services.	Not inspected.

Appendix E:

Floor Plans

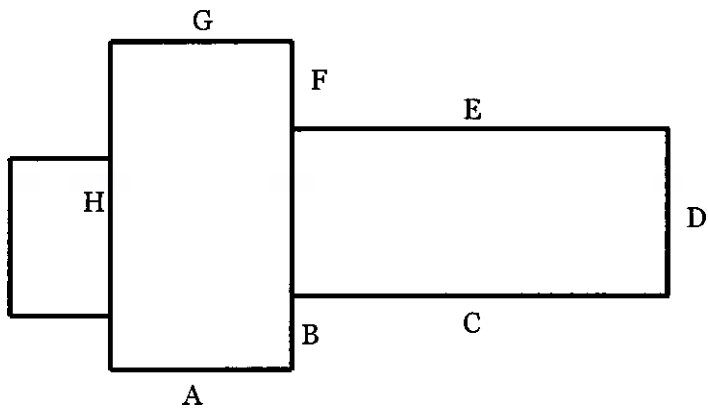


Figure 6: Building Plan - External Walls

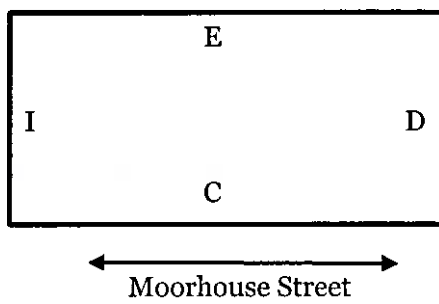


Figure 7: Plan - main hall internal walls

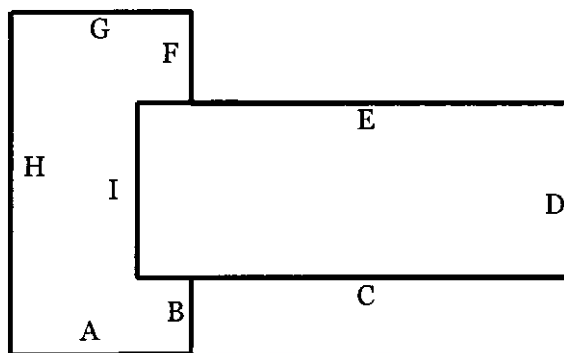


Figure 8: Plan of foundation walls



Appendix F:

Condition Photos




Ross Community Hall – Condition Photos

Photo No.	Description	Photo
1	General site / building.	 A wide-angle photograph of the Ross Community Hall building, a long, single-story structure with a dark roof and light-colored walls. The building is situated behind a paved parking lot. A large evergreen tree is visible to the left of the building, and a red car is parked in the lot. The sky is overcast.
2	North west elevation – brick veneer.	 A photograph showing the north-west elevation of the Ross Community Hall. The building features a mix of brick veneer and light-colored siding. There are several windows and a small entrance area. A red car is parked in the foreground on the left. The sky is overcast.
3	Vertical profiled metal cladding with damage – Wall C.	 A close-up photograph of the vertical profiled metal cladding on Wall C of the Ross Community Hall. The cladding shows signs of wear and damage, including a visible crack or gap near the bottom. A window is partially visible on the right side of the frame.



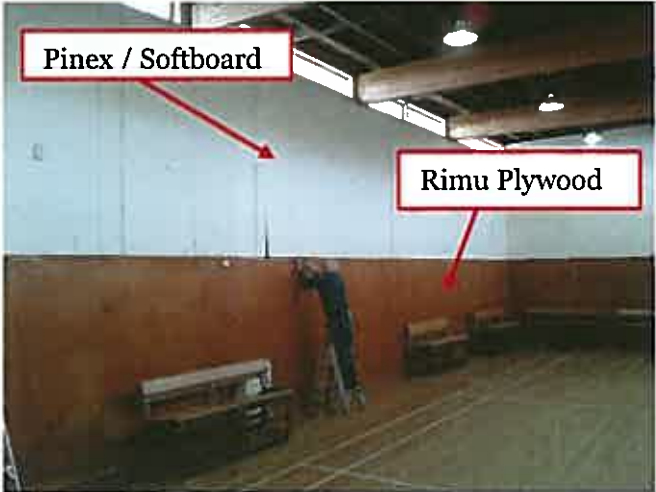
Ross Community Hall – Condition Photos

Photo No.	Description	Photo
4	Insufficient clearance between cladding and ground, and damaged bottom edge of cladding – Wall D.	
5	Subfloor vents without mesh / grilles to prevent vermin – Wall E.	



Ross Community Hall – Condition Photos

Photo No.	Description	Photo
6	Poor quality concrete in foundation wall – Wall F.	
7	Vegetation growing against and up side of building – Wall G.	
8	Water staining on subfloor framing – Wall E.	

Ross Community Hall – Condition Photos

Photo No.	Description	Photo
9	Water staining on subfloor framing – Wall E.	
10	Insect (borer) damage to subfloor timber.	
11	General condition of internal wall linings in main hall.	

Ross Community Hall – Condition Photos

Photo No.	Description	Photo
12	Timber framing and building wrap in main hall – Wall E.	
13	Decayed timber studs supporting glulam rafter – Wall E.	

Ross Community Hall – Condition Photos

Photo No.	Description	Photo
14	General floor finish – main hall.	
15	Floor finish – main meeting room opposite kitchen.	



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Report



DATE: 23 July 2015

TO: Mayor and Councillors

FROM: Group Manager: Corporate Services

THREE MILE RESERVE SPECIAL FUND

1 SUMMARY

- 1.1 The purpose of this report is to seek Council approval to replenish the Three Mile Reserve Special Fund and transfer commitments to the Whataroa and Fox Glacier communities from this account to the Reserves Development fund.
- 1.2 This issue arises from Council's desire to support its communities in a transparent and equitable manner.
- 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 are 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, effective 30 June 2015 Council:
 - 1.4.1 transfers \$29,500 from General Reserves to the Three Mile Reserve Special Fund, and
 - 1.4.2 reassigns the commitments of \$15,500 to the Fox Glacier community and \$35,000 to the Whataroa community from the Three Mile Reserve Special Fund to the Reserves Development fund.

2 BACKGROUND

- 2.1 In July 2013 a total of \$80,000 was transferred from the Three Mile Reserve Special Fund to four individual Township Development Funds.
- 2.2 In September 2014 this transaction was reversed to ensure that the funds would only be appropriated for their statutory purpose, with the township allocations remaining intact.
- 2.3 The combined allocations of \$29,500 to Ross and Haast were uplifted by the community groups.
- 2.4 During 2014/15 Council initiated a working group to liaise with the Three Mile community. Part of this group's mandate is to ensure that the funds are allocated in a way that reflects the original intentions.

3 CURRENT SITUATION

- 3.1 In response to community feedback the working group proposes that the amount of \$29,500 expended from the Three Mile Reserve Special Fund be restored, so that the originating amount can be fully utilised for the benefit of the Three Mile community.
- 3.2 In order for Council to also satisfy its commitments to the Whataroa and Fox Glacier communities, without prejudice to the Three Mile community, an alternative source for the \$50,500 of committed funds must be identified.

4 OPTIONS

- 4.1 **Option 1** – Restore \$29,500 to the Three Mile Reserve Special Fund from General Reserves and reassign the commitment of \$50,500 from Three Mile Reserve Special Fund to the Reserves Development fund.
- 4.2 **Option 2** - Restore \$29,500 to the Three Mile Reserve Special Fund from General Reserves only.
- 4.3 **Option 3** - Reassign the commitment of \$50,500 from the Three Mile Reserve Special Fund to the Reserves Development fund only.
- 4.4 **Option 4** – Do nothing

5 SIGNIFICANCE AND ENGAGEMENT

- 5.1 The matter is of high importance to a section of the community, but the impact is minimal, with Council's credibility in responding to stakeholders being the primary concern. The allocation of funds among reserve accounts is of low significance. However, replenishing the Three Mile Reserve Special Fund will require funding to be drawn from other reserves. While this will have a nil impact on rates, it will mean that there is less in the Reserves Development fund.
- 5.2 This matter arises as a result of community engagement, and no further consultation is necessary.

6 ASSESSMENT OF OPTIONS (INCLUDING FINANCIAL IMPLICATIONS)

- 6.1 Option 1 would underline Council's commitment to each of its affected communities, with no immediate financial implications other than making funds available for their intended purpose and reducing the balance in the Reserves Development fund. The balance on the Reserves Development fund at 30 June 2015 is forecast to be \$624,563. Commitments from this fund for the year ended 30 June 2016 are shown in the table below:

Project	Amount \$
Opening balance 1 July 2015	624,563
Carry overs from Annual Plans 2013-14 and 2014-15:	
Franz Josef Urban Revitalisation	(100,000)
Franz Josef Cycle Trail	(48,000)
Harihari Community Facility	(100,000)
Fox Glacier Community Centre	(100,000)
LTP 2015-25:	
Hokitika Waterfront	(30,000)
Marks Road Reserve	(10,000)
Balance after commitments:	236,563
Proposed in this report	(50,500)
Balance remaining	186,063

- 6.2 Option 2 would mean Council rescinds a previous commitment to making funds available to the Whataroa and Fox Glacier communities, carrying some reputational risk.
- 6.3 Option 3 would carry similar reputational risk, creating a perception of Council reneging on its commitment to the Three Mile community.

- 6.4 Option 4 would mean that the Three Mile Reserve Special Fund is not replenished and that a further \$50,500 remains available for distribution from this account to the Whataroa and Fox Glacier communities. Ultimately this has the potential to adversely affect Council's relationship with the Three Mile community.

7 PREFERRED OPTION AND REASONS

- 7.1 The preferred option is 1) Restore \$29,500 to the Three Mile Reserve Special Fund from General Reserves and reassign the commitment of \$50,500 from Three Mile Reserve Special Fund to the Reserves Development fund. This option demonstrates that Council is equitable and consistent in its engagement with its communities, and delivers on its commitments.

8 RECOMMENDATIONS

- A) **THAT** Council transfers \$29,500 from General Reserves to the Three Mile Reserve Special Fund, effective 30 June 2015.
- B) **THAT** Council reassigns the commitments of \$15,500 to the Fox Glacier community and \$35,000 to the Whataroa community from the Three Mile Reserve Special Fund to the Reserves Development fund, effective 30 June 2015.

Gary Borg

Group Manager: Corporate Services

Report



DATE: 23 July 2015

TO: Mayor and Councillors

FROM: Group Manager: Corporate Services

DEPARTURES FROM INVESTMENT AND LIABILITY MANAGEMENT POLICIES

1 SUMMARY

- 1.1 The purpose of this report is to seek Council's approval and acknowledgement of existing and continuing financial circumstances that 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:
 - 1.4.1 approves the retention to maturity of bonds held with Auckland International Airport and Rabobank whose credit rating is below that stipulated in its Investment Policy, and
 - 1.4.2 acknowledges that, as at 30 June 2015, Council will report the retention of the bonds described in 1.4.1.
 - 1.4.3 acknowledges the temporary phase, including balance date 2015, when a proportion of debt exceeding 50% of total was repayable in the same twelve month period.

2 BACKGROUND

2.1 Council's current Investment Policy and Liability Management Policy were adopted in 2012 and incorporated in the Long-Term Plan 2012-22.

2.2 They remain effective as at 30 June 2015 and prescribe the framework for the types of investments and borrowings that Council will utilise and purposes to which they will be applied.

2.3 Investment Policy

2.3.1 The Prudential Limits and Guidelines contained in the Investment Policy stipulate that any bonds held by Council should be underwritten by entities with a minimum credit rating of A.

2.3.2 At the beginning of the year in which the policy was adopted, Council's portfolio included bonds with a credit rating of A- or BBB amounting to \$403,000.

2.3.3 By 30 June 2012 this total had increased to \$512,000.

2.3.4 The Q1 Quarterly Report 2013/14, delivered in November 2013 contained the table below, highlighting that two bonds remained in the portfolio that were below the benchmark:

2.3.5

Westland District Council Investment Counterparty Credit Limits				
Minimum Credit Rating is A-1/A (A+ for corporates)				
Counterparty Credit Risk	Credit Rating	Policy Limits NZD\$m	Counterparty Exposure NZD\$m	Policy Compliance
ANZ	AA-	1.00	0.10	Y
ASB	AA-	1.00	0.18	Y
Auckland Council	AA	1.00	0.11	Y
Auckland Int Airport	A-	1.00	0.21	N
BNZ	AA-	1.00	0.21	Y
Rabobank	A-	1.00	0.24	N
Telstra Corporation	A	1.00	0.16	Y
Westpac	AA-	1.00	0.90	Y
TOTAL			2.12	

2.3.6 The report referenced a prior resolution of Council to retain these bonds. This resolution has not been located in the minutes of previous Council meetings.

2.4 Liability Management Policy

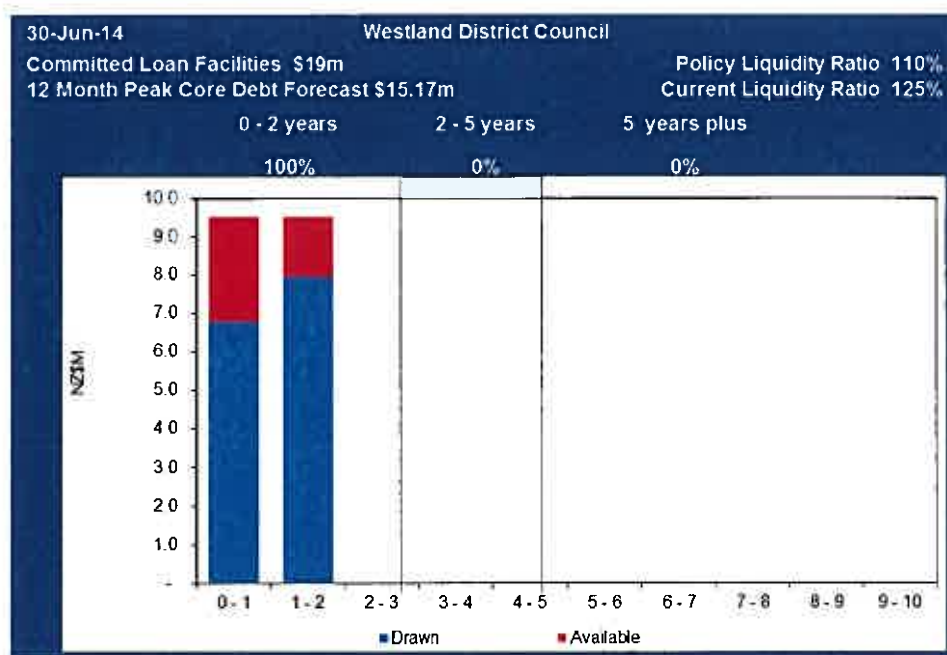
2.4.1 The Liquidity and Credit Risk Management provisions of this policy state that Council will aim to have no more than 50% of debt subject to refinancing in any 12 month period.

2.4.2 Council's borrowing arrangements were already in breach of this edict when the policy was adopted. At this time Council utilised a single fixed term borrowing facility.

2.4.3 During the financial year ended 30 June 2014 this was superseded by a Multi-Option Credit Line (MOCL) facility. This gave Council the flexibility to manage the maturity profile of its borrowings and mitigate the risk of the entire facility maturing at once.

2.4.4 The graph below demonstrates that, at 30 June 2014, Council's debt structure had been brought within the target range:

2.4.5



3 CURRENT SITUATION

- 3.1 Revisions to both policies were drafted alongside preparation of the Long-Term Plan 2015-25.
- 3.2 However, Council's financial position is expected to continue to strengthen and the management of its investment and borrowing requirements may consequently change.
- 3.3 A treasury management workshop is planned for Council during quarter 2, 2015-16, where the range of options will be explored.
- 3.4 The existing policies remain effective until this is completed.

3.5 Investment Policy

- 3.5.1 Council continues to hold one bond with Auckland International Airport [AIA] and one with Rabobank Capital Services [RCS] with a combined market value of \$334,781 (face value \$330,000).
- 3.5.2 The credit rating of these entities is AIA: A- and RCS: BBB.
- 3.5.3 The bond held with AIA generates a yield of 8%, well above Council's current variable weighted average borrowing cost of 4.67%.
- 3.5.4 Although the coupon on the bond held with RCS is 4.59%, the market value is lower than its face value. Liquidating this asset would not generate sufficient funds to facilitate interest cost savings in excess of the interest revenue it earns.
- 3.5.5 Council's treasury advisers have examined options available in respect of the bond held with RCS. Council can obtain a return of 4.2% over two years with a counterparty whose credit rating is AA-; or a return of 3.8% on 90 day deposits.

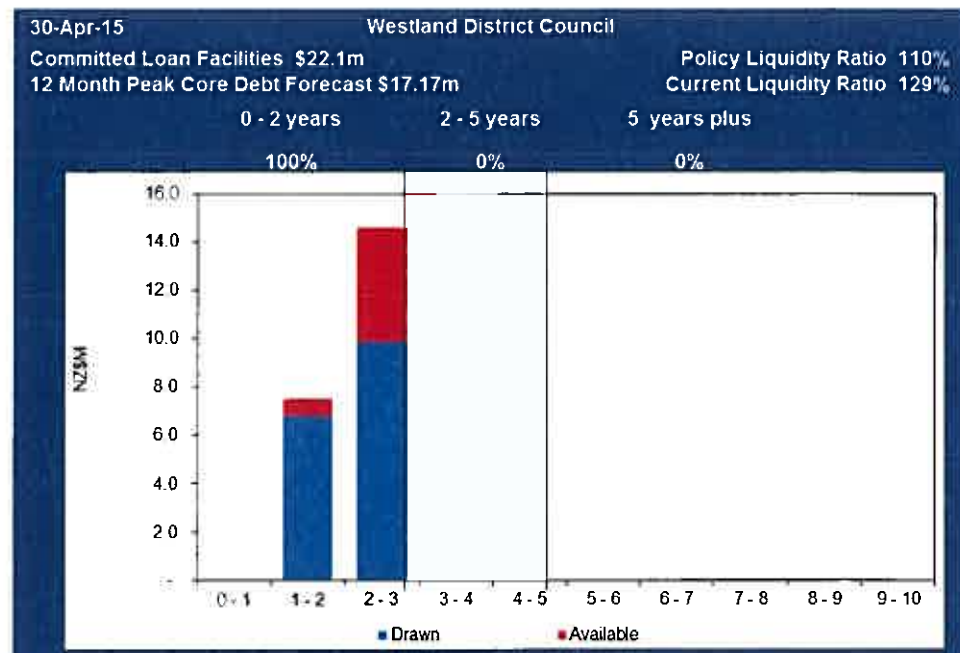
3.6 Liability Management Policy

- 3.6.1 Throughout most of 2015/16, Council's MOCL was managed within policy guidelines.

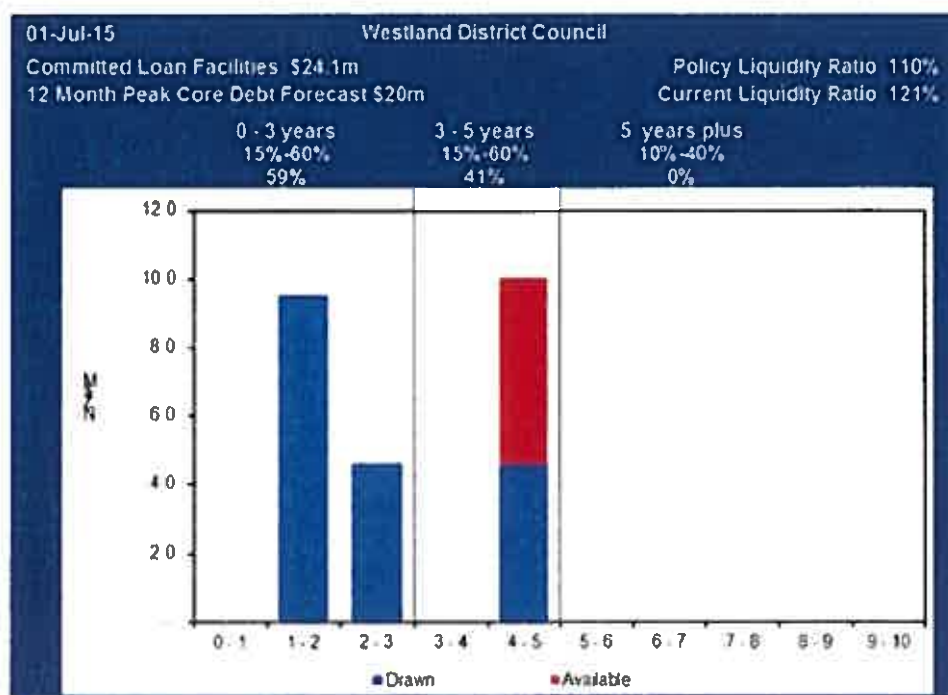
3.6.2 In April 2015 the facility was increased by \$5.1 million to accommodate the funding of the upgrade of the Hokitika Water Treatment Plant.

3.6.3 Upon subsequent review it was observed that the extension had been applied to the existing facility, meaning that policy guidelines had been exceeded, as depicted in the graph below:

3.6.4



3.6.5 Corrective action was taken in June 2015 and the MOCL was reconfigured with a compliant profile:



- 3.6.6 The adjustment could not be effected before 30 June 2015.
Consequently the Annual Report 2014/15 will disclose a position that is outside policy.

4 OPTIONS

- 4.1 **Option 1** – approve the retention of the bonds as recommended and acknowledge the departures from both policies.
- 4.2 **Option 2** – approve only the retention of the bonds and the departure from the Investment Policy
- 4.3 **Option 3** – only acknowledge the departure from the Liability Management Policy.
- 4.4 **Option 4** – do nothing

5 SIGNIFICANCE AND ENGAGEMENT

- 5.1 This matter is largely administrative and therefore of 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 enable Council to demonstrate prudent financial governance and secure beneficial interest income to November 2016 and October 2017.
- 6.2 Option 2 would disregard the departure from the Liability Management Policy, which was a temporary circumstance. Non recognition could imply a deficiency in financial stewardship.
- 6.3 Option 3 would imply that Council does not wish to retain the bonds referred. Disposal of the two higher coupon bonds would result in a net increase of \$4,882 in on-going annual interest costs. This decision would also ignore an observation by Audit New Zealand from the audit of the Annual Report 2014-15.
- 6.4 Option 4 would leave Council with two counts of uncontrolled policy breaches as at 30 June 2015 and a net increase in continuing finance costs.

7 PREFERRED OPTION AND REASONS

- 7.1 The preferred option is 1) – approve the retention of the bonds as recommended and acknowledge the departures from policy. This would demonstrate that Council is conscious of its financial governance responsibilities and will secure the continuation of interest revenue in excess of its cost of borrowing

8 RECOMMENDATIONS

- A) **THAT** Council approves the retention to maturity of two bonds held with Auckland International Airport and Rabobank whose credit rating is below that stipulated in its Investment Policy, and
- B) **THAT** Council acknowledges that the Annual Report 2014-15 will disclose the retention of the two bonds described.
- C) **THAT** Council acknowledges the temporary phase, including balance date 2015, when a proportion of debt exceeding 50% of total was repayable in the same twelve month period.

Gary Borg
Group Manager: Corporate Services

Report



DATE: 23 July 2015

TO: Mayor and Councillors

FROM: Finance Manager

FINANCIAL PERFORMANCE: YTD MAY 2015

1 SUMMARY

- 1.1 The purpose of this report is to provide an indication of Council's financial performance for the eleven months to 31 May 2015.
- 1.2 This issue arises from a requirement for sound financial governance and stewardship with regards to the financial performance and sustainability of a local authority.
- 1.3 Council seeks to meet its obligations under the Local Government Act 2002 and the achievement of the District Vision adopted by the Council in September 2014, which are 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 receives the financial performance report to 31 May 2015, attached as **Appendix 1**.

2 BACKGROUND

- 2.1 Council receives monthly financial reporting so that it has current knowledge of its financial performance and position against targets and objectives adopted in the Annual Plan 2014/15.

3 CURRENT SITUATION

- 3.1 Council now receives a monthly financial summary report in a consistent format.
- 3.2 The Financial Performance Report to 31 May 2015, attached as **Appendix 1** contains the following elements:
 - 3.2.1 Segmental graphs for net cost of services, operating revenue and expenditure
 - 3.2.2 Graph for Cash Flow
 - 3.2.3 Actual Debt position compared to Forecast Debt position – NEW
 - 3.2.4 High level variance analysis
 - 3.2.5 Whole of Council Cost of Service Statement including Full Year Forecast
 - 3.2.6 Cost of Service Statement by Activity Groups
 - 3.2.7 2014/15 Project progress report

4 OPTIONS

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

5 SIGNIFICANCE AND CONSULTATION

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

6 RECOMMENDATION

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

Lesley Crichton
Finance Manager

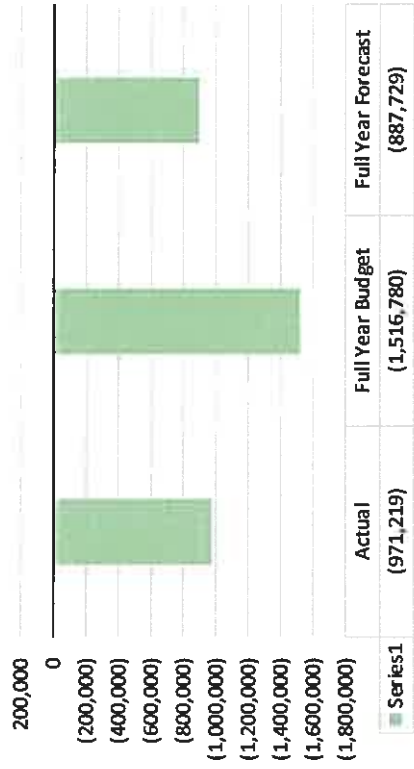
Appendix 1: Financial Performance YTD May 2015



Financial Performance YTD May 2015

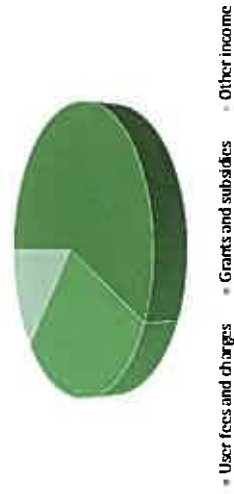
Net cost of services Surplus/(Deficit)	
Actual	(971,219)
Full Year Budget	(1,516,780)
Full Year Forecast	(887,729)

Net cost of services Surplus/(Deficit)



Operating revenue	Actual	Budget	Budget	FY Forecast
User fees and charges	3,426,394	1,844,674	1,967,048	3,568,892
Grants and subsidies	1,817,831	2,517,367	3,059,974	3,055,080
Other income	785,133	875,671	894,687	917,156

Operating revenue
Actual year to May



Operating expenditure	YT Feb Actual	YT Feb Bud	FY Budget	FY Forecast
Personnel costs	2,851,767	2,849,376	3,128,999	3,114,237
Administrative costs	461,705	410,287	541,419	511,989
Operating costs	7,594,989	7,912,891	8,901,924	9,330,434
Grants and donations	505,532	303,746	352,909	461,815

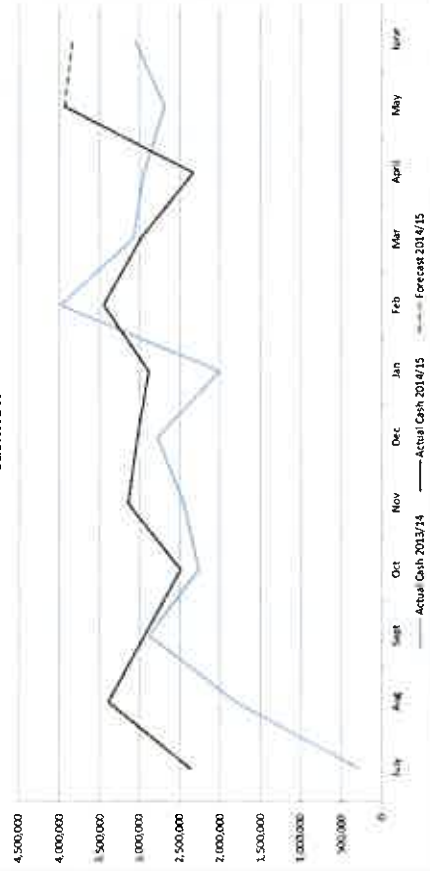
Operating expenditure Actual year to May



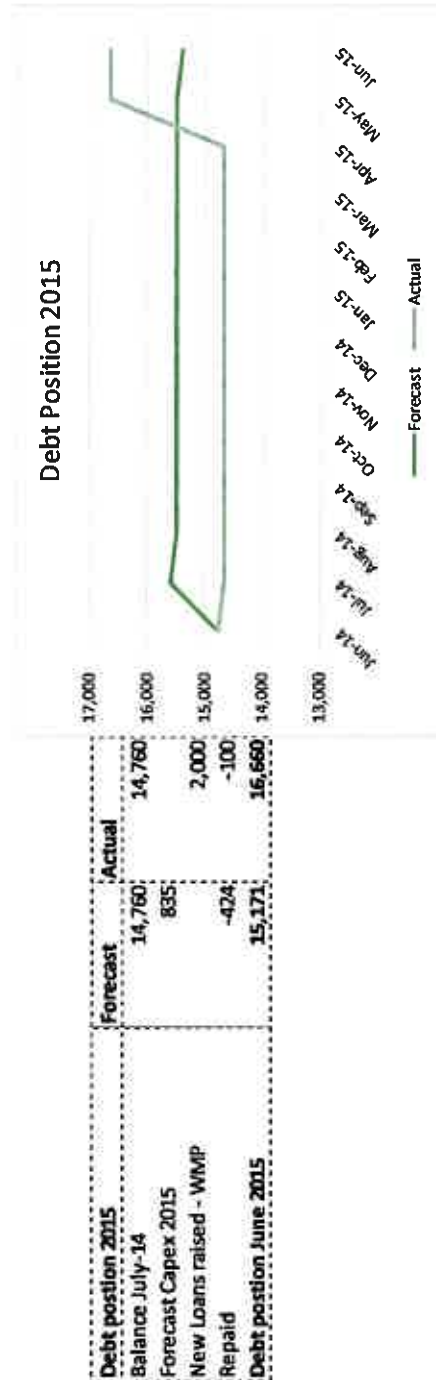
• Personnel costs • Administrative costs • Operating costs • Grants and donations

Cash Balances	
Closing Balance	2,736,951
Cheque Account	191,567
Call Account	
Term Deposit	1,006,007

Cashflow



Debt Position



New debt May 2015 for WMP project, 2015 forecast Capex debt not utilised, projects have continued without drawing down on further debt. Without the WMP project actual debt will remain at \$14,660 to the end of the financial year.

Variance analysis

Operating revenue	
User fees and charges	Positive variance due to Metered Water.
Grants and subsidies	NZTA timing differences, \$386k due June with balance for 2015 due in July
Other income	Events income lower than budget offset by higher Museum donations and AA commission.
Operating expenditure	
Personnel costs	
Administrative costs	
Operating costs	Lower maintenance costs than budgeted at end of May, expected to catch up to budget in June.
Grants and donations	Main variance due to Fox community centre grant \$100k not budgeted and Township development spending over budget \$53k

WESTLAND DISTRICT COUNCIL	Year to May			Full year 2014-2015	
	Actual	Budget	Variance	Budget	FY Forecast
Operating revenue					
User fees and charges	3,426,394	1,844,674	1,581,720	1,967,048	3,568,892
Grants and subsidies	1,817,831	2,517,367	(699,537)	3,059,974	3,055,080
Other income	785,133	875,671	(90,537)	894,687	917,156
Total revenue (A)	6,029,359	5,237,712	791,647	5,921,709	7,541,128
Operating expenditure					
Personnel costs	2,851,767	2,849,376	(2,391)	3,128,999	3,114,237
Administrative costs	461,705	410,287	(51,418)	541,419	511,989
Operating costs	7,594,989	7,912,891	317,902	8,901,924	9,330,434
Grants and donations	505,532	303,746	(201,786)	352,909	461,815
Total operating expenditure (B)	11,413,993	11,476,300	62,306	12,925,251	13,418,475
Net operating cost of services - surplus/(deficit) (A - B)	(5,384,635)	(6,238,588)	(853,953)	(7,003,542)	(5,877,347)
Other expenditure					
Interest and finance costs	728,669	790,816	62,147	900,711	900,711
Overheads	4,421,215	4,813,287	392,072	5,289,327	4,894,474
Depreciation	5,185,784	4,727,197	(458,586)	5,194,722	5,655,244
Total other expenditure (C)	10,335,667	10,331,301	(4,366)	11,384,761	11,450,430
Total expenditure (D = B + C)	21,749,661	21,807,600	57,940	24,310,012	24,868,906
Funded by					
Rates	10,188,862	10,483,405	(294,544)	11,386,142	11,386,142
Overhead recoveries	4,560,222	4,991,697	(431,475)	5,485,381	5,053,906
Total funded (E)	14,749,084	15,475,102	(726,018)	16,871,523	16,440,048
Net cost of services - surplus/(deficit) (A + E - D)	(971,219)	(1,094,786)	123,568	(1,516,780)	(887,729)

Cost of service statement by activities

Following statement excludes rates revenue and indirect expenses, such as depreciation, overheads and interest.

Cost of service statement by activities	Year to May			FY Budget	Full year 2014-2015 Forecast
	Actual	Budget	Variance		
Operating revenue					
Corporate services group	503,607	606,219	(102,612)	615,289	657,289
Planning, community and environment group	928,170	788,482	139,688	850,016	1,009,827
District assets group	187,101	77,902	109,199	84,880	439,525
Solid Waste	709,802	649,181	60,621	703,350	734,437
Stormwater	0	0	0	0	0
Transportation	1,648,755	2,344,107	(695,352)	2,873,674	3,019,695
Waste water	57,572	45,500	12,072	45,500	52,564
Water Supply	6,089	0	6,089	0	6,089
West Coast Wilderness Trail	6,817	0	6,817	0	8,553
Total operating revenue	4,047,914	4,511,392	(463,478)	5,172,709	5,927,979
Operating expenditure					
Corporate services group	2,555,794	2,387,002	168,792	2,647,248	2,792,819
Planning, community and environment group	1,844,590	1,863,137	(18,548)	2,074,076	2,356,791
District assets group	2,622,050	2,472,699	149,351	2,868,265	2,772,961
Solid Waste	1,398,171	1,492,438	(94,267)	1,754,545	1,798,961
Stormwater	66,200	54,441	11,759	69,346	92,248
Transportation	1,343,808	1,936,462	(592,654)	2,099,958	1,995,232
Wastewater	303,987	349,768	(45,782)	388,287	421,099
Water Supply	793,752	691,775	101,978	769,061	914,086
West Coast Wilderness Trail	172,113	0	172,113	0	172,113
Total operating expenditure	11,100,464	11,247,722	(147,258)	12,670,786	13,316,310

Project progress report

		Forecast on Budget		Forecast over Budget		Legend - Key	
						Project Delayed - Will not be completed by 30th June 2015	
						Project on-Track - Will be completed by 30th June 2015	
						Project Complete - 100% Progress	
Project / Activity	YTD exp	2014-15	Forecast	Budget Track	Progress / Track	Progress comments	
	\$0	\$0	\$0				
Museum							
Heat Pump for Drummond Hall	-	5,000	16,000	🔴	🟢	Works Complete.	
Total	-	5,000	16,000				
Corporate Services							
Rates Review	43,049	55,000	44,309	🟢	🟢	Project Complete	
CCO Review Implementation	90,412	100,000	100,000	🟢	🟢	The CCO Review has been concluded, However there will be some carry over.	
Website Development	15,266	15,000	15,266	🔴	🟢	Works Complete	
IT upgrades	9,160	30,000	30,000	🟢	🟡	Works committed. Invoices yet to come.	
Total	157,887	200,000	189,575				
WATER SUPPLY							
Power to Reservoirs - Harl Harl	37,313	50,000	45,000	🟢	🟢	Works are complete. - 08/06/2015	
Whataaroa rural water supply (Mint creek)	525	50,000	50,000	🟢	🔴	Carryover required - Completion date: - November 2015.	
Haast WTP Upgrade	326,269	400,000	400,000	🟢	🔴	Works are 90% complete - but delayed due to a major leak. Some carryover. Completion - August 2015	
Kumara Capital Assistance Programme Funding Application	4,783	15,000	10,000	🟢	🟢	Project Complete. Application submitted. Decision expected in Oct 2015	
Condition assessments - Water	8,259	20,000	20,000	🟢	🟢	2014/15 Works Complete. New Budgets in 2015/16	
Total	377,148	535,000	525,000				
WASTEWATER							
Fitzherbert Street Pump Upgrade # 2	58,121	100,000	100,000	🟢	🟢	Works complete. Waiting on invoices	
Fitzherbert street - Sewer Pipeline upgrade	107,283	350,000	350,000	🟢	🟢	Works complete. Waiting on invoices	
Haast Ponds Improvements	114,833	150,000	150,000	🟢	🔴	Some carryovers - Completion September 2015	
Condition assessments - Wastewater	9,814	20,000	20,000	🟢	🟢	Works Complete for 2014/15. New Budgets for 2015/16	
Total	280,051	620,000	620,000				
STORMWATER							
Stormwater Pipe repairs	45,697	50,000	50,000	🟢	🟢	Works Complete.	
Condition assessments - Stormwater	10,927	20,000	20,000	🟢	🟢	Works Complete for 2014/15. New Budgets for 2015/16	
Total	56,624	70,000	70,000				
SOLID WASTE							
Improvements at Hokitika Landfill	-	20,000	20,000	🟢	🟢	Works Complete	
Kumara Landfill	23,600	25,000	23,600	🟢	🟢	Works Complete	
Frans Josef Landfill	-	25,000	25,000	🟢	🔴	Carry Over - No works done in 30 June 2015	
Total	23,600	70,000	68,600				
BUILDINGS							
Pensioner Housing - re-roofing	23,719	20,000	23,719	🔴	🟢	Works done	
RSA Hall Demolition	25,000	25,000	25,000	🟢	🟢	Works done	
Council HQ re-roofing	-	125,000	125,000	🟢	🔴	Carry Over - No works done in 30 June 2015	
Total	48,719	170,000	173,719				
SWIMMING POOLS							
Hokitika Pool - Thermal liner	23,335	20,000	20,000	🟢	🟢	Works complete.	
Total	23,335	20,000	20,000				
EMERGENCY MANAGEMENT							
Kaitere Rural Fire Party (Pump replacement)	8,986	11,000	11,000	🟢	🟢	Works complete	
Total	8,986	11,000	11,000				
DISTRICT ASSETS							
GIS & Asset plans	21,070	25,000	25,000	🟢	🟢	Works Complete- New Budgets for 2015/16	
Asset valuations (as required)	17,280	30,000	30,000	🟢	🟢	Works complete	
Total	38,350	55,000	55,000				
TOWNSHIP DEVELOPMENT							
Hokitika Beachfront Landscape Project (collaboration with Westland Arts Incorporated)	-	-	-	🟢			
Total	1,024,760	1,756,000	1,748,834	🔴			

Report



DATE: 23 July 2015

TO: Mayor and Councillors

FROM: Chief Executive

PAYMENT OF INVOICES FOR LEGAL ADVICE ON HAAST HOLLYFORD HIGHWAY

1 SUMMARY

- 1.1 The purpose of this report is to advise Council of payments made in respect of legal work undertaken on the Cascade Valley – Hollyford Valley Road designation.
- 1.2 This issue arises from a commitment that was made by Council in 2012, and until recently had not been substantiated.
- 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 next Long Term Plan 2015-25. These are stated on Page 2 of this agenda.
- 1.4 This report concludes by recommending that Council receives notification that payment of invoices from Duncan Cotterill lawyers totalling \$20,315.33 incl. GST were made in July 2015, and that liability for these invoices will be recognised in the Annual Report 2014-15.

2 BACKGROUND

- 2.1 In July 2012 Council engaged Duncan Cotterill lawyers to undertake work to establish the designation of the proposed Cascade Valley – Hollyford Valley road.
- 2.2 Council paid invoices from Duncan Cotterill of \$2,990 incl. GST in August 2012 and \$10,925 incl. GST in December 2012.

- 2.3 Further invoices were received in February 2013 for \$17,063.13 incl. GST and June 2013 for \$3,252.20 incl. GST.
- 2.4 By this time a new Chief Executive had been installed and no evidence of a contractual relationship could be located in Council files. This was requested of Duncan Cotterill but was not provided.
- 2.5 Duncan Cotterill continued to pursue Council for payment throughout the following two years, but as the evidence of instruction was not forthcoming the invoices remained disputed.
- 2.6 During 2014 Council instructed the Chief Executive that no further payments were to be made in respect of the Haast Hollyford Road proposal.

3 CURRENT SITUATION

- 3.1 Evidence of instruction to act has been received.
- 3.2 Following discussion with the Mayor, the Chief Executive agreed to pay the outstanding invoices. Payment was issued on 15 July 2015.
- 3.3 The invoices will be accrued in the accounts for the year ending 30 June 2015, representing an adverse operating variance of \$17,665.50.

4 OPTIONS

- 4.1 Option 1: Receive the notification
- 4.2 Option 2: Do nothing

5 SIGNIFICANCE AND ENGAGEMENT

- 5.1 In accordance with Council's policy on significance this matter is administrative and of low significance.
- 5.2 There is no direct community impact and thus no consultation is required.

6 ASSESSMENT OF OPTIONS (INCLUDING FINANCIAL IMPLICATIONS)

- 6.1 Option 1: There are no further financial implications other than the depletion of general reserves by \$17,665.50. By receiving the notification Council acknowledges its financial governance responsibilities.

- 6.2 Option 2: The notification of payment is provided to Council as a measure of good practice. To not receive the notification would be otherwise inconsequential.

7 PREFERRED OPTION AND REASONS

- 7.1 The preferred option is 1) – receive the notification. This demonstrates that Council acknowledges its contractual obligations and financial commitments.

8 RECOMMENDATIONS

- A) **THAT** Council receives the notification that the invoices from Duncan Cotterill lawyers that were paid on 15 July 2015.
- B) **THAT** Council receives notification that the liability for these invoices and the resultant adverse variance of \$17,665.50 will be recognised in the Annual Report 2014-15.

Tanya Winter
Chief Executive

Report



DATE: 23 July 2015

TO: Mayor and Councillors

FROM: Community Development Advisor

CLASS 4 GAMBLING VENUE POLICY

1 SUMMARY

- 1.1 The purpose of this report is to seek Council approval for a new policy on Class 4 Gambling Venues, as revised following submissions.
- 1.2 This issue arises from the Gambling Act 2003, the Racing Act 2003 and the Gambling Amendment Act 2014, specifically the requirement of Section 102 (5) of the Gambling Act 2003 that Territorial Authorities are legally required to review their current Class 4 Gambling Venue Policies every three years and the requirement of Section 102 (5A) of the Gambling Amendment Act 2014 that the Policies are to include provision for where a venue is intended to replace an existing venue.
- 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 approve the new Class 4 Gambling Venue Policy, as revised in response to submissions.

2 BACKGROUND

- 2.1 The purpose of the Gambling Act is to “control the growth of gambling; to prevent and minimise the harm caused by gambling, including problem gambling; to authorise some gambling and prohibit the rest; to facilitate responsible gambling; to ensure the integrity and fairness of games; to limit opportunities for crime or dishonesty associated with gambling; to ensure that money from gambling benefits the community and to facilitate community involvement in decisions about the provision of gambling. “

- 2.2 The Gambling Act 2003 requires territorial authorities to have a gambling policy. Council first adopted a policy on 15 July 2004 which has been reviewed two times since. The current policy was adopted by Council at its meeting on 25 August 2011, so it is now past due for its three-yearly review.
- 2.3 A Social Impact Assessment Workshop facilitated by Dr Cheryl Brunton, Medical Officer for Health for Canterbury/West Coast was held on 12 February 2015 to assess the possible negative and positive impacts of gambling on the local economy, business and services and well-being of people within Westland. Stakeholders with an interest in this topic were directly invited, and the workshop was publicly advertised in the local newspaper. Attendees included representatives from Community and Public Health, Hospitality New Zealand, Hokitika Chartered Club, Department of Internal Affairs and WestREAP. The participants at this workshop discussed the issues at length and made recommendations for a preferred policy direction. This policy direction became the draft policy and Statement of Proposal "Amendment to 2011 Class 4 Gambling Venue Policy" that Council approved for public consultation at its 23 April 2015 meeting.
- 2.4 The draft Policy was open for submissions from 1 May to 29 May 2015 under the Special Consultative Procedure, in accordance with Section 83 of the Local Government Act 2002. Seven submissions were received. Four of these submissions were presented verbally at a hearing in an Extraordinary Council Meeting on 25 June 2015, and all submissions were subsequently considered and deliberated upon by the Council at that meeting. No decisions were formally made, but Elected Members gave Council staff a verbal indication of the changes to the draft Policy that they would like to see made in response to submissions.

3 CURRENT SITUATION

- 3.1 The change that Elected Members indicated at the Extraordinary Council Meeting of 25 June 2015 that they would like to see made to the Policy in response to submissions was as follows: reword Clause 3.5 relating to relocation from:

An existing Class 4 venue is permitted to relocate within their current census mesh block area if the venue site is damaged by an event and/or requires vacating as a result of earthquake risk.

to

An existing Class 4 venue affected by earthquake-related risk or event, a destructive event, lease termination or new planned facilities shall be permitted to relocate

within their current census mesh block area if Council grants consent in respect of a new venue to replace an existing venue.

4 OPTIONS

- 4.1 Option One: Adopt the Draft Class 4 Gambling Venue Policy as approved at Council's 23 April 2015 meeting without the Clause 3.5 amendment above.
- 4.2 Option Two: Adopt the Draft Class 4 Gambling Venue Policy as approved at Council's 23 April 2015 meeting with the Clause 3.5 amendment above.
- 4.3 Option Three: Adopt the Draft Class 4 Gambling Venue Policy as approved at Council's 23 April 2015 meeting with other amendments. For example, some submitters requested a removal of the new cap on venues outside Hokitika, a replacement of the sinking lid on Hokitika venues with a simple cap, a lifting of the cap on the number of machines per new venue, and a removal of the new ban on stand-alone TABs.

5 SIGNIFICANCE AND ENGAGEMENT

- 5.1 These venues are not Westland District Council's strategic assets but they are private assets, and therefore consideration should be given to anything which would affect the day-to-day business conducted on these premises.
- 5.2 This process was conducted using a Special Consultative Procedure under the LGA 2002. Community and stakeholder engagement was also undertaken to inform policy development.
- 5.3 Five of the seven submissions received stated a need for a more flexible re-location clause in the policy. These five submitters were the New Zealand Racing Board, New Zealand Community Trust, Clubs New Zealand, Lion Foundation and Northend Hotels. This was taken into account when the re-wording of Clause 3.5 was discussed at the Extraordinary Council Meeting of 25 June 2015.

6 ASSESSMENT OF OPTIONS (INCLUDING FINANCIAL IMPLICATIONS)

- 6.1 Option One: Disregard all the submitters' requests. There are no advantages in doing this. The disadvantage of this option is that it would be ignoring all reasonable requests.
- 6.2 Option Two: Amend Clause 3.5 as proposed. This has the advantage of taking into account most submitters' preferences in relation to broadening the relocation provisions. The disadvantage would be that other requests

made by submitters would not be actioned, but Council staff believe that this would be acceptable as outlined in the analysis of Option Three below.

6.3 Option 3: Adopt other amendments in response to submissions. The disadvantage of this option, if it were to remove or raise venue caps or other restrictions, is that it would run counter to the first clause of the Gambling Act, as stated in paragraph 2.1 of this report, which is to control the growth of gambling.

6.4 There are no financial implications for Council.

7 PREFERRED OPTION AND REASONS

7.1 Option Two is the preferred option because it would respond to several submissions by allowing for relocation in a wider range of circumstances, while retaining various restrictions on venue numbers, machine numbers, etc in order to meet the objectives of the Gambling Act 2003 to reduce gambling harm. It would still support business activity and community groups that benefit from venue proceeds by allowing existing venues to continue to operate.

8 RECOMMENDATIONS

A) **THAT** Clause 3.5 in the Draft Class 4 Gambling Venue Policy be amended to read

"An existing Class 4 venue affected by earthquake-related risk or event, a destructive event, lease termination or new planned facilities shall be permitted to relocate within their current census mesh block area if Council grants consent in respect of a new venue to replace an existing venue."

B) **THAT** the Draft Class 4 Gambling Venue Policy, as amended and attached to this report, be approved as the new Class 4 Gambling Venue Policy 2015, effective 24 July 2015.

Derek Blight
Community Development Advisor

Appendix 1: New Class 4 Gambling Venue Policy

Appendix 1



CLASS 4 GAMBLING VENUE POLICY 2015

1. Objectives of the Policy

- 1.1 To minimise the harm to the community caused by gambling;
- 1.2 To control the growth of gambling in the District;
- 1.3 To ensure the Council and the community have influence over the provision of new gambling venues in the District;
- 1.4 To allow those who wish to participate in gaming machine or TAB gambling to do so responsibly within the District.

2. TAB Venues

No new TAB stand-alone TABs may be established in Westland.

3. Where Class 4 Gambling Venues may be established

- 3.1 The number of venues within the Westland District outside of Hokitika is capped at two.
- 3.2 No new venues may be established in Hokitika.
- 3.3 If an existing Hokitika venue closes and relinquishes machines, the permitted number of venues and machines would reduce as per a sinking lid policy.
- 3.4 In a neighbourhood not being primarily associated with family or children's activities.
- 3.5 An existing Class 4 venue affected by earthquake-related risk or event, a destructive event, lease termination or new planned facilities shall be permitted to relocate within their current census mesh block area if Council grants consent in respect of a new venue to replace an existing venue
- 3.6 New venues must provide a separated area for Class 4 Gambling.

4. Number of gaming machines to be allowed

- 4.1 New venues outside Hokitika shall be allowed a maximum of no more than 4 gaming machines;

- 4.2 Venues with licences issued after 17 October 2001 and operating fewer than 9 gaming machines shall be allowed to increase the number of gaming machines operated at the venue to 9;
- 4.3 Existing venues with licences issued before 17 October 2001 shall be able to increase the number of gaming machines in the venue to no more than 9 and where, at the date of the adoption of this policy, existing numbers of machines are greater than 9, that number can be maintained.

5. Applications

Applications for consent for new venues must be made on the approved form and must provide:

- 5.1 Name and contact details of the applicant;
- 5.2 Street address of the premises;
- 5.3 A site plan covering both gambling and other activities proposed for the venue;
- 5.4 Details of any liquor licence(s) applying to the premises;
- 5.5 Any relevant gambling harm minimisation policies;
- 5.6 Suitability of the applicant.

6. Decision Making

- 6.1 Upon receipt of a complete application form containing all required information and the full application fee, the Council has 30 working days to determine a decision;
- 6.2 The decision on an application will be made by the appropriate Council Committee pursuant to delegated authority and be based on the criteria detailed in this policy.
- 6.3 Where applications for Class 4 Gambling Consents can be demonstrated to be in full compliance with Council's Class 4 Gambling Policy, the approval of the application is delegated to the Chief Executive Officer.

7. Application Fees

These will be set by the Council from time to time, and shall include consideration of:

- 7.1 The cost of processing the application, including any consultation and hearings involved;
- 7.2 The cost of establishing and triennially reviewing the Class 4 Gambling Venue and TAB Venue policy;
- 7.3 The cost of inspecting Class 4 Gambling Venues on a regular basis to ensure compliance with consent conditions;
- 7.4 A contribution towards the cost of triennial assessments of the economic and social impact of gambling in the district.

8. Monitoring and Review

- 8.1 The Council will review the policy within 3 years of its adoption and then within 3 years of that review and each subsequent review;
- 8.2 The Council will monitor the social and economic impact of gambling on the community as part of the policy review process;
- 8.3 The Council may amend this policy as a result of the findings of the social and economic impact monitoring;
- 8.4 Any review or amendment of this policy will be undertaken in accordance with the special consultative procedure outlined in the Local Government Act 2002.

9. Commencement of Policy

- 9.1 This policy is required to be adopted by the Council in accordance with the special consultative procedure provided for in the Local Government Act 2002.
- 9.2 This policy will take effect from the day after its adoption by the Council.

Report



DATE: 23 July 2015

TO: Mayor and Councillors

FROM: Executive Assistant

HARIHARI CEMETERY TRUSTEE

1 SUMMARY

- 1.1 The purpose of this report is to seek Council approval for a new Trustee for the Harihari Cemetery Committee.
- 1.2 This issue arises from a requirement in the Burial and Cremation Act 1964 regarding the appointment of Trustees for Cemetery Committees, whereby "Every appointment of Trustees by a local authority pursuant to a delegation under Subsection (1) shall be publicly notified in the district wherein the cemetery is situated, and it shall not be necessary to notify any such appointment in the Gazette".
- 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 approve the Trustee identified in Item 8.A) to the Harihari Cemetery Committee.

2 BACKGROUND

- 2.1 As required under s.24(2) of the Burial and Cremation Act 1964 every appointment of trustees by a local authority [pursuant to a delegation under Subsection (1)] *"shall be publicly notified in the district wherein the cemetery is situated, and it shall not be necessary to notify any such appointment in the Gazette."*

3. CURRENT SITUATION

- 3.1 Audit New Zealand have requested that when a new Trustee is elected the Committee must obtain the approval of the relevant District Council and shall then publicly notify the change in the district wherein the cemetery is situated.

4. OPTIONS

- 4.1 Option 1 is to approve the new Trustee.
- 4.2 Option 2 is to not approve the new Trustee.

5. SIGNIFICANCE AND ENGAGEMENT

- 5.1 In accordance with Council's Policy on Significance, this decision is of low significance and is administrative in nature.
- 5.2 The Harihari Cemetery Committee held an Annual General Meeting in July 2014 in accordance with their constitution and elected the new trustee at that time.

6. ASSESSMENT OF OPTIONS (INCLUDING FINANCIAL IMPLICATIONS)

- 6.1 There are no financial implications to Council.

7. PREFERRED OPTION AND REASONS

- 7.1 The preferred option is Option 1 above as the Harihari Cemetery is run independently of Council and the members are elected by the Harihari Cemetery Committee. Council's role is a legislative one to approve the appointment of the Trustee.

8. RECOMMENDATION

- A) **THAT** Council approve the addition of Mr Jan Derks (effective July 2014) as a Trustee on the Harihari Cemetery Committee.

Diane Maitland
Executive Assistant