



A G E N D A

Council Meeting

**Council Chambers
36 Weld Street
Hokitika**

**Thursday
24 September 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 24 SEPTEMBER 2015 COMMENCING AT 9.00 AM

Tanya Winter
Chief Executive

18 September 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 D.G. Hope.

1.2 Interest Register

2. CONFIRMATION OF MINUTES

2.1 Confirmation of Minutes of Meetings of Council

2.1.1 Ordinary Council Minutes – 27 August 2015 (Pages 5-12)

2.2 Minutes to be Received

2.2.1 Executive Committee Minutes – 11 August 2015 (Pages 13-15)

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

Morning tea at 10.15 am.

4.3 Financial Performance: July 2015 (Pages 16-23)

4.4 Financial Management System Enhancement (Pages 24-27)

4.5 Vehicle Based Camping in Franz Josef/Waiau (Pages 28-37)

4.6 Implementation of Online Building Consent Systems (Pages 38-42)

Lunch at 12.30 pm.

4.7 Local Government Official Information and Meetings Act 1987 (LGOIMA)
Report on Requests 1 July 2014 – 30 June 2015 (Pages 43-51)

4.8 Annual Report to Alcohol Regulatory and Licensing Authority (Pages 52-57)

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

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

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

5.1 Confidential Minutes

5.2 Confidential Report: Retrospective Approval - Land Purchase–Kaniere Upgrade to Blue Spur Water Treatment Plant

5.3 Confidential Report: Reseal Contract Approval

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

Item No.	Minutes/ Report of	General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under Section 48(1) for the passing of this resolution
5.1	Minutes	Confidential Minutes	Good reasons to withhold exists under Section 7	Section 48(1(a))
5.2	Retrospective Approval - Land Purchase–Kaniere Upgrade to Blue Spur Water Treatment Plant	Confidential Report	Good reasons to withhold exists under Section 7	Section 48(1(a))
5.3	Reseal Contract Approval	Confidential Report	Good reasons to withhold exists under Section 7	Section 48(1(a))

Date of Next Ordinary Council Meeting

22 October 2015

Council Chambers



Council Minutes

MINUTES OF AN ORDINARY MEETING OF THE WESTLAND DISTRICT COUNCIL, HELD IN THE COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA ON THURSDAY 27 AUGUST 2015 COMMENCING AT 9.00 AM

1. MEMBERS PRESENT, APOLOGIES AND INTEREST REGISTER

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

Deputy Mayor P.M. Cox

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

1.1 Apologies

Cr D.G. Hope.

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

His Worship the Mayor advised that he had granted Leave of Absence to Cr Hope for three months until November 2015, and advised that Cr Hope will still be providing feedback to the Council via email during his absence.

Staff in Attendance

T.L. Winter, Chief Executive; P. Cannell, Engineer – Water Services (for part of the meeting); L.A. Crichton, Finance Manager; J.D. Ebenhoh, Group Manager: Planning, Community and Environment; S. Eyre, Property & Projects Supervisor (for part of the meeting); V. Goel, Group Manager: District Assets; D.M. Maitland, Executive Assistant.

1.2 Interest Register

The Interest Register was circulated and one amendment was noted.

2. CONFIRMATION OF MINUTES

2.1 Confirmation of Minutes of Meetings of Council

2.1.1 Ordinary Council Minutes – 23 July 2015

Moved Cr Dawson, seconded Cr Butzbach and **Resolved** that the Minutes of the Ordinary Council Meeting, held on the 23 July 2015 be confirmed as a true and correct record of the meeting, subject to the following amendment:

Page 16 - 4.2 Update from Councillors

vi) Cr Dawson

Removal of the following sentence “Support making WDPL profitable and providing good returns”.

3. PUBLIC FORUM

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

3.1 Ms. Julie Rowe, Secretary, Kumara Residents Trust

Ms. Rowe spoke regarding the release of \$398,000 from the Kumara Endowment Fund for the proposed Kumara Chinese Garden Project. Ms. Rowe advised that the Kumara Residents Trust (KRT) did not see the need for further consultation on the release of the endowment funds by Council.

Ms. Rowe then spoke regarding the process that KRT has undertaken to date, including consultation and mail-outs with the local community.

Ms. Rowe advised that:

- The Trust has worked hard to ensure that Kumara residents have had the opportunity to have their say on the proposal and advised that another special meeting of KRT will be held in late September 2015.
- The land transfer should have been completed by now.

His Worship the Mayor thanked Ms. Rowe for attending the meeting and her verbal presentation to Council.

3.2 Mr. Mike Keenan, Ross and Kumara Community Development Officer

Mr. Keenan spoke regarding:

- His support for releasing \$398,000 from the Kumara Endowment Fund for the proposed Chinese Memorial Garden.
- That are currently two reserves in Kumara.
- Community groups being the backbone of the country, especially in Westland.

Mr. Keenan advised that at the 25 September 2014 meeting, Council approved the release of \$398,000 from the Kumara Endowment Fund for the construction of the Kumara Chinese Garden project. The Kumara Residents Trust then received a letter dated 30 July 2015 from Council advising that Council will be undertaking a consultation process. Like Ms. Rowe, Mr. Keenan saw no need for further consultation with the Kumara community on this matter.

His Worship the Mayor thanked Mr. Keenan for attending the meeting and his support for the Kumara and Ross Communities.

3.3 Mr. Hugh Cameron, Secretary, Westland Residents and Ratepayers Association (WRRRA)

Mr. Cameron spoke to the legal advice the WRRRA had received from DLA Piper in Wellington regarding the rates review and Long Term Plan processes and asked that Council staff come up with very simple, very cost-effective solutions.

His Worship the Mayor and Cr Dawson both sought clarification from Mr. Cameron on what it is that the Westland Residents and Ratepayers Association are asking Council to do.

His Worship the Mayor thanked Mr. Cameron for attending the meeting and drew the discussion to a close.

3.4 Mr. Alan Russell, Livingstone Street, Hokitika

Mr. Russell spoke regarding Council making a contribution towards lifting his house at 87 Livingstone Street, Hokitika up out of the flood zone.

His Worship the Mayor thanked Mr. Russell for attending the meeting and advised that this matter has been referred to the Chief Executive to respond to Mr. Russell.

4. BUSINESS

4.1 Mayor's Report

His Worship the Mayor provided the following update:

- Noted that three All Blacks will be welcomed at the Hokitika Airport on 3 September 2015 en-route to St Candice's School in Westport. His Worship the Mayor advised that it will be an opportunity for the public to welcome the All Blacks and pass on their best wishes for the Rugby World Cup campaign.
- Attended two meetings with the Deputy Mayor regarding future planning for Franz Josef/Waiau. Noted the meeting was attended by various other groups.
- Judging panel for the Trustpower Awards.
- Celebrated the Trustpower Community Awards held on the 25 August 2015. Thanked all the volunteers that contribute to the health and wellbeing of the community in Westland.
- His Worship the Mayor asked that a letter of thanks be forwarded to Trustpower thanking them for support of the Trustpower Community Awards.

4.2 Update from Councillors

Councillors provided the following updates:

i) Deputy Mayor Cox

- Attended two meetings with the Mayor regarding future planning for Franz Josef/Waiau.
- Judging Panel for the Trustpower Awards.
- Celebrated the Trustpower Community Awards held on the 25 August 2015.

ii) Cr Martin

- Judging panel for the Trustpower Awards.
- Requested information on the carry forward of \$15,000 for repairs/maintenance of statues and monuments and asked when this work will be undertaken.
- Visited homes that were flooded in 18-20 June 2015, and advised that some people are still living in rental accommodation or with family and friends. Enquired as to what is happening in Rolleston Street regarding the flooding.

iii) Cr Butzbach

- Very busy time of year with regard to the flu season, noting that Grey Hospital has been very full for the last month.
- Attended two liquor licensing hearings.

iv) Cr Thompson

- Attended the Local Government Conference in Rotorua on the 20-22 July 2015.

v) Cr Montagu

- Raised some concerns regarding the revocation of the Council resolution for the St John/DHB Haast Project and the effects.
- Asked for an update on the Three Mile Hall.

vi) Cr van Beek

- Attended the following Council commitments:
 - Executive Committee Formal Meeting – 11 August 2015.
 - KnowHow Workshop – Financial Governance 201 – 26 August 2015.
- Noted that three stock underpasses are being put in.
- Looking forward to receiving the Hokitika stormwater report.

vii) Cr Dawson

- Noted that a KnowHow Workshop on Audit and Risk Committees – Roles and Functions will be held on Thursday 1 October 2015 and encouraged Councillors to attend this workshop.

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

The meeting adjourned for morning tea at 9.45 am and reconvened at 10.14 am.

The following items were then taken out of order to the Council Agenda.

4.5 Kumara Chinese Garden Proposed Project – Consultation on use of Kumara Endowment Funds

Moved Cr Martin, seconded Cr Butzbach and **Resolved** that Council does not approve the consultation plan.

It was noted that the funding will be released once the land has been transferred.

4.3 Carry Forwards from 2014-15

The Finance Manager spoke to this report.

Moved Cr Montagu, seconded Cr Dawson and **Resolved** that Council approves the carry forward of the items totalling \$963,569 for the year ended 30 June 2016 in addition to the budget contained in year 1 of the Long Term Plan 2015-25.

4.4 Financial Performance to the 30 June 2015

The Finance Manager spoke to this report.

Moved Cr Dawson, seconded Cr van Beek and **Resolved** that Council receives the Financial Performance Report to 30 June 2015.

4.6 Report from Executive Committee Chair – August 2015

His Worship the Mayor declared an interest in this item.

Cr Dawson spoke to this report.

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

- A) Council accepts the endorsement of Executive Committee for the insurance renewal and instructs the Chief Executive to renew commercial insurance cover for 2015-16 at a cost of \$168,335 excl. GST in accordance with the proposal from Aon.

- B) Council receives the 2015-16 Statement of Intent from Westland Holdings Limited along with the Executive Committee's recommendations and observations as per the report attached to the Agenda.

LATE ITEM

6. ADMINISTRATIVE RESOLUTION

The Group Manager: Planning, Community and Environment sought permission from the Chairperson to have an Administrative Resolution tabled as a late item.

The reason the item was not included on the 27 August 2015 Council meeting was due to the fact that Mr. Newport had recently been employed by the Dog Control Contractor and it had been just been brought to the attention of Council staff that he needed to become a warranted officer as soon as possible. The item could not be delayed until a subsequent meeting of Council due to the timing of the appointment and the urgency to have the appointment in place to ensure continuity of service in the dog control area.

Moved Cr Montagu, seconded Cr Martin and **Resolved** that Council confirm its Seal being affixed to the following document:

6.1 Warrant of Appointment: Michael Peter NEWPORT

- An Officer pursuant to Section 174 of the Local Government Act 2002.
- A Dog Control Officer and Dog Ranger pursuant to Section 11 and 12 of the Dog Control Act 1996.

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

Moved Cr Martin, seconded Cr Butzbach and **Resolved** that Council exclude the public in accordance with Section 48, Local Government Official Information and Meetings Act 1987 at 10.54 a.m.

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 Minutes	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 Dawson, seconded Cr Montagu 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 10.56 am

MEETING CLOSED AT 10.56 AM

Confirmed by:

Mike Havill
Mayor

Date

Date of Next Ordinary Council Meeting:
24 September 2015
Council Chambers, 36 Weld Street, Hokitika.



Executive Committee Minutes

MINUTES OF A MEETING OF THE EXECUTIVE COMMITTEE OF THE WESTLAND DISTRICT COUNCIL, HELD IN THE COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA ON TUESDAY 11 AUGUST 2015 COMMENCING AT 1.36 PM

1. MEMBERS PRESENT

His Worship the Mayor, M.T. Havill

Cr. M.S. Dawson (**Chairperson**)

Cr M.D. Montagu, Cr A.P. Thompson, Cr C.A. van Beek.

1.1 Apologies

Deputy Mayor P.M. Cox, Cr. J.H. Butzbach, Cr D.G. Hope, Cr L.J. Martin.

Moved His Worship the Mayor, seconded Cr Montagu and **Resolved** that the apologies from Deputy Mayor P.M. Cox, Cr J.H. Butzbach, Cr D.G. Hope and Cr L.J. Martin be received and accepted.

Staff in Attendance

T.L. Winter, Chief Executive; L.A. Crichton, Finance Manager (part of the meeting); V. Goel, Group Manager: District Assets (part of the meeting); D.M. Maitland, Executive Assistant (part of the meeting).

1.2 Interest Register

The Interest Register was circulated and no amendments were noted.

2. CONFIRMATION OF MINUTES

2.1 Confirmation of Minutes of Executive Committee Meeting

2.1.1 Minutes of the Executive Committee Meeting – 7 May 2015

Moved Cr Montagu, seconded Cr van Beek and **Resolved** that the Minutes of the Executive Committee Meeting held on the 7 May 2015 be received as a true and correct record of the meeting.

3. PUBLIC FORUM

No members of the public attended this part of the meeting.

4. BUSINESS:

4.1 Insurance Renewal 2015-16

The Finance Manager and the Group Manager: District Assets spoke to this report.

His Worship the Mayor thanked the staff for the significant savings that have been made in respect of Council's insurance programme for the period 30 June 2015 to the 30 June 2016.

Moved His Worship the Mayor, seconded Cr Montagu and **Resolved** that the Committee endorses the renewal of insurances brokered by Aon New Zealand as attached to the Executive Committee Agenda.

4.2 Westland Holdings Limited Statement of Intent 2015-16

The Chief Executive spoke to this report.

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

- A) The Committee receives the 2015-16 Statement of Intent from Westland Holdings Ltd.
- B) The Committee recommendations on the Statement of Intent for Westland Holdings Limited be provided to Council, including the correction of grammatical errors.

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

Moved Cr van Beek, seconded His Worship the Mayor and **Resolved** that Council exclude the public in accordance with Section 48, Local Government Official Information and Meetings Act 1987 at 1.55 pm.

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

5.1 CE's Performance Review.

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

Item No.	Minutes/ Report of	General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under Section 48(1) for the passing of this resolution
1.	Report	Chief Executive's Annual Performance Review.	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 Montagu, seconded Cr Thompson and **Resolved** that the business conducted in the "Public Excluded Section" be confirmed and the public be readmitted at 4.45 pm.

MEETING CLOSED AT 4.45 PM

Confirmed by:

Cr Mark Dawson
Chair

Date

Report



DATE: 24 September 2015

TO: Mayor and Councillors

FROM: Finance Manager

FINANCIAL PERFORMANCE: JULY 2015

1 SUMMARY

- 1.1 The purpose of this report is to provide an indication of Council's financial performance for one month to 31 July 2015.
- 1.2 This issue arises from a requirement for sound financial governance and stewardship with regards to the financial performance and sustainability of a local authority.
- 1.3 Council seeks to meet its obligations under the Local Government Act 2002 and the achievement of the District Vision adopted by Council as part of the Long Term Plan 2015-25. These are stated on Page 2 of this agenda.
- 1.4 This report concludes by recommending that Council receives the financial performance report to 31 July 2015, attached as **Appendix 1**.

2 BACKGROUND

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

3 CURRENT SITUATION

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

3.2 The Financial Performance Report to 31 July 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 Actual Debt position compared to Forecast Debt position.
- 3.2.3 Update on Rates Debtors – New.
- 3.2.4 Whole of Council Cost of Service Statement, including Full Year Forecast.
- 3.2.5 2015/16 Project progress report.
- 3.2.6 Carry overs – New.

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 July 2015

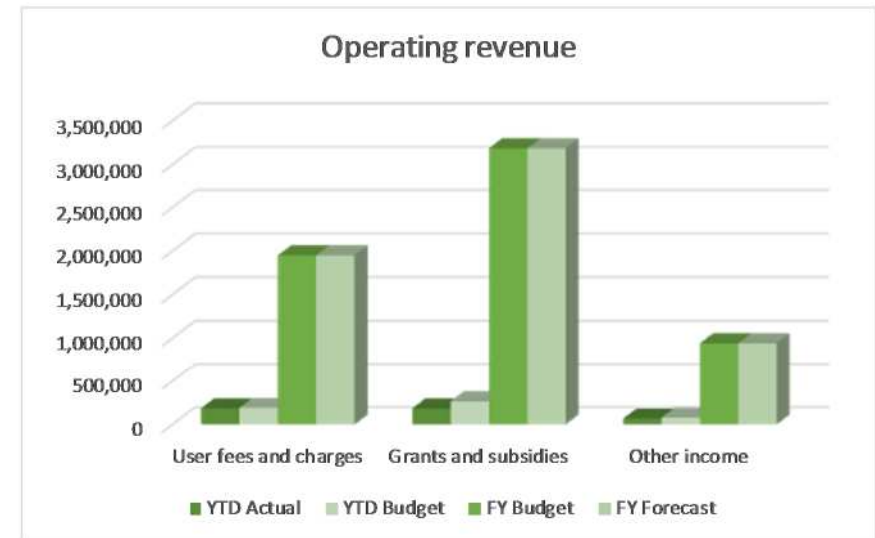
Lesley Crichton
Finance Manager

Appendix 1: Financial Performance FY July 2015

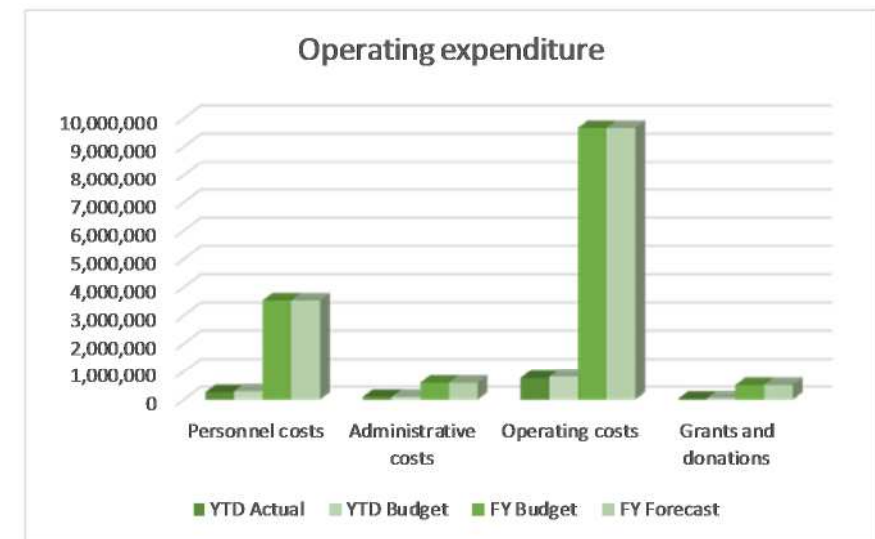


Financial Performance FY July 2015

Operating revenue	YTD Actual	YTD Budget	FY Budget	FY Forecast
User fees and charges	187,050	191,710	1,950,803	1,950,803
Grants and subsidies	183,013	265,469	3,185,625	3,185,625
Other income	66,265	78,478	941,730	941,730

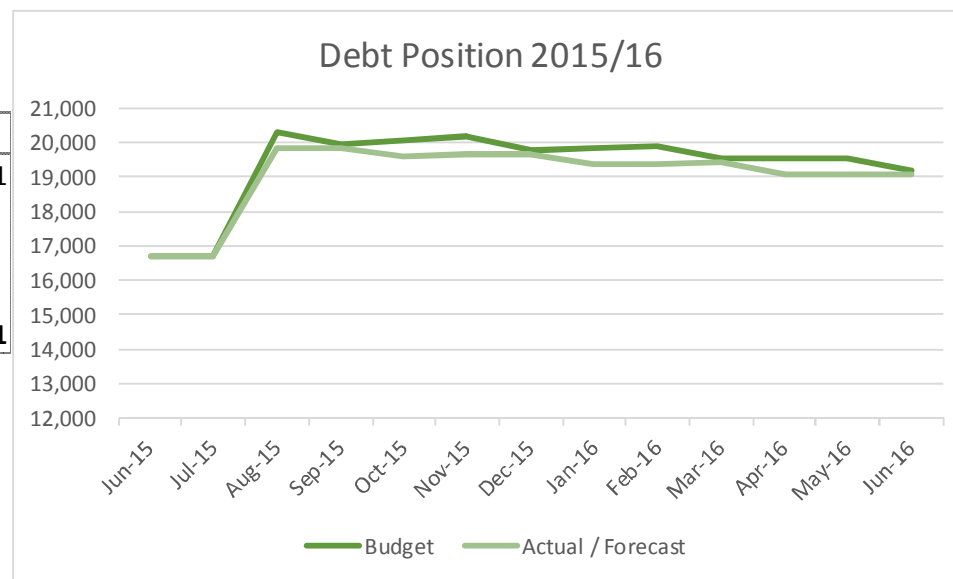


Operating expenditure	YTD Actual	YTD Budget	FY Budget	FY Forecast
Personnel costs	265,547	294,700	3,536,405	3,536,405
Administrative costs	101,196	94,506	601,874	601,874
Operating costs	774,353	811,364	9,661,363	9,661,363
Grants and donations	29,466	43,125	517,500	517,500



Debt Position

Debt position 2015	Forecast	Actual
Balance July-15	16,711	16,711
Capex 2016	361	
New Loans raised - WMP	3,100	
Repaid	-1,105	
Debt position June 2016	19,067	16,711



Rates debtors

Rates debtors balance	30-Jun-15	1,552,169
Receipts in July		(162,327)
Penalties added		67,646
Total rates arrears	31/07/2015	1,457,488
Installment 1 2015/16		2,855,054
Total rates debtors	31/07/2015	4,312,542

note: installment 1 payment not due till August 2015

WESTLAND DISTRICT COUNCIL

Cost of service statement

WESTLAND DISTRICT COUNCIL	Year to July			Full year 2015-2016	
	Actual	Budget	Variance	Budget	FY Forecast
Operating revenue					
Rates (includes targeted rates and metered water)	2,778,588	2,788,411	(9,823)	14,033,643	14,033,643
User fees and charges	187,050	191,710	(4,660)	1,950,803	1,950,803
Grants and Subsidies	183,013	265,469	(82,456)	3,185,625	3,185,625
Other income	66,265	78,478	(12,213)	941,730	941,730
Overhead recoveries	202,505	269,008	(66,503)	3,228,090	3,228,090
Total revenue (A)	3,417,422	3,593,076	(175,654)	23,339,891	23,339,891
Operating expenditure					
Personnel costs	265,547	294,700	(29,153)	3,536,405	3,536,405
Administrative costs	101,196	94,506	6,690	601,874	601,874
Operating costs	774,353	811,364	(37,011)	9,661,363	9,661,363
Grants and donations	29,466	43,125	(13,659)	517,500	517,500
Overheads	205,839	251,049	(45,211)	3,012,590	3,012,590
Total operating expenditure (B)	1,376,401	1,494,744	(118,343)	17,329,732	17,329,732
Net operating cost of services - surplus/(deficit) (A - B)	2,041,021	2,098,332	(57,311)	6,010,159	6,010,159
Other expenditure					
Interest and finance costs	15,643	73,539	(57,896)	882,473	882,473
Depreciation	483,303	455,673	27,630	5,468,077	5,468,077
(Gain)/loss on investments	(7,981)		(7,981)		0
Loss on swaps	0		0		0
Loss on disposals	0	0	0	0	0
Total other expenditure (C)	490,964	529,212	(38,248)	6,350,550	6,350,550
Total expenditure (D = B + C)	1,867,366	2,023,956	(156,591)	23,680,282	23,680,282
Net cost of services - surplus/(deficit) (A - E)	1,550,056	1,569,120	(19,063)	(340,391)	(340,391)

Project progress report

As at 31/07/2015					Legend - Key	
		Forecast on Budget				Project Delayed - Will not be completed by 30th June 2016
		Forecast over Budget				Project on-Track - Will be completed by 30th June 2016
						Project Complete - 100% Progress
Project / Activity	YTD exp	2015-16	Forecast	Budget Track	Progress / Track	Progress comments
	\$0	\$0	\$0			
Museum						
Research Development Centre	-	22,000	22,000			
Retail Development	-	30,000	30,000			
Total	-	52,000	52,000			
Corporate Services						
Shelving for Council records and archives	-	10,000	10,000			
WATER SUPPLY						
Mains Upgrade (on-going)	-	100,000	100,000			
Replace Water meters (on-going)	-	200,000	200,000			
Mains Upgrade (on-going)	-	80,000	80,000			
Permanent Generator in Harihari	-	30,000	30,000			
Water supply service assurance	-	100,000	100,000			
Replacement of Water Meters	-	50,000	50,000			
Total	0	560,000	560,000			
WASTEWATER						
West Dr Pump & Electrics Upgrade	-	40,000	40,000			
WWTP Improvements at Franz	-	50,000	50,000			
Total	0	90,000	90,000			
STORMWATER						
Mobile Generator	-	50,000	50,000			
SOLID WASTE						
Landfills - Hokitika	1,030	350,000	350,000			In progress
Landfills - Butlers Site Shed - Hazardous Washdown Facility	-	15,000	15,000			
Intermediate Capping for Butlers	-	50,000	50,000			
Landfill - Haast - Digout new Cell	-	10,000	10,000			
Haast intermediate cap current cell	-	10,000	10,000			
Shed - Hazardous Facility	-	5,000	5,000			
Total	1,030	440,000	440,000			
CEMETERIES						
Hokitika Cemetery - Building Improvements	-	20,000	20,000			
Hokitika Cemetery - Improvements	-	10,000	10,000			
Berm Development	-	10,000	10,000			
Total	0	40,000	40,000			
Community Halls and Buildings						
Ross Hall - Upgrade/Replacement	-	90,000	90,000			
Carnegie Building - Improvements	-	20,000	20,000			
Total	0	110,000	110,000			
Community Township Development						
Footpath - Sale street	-	10,000	10,000			
Footpath Tiles replacements	-	12,000	12,000			
Footpath Tiles replacements	-	6,000	6,000			
New Footpath	-	15,000	15,000			
Upgrade footpaths and driveways over next three years	-	5,000	5,000			
Total	0	48,000	48,000			
Elderly Housing						
Pensioner Housing	-	45,000	45,000			
Information Services						
IT equipment Renewals	-	30,000	30,000			
Inspection and Compliance						
Noise Meter	-	10,000	10,000			
Land & Buildings						
Improvements in Hokitika - Car Parks	-	15,000	15,000			
Parks & Reserves						
Cass Square - Turf Improvements	-	120,000	120,000			
Upgrade of Playground equipment	-	45,000	45,000			
Repair to Statues	-	5,000	5,000			
Marks road reserve improvements	-	10,000	10,000			
Developments	-	30,000	30,000			
Total	0	210,000	210,000			
Transportation						
Seal 4th Street Kumara	-	140,000	140,000			
Vehicle Operations						
Replacing pool vehicle	27,687	33,000	27,687			Complete
New Vehicle -	27,934	38,000	27,934			Complete
Total	55,621	71,000	55,621			
Total	56,651	1,921,000	1,905,621			

Carry Over Schedule to 2015-16

Detail	Funded by	Approved \$	Actual \$	Forecast \$	Balance \$	Approved variance in 2016	Status
Museum Donations - for Exhibitions	Donations	- 11,167	- 11,167	- 11,167	-	Favourable income	Complete
Museum Donations - for Exhibitions	Donations	- 5,000	- 5,000	- 5,000	-	Favourable income	Complete
	Donations Total	- 16,167	- 16,167	- 16,167	-		
Creative New Zealand	External Grant	- 5,403	- 5,403	- 5,403	-	Favourable income	Complete
	External Grant Total	- 5,403	- 5,403	- 5,403	-		
Haast WTP	Subsidy (\$240k) & Depreciation (\$160k)	73,732	1,452	73,732	-	Capital	
	Subsidy/Depreciation Total	73,732	1,452	73,732	-		
Franz Josef WWTP	Loan	99,474	-	99,474	-	Capital	
Haast WWTP Improvements	Loan	35,167	-	35,167	-	Capital	
Council HQ re-roofing	Loan	125,000	6,360	125,000	-	Capital	
Franz Josef Landfill	Loan	25,000	-	25,000	-	Capital	
	Loan Total	284,641	6,360	284,641			
Builder's Accreditation	Rates YE 2014	20,000	16,203	16,203	3,797	Operating adverse	Complete
Hokitika Cemetery Capital Development	Rates YE 2015	10,000	-	10,000	-	Capital	
Cass Square Statues	Rates YE 2014	10,000	-	10,000	-	Capital	
Cass Square Statues	Rates YE 2015	5,000	-	5,000	-	Capital	Heritage Hokitika approached
CCO review	Rates YE 2015	6,988	-	6,988	-	Operating adverse	\$1,000 committed
Kumara CAP	Targeted Rates YE 2015	5,712	-	5,712	-	Capital	
	Rates Total	57,700	16,203	53,903	3,797		
Hokitika WWTP Resource Consent	Renewal reserve - Depreciation	29,552	6,296	29,552	-	Capital	
Upgrade fire-alarm system - Museum	Renewal reserve - Depreciation	30,000	-	30,000	-	Capital	
Rural Water supply	Renewal reserve - Depreciation	49,475	10,974	49,475	-	Capital	
	Renewal reserve - Depreciation Total	109,027	17,270	109,027			
Hari Hari Community Facility	\$100k Reserves Development fund, \$190k Hari Hari Community complex reserve fund	225,972	52,328	225,972	-	Capital	
Franz Josef Cycle Trail	Reserves	48,000	-	48,000	-	Operating adverse	FJCC engaged
Franz Josef Urban Revitalisation plan	Reserves	100,000	-	100,000	-	Capital	
Fox Glacier Community Centre	Reserves	100,000	100,000	100,000	-	Capital	Complete
Hari Hari Township Development fund	Reserves	14,000	-	14,000	-	Operating adverse	
	Reserves Total	487,972	152,328	487,972			
Cycle Trail - Partner Programme Revenue	Stakeholder Contribution	- 21,125	- 21,125	- 21,125	-	Appropriation / operating	Establishing operational trust
Cycle Trail - Partner Programme Revenue	Stakeholder Contribution	- 6,808	-	- 6,808	-	Appropriation	Year end 2016
		- 27,933	- 21,125	- 27,933			
		963,569	150,917	959,771	3,797		

Report



DATE: 24 September 2015

TO: Mayor and Councillors

FROM: Group Manager: Corporate Services

FINANCIAL MANAGEMENT SYSTEM ENHANCEMENT

1 SUMMARY

- 1.1 The purpose of this report is to seek Council approval of a variance of \$18,100 in operating expenditure for two enhancements to the financial management system.
- 1.2 This issue arises from Council's desire to receive timely and reliable financial information and to gain assurance in regards to budgetary control.
- 1.3 Council seeks to meet its obligations under the Local Government Act 2002 and the achievement of the District Vision adopted by Council as part of the Long Term Plan 2015-25. These are stated on Page 2 of this agenda.
- 1.4 This report concludes by recommending that Council approves an operating variance of \$18,100 in respect of the system enhancements proposed.

2 BACKGROUND

- 2.1 Council has received monthly financial reports since December 2014. While this represents substantial progress the current process is cumbersome and requires considerable manual intervention, reconciliation and data cleansing.
- 2.2 As a result, limited time is available to review the content and development of the reporting framework has been compromised. The reports are provided to Council nearly two months after the reporting date.
- 2.3 Forecasting relies on manual records and estimates from activity managers, who do not have a comprehensive view of their financial performance because commitments are not captured and costs are predominantly only included when invoices are received.

3 CURRENT SITUATION

3.1 This report proposes two system enhancements, combined as a single project:

3.1.1 Project Accounting Module

3.1.1.1 Transactions and orders are allocated to specific projects.

3.1.1.2 Financial performance and forecasting for each project.

3.1.2 Purchase Order Module

3.1.2.1 Facilitates budgetary control through authorisation limits.

3.1.2.2 Ensures costs are correctly allocated to budget line.

3.1.2.3 Greater automation of transaction processing and variance analysis.

3.2 Individually, implementation of the former would cost \$7,250, with \$12,300 for the latter. A combined implementation attracts a discount of \$1,450. These costs are not included in the budget for 2015/16.

3.3 There is an ongoing annual licence fee of \$5,000 for the purchase order module only. It is expected that this cost can be absorbed in the existing budget.

3.4 The implementation is proposed to take place during quarter 3, 2015/16.

4 OPTIONS

4.1 **Option 1:** Do nothing.

4.2 **Option 2:** Approve the proposed system enhancements to be completed during the year 2015/16, and the associated variance of \$18,100.

4.3 **Option 3:** Approve one enhancement only, and the associated variance

4.4 **Option 4:** Defer approval and include the project as a proposal for the Annual Plan 2016/17 subject to public consultation.

5 SIGNIFICANCE AND ENGAGEMENT

- 5.1 Although the proposal represents a financial variance to year 1 of the Long-Term Plan 2015/25, the amount is not material and in accordance with Council's policy on Significance and Engagement is considered to be of low significance.
- 5.2 The matters considered are administrative and have no direct implications for the community. No engagement is required.

6 ASSESSMENT OF OPTIONS (INCLUDING FINANCIAL IMPLICATIONS)

6.1 **Option 1:** Do nothing.

- 6.1.1 Council's financial management and reporting will remain inefficient.
- 6.1.2 An operating variance of \$18,100 would be avoided.

6.2 **Option 2:** Approve the proposed system enhancements to be completed during the financial year 2015/16.

- 6.2.1 When the modules are fully integrated into Council's financial reporting processes it is expected that monthly financial reports will be delivered in the month following reporting date.
- 6.2.2 These enhancements will facilitate further improvements in financial reporting, by enabling optimisation of the budgeting and reporting module.
- 6.2.3 Inherent system controls will improve the internal control environment.
- 6.2.4 An operating variance of \$18,100 would be incurred.

6.3 **Option 3:** Approve one enhancement only.

- 6.3.1 Moderate improvements to Council's financial management and reporting would be realised.
- 6.3.2 An operating variance of either \$7,250 or \$12,300 would be incurred.

6.4 **Option 4:** Defer approval and include the project as a proposal for the Annual Plan 2016/17 subject to public consultation

6.4.1 The improvements cited in 6.2 would be postponed for ten months.

6.4.2 An operating variance of \$18,100 would be avoided as the implementation costs would be included in the budget for the year ended 30 June 2017.

7 PREFERRED OPTION AND REASONS

7.1 The preferred option is 2: Approve the proposed system enhancements to be completed during the financial year 2015/16.

7.2 This option builds on the momentum Council established during 2014/15 in developing its financial controls and reporting capability. The proposal will deliver benefits in two key performance areas:

7.2.1 The quality and timeliness of financial information.

7.2.2 Accountability and financial control.

8 RECOMMENDATION

A) **THAT** Council approves an operating variance of \$18,100 for the proposed enhancements to the financial management system.

Gary Borg
Group Manager: Corporate Services

Report



DATE: 24 September 2015
TO: Mayor and Councillors
FROM: Corporate Planner

VEHICLE BASED CAMPING IN FRANZ JOSEF/WAIAU

1 SUMMARY

- 1.1 The purpose of this report is to obtain approval from elected members for staff to further investigate, and then implement, a range of methods to manage negative effects as a result of people using vehicles for overnight accommodation in the Franz Josef/Waiau area.
- 1.2 Council seeks to meet its obligations under the Local Government Act 2002 and the achievement of the District Vision adopted by the Council in the Council Plan 2015-25. These are stated on Page 2 of the Council agenda.
- 1.3 This report concludes by recommending that Council approves staff further investigating and implementing the methods to address people using vehicles for overnight accommodation in the Franz Josef/Waiau area identified in Appendix 1.

2 BACKGROUND

- 2.1 Council currently has a “Freedom Camping Policy (2013)” in place which is accessible to the public via the Council website and our i-Site/Customer Service Centre.
- 2.2 The policy encourages travellers and campers to use camping grounds and accommodation facilities that have facilities which support staying overnight in a vehicle. It identifies the location of these type of facilities. In addition, for those vehicles that are self-contained, it identifies where wastewater disposal stations are located. Feedback from visitors to the District is that this policy is useful to them.

- 2.3 There are a range of methods, other than the existing policy, that Council can consider introducing to address some of the continuing nuisances identified in Table 1 below. Council cannot however address all of the negative effects that have been identified because it is limited in its jurisdiction to land that it owns or manages.
- 2.4 Council does not have the ability to regulate these type of nuisance activities on State Highway road reserve, Department of Conservation and privately owned land.
- 2.5 Only some types of motorhome activity and/or vehicle based accommodation is causing negative effects in this part of the District. It is important that vehicle based visitors that are not at fault are not penalised by extreme or unsuitable enforcement measures.
- 2.6 Council previously introduced a bylaw to restrict the use of all motorhomes and vehicles being used for overnight accommodation, in or within 1 km of the Hokitika CBD. This bylaw was subsequently revoked.

3 CURRENT SITUATION

- 3.1 Some negative effects are occurring in the Franz Josef/Waiau area¹, as a result of people using vehicles for overnight accommodation. Council has received strong feedback from the Franz Josef/Waiau community about these type of issues occurring on Council-owned or managed land. The negative effects are summarised in the table below:

¹ The Franz Josef / Waiau area is recognised locally as being from “Richards to Richards”; that is, it runs from the Richards farm just south of the Okarito turn-off to the Richards farm which is at the base of the Fox Hills.

Table 1: Issues identified by Franz Josef/Waiau residents

	Self-contained motorhomes	Non-self-contained vehicles
There is a perception from some camping ground owners/operators and accommodation providers in Franz Josef/Waiau that vehicle based camping visitors are 'staying for free' / not contributing to the local economy i.e. they should be utilising the local accommodation.	X	X
Camper vehicles can create a negative economic impact when they utilise customer /CBD parking spaces for long periods of time.	X	X
The (sometimes cumulative) activity of temporary facilities being set up outside the vehicle for the occupants to sit, eat meals and/or to locate storage or washing can create a visual nuisance. These activities are exacerbated by the location where they occur, examples being within the Franz Josef CBD, the South Westland Heritage Area, &/or near to other places of scenic beauty.	X	X
Large camper vehicles can create a physical and/or visual hazard to other motorist's sightlines when they are on a narrow road or in an adjoining car parking space.	X	X
The occupants of non-self-contained vehicles that camp in an area that does not have waste and ablution facilities often leave behind faecal and other waste.		X

3.2 Complaints have been received from some other areas of the District, including Bruce Bay, but staff have focused on the Franz Josef/Waiau area only, at this time. The recommended actions in this report have been tailored to meet the specific needs of this community and environment. This area was selected as a pilot for addressing vehicle based camping activity in the Westland District. It is intended that the activity be investigated as a locational matter, rather than as a District wide matter, because different nuisances are likely to occur and staff would like to tailor solutions based on each community's desires. Other areas of the District will be investigated in the same manner as has been undertaken for the Franz Josef/Waiau process.

3.3 In some instances, such as at Bruce Bay, where the nuisance is occurring on non-Council owned land, including State Highway road reserve or DOC land, Council staff refer the matter on to the authority that is responsible for

the land. It is intended as part of the Franz Josef/Waiau response that more integration can be achieved between agencies, which will then flow on in our actions across the remainder of the District.

- 3.4 The use of a bylaw to manage the type of nuisance issues identified in Table 1 is only one method that can be employed. Council can (and will) use the national approved template to introduce a Freedom Camping Bylaw in locations of the District where it is determined that it will be the best mechanism to introduce. For a bylaw to be effective it must also set up monitoring and enforcing processes.
- 3.5 Other local authorities are successfully using a variety of methods, other than a bylaw, to manage these type of nuisance issues in their districts. Where methods other than a bylaw will result in a more suitable and/or effective outcome then they should be considered.
- 3.6 Some parties including the NZ Motor Caravan Association and the Franz Josef Community Development Officer have been briefly consulted (during August and September 2015) about the nuisance issues that have been identified in Franz Josef / Waiau, and some possible solutions were canvassed. It is as a result of these preliminary discussions that a number of response actions/methods have been identified for the Franz Josef / Waiau area.

4 OPTIONS

- 4.1 **Option 1:** No bylaw; use of other methods.

Approve staff further investigating and then implementing the methods set out in Appendix 1, in order to manage negative effects in Franz Josef/Waiau from vehicles being used as overnight accommodation on Council owned or managed property.

- 4.2 **Option 2:** Amended Approach (i.e. possible bylaw or other action).

Amend the methods that Council would like staff to investigate further. Approve staff implementing these methods.

- 4.3 **Option 3:** Do nothing.

5 SIGNIFICANCE AND ENGAGEMENT

- 5.1 This matter is considered to be of moderate significance as per the Council's Significance and Engagement Policy, as it affects only one part of the District

but does so in a way that has safety, amenity and nuisance implications for the Franz Josef/Waiau community.

5.2 The following parties have been briefly consulted about the nuisance issues that have been identified in Franz Josef / Waiau:

- a. The NZ Motorhome Association: Chairperson Bruce Lochore.
- b. The Community Development Officer for Franz Josef/Waiau: Helen Lash.
- c. Planning, regulatory and asset management staff of Council.

5.3 Staff recognise that further consultation work must be undertaken in order to implement some of the methods that are proposed. Discussion will particularly need to occur with the parties that may be a part of the 'solutions' that are identified in this report.

If Council supports the approaches that are identified in Appendix 1 then staff will continue to develop these solutions, in consultation with parties. Then staff will implement the methods.

5.4 The parties that will be consulted if Council approves staff progressing with the approaches identified in this report are:

- a. Department of Conservation
- b. New Zealand Transport Agency
- c. The Franz Josef/Waiau Working Group
- d. The NZ Motorhome Caravan Association
- e. Te Runanga o Makaawhio

6 ASSESSMENT OF OPTIONS (INCLUDING FINANCIAL IMPLICATIONS)

6.1 **Option 1: Approve staff investigating and implementing the methods set out in Appendix 1, (i.e. without a bylaw)**

The methods that are set out in Appendix 1 have been formulated after limited initial consultation with affected parties, who endorse them being investigated further and then implemented.

If by implementing the methods, some of the issues are still not addressed adequately, then all parties have agreed that further consideration of actions should occur. This leaves Council with the ability to explore other options if it transpires that it is necessary. It also provides the residents of Franz

Josef/Waiau with the comfort that Council will not walk away from the need to adequately address these issues.

The methods have been selected on the basis that staff and the parties involved so far, believe them to be cost and resource effective solutions. Other local authorities have successfully used these type of methods to manage these type of nuisance issues in their districts.

The introduction of a bylaw requires staff to monitor and enforce visitor actions. It is ineffective if this is not done. This Council currently does not have the resources to adequately monitor and enforce a number of existing Bylaws and, without introducing additional staff or contractors, it is not currently in a position to monitor and enforce these type of nuisances that are occurring from vehicle based camping activities.

The introduction of a bylaw in this area of our District would in addition require Council to ensure travellers and visitors to Franz Josef/Waiau are aware of the Bylaw before they arrive. The existing Freedom Camping Policy is currently on Council's website and available at our i-SITE/Customer Services Centre, yet not all visitors are actively seeking this existing information. Reactive enforcement action (including fines) has been shown (in other Districts) to could cause adverse reaction from visitors. This could negatively affect the "jewel in the crown" of our tourism industry.

6.2 Option 2: Amend the methods in Appendix 1 e.g. add bylaw or other methods, and then approve staff investigating and implementing these methods

Elected members should be mindful that the methods proposed have been identified and endorsed by a number of the parties that are affected by these issues. It is reasonable to assume that these parties understand the issues very well.

6.3 Option 3: Do nothing

This option is available to Council considering that none of the issues that have been identified in the Franz Josef/Waiau area meet Councils significant issue criteria.

7 PREFERRED OPTION AND REASONS

The preferred option is Option 1, because it is affordable and parties involved believe it will address the issues.

8 RECOMMENDATION

- A) **THAT** Council approves staff investigating and then implementing the methods set out in Appendix 1, in order to manage negative effects in Franz Josef/Waiau from both the use of motorhomes and vehicles being used as overnight accommodation, on Council owned or managed property.
- B) **THAT** Council request staff to report back on progress by March 2016.

Karen Jury
Corporate Planner

Appendix 1: Proposed Strategy for Council to manage negative effects that are occurring in Franz Josef/Waiau from vehicles being used as overnight accommodation, on Council owned or managed property.

Appendix 1

Proposed Strategy for Council to manage the negative effects that are occurring in Franz Josef/Waiau from vehicles being used as overnight accommodation, on Council owned or managed property:

Issue: There is a perception from some camping ground owners/operators and accommodation providers in Franz Josef/Waiau that vehicle based camping visitors are 'staying for free' / not contributing to the local economy i.e. they should be utilising the local accommodation.

Proposed response

Choice of travel and/or accommodation is not something that Council can address. This perception relates to both self-contained motorhomes and the non-self-contained vehicles that visitors chose to hire for on the road accommodation purposes.

The local Franz Josef/Waiau Business Group may like to ease this tension by investigating how much revenue these type of travellers do spend in the town and letting the community know. For example it is likely that this type of tourist partakes in activities that directly puts money into many local tourism businesses, including taking helicopter flights, treks on the Glacier and using the cafes and bars.

Issue: Camper vehicles can create a negative economic impact when they utilise customer/CBD parking spaces for long periods of time.

Proposed methods to address this issue (methods 1 -4 must be implemented together):

Method 1

Paint information on the road surface of the main street carparks e.g. "Car parking only" and/or "No trucks, buses or motorhomes". Council has the authority (but limited resources) to currently enforce parking rules through its existing Parking Bylaw. Locals can currently point out restrictions to visitors and ask them to relocate to alternative designated parking areas.

Possible (additional) Method 1 (b)

Install time limit signage for all CBD parking. To be investigated further.

Method 2

Designate specific parks on Council or State Highway road reserve for large and long length vehicles (mark the longer length parks on the road surface and paint symbols). Council will need to work with NZTA.

Method 3

Explore whether there is an opportunity to develop the former Department of Conservation (DOC) property into a daytime and night time park-over facility for self-contained and non-self-contained vehicles. Council will need to work with DOC.

Method 4

Install signage on the main road advising visitors about the location of motorhome and traveller's daytime parking. Council will need to work with NZTA.

Issue: The (sometimes cumulative) activity of temporary facilities being set up outside the vehicle for the occupants to sit, eat meals and/or to locate storage or washing can create a visual nuisance.

These activities are exacerbated by the location where they occur, examples being within the Franz Josef CBD, the South Westland Heritage Area, &/or near to other places of scenic beauty.

Methods 1 – 4 above will relocate this type of activity from occurring on the main street of the Franz Josef/Waiau CBD.

Staff consider that the physical and visual issues of visitors setting up camp within the towns CBD and/or in areas of particular scenic beauty is a genuine grievance. Within the CBD, Council can work with other parties to provide a number of alternative attractive night-time parking options for motorhomes and non-self-contained vehicles.

Outside of the CBD, most locations where this occurs is not Council owned or managed land i.e. it is primarily either State Highway road reserve or DOC land. This limits the control that Council can have over the activity.

Proposed additional methods to address this issue:

Method 5

There is already a NZMA site in the Franz Josef/Waiau CBD. Council will liaise with the New Zealand Motorhome Caravan Association to ensure that NZMA members utilise this site for parking, even throughout the daytime. The Chairperson of the NZMCA has already indicated the Association's commitment to provide advice to its members through its newsletters, magazines and website. He will in particular ensure that the following type of messages are included:

- The town of Franz Josef/Waiau wishes to avoid daytime parking of large vehicles on its public streets (and identify the places they can park)
- The Westland District welcomes self-contained motorhome visitors and has plenty of areas where overnight parking can be accommodated, without visitors camping in World Heritage Areas and areas of scenic beauty (and identify places they can park)

Council will keep the NZMCA informed about any changes that are made to parking facilities in the Franz Josef/Waiau area, including how discussions go with DOC, NZTA and Te Runanga o Makaawhio about the methods identified in this report.

Method 6

Install signage in some of the area's "hot spots".

Council, NZTA, DOC and Te Runanga o Makaawhio and the NZMCA can work together to ensure there is a clear message to visitors that that camping should not occur in our World Heritage Areas and some of our areas of scenic beauty.

New signage could summarise the Council's existing Freedom Camping policy and explain the cultural and environmental importance of these areas to our visitors.

Signage would enable all parties, and locals, to point out the message to visitors and ask them to relocate to alternative areas.

Council will need to work with NZTA, DOC, Te Runanga o Makaawhio (depending on the planned location of the signs).

Issue: Large camper vehicles can create a physical and/or visual hazard to other motorist's sightlines when they are on a narrow road or in an adjoining car parking space.

This mostly relates to the larger self-contained motorhomes and buses. A few branded non-self-contained vehicles that visitors chose to hire for on the road accommodation purposes are also high or long enough to cause this issue. The actions to distinguish carparks from larger vehicle parks, identified in Methods 1 – 4 above, will in part address this issue.

Proposed additional method to address this issue:

Method 7

Paint yellow no parking lines on some of the narrow streets in the town. Council will work with the Franz Josef/Waiau working group to identify the areas.

Issue: The occupants of non-self-contained vehicles that park up in an area that does not have waste and ablution facilities often leave behind faecal and other waste.

This issue only relates to the non-self-contained vehicles that visitors chose to hire for accommodation purposes.

It also mostly occurs on State Highway read reserve and DOC land.

As outlined in Method 6, Council will work with NZTA, DOC, Te Runanga o Makaawhio to create and install educational signage at Council owned or managed land and other 'hot spots' in the Franz Josef/Waiau area. The signage will summarise Council's existing Freedom Camping policy and tell stories about the cultural and environmental importance of the area.

Proposed additional method to address this issue:

Method 8

Council (and possibly NZTA and DOC) could empower specific agents under the Litter Act to serve notices to offenders. This will need to be discussed further with NZTA, DOC and the Franz Josef/Waiau working party.

Report



DATE: 24 September 2015

TO: Mayor and Councillors

FROM: Group Manager: Planning, Community & Environment

IMPLEMENTATION OF ONLINE BUILDING CONSENT SYSTEMS

1 SUMMARY

- 1.1 The purpose of this report is to seek Council approval of a projected operating variance for the 2015/16 financial year in the Building Control area in order to begin implementation of online building consent systems.
- 1.2 This issue arises from the opportunity to join with other West Coast Councils (Buller and Grey District Councils) in licensing software and purchasing supporting equipment that will allow building consents to be lodged, processed and tracked online.
- 1.3 Council seeks to meet its obligations under the Local Government Act 2002 and the achievement of the District Vision adopted by Council as part of the Long Term Plan 2015-25. These are stated on Page 2 of this agenda.
- 1.4 This report concludes by recommending that Council approves a projected operating variance of \$30,000 for the 2015/16 financial year in the 2100 (Building Control) cost centre in order to license the appropriate software and obtain the training necessary to implement the online building consent systems.

2 BACKGROUND

- 2.1 In March 2012, the Prime Minister announced ten results as part of the Better Public Services programme. Result number 10 specifies that New Zealanders should be able to complete up to 70 percent of the most common transactions with Government easily and in a digital environment.

- 2.2 The Westland District Council's Building Consent Authority (BCA) currently runs a largely paper-based consenting system, from the lodging of applications through processing, approval, inspections and the issuance of Code Compliance Certificates (CCCs). This system is backed up by a comprehensive but cumbersome BCA Manual detailing the BCA's processes and forms. Compliance with the Manual is checked through annual internal audits and biannual audits by IANZ as part of reaccreditation assessment.
- 2.3 A number of BCAs throughout New Zealand have moved towards electronic processing of building consents. The Marlborough District Council, for example, decided in 2012 to "go all digital" across its activities, and as part of this the BCA implemented a system which secured them the "Carter Holt Harvey Innovator of the Year Award" and the 2014 "association of Local Government Information Management Web and Digital Project of the Year Award." This includes a mobile building inspections solution which uses mobile devices so that there is no need to take physical files out in the field and no need for inspectors to spend time writing up field notes after inspections. This has also sped up turnaround time for customers needing building inspections, and it means all inspection data and photographs can be made available immediately to customers.
- 2.4 The West Coast BCAs (Westland, Buller and Grey) have been in discussions with Selwyn District Council, which is one of several BCAs in the South Island using the Alpha 1 online consenting system, about the costs and benefits of Alpha 1. Alpha 1 was the Supreme Winner and the Section Winner for Transforming Service Delivery at the 2015 SOLGM Excellence Awards. Selwyn estimates that implementing the Alpha 1 system saves their BCA about \$100,000 per 1000 building consents, in addition to providing better customer service.
- 2.5 Other Councils have similar praise for Alpha 1; for example, Kaipara District Council reports that average working days for processing have reduced from 19 to 11 despite a 20% increase in workload.
- 2.6 More information on Alpha 1 is available at the following website: <http://www.alphaonebuildingconsent.com>.

3 CURRENT SITUATION

- 3.1 The West Coast BCAs are proposing that the implementation of Alpha 1 be pursued jointly, along with a supporting system, Trapeze, which allows for electronic stamping of documents and other document manipulation tasks. This has resulted in proposals from Alpha 1 and Trapeze that allow the BCAs to benefit from economies of scale and obtain favourable pricing.

- 3.2 Buller BCA has already received the necessary approval for this proposal, and Grey BCA is close to receiving similar approval.
- 3.3 Under the joint West Coast proposal, the implementation of Alpha 1 and Trapeze is expected to cost \$30,000 per BCA in the first year for installation / leasing and training, and \$5000 per BCA per year thereafter. In addition, Westland BCA staff would require approximately \$11,000 in new computer equipment (desk-based and mobile) to support the new systems.
- 3.4 After installation, Alpha 1 requires a per consent fee (ranging from \$30 - \$100 per consent). This requirement does not pose an impediment to implementing the system. For the remainder of this financial year, the cost can be absorbed within operating budgets. It is likely that various tasks will eventually take less time so any flat fees charged for those tasks (e.g. inspections) may at least partially cover the Alpha 1 per-consent fee requirement. For future financial years, the fee structure for customers will be reviewed through the upcoming Annual Plan process. As with the current financial year, it is possible that the fee can be absorbed by the Council due to time and cost savings arising from the efficiencies of the new system. If a fee does have to be passed on to the customer, this may be balanced by a reduced number of hours required for tasks for which the customer is charged an hourly rate (e.g. consent processing and Code Compliance Certificates). Even if there is some increase in the total cost of a building consent, it is likely that customers will value the efficiency and service improvements provided by the new systems.
- 3.5 There is currently \$54,000 in capital funding set aside in Year 4 of the 2015-2025 Long Term Plan for implementation of online building consent systems. The proposal here is to replace this with \$30,000 of operational spend in 2015/16 (which would be a variance against budget), \$5000 of operational spend per year thereafter (which can be provided for in upcoming Annual Plans), and \$11,000 in capital spend in 2015/16 which can be covered by existing capital reserves.

4 OPTIONS

- 4.1 **Option One:** Approve the projected variance for 2015/16 and proceed with the proposal
- 4.2 **Option Two:** Do not approve the projected variance for 2015/16 and do not proceed with the proposal

5 SIGNIFICANCE AND ENGAGEMENT

- 5.1 This decision is considered to be of medium significance, due to the potential impact on the cost of a building consent for customers, the projected benefits to Council and its customers, and the cost involved for Council and the fact that it will result in a variance to budget.
- 5.2 Consultation has been undertaken internally with IT staff and Building Control staff, as well as with other BCAs as outlined above.

6 ASSESSMENT OF OPTIONS (INCLUDING FINANCIAL IMPLICATIONS)

- 6.1 Option One has the advantage of allowing the Council to take advantage of a shared approach across the West Coast BCAs that will allow for cost savings and greater consistency for customers. The cost savings to Council may negate the need for an increase in the overall cost of a building consent for customers; e.g. fewer staff hours may be required per consent. Any increase in consent costs is likely to be accompanied by improved customer service.
- 6.2 Alpha 1 is the only system in New Zealand that provides an end-to-end system for building consent processes. Likely benefits from Option One include increased efficiency for both staff and customers, and a streamlined Building Consent Authority (BCA) Manual of procedures and processes across the West Coast which will provide greater consistency of customer experience and reduce each Council's cost of retaining BCA accreditation, and greater potential for the Westland BCA to provide shared services with other BCAs in the South Island and elsewhere to assist with managing workload peaks and troughs.
- 6.3 Option Two would allow the Council to invest in electronic building consent systems at a later date (Year 4) as per the current Long Term Plan, and would allow for further consideration of alternative options. However, as stated above, at this time Alpha 1 is the only end-to-end system in New Zealand for building consent processes, and there is an opportunity at present to obtain value through a shared approach. Some of the benefits could still be obtained through a different system or at a later date, but the opportunity would be lost to provide greater consistency of customer experience and more potential for shared services across the West Coast and the South Island.

7 PREFERRED OPTION AND REASONS

- 7.1 Option One is recommended for the reasons outlined above. The Westland District Council has an opportunity to move forward with an award-winning system that will provide increased efficiency for staff and customers, operational cost savings, and more shared services in the building control area across the West Coast and elsewhere.

8 RECOMMENDATIONS

- A) **THAT** Council approves a projected operating variance of \$30,000 for the 2015/16 financial year in the Building Control activity in order to license the appropriate software and obtain the training necessary to implement online building consent systems.
- B) **THAT** Council acknowledges that there will be approximately \$11,000 in capital expenditure necessary to provide the Building Control team with the computer equipment (desk-based and mobile) necessary to use the new system. This will be funded from capital reserves in 2015-16.

Jim Ebenhoh

Group Manager: Planning, Community & Environment

Report



DATE: 24 September 2015

TO: Mayor and Councillors

FROM: Chief Executive

LOCAL GOVERNMENT OFFICIAL INFORMATION AND MEETINGS ACT 1987 (LGOIMA) REPORT ON REQUESTS 1 JULY 2014 – 30 JUNE 2015

1 SUMMARY

- 1.1 The purpose of this report is to provide Council with information on the number and type of requests Council has received under the Local Government Official Information and Meetings Act 1987 (LGOIMA) for the period 1 July 2014 to 30 June 2015.
- 1.2 This issue arises from a request by Council that the Chief Executive reports on this information publicly.
- 1.3 Council seeks to meet its obligations under the Local Government Act 2002 and the achievement of the District Vision adopted by Council as part of the Long Term Plan 2015-25. These are stated on Page 2 of this agenda.
- 1.4 This report concludes by recommending that Council receives the information.

2 BACKGROUND

- 2.1 New Zealand adopted a freedom of information regime with the passage of the Official Information Act in 1982. But its provisions were confined to Public Service departments and a number of other Central Government Agencies.
- 2.2 The Local Government Official Information and Meetings Act (LGOIMA) was passed in 1987 and that freedom of information was extended to Local Government.

- 2.3 The principle of availability is the underlying premise that the Act is built upon. The Act stipulates that Council's must provide information where requested, unless there is a specific legislative reason for withholding it. These reasons are stated clearly in the Act.
- 2.4 Over the past 5 years local government has seen an increasing trend in requests for information. Westland District Council has been keeping records of numbers of LGOIMA requests for 5 years and the trend is as follows:

Year	2009/10	2010/11	2011/12	2012/13	2013/14	2014/15
Number of complaints under LGOIMA	11	7	30	44	52	49

- 2.5 A summary of all requests received in 2014-15 is attached as **Appendix 1**.
- 2.6 The Office of the Ombudsman is responsible for managing complaints from the public about public entities such as Councils. This includes complaints from people who are dissatisfied with the response to their LGOIMA request. In their annual report dated 2013/14 they provide the following statistics in relation to the number of requests they have received complaining about LGOIMA requests over the last 5 years:

Year	2009/10	2010/11	2011/12	2012/13	2013/14
Number of complaints about LGOIMA requests	83	101	86	136	162

3 CURRENT SITUATION

- 3.1 In the first 11 weeks of year 2015-16 Council has received 13 requests under LGOIMA. If this number is extrapolated out for a full year, it is expected Council will see approximately 60 requests by the end of the year.
- 3.2 Council has only just started tracking staff time in terms of responding to these requests. At the moment it is estimated that an average of 8 hours is spent on each request. This includes:
- 3.2.1 Administrative time – each request must be formally acknowledged and a letter provided in response.

3.2.2 Technical time – most requests require technical input from staff. That varies according to the complexity of the request. Sometimes multiple staff are involved in the response, and a search of files and electronic information needs to be undertaken manually.

3.2.3 Chief Executive's time – each request is reviewed and signed by the Chief Executive as the chief administration officer of the Council.

4 OPTIONS

4.1 The options are to receive this report or not receive it.

5 SIGNIFICANCE AND ENGAGEMENT

5.1 This report is for information only, is administrative, and therefore is of low significance.

5.2 Public consultation is not required on this matter.

6 RECOMMENDATION

A) **THAT** Council receive the information on requests made under the Local Government Official Information and Meetings Act 1987 for the period 1 July 2014 to 30 June 2015.

Tanya Winter
Chief Executive

Appendix 1: Summary of LGOIMA requests for 2014-15

Appendix 1

No.	Date of Request	Subject	Status	No. of Working Days	No. of Requests	No. Withdrawn	No. under 20 days	No. over 20 days	No. of Requests Pending	
1	14.15.01	11.08.14	Services, User Pays and Rates	Closed	10	1	0	1	0	0
2	14.15.02	23.09.14	Council Vehicles	Closed	22	1	0	0	1	0
3	14.15.03	23.09.14	Native Forest Cleared	Closed	20 6	1	0	1	0	0
4	14.15.04	25.09.14	Pioneer Monument	Closed	10	1	0	1	0	0
5	14.15.05	05.10.14	Mokihinui & Other 1080 Poison RMA Consents	Closed	0	1	1	0	0	0
6	14.15.06	07.10.14	Attendance of every Councillor or each local board member since the 2013 election	Closed	12	1	0	1	0	0
7	14.15.07	23.09.14	Alleged missing \$8.7m	Closed	6 26	1	0	1	0	0
8	14.15.08	16.09.14	Biodiversity Restoration and Eco-Tourism Opportunity in Westland.	Closed	4	1	0	1	0	0
9	14.15.09	16.10.14	Homes seized by council	Closed	20	1	0	1	0	0
10	14.15.10	21.10.14	Climate Change Risk Assessment and/or Adaption Plans.	Closed	19	1	0	1	0	0
11	14.15.11	22.10.14	Register of Earthquake-Prone Buildings	Closed	23	1	0	1	0	0

Appendix 1

No.		Date of Request	Subject	Status	No. of Working Days	No. of Requests	No. Withdrawn	No. under 20 days	No. over 20 days	No. of Requests Pending
12	14.15.12	05.11.14	Pioneer Statue	Closed Closed	15 12	1	0	1	0	0
13	14.15.13	07.10.14	Remuneration Information	Closed	45	1	0	1	0	0
14	14.15.14	19.11.14	Clear felling of native forests.	Pending. No reply to date. Request has been held and all the information is in the filing room under CCL 24 - LGOMA 14.15.14.	0	1				1 ¹
15	14.15.15	11.11.14	Legal Bills and Staffing	Closed	21	1	0	0	1	0
16	14.15.16	10.12.14	Annual Accounts and Audit Management Letter and Report.	Closed	10	1	0	1	0	0
17	14.15.17	08.12.14	Okuru Logging	Closed	5	1	0	1	0	0
18	14.15.18	23.12.14	Religious and Church Grants	Closed	19	1	0	1	0	0
19	14.15.19	18.01.15	RSA Proposed Building Planning	Closed	22	1	0	0	1	0
20	14.15.20	22.01.15	Church Property Trustees Rating Information	Closed	18	1	0	1	0	0
21	14.15.21	28.1.15	Resource Consent Applications	Withdrawn	0	1	1	0	0	0

¹ This request has been held pending payment of \$89.00. No reply has yet been received.

Appendix 1

	No.	Date of Request	Subject	Status	No. of Working Days	No. of Requests	No. Withdrawn	No. under 20 days	No. over 20 days	No. of Requests Pending
22	14.15.22	3 Feb 2015	Haast Hollyford Road	Closed	20	1	0	1	0	0
23	14.15.23	9 February 2015	Cowboy Paradise Ltd	Closed Closed Closed	18 21 18	1	0	0	1	0
24	14.15.24	03 March 2015	Water Issues	Withdrawn	0	1	1	0	0	0
25	14.15.25	25 February 2015	Reserve Funds - Kumara	Closed	7	1	0	1	0	0
26	14.15.26	27 March 2015	Warnings, infringement notices and fines	Closed	15	1	0	1	0	0
27	14.15.27	12 March 2015	Confirmed minutes 25 Sept Council meeting	Closed	8	1	0	1	0	0
28	14.15.28	17 March 2015	Wildfoods Festival	Withdrawn Then Request Reinstated (see below)	0	1	1	0	0	0
	14.15.28	20.04.15	Wildfoods Festival	Closed Extension 28.05.15		1	0	1	0	0

Appendix 1

No.		Date of Request	Subject	Status	No. of Working Days	No. of Requests	No. Withdrawn	No. under 20 days	No. over 20 days	No. of Requests Pending
29	14.15.29	16 March 2015	Haast-Hollyford Highway	Closed	23	1	0	0	1	0
	14.15.29	20.04.15	Haast-Hollyford Highway	Closed	19	1	0	1	0	0
30	14.15.30	19 March 2015	Haast Hollyford Highway	Closed	18	1	0	1	0	0
31	14.15.12	17 March 2015	Ombudsman Investigation	Closed	23	1	0	0	1	0
32	14.15.31	24 March 2015	Purchased Land Ross Cemetery	Closed	21	1	0	0	1	0
33	14.15.32	30 March 2015	Older Person Council	Closed	20	1	0	1	0	0
34	14.15.33	13.03.15	Application to use council land	Closed	18	1	0	1	0	0
35	14.15.34	1 April 2015	Waste Tracking Disposal	Closed	20	1	0	1	0	0
36	14.15.35	7 April 2015	Noise Issues	Closed	20	1	0	1	0	0
37	14.15.36	17 April 2015	Parking Fines	Closed	9	1	0	1	0	0

Appendix 1

No.	Date of Request	Subject	Status	No. of Working Days	No. of Requests	No. Withdrawn	No. under 20 days	No. over 20 days	No. of Requests Pending	
38	14.15.37	Wed 22 April 2015	Taniwha Tax and Cultural Impact	Closed	19	1	0	1	0	0
39	14.15.38	Thursday 23 April 2015	Alcohol Licences	Withdrawn	0	1	1	0	0	0
40	14.15.39	Tuesday 28 April 2015	Granting the Order of Saint John/WCDHB	Closed	20	1	0	1	0	0
41	14.15.40	15 May 2015	Salary Packages above \$80,000 in organisation	Closed Due 15 June 2015 Closed 26 May 2015	14	1	0	1	0	0
42	14.15.41	26 May 2015	Ratepayers and resident groups in area	Closed	4	1	0	1	0	0
43	14.15.42	27 May 2015	Information on draft plan	Closed	46	1	0	0	1	0
44	14.15.43	29 May 2015	Pensioner Housing – Value and number of	Closed	17	1	0	1	0	0
45	14.15.44	29 May 2015	Staffing levels	Closed	5	1	0	1	0	0

Appendix 1

No.	Date of Request	Subject	Status	No. of Working Days	No. of Requests	No. Withdrawn	No. under 20 days	No. over 20 days	No. of Requests Pending	
46	14.15.45	8 June 2015	Dog control complaint	ON HOLD	1	0	0	0	1	
47	14.15.46	25 June 2015	Information on funeral homes and cemeteries	Closed	20	1	0	1	0	0
48	14.15.47	24 June 2015	Kumara Endowment Fund	Closed	20	1	0	1	0	0
49	14.15.48	29 June 2015	Submission proposals over the last 5 years	Closed	18	1	0	1	0	0
	TOTALS				49	5	34	8	2²	

² Note the two requests pending are ones that are either on hold or the person has confirmed that they do not wish to pursue the request due to the costs involved.

Report



DATE: 24 September 2015

TO: Mayor and Councillors

FROM: Group Manager: Planning, Community & Environment

ANNUAL REPORT TO ALCOHOL REGULATORY AND LICENSING AUTHORITY

1 SUMMARY

- 1.1 The purpose of this report is to provide Council with a copy of its draft Annual Report on Sale and Supply of Alcohol, which is required to be filed with the Alcohol Regulatory and Licensing Agency (ARLA) by 30 September 2015 for the year ending 30 June 2015.
- 1.2 This issue arises from the requirement of Section 199 of the Sale and Supply of Alcohol Act 2012 for a Council to file an annual report on the activities of its District Licensing Committee (DLC) within three months of the close of any financial year.
- 1.3 Council seeks to meet its obligations under the Local Government Act 2002 and the achievement of the District Vision adopted by Council as part of the Long Term Plan 2015-25. These are stated on Page 2 of this agenda.
- 1.4 This report concludes by recommending that Council receives the Annual Report to ARLA, for the year ending 30 June 2015, as attached to this report.

2 BACKGROUND

- 2.1 The Sale and Supply of Alcohol Act 2012 came into force on 18 December 2014. It is a requirement that the Council provides an annual report to the ARLA by 30 September of each year. There is a standard list of topics to be covered in the report, including the number of DLC hearings held, matters relating to any Local Alcohol Policy (LAP), information on the number of licenses issued and fees collected by type, and a list of all licensees.
- 2.2 The previous annual report (for year ending 30 June 2014) was presented to Council after it was submitted, as an attachment to a 27 November 2014 report

from the Community Development Advisor regarding progress towards creating a LAP. At that meeting, Council agreed to defer creating a LAP until at least February 2015, in order to assess the outcome of the current appeals to ARLA on other Councils' LAPs, and to receive guidance from Local Government New Zealand (LGNZ) about drafting a LAP. Council also agreed at that meeting to extend the term of the Alcohol Working Party (Councillors Butzbach, Martin and Montagu) to 18 December 2015.

- 2.3 The Council's Alcohol Working Party is still considering whether or not to recommend a LAP to Council. Council staff have been reviewing ARLA decisions as they have become available and have also reviewed the recent LGNZ guidance.
- 2.4 It is still possible to have a joint West Coast LAP with the Grey and Buller District Councils, or at least consistent LAPs in terms of opening and closing hours, etc. Grey District Council has not yet proposed a LAP, and Buller District Council has revoked its previous proposed LAP and is starting the process anew.
- 2.5 In the meantime, the District Licensing Committee (DLC) is continuing to operate as it was appointed in late 2013, and its activity within the past year is summarised in the attached draft Annual Report to ARLA.

3 CURRENT SITUATION

- 3.1 The Council and its District Licensing Committee have had an active year, with over 100 managers' certificates granted, more than 30 on- and -off licences issued or renewed, and 58 special licenses issued. The appointment of an Environmental Health and Regulatory Officer in January 2015 as the Chief Licensing Inspector for the Council has assisted with workload pressures and improved consistency of monitoring and reporting.
- 3.2 It is now time for the Council to submit its Annual Report to ARLA.

4 OPTIONS

- 4.1 Section 199 of the Sale and Supply of Alcohol Act 2012 does not require that the Annual Report be approved at a formal Council meeting. The Annual Report is primarily an administrative document summarising statistics and activity related to alcohol licensing activities. Regardless, the Council may wish to formally receive the Annual Report.
- 4.2 **Option 1:** The Council receives the report.

- 4.3 **Option 2:** The Council does not receive the report.

5 SIGNIFICANCE AND ENGAGEMENT

- 5.1 In accordance with the Council's policy on Significance and Engagement, this decision is regarded as being of low significance. No policy decisions or financial commitments are required. The Annual Report is primarily an administrative report to central government on the activities of the Council with regard to the Sale and Supply of Alcohol Act 2012.
- 5.2 No engagement or consultation is required for the purposes of this report. The Council's activities in this area over the past year have been undertaken in consultation with other agencies including NZ Police and Community and Public Health, as well as with licensees and managers.
- 5.3 The Annual Report is required to be available for inspection at Council offices and on the Council website for a period of five years.

6 ASSESSMENT OF OPTIONS (INCLUDING FINANCIAL IMPLICATIONS)

- 6.1 **Option 1:** That Council receives the report, has the advantage of giving the report official recognition, thereby letting ARLA and the community know that Elected Members are aware of the Council's activities in relation to the Sale and Supply of Alcohol Act 2012.
- 6.2 **Option 2:** That Council does not receive the report, is legally acceptable but not optimal. Last year the Council only received the report after it had been lodged. The disadvantage of not receiving the report is that there would be a missed opportunity to let ARLA and the community know that Elected Members are aware of the Council's activities in this area.

7 PREFERRED OPTION(S) AND REASONS

- 7.1 Option One, that Council receives the report, is preferred for the reasons above. In summary, this option would let ARLA and the community know that Elected Members are aware of the Council's activities in relation to the Sale and Supply of Alcohol Act 2012.

8 RECOMMENDATION(S)

- A) **THAT** Council receives the attached draft Annual Report to the Alcohol Regulatory and Licensing Agency, for the year ending 30 June 2015.

Jim Ebenhoh

Group Manager: Planning, Community & Environment

Appendix 1: Annual Report to the Alcohol Regulatory and Licensing Authority for Year Ending 30 June 2015

TERRITORIAL AUTHORITY: WESTLAND DISTRICT COUNCIL

ANNUAL RETURN FOR YEAR ENDING: 30 June 2015

On-licence, off-licence and club licence applications received:

Application Type	Number received in Fee Category: Very Low	Number received in Fee Category: Low	Number received in Fee Category: Medium	Number received in Fee Category: High	Number received in Fee Category: Very High
On-licence new		1	4	1	
On-licence variation					
On-licence renewal	1	2	8	7	
Off-licence new			3	1	
Off-licence variation					
Off-licence renewal			3	2	
Club licence new					
Club licence variation				1	
Club licence renewal					
Total number	1	3	18	12	
Total Fee paid to ARLA (GST incl)	\$17.25	\$103.50	\$931.50	\$1035.00	

Annual fees for existing licences received:

Licence Type	Number received in fee category: Very Low	Number received in fee category: Low	Number received in fee category: Medium	Number received in fee category: High	Number received in fee category: Very High
On-licence	2	15	22	13	1
Off-licence		1	17	5	2
Club licence		1		1	
Total number	2	17	39	19	3
Total Fee paid to ARLA (GST incl)	\$34.50	\$586.50	\$2018.25	\$1638.75	\$517.50

Managers' certificate applications received:

	Number received
Manager's certificate new	51
Manager's certificate renewal	61
Total number	112
Total Fee paid to ARLA (GST incl)	\$3220.00

Special licence applications received:

	Number received in category: Class 1	Number received in category: Class 2	Number received in category: Class 3
Special licence	10	13	35

Temporary authority applications received:

	Number received
Temporary authority	7

Permanent club charter payments received:

	Number received
Permanent club charter payments	-