



A G E N D A

Council

Council Chambers

Thursday

27 February 2014

commencing at 9.00 am

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

Deputy Mayor P.M. Cox

Cr. J.H. Butzbach, Cr. M.S. Dawson, Cr. D.G. Hope, Cr. A.R. Keenan,

Cr. L.J. Martin, Cr. M.D. Montagu, Cr. C.A. van Beek

COUNCIL MEETING

NOTICE IS HEREBY GIVEN THAT AN ORDINARY MEETING OF THE WESTLAND DISTRICT COUNCIL WILL BE HELD IN THE COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA ON THURSDAY 27 FEBRUARY 2014 COMMENCING AT 9.00 AM

Tanya Winter
Chief Executive

24 February 2014

Council Vision

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

This will be achieved by:

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

"Westland, the last best place"

Purpose:

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

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

1. MEMBERS PRESENT AND APOLOGIES:

1.1 Apologies.

1.2 Register of Conflicts of Interest.

2. CONFIRMATION OF MINUTES:

2.1 Confirmation of Minutes of Meetings of Council

2.1.1 Ordinary Meeting – 30 January 2014. (Pages 6-11)

2.2 Minutes and Reports to be received

2.2.1 Minutes of the Public Excluded portion of the Westland District Council Meeting, held on Thursday 30 January 2014.

(Refer Public Excluded Minutes).

3. PUBLIC FORUM

4. REPORTS

4.1 Mayor's Report.

A verbal update will be provided by Mayor Havill.

4.2 Hokitika Memorial Hall (RSA Building). (Pages 12-18)

4.3 Proposed Relocation of Pioneer Statue. (Pages 19-50)

Morning Tea at 10.30 am

Ian McCabe, Acting Regional Manager Planning and Investment Southern – Dunedin, NZ Transport Agency will be in attendance at the meeting at 10.00 am to provide a presentation to Council on NZTA Funding and the FAR Review.

4.4 Sesqui-Centennial Proposed Early Settlers Memorial Structure. (Pages 51-55)

4.5 Creative Communities Scheme. (Pages 56-58)

4.6 Q2 Report. (Pages 59-127)

Budget Managers will be in attendance at 11.15am.

4.7 Protection Works Eastern Abutment Kokatahi River Bridge. (Page 128-142)

- 4.8 **New Zealand Transport Agency Financial Assistance Rate Review.** (Pages 143-155)

Lunch at 12.30 pm

- 4.9 **West Coast Wilderness Trail – Project Update.** (Pages 156-163)
- 4.10 **Annual Plan Consultation.** (Pages 164-168)
- 4.11 **Local Governance Statement.** (Pages 169-220)
- 4.12 **Update to Delegations Manual and Approval of Independent Accredited Resource Management Hearing Commissioners.** (Pages 221-306)

Afternoon Tea at 3.00 pm for a visit to the Westland Industrial Heritage Park.

5. **ADMINISTRATIVE RESOLUTIONS**

Council is required to confirm its Seal being affixed to the following documents:

5.1.1 **Warrant of Appointment:** Ana Elizabeth Coleman

Purpose

To act in the Westland District as:

- 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.

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

- 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.

5.1.3 **Warrant of Appointment:** Warren Godfrey

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

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.**

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

GENERAL SUBJECT OF THE MATTER TO BE CONSIDERED		REASON FOR PASSING THIS RESOLUTION IN RELATION TO THE MATTER	GROUND(S) UNDER SECTION 48(1) FOR THE PASSING OF THIS RESOLUTION
1.	Confidential Minutes.	To protect the privacy of individuals/organisations under Section 7(2) (a) and (i)	48(1)(a)(i) & (d)

Ordinary Council Minutes

MINUTES OF AN ORDINARY MEETING OF THE WESTLAND DISTRICT COUNCIL, HELD IN THE COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA ON THURSDAY 30 JANUARY 2014 COMMENCING AT 9.00 AM

His Worship the Mayor welcomed Gary Borg, Group Manager: Corporate Services and Jim Ebenhoh, Group Manager: Planning, Community and Environment to their respective roles at Westland District Council and the Westland District in general.

1. MEMBERS PRESENT

His Worship the Mayor, M.T. Havill

Deputy Mayor P.M. Cox

Cr. J.H. Butzbach, Cr. M.S. Dawson, Cr. D.G. Hope, Cr. A.R. Keenan, Cr. L.J. Martin,

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

1.1 Apologies

Nil.

Also In Attendance

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

1.2 Register of Conflicts of Interest

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

2. CONFIRMATION OF MINUTES:

2.1 Confirmation of Minutes of Meetings of Council

2.1.1 Ordinary Meeting – 19 December 2013.

Moved Cr Dawson, seconded Cr van Beek and **Resolved** that the Minutes of the Ordinary Meeting of Council, held on the 19 December 2013 be confirmed as a true and correct record of the meeting, subject to the following amendments:

i) Item 4.2 - CCTO Annual Report

“His Worship the Mayor thanked Mr Graeme King for attending the meeting and for all his hard work”.

“...that the Council receive the 2012-2013 Annual Reports ~~of~~ for Westland Holdings Ltd and its subsidiaries.”

ii) Item 4.9 – Credit Card Limit Increase – iSite Manager

“a) That the limit on the credit card for the iSite Manager be increased to \$10,000.”

2.2 Minutes and Reports to be received

2.2.1 Minutes of the Public Excluded portion of the Westland District Council Meeting, held on Thursday 19 December 2013.

(Refer Public Excluded Minutes).

3. PUBLIC FORUM

No members of the public attended this section of the Council Meeting.

4. REPORTS

4.1 Mayor's Report.

Mayor Havill provided an update on the very busy year ahead and the outstanding progress made to date, particularly with good processes in place.

Moved His Worship the Mayor, seconded Cr van Beek and **Resolved** that the verbal report from His Worship the Mayor be received.

4.2 2014-2015 Annual Plan Timetable

The Chief Executive spoke to this report.

Moved Cr Montagu, seconded Cr Butzbach and **Resolved** that Council approve the 2014-2015 Annual Plan Timetable as follows, subject to a new date for the meeting on the 13 March 2014.

Date	Type of Meeting	Description
13 February	Workshop	To consider updated financial strategy and recommended variances from LTP: -Detailed budgets -Capital work programme
26 February	Debate #1	Formal meeting to debate financial strategy and recommended changes from LTP.
27 February	Council Ordinary Meeting	Ordinary business: -Consultation Plan to be confirmed.
13 March (new date to be confirmed)	Debate #2	Formal meeting to consider the impact of the decisions from Debate#1 and conclude amendments.
27 March	Adopt Draft Annual Plan	Ordinary Council Meeting. To confirm document for consultation, no debate.
4 April to 4 May	Consultation	Consultation Plan to be confirmed.
14 May	Hearing of Submissions	Formal Meeting to listen to and read submissions.
15 May	Consideration of Submissions	Formal Meeting to consider submissions and seek further advice from Officers
29 May	Last Debate	Formal Meeting to debate final Annual Plan amendments.
26 June	Adopt Annual Plan	Ordinary Council Meeting to adopt Annual Plan. No debate

Moved Cr Dawson, seconded Cr Butzbach and **Resolved** that the Annual Plan Workshop and Formal Meetings to Debate the 2014-2015 Annual Plan commence at 1.00 pm.

4.3 2013-2016 West Coast Triennial Agreement

Moved Cr Montagu, seconded Cr Dawson and **Resolved** that the West Coast Triennial Agreement for 2013-2016 be adopted.

4.4 Wildfoods Festival Grant Applications

Moved Cr Dawson, seconded Cr van Beek and **Resolved** that:

- i) Council approve the Events Department application for funding of \$30,000 from Air Rescue Trust for toilets and marquee for the Wildfoods Festival 2014.
- ii) Council supports the Events Department application for funding of \$10,000 from Pub Charity for security for the 2014 Wildfoods Festival.

4.5 Jackson Bay Wharf Structural Assessment

Moved Cr van Beek, seconded Cr Dawson and **Resolved** that Council approve \$13,500 for a structural assessment of the Jackson Bay Wharf. It was noted that the structural assessment will be funded from rates and will result in a variance against budget in the Jackson Bay Wharf cost centre.

Moved Cr van Beek, seconded Cr Butzbach and **Resolved** that Council acknowledges that the structural assessment is unbudgeted expenditure, and the work is being undertaken due to it being deemed a high priority.

His Worship the Mayor acknowledged the passing of Mr Jim Keenan QSM, former Deputy Mayor of Hokitika Borough Council from 1957-1965, and acknowledged Mr Keenan's contribution to Hokitika and the Westland District in general.

5. MATTERS CONSIDERED IN THE 'PUBLIC EXCLUDED SECTION'

Moved Cr Dawson, seconded Deputy Mayor Cox and **Resolved** that Council exclude the public in accordance with Section 48, Local Government Official Information and Meetings Act 1987 at 10.58 am.

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

5.1 Confidential Minutes

5.2 Review of Council Controlled Organisations

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:

<i>Item No.</i>	<i>Minutes/ Report of</i>	<i>General subject of each matter to be considered</i>	<i>Reason for passing this resolution in relation to each matter</i>	<i>Ground(s) under Section 48(1) for the passing of this resolution</i>
1.	Minutes	Confirmation of Public Excluded Minutes for December 2013.	Good reasons to withhold exists under Section 7.	48(1)(a)(i) & (d)
2.	Report to Council	Review of Council Controlled Organisations	Good reasons to withhold exists under Section 7.	48(1)(a)(i) & (d)

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

No.	Item	Section
1	Protection of privacy of natural persons/organisations.	Section 7(2)(a)
2.	Protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or is the subject of the information.	Section 7(2)(b)(ii)

Moved Cr Martin, seconded Cr Butzbach and **Resolved** that the business conducted in the “Public Excluded Section” be confirmed and the public be readmitted at 11.46 am.

MEETING CLOSED AT 11.46 AM

**NEXT MEETINGS:
WEDNESDAY 26 FEBRUARY 2014
THURSDAY 27 FEBRUARY 2014
to be held in the Council Chambers,
Westland District Council, 36 Weld Street, Hokitika.**

Confirmed by:

Mike Havill
Mayor

Date

Report



DATE: 27 February 2014

TO: Mayor and Councillors

FROM: Group Manager: District Assets

HOKITIKA MEMORIAL HALL (RSA BUILDING)

1.0 SUMMARY

- 1.1 The purpose of this report is to seek Council approval to proceed with the demolition of the Hokitika Memorial Hall located on Sewell Street, Hokitika commonly known as the RSA building.
- 1.2 This issue arises from structural issues identified in the engineers report related to the RSA building.
- 1.3 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.
- 1.4 Council seeks to meet this obligation and the achievement of the District Vision set out in the Long Term Plan 2012-22. The matters raised in this report relate to those elements of the vision identified in the following table.

Vision's Objectives	Achieved By
Having inspirational leadership	By ensuring Council infrastructure is in compliance with legislation at all times and safe to use.
Having top class infrastructure for all communities	

- 1.5 This report concludes by recommending that Council demolish the RSA building.

2.0 BACKGROUND

- 2.1 A detailed report on the RSA was included on the December 2014 Council meeting agenda.
- 2.4 Following the meeting, Council resolved that “Council establishes a working party to work with the Hokitika RSA on the future of the building and land”.
- 2.3 Currently the building is managed by Westland District Property Limited (WDPL) under a management agreement with Council.

3.0 CURRENT SITUATION

- 3.1 The Working Group members are working together to assess the options for the RSA building.
- 3.2 In the interim, RSA members have agreed to the demolition of the building. A copy of the letter from the RSA is included in **Appendix 1**.
- 3.5 If Council proceeds to demolish the facility there is a one off cost.
- 3.6 A revised quote to demolish and reinstate the ground to a grassed area has been obtained. This quote is \$24,950 (excl. GST). A copy of the quote is attached as **Appendix 2**.

4.0 OPTIONS

- 3.3 Option1: Status quo: leave the building as it is.
- 3.4 Option 2: Demolish the building and grass the area
- 3.5 Option 3: Demolish the building and seal the area

4.0 SIGNIFICANCE AND CONSULTATION

- 4.1 In accordance with Council’s Policy on Significance this decision has been assessed as having a moderate level of significance. The decision to demolish the building would affect a small group of stakeholders (the RSA) that use the facility. However, due to the sensitivity around the land being a War Memorial designation, the decision is likely to generate high levels of community interest. The expenditure proposed, while it does not meet Council’s significance threshold, is unbudgeted, and if approved for 2013-14, would create an unfavourable variance in the Land and Buildings cost centre.
- 4.2 Consultation with WDPL and Westland RSA have been entered into over the last three years as all parties became increasingly aware that the buildings integrity was becoming a concern.

5.0 ASSESSMENT OF OPTIONS (INCLUDING FINANCIAL IMPLICATIONS)

5.1 Option 1 – Status Quo

Let the building sit vacant.

Advantages – No initial cost to Council.

Disadvantages – As the building sits un-occupied and not being used it will fall into disrepair very quickly. The RSA building provides a structural failure risk to the building next door which is currently leased by Council. This next door building is being used for the Westland District Library. The current levels of service are not being met, as the building is not being used for the purpose it was intended. However the RSA has a temporary location to operate from.

Under this option there is an on-going cost of \$3,750. This would cover any compulsory costs like security fencing, vandalism etc. However, leaving the building in its current state will also be an eye-sore on the street, which is a prominent location in central business district in Hokitika.

6.2 Option 2 - Demolish the building and grass the vacant land

The costs involved are quoted to be around \$24,950 (excl GST).

The scope of demolition of the building includes demolishing, disposal of material and leaving a clean level site. This project is not budgeted for in 2013-14 and it is recommended that Council includes this as a project in the next Annual Plan 2014-2015.

Advantages – Demolishing the building would minimise the future cost of the building maintenance to Council. The land may be used for other purposes. RSA have expressed interest to build a new facility at the same site.

Disadvantages – There is a one-off quoted cost of \$24,950 (excl. GST) to demolish the building. There is also an on-going cost to Council for the maintenance of the grassed area. This includes mowing and minimum landscaping. The costs are expected to be around \$1,500 per annum.

6.3 Option 3 - Demolish the building and seal the vacant land

The costs involved are quoted to be around \$38,504 (excl. GST). A copy of the quote is attached in **Appendix 3**.

While the advantages are same as in Option 2 above, the on-going maintenance of a sealed area is almost NIL. However, a re-seal will be needed in 20 years' time. The current reseal costs for that area in today's dollars is \$2,500.

7.0 PREFERRED OPTION AND REASONS

- 7.1 Option 3 is the preferred option as there is a single up-front cost, there is no continued or unknown additional cost associated with upgrading or continuing the buildings life and function.

8.0 RECOMMENDATION

- A) **THAT** Council approves demolishing the RSA building at a cost of \$38,504 (excl. GST) and that this project is included in the draft Annual Plan 2014-15.

Vivek Goel

Group Manager: District Assets

Appendix 1: RSA Letter

Appendix 2: Works quote (Grassed area)

Appendix 3: Works quote (Sealed area)

Returned Services Association

Incorporated

BDG 13

HOKITIKA - WESTLAND
BRANCH
War Memorial Hall
22 Sewell Street
Telephone (03) 755 6168



All correspondence to be
addressed to
The Secretary
PO Box 31
HOKITIKA



14 February 2014

Vivek Goel
Westland District Council
Private Bag 704
Hokitika

SCANNED

CE	Mayor	GM PCE	GM DA	GM CS	EA	
	✓		✓			Cr Keenan Cr Dawson ✓ Cr Butcher

Dear Vivek

On behalf of the RSA I would like to record our thanks for the use of office space in the Council building and ask that the free rent remain until a permanent solution has been found. We still require the use of the extra room as a store room, and as such some flooring is required. Access for our members would also be improved if the wheelchair entrance is reopened.

This letter is also to confirm that the Hokitika Westland RSA executive committee has agreed unanimously to the demolition of the War Memorial building in Sewell Street, we would like this to happen as soon as possible to enable us to move forward with the next part of the project.

The committee also requires the RSA to have salvage rights, so therefore wish to be kept informed of any arrangements regarding demolition; also some of our heavier items still remain in the building.

Yours Sincerely

Karen Burrows
Secretary

Copy to working group members



267 Kanieri Road
HOKITIKA

Phone: (03) 756-8044
Fax: (03) 755-6734

21 February 2014

Westland District Property Ltd
PO Box 22
HOKITIKA, 7842

Attention: Marion Smith

REVISED QUOTE: To demolish R.S.A. Building, Sewell Street Hokitika. Dig out, backfill, prepare and restore site with soil for a Westland District Council grassed area. Supply building consent, cable locations and cap all existing services. Hire of safety fencing, appropriate traffic management and construction of all safety barriers between existing building and Public Library.

1. Demolish and cart away (including foundation).	\$15,000.00
2. Supply approved Building Consent, cable locations, cap power, phone, sanitary sewer, stormwater and water services.	\$3,300.00
3. Backfill and restore site with soil.	\$4,000.00
4. Bring area up to Westland District Council grassed mowing area.	\$2,650.00
Total	\$24,950.00

NOTES:

- Westroads Ltd to retain salvage rights to any or all materials from site.

Yours sincerely



Graeme Kelly
General Manager

TERMS and CONDITIONS:

- This Quotation is valid for 30 days from date shown.
- This Quotation is exclusive of G.S.T.
- Payment shall be on the 20th of the month following invoice.
- Unpaid accounts will incur late payment fees and collection costs.
- Subject to Westroads full terms and conditions of trade included with this quote.



267 Kanieri Road
HOKITIKA

Phone: (03) 756-8044
Fax: (03) 755-6734

18 February 2014

Westland District Property Ltd
PO Box 22
HOKITIKA, 7842

Attention: Marion Smith

REVISED QUOTE: To demolish R.S.A. Building, Sewell Street Hokitika. Dig out, backfill, prepare and seal existing building footprint for car park. Supply building consent, cable locations and cap all existing services. Hire of safety fencing, appropriate traffic management and construction of all safety barriers between existing building and Public Library.

1. Demolish and cart away.	\$15,000.00
2. Dig out existing building footprint – approximately 420m ² to required depth.	\$5,544.00
3. Backfill with bulk-fill, AP65 and AP40 Pit in readiness for chip seal.	\$9,260.00
4. Chip seal approximately 450m ² – this allows for a strip along existing Jade car park.	\$5,400.00
5. Supply approved Building Consent, cable locations, cap power, phone, sanitary sewer, stormwater and water services.	\$3,300.00
Total	\$38,504.00

NOTES:

- Westroads Ltd to retain salvage rights to any or all materials from site
- Quote for Car park marking is to follow

Yours sincerely

Graeme Kelly
General Manager

TERMS and CONDITIONS:

- This Quotation is valid for 30 days from date shown.
- This Quotation is exclusive of G.S.T.
- Payment shall be on the 20th of the month following invoice.
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- Subject to Westroads full terms and conditions of trade included with this quote.

Report



DATE: 27 February 2014

TO: Mayor and Councillors

FROM: Operations Manager

PROPOSED RELOCATION OF PIONEER STATUE

1.0 SUMMARY

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

Vision's Objectives	Achieved By
Involving the community and stakeholders	Council approving the relocation of this historic statue to a location where it will be viewed and appreciated by many more people and to a location that is more secure for future generations
Having inspirational leadership	

1.5 This report concludes by recommending:

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

2.0 BACKGROUND

- 2.1 The Pioneer Statue located at Stafford Street and SH 6 intersection was unveiled on 8 July 1914 to commemorate past pioneers and their contribution to the development of Hokitika and environs.
- 2.2 Over the last few years the statue has been subject to vandalism. Subsequent attempts to carry out remedial works have proved unsuccessful.
- 2.3 A status report was completed on the statue by Emily Fryer Conservation in November 2012. This report indicates a need to carry out numerous rebuilding/repairs to the statue including refreshing the whole structure and replacement or building various parts which are lost or damaged. A copy of this report is attached as **Appendix 1**.
- 2.4 The total costs of the remedial works just for the statue and base is \$12,330 as per the quote dated November 2012. Refer **Appendix 1**.
- 2.5 This statue is of significance to the history of Hokitika and its environs and is a public reminder today of the early history of this area.
- 2.6 Over the years there have been a number of requests to relocate this statue, usually because it is subject to vandalism and the fact the statue is not prominent in its current location.

3.0 CURRENT SITUATION

- 3.1 The current situation is the statue is in a damaged condition with the arm missing the pick requiring repair, as well as other minor damage. The statue requires cleaning and the lettering is quite difficult to read as it has faded. The vegetation overhangs the area a little and the statue is not well lit at night. Every time the statue is repaired it only lasts a few months before it is vandalised again.
- 3.2 Hokitika Gold Rush 150th Committee have indicated the desire to have this structure relocated. A letter from Hokitika Gold Rush 150th Committee is attached as **Appendix 2**. The committee are recommending that the statue be relocated to outside the Carnegie Building.
- 3.3 For the long term security and public display of the statue one proposal is to relocate this statue to an area around the Carnegie Building where museum staff can manage it. History to date has indicated little or no damage is done to existing assets in this area of the town, plus the statue will be lit up well at night as it will fit within the area that lights up the Carnegie Building presently. The Museum Director supports this proposal.
- 3.4 Heritage Hokitika have indicated, that they support the relocation of the Pioneer Statue in principle. A letter from Heritage Hokitika is attached as **Appendix 3**.
- 3.5 The cost of relocating the statue has been estimated at \$12,000. There is a budget of \$10,000 in the 2013-14 Annual Plan for statue repairs and maintenance. As at 31 January 2014 there has been no expenditure allocated from this budget.
- 3.6 Research for this report indicates there are no Building Act issues in respect to the proposed move of this statue.
- 3.7 The statue is over 100 years old and as such it is an archaeological site under the Historic Places Act. The New Zealand Historic Places Trust (NZHPT) have indicated that Council may relocate the statue.

4.0 OPTIONS

- 4.1 **Option 1**- Carry out the Emily Fryer Conservation renovation recommendations and leave the statue at its current site.
- 4.2 **Option 2** - Carry out the Emily Fryer Conservation renovation recommendations, leave it at its current site, build a security fence around it trim back the tree, and improve the lighting.
- 4.3 **Option 3** - Relocate the statue in its existing condition without renovation. Carry out Emily Fryer Conservation recommendations at the new site at a later time.

- 4.4 **Option 4** - Relocate the statue to the Carnegie Building and renovate as per the Emily Fryer Conservation report.
- 4.5 **Option 5** – Allocate the current 2013-14 Annual Plan budget of \$10,000 for the relocation of the Pioneer Statue.

5.0 SIGNIFICANCE AND CONSULTATION

- 5.1 In accordance with Council's Policy on Significance this proposal is deemed to have minor significance. However given the historic importance associated with the statue any proposal to relocate will require public consultation. Relocating the statute has the potential to generate significant public interest.
- 5.2 No public consultation has occurred to date on this proposal. The only consultation has been with the stakeholders identified in this report.

ASSESSMENT OF OPTIONS (INCLUDING FINANCIAL IMPLICATIONS)

- 5.3 **Option 1** – Carry out the Emily Fryer Conservation renovation recommendations and leave the statue at its current site.

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

- 5.4 **Option 2** -Install a security fence around the statue in its current position, improve the lighting and renovate it as per Emily Fryer Conservation plan. This defeats the purpose of the statue in the first instance with people not being able to get close to the statue and this will detract from its visual appearance. Cost of fence is estimated at \$5,000, lighting \$1,500. Total cost of this option is \$19,500. This work is not budgeted for.
- 5.5 **Option 3** - Relocation of the statue and base around to the Carnegie Building area. (The exact location is yet to be defined but generally best described as being the corner of Hamilton and Tancred Street on the grassed area) The estimate provided by Westroads Limited to relocate the statue is \$12,000.
- 5.6 **Option 4** – Consult with the local community and NZHPT as part of the 2014/15 annual plan process with the intention of relocating the statue and base around to the Carnegie Building area and renovating it as per the conservation plan. (The exact location is yet to be defined but generally best described as being the corner of Hamilton and Tancred Street on the grassed area) The estimate is \$12,000 to relocate and \$13,000 for renovation. Total cost \$25,000.

- 5.7 **Option 5** – Allocate the current 2013-14 Annual Plan budget of \$10,000 for relocating the Pioneer Statue. This money could be given to Gold Rush 150th Committee as a contribution towards the relocation and restoration of the Pioneer Statue with the following conditions:
- demonstrating that there is community support for relocating the statue
 - undertaking to raise the balance of costs for the relocation and restoration.

The relocation works will be approved and supervised by Council's District Assets team.

6.0 REFERRED OPTION AND REASONS

- 6.1 **Option 5** is the preferred option as it provides an opportunity to relocate the Pioneer Statue to a more safe and prominent location and also provides a better use of the funds (\$10,000) allocated in the current Annual Plan.

The option also provides a mechanism for the proposal to seek community support for the proposed relocation done through Hokitika Gold Rush 150th Committee.

7.0 RECOMMENDATIONS

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

Peter Anderson
Operations Manager

- Appendix 1:** Emily Fryer Conservation Report
Appendix 2: Hokitika Gold Rush 150th Committee Letter
Appendix 3: Heritage Hokitika Letter

emily fryer conservation

Restoration and Conservation of Historic Buildings

Pioneer Sculpture: Updated November 2012



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1 Executive Summary

This report describes the current condition of the Pioneer Statue and makes short and long term recommendations for its care and treatment.

2 Introduction

2.1 Object Summary

Object	Pioneer Sculpture
Location	Fitzherbert Street
Report Date	5 th January 2011
Owner	Westland District Council
Contact	Peter Anderson

2.2 Background

A site inspection was made in the morning of the 5th of January 2011. The weather was conditions for the inspection were fair; it was warm, with periodic showers.

2.3 Description

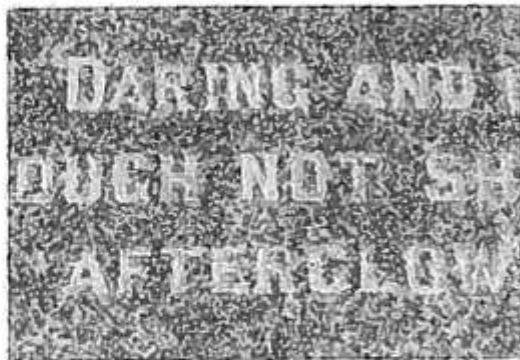
Life size statue of a marble male pioneer holding a pick (missing). The base is granite with four steel pillars on each corner and an inscription on each side. Three granite steps lead up to this. There are three white painted steps which lead up from the tarmac to this.

2.4 Materials

White, one piece, marble sculpture with grey veining.

Grey granite base.

White/cream painted inscription



Painted Inscription

White painted stone? Steps up to the granite.

Steel pillars (4) on each corner surrounding the granite panels.

2.5 Fabrication and assembling (including base)

The marble is carved .

There appears to be no waterproof barrier between the concrete and the ground.

The inscription is carved into the granite and then painted on in cream/white. There are multiple layers of paint.

2.6 Surface finish

The granite has a smooth polished finish; the inscription is rough in texture. Just above the base is a rough chiselled granite finish.

The marble is sugary in texture and weathered.

2.7 Inscriptions

The inscriptions are carved into the granite plaques and painted in cream/white.

Front plaque:

1864-1914
IN HONOR OF THE
PIONEERS OF WESTLAND
FRONTIER LINE



Proper left hand side:

**"WHERE THE VANGUARD CAMPS TODAY
THE REAR SHALL REST TOMORROW"**



Proper right hand side:

**"FORTUNE'S BUFFETS AND REWARD
TAEN WITH EQUAL THANKS"**



Back:

**"DARING AND CONQUERING – THROUGH
NOT SHARING IN THE AFTERGLOW"**



3 Condition

Green algae on granite. Some small plants in the joins of the stones. Algae on the marble especially the proper left hand side on the hat and shoulders. The granite and marble is very dirty.



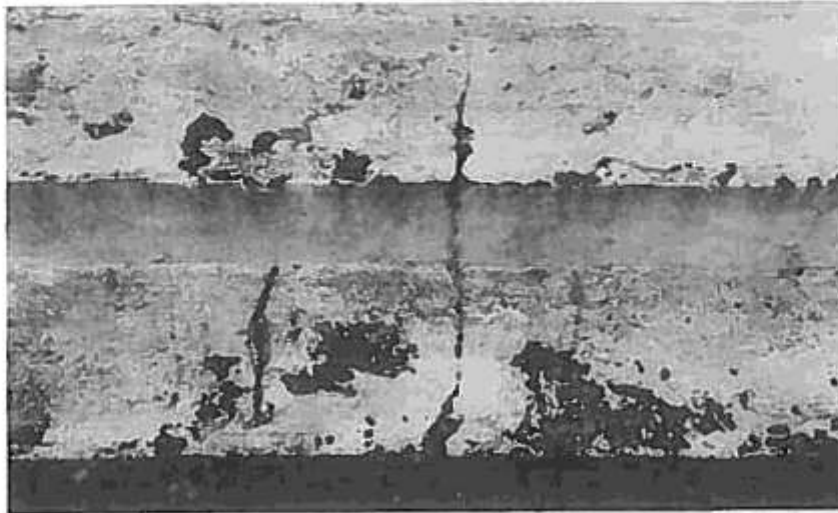
Algal growth on leg



Algal growth on granite and rust around base of steel.

condition report – Pioneer Sculpture November 2012

The white painted steps are very dirty and the paint is lost in many places.



Painted white steps.

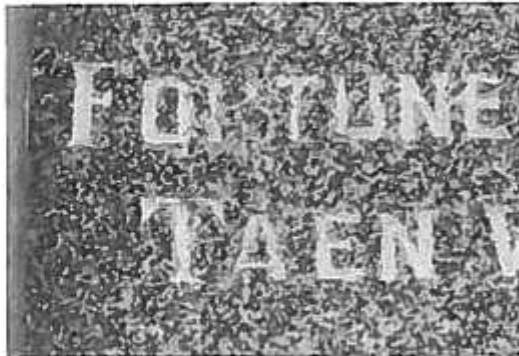
Pen has been applied in the eye sockets.



Green pen marks in eyes and chip on nose.

There are small amounts of rust on the base of the steel pillars.

There is a loss of paint on the inscriptions, in places it is peeling. There is almost total loss on the decorative triangular granite panels.



Losses on painted inscription.

There are several large chips and losses on the hat; the end of the nose is missing. There are numerous small losses over the surface and the surface of the marble is sugary and weathered.



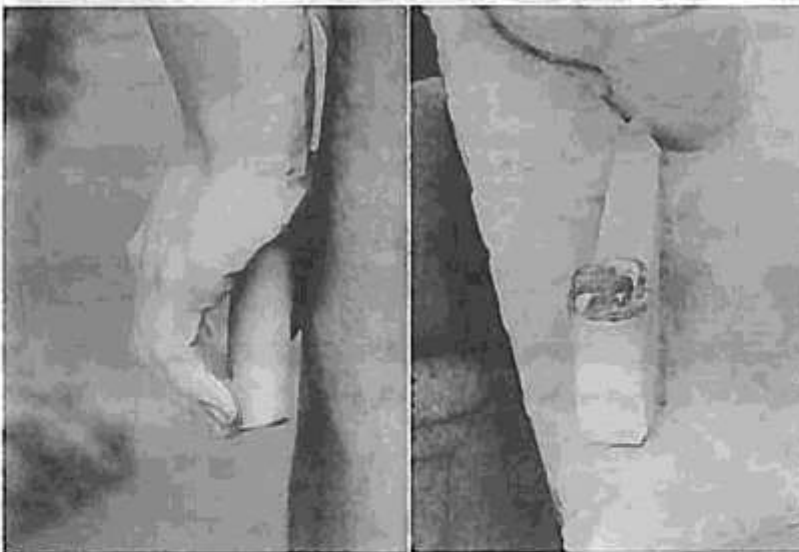
Hat showing chips and losses.

The piece is missing its proper right hand arm and there are residues of adhesive (yellowed) on the join. There is a steel rod (not stainless) sticking out of the arm, which has rusted in places.



Arm and yellowed adhesive and steel pin.

The sculpture is also missing most of a large pick from the proper left hand side.



Lost section of pick, next to hand and base.



Condition of proper right hand view of sculpture



Condition of proper left hand side of sculpture

condition report – Pioneer Sculpture November 2012



Condition of front of sculpture



Condition of Rear of sculpture

4 Environment

Next to SH6 with two up lights on either side. Surrounded by tarmac. Surrounded by a low block wall painted white and green. The whole area is slightly covered in dirt, likely from the roadside location.

Large overhanging tree, with a large amount of leaf litter surrounding the sculpture.



Statue in close proximity to tree

5 History and Previous Treatments

No previous treatments are recorded and no previous reports have been found.

There is evidence that the proper right hand finger was lost first, then the hand, then the arm. There has been an attempt at replacing the arm in the past.

The steel pillars are likely a replacement for a stone original.

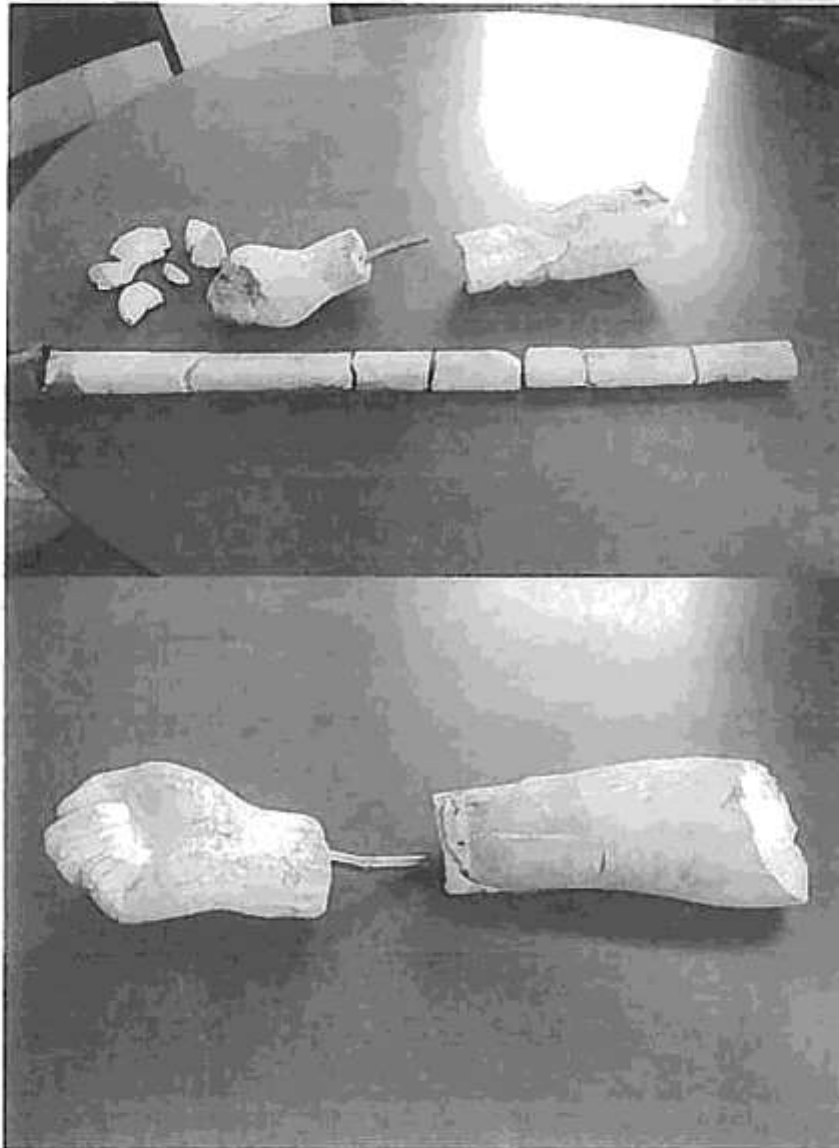
The cream painting on the inscription has been refreshed at some point.

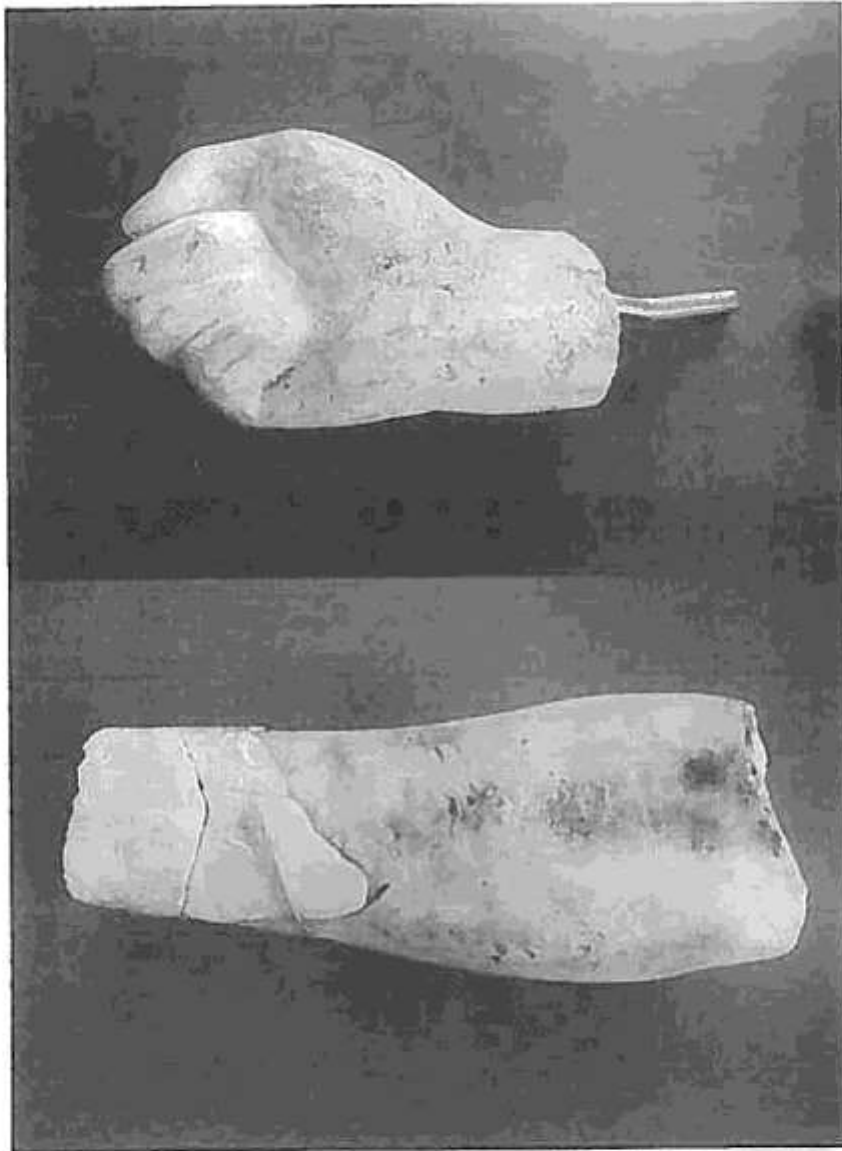
In 2012 the arm from a previous repair, removed by persons unknown was located in a nearby sump. Although not part of the original and made of a number of materials it could be desirable to replace this.

The Police were also holding pieces from the earlier episodes - pick axe handle & copper foil.

Currently (November 2012) the handle and arm pieces are all being held at the Council Building.

See below images for details on the pieces found.





6 Recommendations

6.1 Research

The below may be carried out by Westland District Council and provided to the conservator.

6.1.1 Find old images of the sculpture especially of the pick and the arm.

6.1.2 Investigate if the white painted steps and the white painted lettering is original or if this was added later.

6.2 Treatment

6.2.1 Remove graffiti from eyes.

The graffiti on the eyes is not highly obvious from the ground; however long term it should be removed. As the sculpture is an artwork rather than a building the work should be carried out by a conservator to ensure no damage is caused.

6.2.2 Cleaning

The sculpture will require cleaning to remove the dirt and algae. This should be done using circular brushing motions of soft stencil brushes and triton X100 in water. The sculpture should be rinsed down using a low pressure water (less than 300 psi) this pressure is similar to a normal hose from a tap.

6.2.3 Repair Pick Handle and replace on sculpture

The pick handle should be adhered using a suitable outdoor epoxy product for a conservation project. Due to the fit between the two areas and the small diameter of the pieces it is advised that no steel rod is used. The losses should be filled with epoxy tinted to blend in with the original and the bronze element waxed for protection.

6.2.4 Repair Arm.

The old restoration is highly disfiguring. The adhesive has yellowed on the arm join and the steel is rusting which may stain the sculpture.

It is felt that the arm has an association with the object even if not original and could be replaced if desirable. The other option is to have the arm recarved if an original photo exists.

The below treatment and estimate assumes the use of the later addition.

Clean the steel pin, remove corrosion and ensure it is still good for use. Remove old adhesive residues. Attach arm and hand adhering with a suitable outdoor epoxy resin, ensuring a watertight seal, as much as possible, around the rods. Fill any losses or gaps in epoxy resin, tinted to blend in with the marble. Remove the tape residue from the arm.

The fills on the whole sculpture can be further blended to a more individual colour match, which will give a very good appearance and blend in the different materials used in the old repairs while not altering them or removing any historic information associated with them. This may need refreshing every couple of years due to weathering and sun exposure.

6.2.5 Fill The losses on the hat and nose

Although there are a number of small losses on the sculpture, those on the hat and nose are most aesthetically noticeable and could be filled with an epoxy resin tinted to blend in with the surroundings.

6.2.6 Refresh the paint on the lettering.

The paint should, if felt to be an integral part of the monument, be refreshed where it is lost using acrylics. These would be used so that the retouching is chemically distinct from the original and therefore identifiable. A pot of the mixed colour would be left with the council for any touch ups in future.

6.2.7 Repaint the steps.

If the research reveals this finish is original, remove the flaking paint and the algae, dirt and moss. This may be carried out by local painters.

6.3 Maintenance

6.3.1 Cut back the overhanging tree.

This will decrease the need for cleaning in future and lessen the amount of algae on the sculpture as well as leaf litter. To be carried out by a qualified arbourist. This should be repeated as the trees re-grow.

6.3.2 Implement a cleaning and maintenance regime.

The sculpture will require cleaning to remove the dirt and algae. This should be done using circular brushing motions of soft stencil brushes and triton X100 in water. The sculpture should be rinsed down using a low pressure water (less than 300 psi) this pressure is similar to a normal hose from a tap. It is advised that the maintenance staff are trained in how to carry this out effectively. Plants should be removed by hand, by pulling out.

The algal growth should be removed by this and the cutting back of the tree. At this point no further treatment of the algae and lichen is deemed necessary. Cleaning should be carried out every 6 months

7 Estimate of Costs

The piece will need to be scaffolded for treatment which is NOT INCLUDED in this estimate. The scaffold will be required for two weeks to allow for rain days.

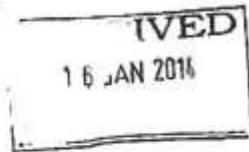
The overhanging tree should be cut back prior to treatment. NOT INCLUDED.

Repainting of steps is NOT INCLUDED. Further research is needed to ensure this is appropriate.

Time for treatment		\$8,900.00
	Documentation & Report	\$1,400.00
	Removal of graffiti from eyes	\$200.00
<i>Optional</i>	<i>Refresh lettering</i>	<i>\$300.00</i>
	Cleaning of the sculpture and training on site with handouts for future cleaning by council staff or suitable contractor.	\$1,400.00
	Repair and filling of pick	\$1,400.00
	Repair and filling of recovered arm	\$2,000.00
<i>Optional</i>	<i>Further retouching of arm losses</i>	<i>\$1,500.00</i>
<i>Optional</i>	<i>Fill chips on nose and hat</i>	<i>\$700.00</i>
Materials (approximate):		\$700.00
Travel	500km at \$0.70 per km	\$350.00
Accommodation	7 nights for two people	\$2,380.00
Total INCLUDING OPTIONAL elements (exclusive of G.S.T.)		\$12,330.00

The Mayor and Councillors
Westland District Council
36 Weld Street
Hokitika

14th January 2014



WBU4.2

CE	Mayor	GM PCE	GM DA	GM CS	EA	Councillors
✓	✓					✓

Request for permission to relocate the damaged 'Pioneers Memorial Statue'

Dear Mike and Councillors

SCANNED

The Hokitika Gold Rush 150th committee requests permission from the Westland District Council to relocate the damaged Pioneers Memorial Statue to a safer place outside the Hokitika Museum in Tancred Street.

We require this proposal to go out for public consultation so that the general public is made aware of the historical importance of this memorial to the memory of the pioneers.

The statue was unveiled on July 8, 1914 at the junction of Fitzherbert and Stafford Streets by the Mayoress, Mrs Perry and it has remained at this location ever since. It was intended 'to stand in Hokitika for all time to the honour of those hardy pioneers who laid the foundations of the Coast and made it the promising, prospering community of today' (December 30 1913).

In the intervening years, this original location has not been the most ideal, as intentional damage has plagued the statue and the site has become scruffy and less of a key position since the removal of the railway Station.

As discussed with Heritage Hokitika, the preferred site is the grassy area beside the Hokitika Museum where the statue will be spot lit at night and considerably safer from vandalism. The proposed relocation of the statue will be at no cost to the Westland District Council.

I am happy as a Hokitika Gold Rush 150th committee member to answer any questions on this project. We would like the relocation to be completed by the 100th anniversary of its unveiling on the 8th July 2014 and to this end, we request your urgent consideration of this worthy project for Hokitika's 150th anniversary on the 20th December 2014.

Yours faithfully,

Mike Keenan
Hokitika Gold Rush 150th Committee

Encl:

- A brief history and photos of the Pioneers Memorial statue with its unveiling on the 8th July 1914
- A report of the Pioneers Memorial Statue by Emily Fryer Conservation with a quote of \$12,330 to repair the damaged statue
- Meeting minutes from Heritage Hokitika 27 August 2013 and letter of support to move the statue
- Letter of support from the Hokitika Museum to have the Pioneers Memorial statue to a safer place outside the Museum building
- A couple of mock-up photos of the Pioneers Memorial statue outside the Hokitika Museum



HERITAGE HOKITIKA INC.



The Secretary
PO Box 156
HOKITIKA
Phone: 755 8232
Fax: 755 8239

The Treasurer
113 Hampden Street
HOKITIKA
Phone/Fax: 755 6559

30 August 2013

The Secretary

Goldrush 150 Committee

105 Weld Street

Hokitika

RE: PROPOSED PIONEER STATUE RELOCATION PROJECT.

At our recent Heritage Hokitika Inc meeting it was resolved to 'support in principle, the proposal to relocate the Pioneer Statue from it's current position in Fitzherbert Street'.

Yours sincerely

B E Ward - Secretary

Report



DATE: 27 February 2014

TO: Mayor and Councillors

FROM: Operations Manager

SESQUI-CENTENNIAL PROPOSED EARLY SETTLERS MEMORIAL STRUCTURE

1.0 SUMMARY

- 1.1 The purpose of this report is to recommend that Council agrees that a public consultation process is required to select a design for any proposed Early Settlers Structure.
- 1.2 This issue arises because members of the community have approached Council with a proposal to construct a memorial structure without any evidence of public consultation.
- 1.3 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.
- 1.4 Council seeks to meet this obligation and the achievement of the District Vision set out in the Long Term Plan 2012-22. The matters raised in this report relate to those elements of the vision identified in the following table.

Vision's Objectives	Achieved By
Involving the community and stakeholders	Ensuring the community is in support of any public monument of importance proposed to be erected on any public land.

- 1.5 This report concludes by recommending that Council advise the people proposing the project that they must undertake a public consultation process for the design of any proposed Early Settlers Memorial.

2.0 BACKGROUND

- 2.1 Council received a letter from Heritage Hokitika dated 30 April 2012. The letter voiced support for an Early Settlers Memorial Structure proposed by two members of the community to commemorate Hokitika's sesqui-centennial celebration in December 2014.
- 2.2 At its monthly meeting of 22 March 2012 Council resolved that "Council supports the concept plan for the 2014 'Early Settlers Structure' Centennial Project to be placed at the Quayside Steps on Gibson Quay".
- 2.3 Further at its monthly meeting on 24 May 2012 Council resolved "to contact Mr Dowell regarding the proposed Settlers Structure and inform him that Council reserves the right to oversee and approve the design and quality of the construction of the structure." The resolution was a result of concern raised by members of the local community.
- 2.4 Council's "Hokitika Beach Access" sign caused great controversy in 2010 when it was installed without what was perceived to be proper public consultation. This resulted in appeals to Council, letters in the local media and street petitions to have it removed because some members of the community disapproved of the design.

3.0 CURRENT SITUATION

- 3.1 Council's District Assets staff have received a proposed design for an early settlers structure. However staff are reluctant to recommend approval for this structure as there is not enough evidence of community support for the design and form of the structure.
- 3.2 The design and construction work for the structure cannot proceed because Council approval is required.
- 3.3 Time frames are getting shorter as the intention was to have the structure unveiled during the sesquicentennial celebrations on 20 December 2014.
- 3.4 No Council funding is available for the construction of any memorial. However a budget of \$5,000 has been made available as a contribution towards the 150th celebrations in the current Annual Plan 2013-14. A proposal for how this funding would be used was requested by the Chief Executive and the Gold Rush 150th committee have provided this. The proposal does not include funding for an early settler memorial structure. The community members proposing the memorial have indicated they have in-kind support and funding to build the structure.

4.0 OPTIONS

- 4.1 **Option 1.** Approve the design submitted by the community members without public consultation.
- 4.2 **Option 2:** Advise the community members that they must undertake a public consultation process for the design of any proposed Early Settlers Memorial.

5.0 SIGNIFICANCE AND CONSULTATION

- 5.1 In accordance with Council's Policy on Significance, this issue has been assessed as having a moderate degree of significance. This proposed structure has no budget, is intended to be constructed on public land and will ultimately be gifted to Council with a subsequent maintenance cost.
- 5.2 Correspondence and discussions have been completed with Gold Rush 150 committee members and Heritage Hokitika. Both groups support the concept of a memorial structure but not the design submitted by the local community members.

6.0 ASSESSMENT OF OPTIONS (INCLUDING FINANCIAL IMPLICATIONS)

- 6.1 **Option 1.** Approve the design submitted by the local community members without public consultation.

Advantages: The project can proceed immediately.

Disadvantages: The design has not been through a robust wider public consultation process. Council could receive negative community feedback.

Financial Implications: There are to be no financial costs incurred by Council for the construction, however there will be on-going maintenance costs to Council, as the structure once built is proposed to be handed over to Council for management. Council currently only allows \$10,000 per annum for the maintenance of memorials and statues in Hokitika. There is a separate report on the agenda for the relocation and restoration of the Pioneer Statue where it is recommended that in 2013-14 this budget be allocated to repairing and maintaining a statue that already exists.

Council staff have been asked to provide engineering and construction input to ensure the proposed structure is compliant.

- 6.2 **Option 2:** Advise the local community members that they must undertake a public consultation process for the design of any proposed Early Settlers Memorial.

Advantages: The community will have an opportunity to have their say on the design and present any other ideas if any.

The process is clear and transparent through a consultation process.

Disadvantages: There will be minor loss of time towards the deadline of December 2014, however this can be mitigated with a well-managed process.

Financial Implications: There are to be no financial costs incurred to Council for the construction but the intention is to hand the structure over to Council once completed. On-going maintenance costs will be an expense to Council.

PREFERRED OPTION AND REASONS

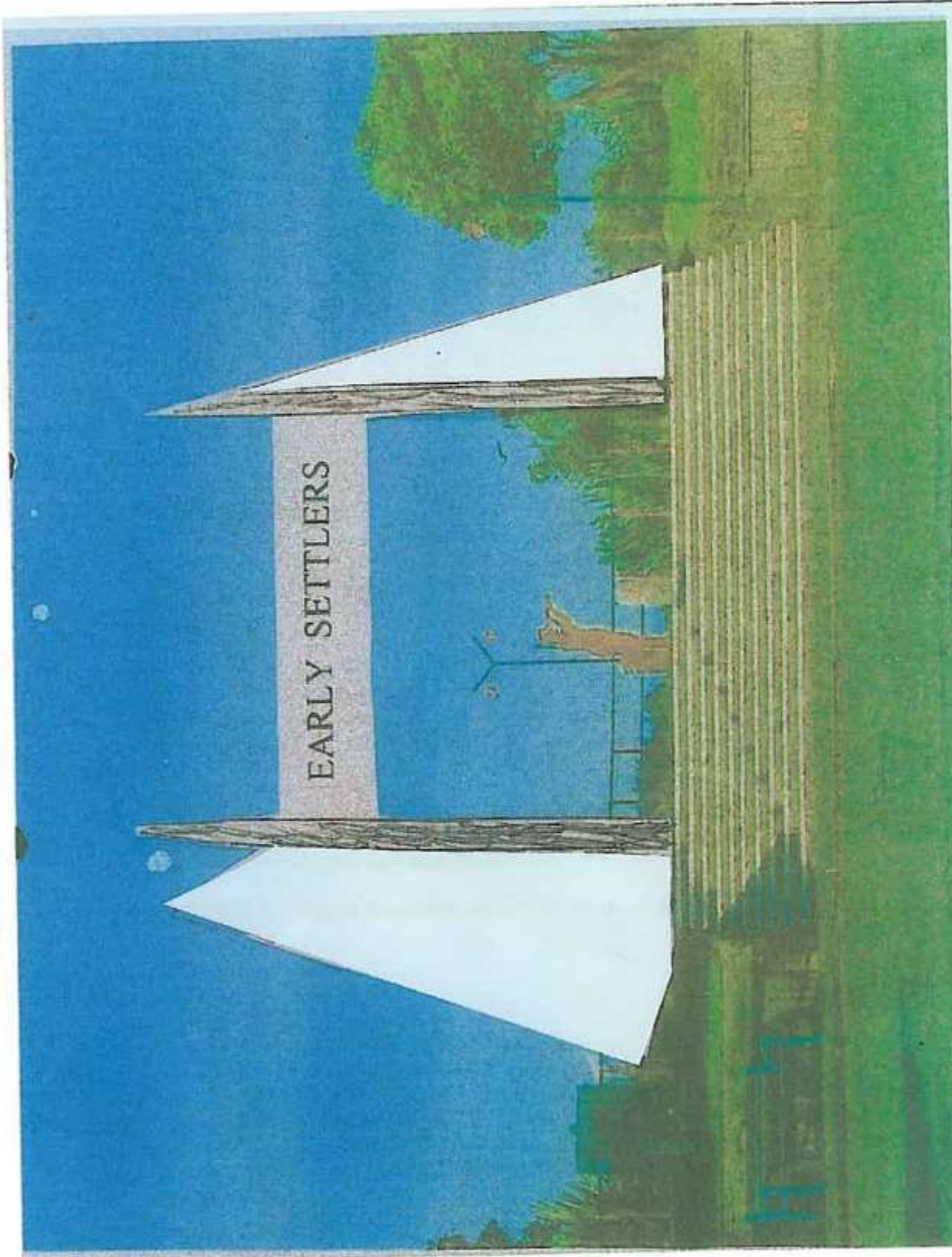
- 6.3 Option 2 is the preferred option because it ensures a robust process that engages with and informs the community. A large structure that is built as a memorial to the early settlers of the area on public land in a prominent location is a significant undertaking and needs to have community support in both principal and the design.

7.0 RECOMMENDATION

- A) **THAT** Council require the local community members proposing the construction of an Early Settlers Memorial to undertake a public consultation process on any proposed design.

Peter Anderson
Operations Manager

Appendix 1: Copy of the original design for the Early Settlers Memorial.



Report



DATE: 27 February 2014

TO: Mayor and Councillors

FROM: Community Development Advisor

CREATIVE COMMUNITIES SCHEME

1.0 SUMMARY

- 1.1 The purpose of this report is to provide information about the Creative Communities Scheme and to recommend that Westland District Council appoint two elected members for the triennium to the Creative Communities Assessment Committee.
- 1.2 This issue arises from the need to establish a new committee which may include representation from District Councillors.
- 1.3 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.
- 1.4 Council seeks to meet this obligation and the achievement of the District Vision set out in the Long Term Plan 2012-22. The matters raised in this report relate to those elements of the vision identified in the following table.

Vision's Objectives	Achieved By
Involving the community and stakeholders Having inspirational leadership opportunities	Allocating funding to community groups who apply for it at an assessment meeting in late April. Having a committee that is representative of the community.

- 1.5 This report concludes by recommending that Council appoint two elected members to the Committee.

2.0 BACKGROUND

- 2.1 The Creative Communities Scheme (CCS) for Westland is a partnership between Creative New Zealand and Westland District Council. Creative New Zealand, a crown entity established under the Arts Council of New Zealand in 1994, is the national agency for the development of the arts. One of its functions is to provide funding to local District Councils who in turn distribute arts funding to local groups through specific funding applications and criteria.

3.0 CURRENT SITUATION

- 3.1 The CCS recommends that there be at least seven members on the assessment committee which meets once annually in April to distribute funding. Members are appointed normally for a term of three years. Four of the existing members are carrying on – Reilly Burden, Ian Boswell, Kathy Dyzel and Veronika Maser. The remaining vacancy/vacancies will be filled through a call for expressions of interest from the public in early March. Currently there are no elected members on the assessment committee.
- 3.2 Creative New Zealand strongly recommends that two elected members be appointed to the assessment committee to help create a good balance of members. This balance is important because some committee members may have conflicts of interest, which are noted at the beginning of each assessment committee meeting.

4.0 OPTIONS

- 4.1 Appoint two elected members.
- 4.2 Not appoint two elected members. If this is the case, then the local committee will consist of seven community representatives.

5.0 SIGNIFICANCE AND CONSULTATION

- 5.1 This decision is administrative and therefore does not trigger the Council's Significance Policy.
- 5.2 In terms of consultation, new committee members are obtained by advertising in the local newspaper and on Council's website. This will be done in early March. Previous committee members are entitled to stand for a three year period and then are asked to stand down.

6.0 ASSESSMENT OF OPTIONS (INCLUDING FINANCIAL IMPLICATIONS)

- 6.1 The advantage of having elected members on the committee is that it would give Council a voice in local arts activities and gives them first-hand knowledge as to what projects local art groups see as being important. This is important as the scheme is a signed partnership between Creative New Zealand and Westland District Council.

- 6.2 There are no financial implications for Council as funding for the scheme comes entirely from the Creative Communities Scheme.

7.0 PREFERRED OPTION(S) AND REASONS

- 7.1 The preferred option is for Council to appoint two elected members to the committee for the reasons outlined above.

8.0 RECOMMENDATION(S)

- A) **THAT** two elected members be appointed to the local assessment committee.
- B) **THAT** the four existing members Reilly Burden, Ian Boswell, Kathy Dyzel and Veronika Maser be appointed for another three year term.
- C) **THAT** any vacancies be advertised and nominations be brought to the next Council meeting for consideration.

Derek Blight
Community Development Advisor

Report



DATE: 27 February 2014

TO: Mayor and Councillors

FROM: Group Manager Corporate Services

Q2 REPORT

6.0 SUMMARY

- 6.1 The purpose of this report is to provide information on the financial and key performance indicators of Council at six months ended 31 December 2013.
- 6.2 This issue arises from good practice in stewardship for the governance of a Local Authority.
- 6.3 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:
- (b) To enable democratic local decision-making and action; by and on behalf of communities; and
 - (c) 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.
- 6.4 Council seeks to meet this obligation and the achievement of the District Vision set out in the Long Term Plan 2012-22. The matters raised in this report relate to those elements of the vision identified in the following table.

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

- 6.5 This report concludes by recommending that Council receive the Six-Monthly Report for 1 July to 31 December 2013.

7.0 BACKGROUND

7.1 The report assesses Council's performance against the "Getting Real' Annual Plan 2013-14. The expectation is that Council can demonstrate the agreed service levels have been delivered at the agreed cost.

7.2 The content of the report includes.

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

7.3 ANNUAL PLAN 2013/14

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

7.3.2 Note: Financial budgets have not been phased across the months (i.e. the monthly budgets are set at 1/12 of the annual budget. In some areas all costs will fall in one month (e.g. insurance renewal was fully paid in August). The assumption is that most budgets will be at 50% after six months.

8.0 CURRENT SITUATION

8.1 OVERALL FINANCIAL PERFORMANCE

8.1.1 Council is \$484,554 over the budgeted year to date deficit. This does not accurately reflect whether council is 'on budget' as the budgets have not been phased.

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

8.2 BUDGET VARIANCE

8.2.1 Officers have undertaken to report to Council known adverse budget variances. This report is focusing on unfunded over-runs.

8.2.2 An unfunded over-run is either, unexpected expenditure that has no funding source; or where, after reprioritising budgets, management is unable to stay within the net activity budget and provide the agreed service levels. (Note: this will mean that individual budget line over-runs are not reported to

Council. Total revenue, operating expenditure and capital expenditure will be reported to Council).

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



3.2.4 RED

- 3.2.4.1 Solid Waste Butlers revenue is below target. The 2013/14 Annual Plan overestimated revenue; insofar as estimated volumes did not predict the reduction brought about by the use of recycling bins.
- 3.2.4.2 The cost reductions signalled in Library, Museum, and Community Development due to service level reductions were not implemented until the second quarter and reductions in the Events activity will not be implemented until after the 2014 Wildfoods Festival. It was envisioned in the budget that these cost reductions would start from 1 July 2013. This is likely to push the actual costs of running these activities over budget at year end.
- 3.2.4.3 It is likely that Corporate Services will incur a deficit higher than anticipated. This is due to overhead revenue being over estimated for photocopying. Staff will continue to monitor the effect this will have on the second half of the year.

3.2.5 SERVICE LEVEL PERFORMANCE

- 3.2.5.1 The assessment of service levels and measurement of KPI's is based on the measures adopted in the LTP. The resident satisfaction survey will not be completed in 2013-14 as there are no funds available to complete this.
- 3.2.5.2 Management assess that overall service levels are being met in all activities.

3.2.6 PROJECTS

- 3.2.6.1 The project spend as at 31 December is \$890,000 of a projected spend in the 2013-14 Annual plan of \$4,668,000 with the detail on page 68 of this report.

3.2.7 TREASURY REPORTS

3.2.7.1 A full Treasury Report is on page 71 and can be summarised as follows:

- Council's debt position remains unchanged from the 1st quarterly report at \$15.5m.
- Council's cash position has decreased by \$227,376 from the first quarter. This reiterates how tight cashflow is.
- Council's receivables have continued to increase, however Council should see an improvement here in the 3rd and 4th quarters.

3.2.8 RESERVE FUNDS

3.2.8.1 A full Reserve fund report is on page 78.

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

3.2.8.3 All movements in reserves are shown including:

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

4.0 OPTIONS

4.1 Receive the report.

5.0 SIGNIFICANCE AND CONSULTATION

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

6.0 RECOMMENDATION

B) **THAT** the six monthly report 1 July to 31 December 2013 be received.

Gary Borg
Group Manager Corporate Services

Appendix 1: Six Monthly Report 2013/14.

SIX MONTHLY PERFORMANCE

REPORT

1 JULY TO 31 DECEMBER 2013

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WHOLE OF COUNCIL FINANCIAL SUMMARY

	Budget FYR \$	Actual YTD \$	Budget YTD \$	Variance \$	f/(u)
Operating Revenue					
Leisure & Cultural	2,312,676	1,278,251	1,156,338	121,913	(f)
Community Services	350,808	167,834	175,404	(7,570)	
Planning & Reg	1,421,077	834,036	710,539	123,498	(f)
Cycletrail	85,715	42,857	42,858	(0)	
Dividend & Interest	687,000	181,717	343,500	(161,783)	(u)
Governance	989,620	489,622	494,810	(5,188)	
Stormwater	405,565	289,739	202,783	86,956	(f)
Wastewater	704,870	355,708	352,435	3,273	
Water Supply	1,978,681	1,123,843	989,341	134,503	(f)
Solid Waste	2,169,666	950,692	1,084,833	(134,141)	(u)
Transport	4,125,493	1,422,002	2,062,747	(640,745)	(u)
Other Infrastructure Assets	968,774	489,401	484,387	5,014	
Overheads	5,180,033	2,510,436	2,590,017	(79,581)	(u)
	21,379,978	10,136,137	10,689,989	(553,852)	
Operating Expenditure					
Leisure & Cultural	2,451,888	1,393,226	1,225,944	167,282	(u)
Community Services	351,562	272,102	175,781	96,321	(u)
Planning & Reg	1,431,739	720,032	715,870	4,163	
Cycletrail	140,715	85,045	70,358	14,687	(u)
Dividend & Interest	598,923	206,761	299,462	(92,701)	(f)
Governance	994,821	545,470	497,411	48,060	(u)
Stormwater	593,957	276,246	296,979	(20,732)	(f)
Wastewater	880,666	448,380	440,333	8,047	
Water Supply	2,580,055	1,247,620	1,290,028	(42,407)	(f)
Solid Waste	2,264,693	972,600	1,132,347	(159,747)	(f)
Transport	4,609,230	2,280,524	2,304,615	(24,090)	(f)
Other Infrastructure Assets	1,001,066	491,030	500,533	(9,503)	
Overheads	5,222,801	2,552,725	2,611,401	(58,675)	(f)
Total Expenditure	23,122,115	11,491,760	11,561,058	(69,297)	
Total Surplus/(Deficit)	(1,742,137)	(1,355,623)	(871,069)	(484,554)	

The income excludes the cycletrail subsidy received for capital works of \$1,517,440.

Although there are some timing differences contained in the above, a review of the permanent variances indicates a full year outlook of \$600k deficit; being \$300k adverse.

LEISURE AND CULTURAL ASSETS GROUP

Library

Museum

Swimming Pools

i-SITE

Events

Community Halls and Buildings

Parks and Reserves

Cemeteries

Elderly Housing

	LEISURE & CULTURAL ACTIVITIES SUMMARY				
	Budget FYR	Actual YTD	Budget YTD	Variance \$	f/(u)
	\$	\$	\$		
Operating Revenue	2,312,676	1,278,251	1,156,338	121,913	(f)
Operating Expenditure	2,451,888	1,393,226	1,225,944	167,282	(u)
Surplus/(Deficit)	(139,212)	(114,975)	(69,606)	(45,369)	(u)

LIBRARY

Vision

Library services contribute to our vision for Westland by providing a first class service accessible to all residents and by providing a space to involve the community in decision making and getting connected with each other. This activity contributes to our over arching vision relating to innovation, world class service, community and stakeholder involvement and expanded development opportunities. The core values that underlie these parts of our vision are affordability, customer focus, quality, reliability, responsiveness, accessibility, building relationships and sustainability.

What we do

The library collection consists of adult fiction, adult non-fiction, large print, children's and young adults', reference and heritage books, magazines, newspapers, talking books, music CDs and DVDs. The Aotearoa People's Network Kaharoa provides internet access, software applications and wireless capability.

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

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

Service Levels and Performance Measures

Level of Service	Performance Measure	Information we will use to measure success	Note	Actual Q2 Dec 2013	LTP Target 2013/14	Actual Q2 Dec 2012
Opening hours are convenient for users of District Library services	% of customers satisfied with opening hours	Resident Satisfaction Survey and Internal Survey	1	Not measured.	90%	Not measured.
Library services are utilised	Number of physical visits to Library	Recorded visitor numbers		38,640	90,000	43,894
Library services are utilised	Increased use of Library facilities	Membership		3,758	3,600	2,908
Library services are utilised	Increased use of Library facilities	Issues		40,251	88,000	42,708
The Library environment is comfortable and user friendly	% of customers satisfied with library environment	Resident Satisfaction Survey	1	Not measured.	90%	Not measured.
A wide range of up to date material is available in a variety of formats and relevant to the community	% of customers satisfied with the selection of material available in print, E-format, audio/visual and IT services	Resident Satisfaction Survey	1	Not measured.	90%	Not measured.
A wide range of up to date material is available in a variety of formats and relevant to the community.	Increased awareness in the community of availability of material	Hits E-Service 'Overdrive'		856	1,224	492
A wide range of up to date material is available in a variety of formats	Increased awareness in the community of availability of	Hits on website.		6,287	32,242	15,648

Level of Service	Performance Measure	Information we will use to measure success	Note	Actual Q2 Dec 2013	LTP Target 2013/14	Actual Q2 Dec 2012
and relevant to the community.	material.					
The Library meets National Public Library Standards	The Library lending collection is up to date and relevant for the community	Meets NZ Public Library Standard D 3.1. <ul style="list-style-type: none"> • Issues per capita. • Turnover of lending collections. • % of operating budget allocated for purchase of collection material. 		0 out of 3 measures. (measured on an annual basis)	3 out of 3 measures.	0 out of 3 measures. (measured on an annual basis)

1 Residents survey was not undertaken in the December quarter 2013.

	Library			
	Budget FYR	Actual YTD	Budget YTD	Variance
	\$	\$	\$	\$ f/(u)
Operating Revenue	423,490	212,315	211,745	570
Less Operating Expenditure	458,490	248,266	229,245	19,021 (u)
Surplus/(Deficit)	(35,000)	(35,951)	(17,500)	(18,451) (u)

Commentary

The unfavourable expenditure variance of \$18,451 relates largely to annual subscriptions for computer software being paid in July.

MUSEUM

Vision

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

What we do

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

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

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

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

Service Levels and Performance Measures

Level of Service	Performance Measure	Information we will use to measure success	Note	Actual Q2 Dec 2013	LTP Target 2013/14	Actual Q2 Dec 2012
Users of the Museum visitor service are satisfied with their experience.	% of visitors satisfied with the museum displays and exhibitions.	Resident Satisfaction Survey.	1	Not measured.	90%	Not measured.
The Museum environment is comfortable and user friendly.	% satisfied with the museum environment, availability, opening hours and remote access.	Resident Satisfaction Survey.	1	Not measured.	90%	Not measured.
The Museum provides a good quality experience.	Maintain visitor numbers.	Museum visitor records.	2	7,828	23,539	6,604
The Museum reflects the history and character of the people of Westland.	Maintain number of exhibitions and programmes per annum.	Number of exhibitions or programmes that relate to Westland.		9	8	15
Research and heritage advisory or related information services are easily accessible.	Requests for service are responded to within 5 working days.	The Museum enquiries register.		99.33	100%	New measure.
Collection objects, archives and photographs are cared for to industry standard	Museum Collection is maintained and preserved.	Number of objects damaged due to poor climate and pests.		Not measured.	0	New measured.

Collection objects, archives and photographs are cared for to industry standard.	Museum Collection is maintained and accessible.	Number of donated items catalogued per annum.		18.06%	6.09%	New measure.
The Museum knows who their visitors are and will develop to meet their needs.	Analyse visitor profiles	Visitor survey.		234	Completed by June 2013.	New measure.
The Museum will develop to reflect its stakeholders and the wider community	Strategic review within first year of plan	Plan tabled and recorded in Council minutes	3	Not completed.	Completed by June 2013.	Not completed.

1 Residents survey was not undertaken in the December quarter 2013.

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

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

	Museum				
	Budget FYR	Actual YTD	Budget YTD	Variance \$	f/(u)
	\$	\$	\$		
Operating Revenue	279,664	151,032	139,832	11,200	(f)
Less Operating Expenditure	290,027	172,773	145,014	27,760	(u)
Surplus/(Deficit)	<u>(10,363)</u>	<u>(21,741)</u>	<u>(5,182)</u>	<u>(16,560)</u>	(u)

Commentary

The favourable income variance of \$11,200 relates to two significant donations being received for the 150th Anniversary and WWI commemoration.

The unfavourable expenditure variance of \$27, 760 relates largely to the proposed annual plan savings only being implemented in the last 3 months.

SWIMMING POOLS

Vision

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

What we do

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

Service Levels and Performance Measures

Level of Service	Performance Measure	Information we will use to measure success	Note	Actual Q2 Dec 2013	LTP Target 2013/14	Actual Q2 Dec 2012
Users have the maximum usage if the pool during the year.	Minimum season October to April.	Opening times		24 weeks.	43 weeks.	20 weeks
The water is a comfortable temperature for swimming.	Water temperature to be maintained at between 27.5 and 28.5 Celsius.	Monthly Report		27-28.5 ^c	28 ^c	27-28.5 ^c
Pool use is maximised by the community.	Increase pool usage by 1% pa.	Annual Report.		10,240	13,947	7,697
Learn to swim courses are available for the community to utilise.	A minimum of 5 courses to be held each year in either swim or exercise programme.	Annual Report.		12 Courses.	6 Courses.	4 Courses.
Pool water is safe for swimming.	Tests compliant with NZS5826:2010	Monthly report for Hokitika Pool		99%	100%	99%
Pool water is safe for swimming.	Tests compliant with NZS5826:2010	Monthly report for Ross Pool.		99%	100%	99%
The pool environment is safe.	Lifeguard supervision provided in accordance with Swimming Pool Guidelines published by New Zealand Recreation Association.	Pool Safe Accreditation.		100%	100%	100%
The future of the pool facility is planned for.	Strategic review within first year of plan.	Plan tabled and recorded in Council minutes.	4	Under WDPL management.	Plan completed and tabled by June 13.	Under WDPL management.

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

	Swimming Pools				
	Budget FYR	Actual YTD	Budget YTD	Variance \$	f/(u)
	\$	\$	\$		
Operating Revenue	253,653	126,820	126,827	(7)	
Less Operating Expenditure	253,653	153,366	126,827	26,540	(u)
Surplus/(Deficit)	-	(26,546)	-	(26,546)	(u)

Commentary

The \$26,546 unfavourable expenditure variance relates to depreciation costs not budgeted and insurance premiums paid which are yet to be reimbursed.

I-SITE

Vision

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

What we do

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

Service Levels and Performance Measures

Level of Service	Performance Measure	Information we will use to measure success	Note	Actual Q2 Dec 2013	LTP Target 2013/14	Actual Q2 Dec 2012
Increase number of activities and accommodation booked and purchased.	Increase sales of Westland activities and accommodation by 3%.	Recorded information from the IBIS booking and sales system used by i-SITE.		\$344,858	\$669,234	\$353,817
Provide excellent customer service.	Maintain customer satisfaction levels at 90%	Bi Annual mystery shopper assessment. Bi Annual Qualmark Assessment		Not measured Until April 2014	90%	New measure.

Increase visitor numbers to Westland.	The number of Visitors handled by Hokitika i-SITE Visitor Centre maintained.	Recorded information from i-SITE.		20,208	53,470	17,127
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	I-site				
	Budget FYR \$	Actual YTD \$	Budget YTD \$	Variance \$	f/(u)
Operating Revenue	311,049	384,512	155,525	228,988	(f)
Less Operating Expenditure	317,238	380,957	158,619	222,338	(u)
Surplus/(Deficit)	(6,189)	3,555	(3,095)	6,650	

Commentary

The net favourable variance of \$6,650 relates to increased booking volumes through tour operators.

EVENTS

Vision

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

What we do

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

Service Levels and Performance Measures

Level of Service	Performance Measure	Information we will use to measure success	Note	Actual Q2 Dec 2013	LTP Target 2013/14	Actual Q2 Dec 2012
Increase visitor numbers to Westland.	Grow the estimated economic impact to the District of major events.	BERL Impact report will not be undertaken in the 2014 year.	5	Not measured.	Baseline from 2011/12.	New measure.
Increase visitor numbers to Westland.	The number of events and the estimated attendance.	The number of events.	6	Not measured until tickets go on sale.	1	1
Increase visitor numbers to Westland.	The number of events and the estimated attendance.	The number of estimated attendance.	6	Not measured until March 2014	11,847	2,543
Provide excellent and well attended events.	% of residents satisfied with events and festivals.	% of residents satisfied with events and festivals.	1	Not measured.	90%	Not measured.

1 Residents survey was not undertaken in the December quarter 2013.

5 The BERL economic survey is a useful tool for understanding the benefit Westland gets from this event. The impact assessment does not change greatly on an annual basis and as such the report is only budgeted to be prepared every few years. Therefore no economic assessment was done in 2012/13.

6 The Events Department undertook 1 Festival during the Dec Q2 2013, the Great West Coast Whitebait Festival in October 2012.

	Events				
	Budget	Actual	Budget	Variance	
	FYR	YTD	YTD	\$	f/(u)
	\$	\$	\$		
Operating Revenue	451,500	10,022	225,750	(215,728)	(u)
Less Operating Expenditure	451,983	79,454	225,992	(146,537)	(f)
Surplus/(Deficit)	(483)	(69,433)	(242)	(69,191)	(u)

Commentary

The net variance in events is a timing difference. Festival income and expenditure are concentrated in Jan to March quarter, whereas the budget is phased evenly.

COMMUNITY HALLS AND BUILDINGS

Vision

Community Halls and Buildings contribute to our vision of having top class infrastructure and involving our stakeholders and communities by engaging them to help care for and use them. This activity contributes to our over arching vision relating to world class service, community and stakeholder involvement and inspirational leadership. The core values that underlie these parts of our vision are customer focus, quality, reliability, responsiveness, accessibility and building relationships.

What we do

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

Service Levels and Performance Measures

Level of Service	Performance Measure	Information we will use to measure success	Note	Actual Q2 Dec 2013	LTP Target 2013/14	Actual Q2 Dec 2012
Buildings and halls provide a safe and useful resource for the local community.	Buildings have current WOF where required.	WOF issued.		100%	100%	100%
Buildings and halls provide a safe and useful resource for the local community.	% of residents satisfied with the standard of their hall or community building.	Resident Satisfaction Survey.	1	Not measured.	80%	Not measured.
Requests for service are dealt with promptly.	Service requests are responded to within 3 working days.	Service Request support system.		No requests.	100%	100%

1 Residents survey was not undertaken in the December quarter 2013.

	Community Halls & Buildings				
	Budget FYR	Actual YTD	Budget YTD	Variance \$	f/(u)
	\$	\$	\$		
Operating Revenue	107,236	46,027	52,417	(6,390)	
Less Operating Expenditure	114,628	86,696	57,314	29,382	(u)
Surplus/(Deficit)	(7,392)	(40,669)	(4,897)	(35,772)	(u)

Comments

ry

The unfavourable variance of \$35,772 relates to a full year of insurance premiums paid in July and rental costs incurred for the Heritage park; paid for in full in November.

PARKS AND RESERVES

Vision

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

What we do

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

Service Levels and Performance Measures

Level of Service	Performance Measure	Information we will use to measure success	Note	Actual Q2 Dec 2013	LTP Target 2013/14	Actual Q2 Dec 2012
Reserves are pleasant, enjoyable and safe places.	% of residents satisfied with parks and reserves.	Resident Satisfaction Survey.	1	Not measured.	80%	Not measured.
Reserves are pleasant, enjoyable and safe places.	Reported injuries.	Number of reported injuries.		0	0	0
Reserves are pleasant, enjoyable and safe places.	Playground equipment and furniture meet Health and Safety standards.	Playground warrant of fitness.		Not measured.	WOF issued	Not measured.
Requests for service are dealt with promptly.	Service requests are responded to within 1 day.	Service Request System.		No requests.	100%	No requests.
We want to keep the community safe so parks and reserves are maintained to a good standard and in an environmentally sensitive manner.	All necessary consents for maintenance and capital projects are applied for, held and monitored accordingly.	Monthly management reports		100%	100%	100%

1 Residents survey was not undertaken in the December quarter 2013.

	Parks & Reserves				
	Budget FYR	Actual YTD	Budget YTD	Variance \$	f/(u)
	\$	\$	\$		
Operating Revenue	368,952	240,563	184,476	56,087	(f)
Less Operating Expenditure	400,337	138,013	200,168	(62,155)	(f)
Surplus/(Deficit)	(31,385)	102,550	(15,692)	118,242	(f)

Commentary

The favourable income variance is due to reserve contribution money received in the first half of the year. Council does not budget for reserve contribution income.

The favourable expenditure variance is because the majority of repairs and maintenance is undertaken in the summer months.

CEMETERIES

Vision

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

What we do

The Council manages cemeteries which:

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

Service Levels and Performance Measures

Level of Service	Performance Measure	Information we will use to measure success	Note	Actual Q2 Dec2013	LTP Target 2013/14	Actual Q2 Dec 2012
Cemeteries are accessible and safe for the community.	% of customers feel safe in cemetery grounds.	Resident Satisfaction Survey.	1	Not measured.	80%	Not measured.
Requests for service are dealt with promptly.	Service requests are responded to within 5 working days.	Monthly meeting and audit report from contractor		No requests.	100%	No requests.
The Cemetery grounds are clean and tidy.	% of customers satisfaction with state of all cemetery grounds.	Resident Satisfaction Survey.	1	Not measured.	90%	Not measured.
Burials adhere to relevant legislation.	Standards for burial are adherence to Cemeteries & Cremations Act 1964.	Cemetery records.		100%	100%	100%
Cemeteries are accessible and safe for the community.	Opening hours are well advertised and adhered to.	Cemetery opening hours		No service requests.	No service requests.	No service requests.

1 Residents survey was not undertaken in the December quarter 2013.

	Cemeteries				
	Budget	Actual	Budget	Variance	
	FYR	YTD	YTD	\$	f/(u)
	\$	\$	\$		
Operating Revenue	119,534	84,511	59,767	24,744	(f)
Less Operating Expenditure	122,858	83,515	61,429	22,086	(u)
Surplus/(Deficit)	(3,324)	996	(1,662)	2,658	

Commentary

The favourable income variance and unfavourable expenditure variances relate to funds received for the veterans and subsequent associated payments.

ELDERLY HOUSING

Vision

Providing housing for the elderly gives the community infrastructure to support the elderly. Housing for the elderly that is safe, clean, functional and provides a network of close neighbours and friends is infrastructure that promotes our vision for Westland by making this a great place to live.

What we do

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

Service Levels and Performance Measures

Level of Service	Performance Measure	Information we will use to measure success	Note	Actual Q2 Dec 2013	LTP Target 2013/14	Actual Q2 Dec 2012
The units are safe to live in.	Maintenance program is completed each year.	Monitoring against Maintenance Programme		100%	100%	Not measured.
The units are clean and comfortable.	% of satisfaction of tenants with living conditions.	Resident Satisfaction Survey.		100%	95%	Not measured.
Tenants receive prompt response to their requests for service.	% of requests for maintenance or complaints actioned within 7 working days.	Service Request System.		100%	100%	Not measured.

	Elderly Housing				
	Budget FYR	Actual YTD	Budget YTD	Variance \$	f/(u)
	\$	\$	\$		
Operating Revenue	-	22,450	-	22,450	(f)
Less Operating Expenditure	42,674	45,502	-	45,502	(u)
Surplus/(Deficit)	(42,674)	(23,052)	-	(23,052)	(u)

Commentary

The variance relates to depreciation expense not funded.

COMMUNITY SERVICES GROUP

Community Development
Safer Community Council
Community Assistance

	COMMUNITY SERVICES SUMMARY				
	Budget FYR	Actual YTD	Budget YTD	Variance \$	f/(u)
	\$	\$	\$		
Operating Revenue	350,808	167,834	175,404	(7,570)	
Operating Expenditure	351,562	272,102	175,781	96,321	(u)
Surplus/(Deficit)	(754)	(104,268)	(377)	(103,891)	(u)

COMMUNITY DEVELOPMENT

Vision

Community Development involves the community and provides
Westland District Council Agenda – 27.02.14

What we do

We create educational opportunities for the community around

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

emergency management and waste minimisation.

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

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

Service Levels and Performance Measures

SAFER COMMUNITY COUNCIL						
Level of Service	Performance Measure	Information we will use to measure success	Note	Actual Q2 Dec 2013	LTP Target 2013/14	Actual Q2 Dec 2012
Build capacity in the community to reduce reported crime.	Maintain low level of family violence, vandalism, and burglary.	Number of reported crimes in Family Violence.		10	70	28
Build capacity in the community to reduce reported crime.	Maintain low level of family violence, vandalism, and burglary.	Number of reported crimes in Vandalism.		24	10	New measure.
Build capacity in the community to reduce reported crime.	Maintain low level of family violence, vandalism, and burglary.	Number of reported crimes in Burglary from NZ Police reports.		11	40	17
Build capacity in the community to reduce reported crime.	At least three programmes are delivered throughout the year that meet the requirements of the funder.	Number of programmes that meet the requirements of the funder.		3	3	6
Create opportunities for the community through building relationships with outside groups and agencies.	Meetings with the Police and other government agencies regarding prevention and programming.	Number of meetings per annum.		5	15	47
Protect the environment from littering.	Monitor freedom campers.	Number of infringements issued.	7	Not achieved.	50	New measure.

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

ASSISTANCE FUNDING						
Level of Service	Performance Measure	Information we will use to measure success	Note	Actual Q2 Dec 2013	LTP Target 2013/14	Actual Q2 Dec 2012
Funding is available for community projects.	Advertising of grants occurs 4 times year.	Newspaper ads, advertising in Uniquely Westland.		Council Website	4	2

ASSISTANCE FUNDING						
Level of Service	Performance Measure	Information we will use to measure success	Note	Actual Q2 Dec 2013	LTP Target 2013/14	Actual Q2 Dec 2012
Funding is available for community projects.	Number of groups/individual applying.	Number of applications received.		Not measured until Q4.	10	Not measured until Q4 2013.
Funding is available for community projects.	Funding is made available to all members/groups of the community.	Number of applications approved.		Not measured until Q4.	10	Not measured until Q4 2013.
Build capacity in the community to create community projects.	Referrals to external agencies.	Number of referrals recorded.		1	5	9
Consult the community on issues of importance.	Number of consultations per year.	Summary of consultation results over year tabled to Council.		3	4	1

	Community Development				
	Budget FYR	Actual YTD	Budget YTD	Variance \$	f/(u)
	\$	\$	\$		
Operating Revenue	243,576	125,148	121,788	3,360	
Less Operating Expenditure	251,576	133,464	125,788	7,676	
Surplus/(Deficit)	(8,000)	(8,315)	(4,000)	(4,315)	
	Safer Community Council				
	Budget FYR	Actual YTD	Budget YTD	Variance \$	f/(u)
	\$	\$	\$		
Operating Revenue	41,686	9,913	20,843	(10,930)	(u)
Less Operating Expenditure	34,081	13,549	17,041	(3,492)	
Surplus/(Deficit)	7,605	(3,636)	3,803	(7,439)	

Commentary

The unfavourable income variance of \$10,930 is related to recoveries for Big Brothers, Big Sisters not being received.

	Community Assistance				
	Budget	Actual	Budget	Variance	
	FYR	YTD	YTD	\$	f/(u)
	\$	\$	\$		
Operating Revenue	65,546	32,773	32,773	(0)	
Less Operating Expenditure	65,905	125,089	32,953	92,137	(u)
Surplus/(Deficit)	(359)	(92,316)	(180)	(92,137)	(u)

Commentary

The unfavourable variance is due in part to \$30,000 of expenses for Whataroa Playground which will be offset by a credit transfer from Reserves. The remainder of the variance is due to savings identified in the 2013/14 Annual Plan which were not implemented until the 3rd quarter.

PLANNING AND REGULATORY SERVICES GROUP

Inspections and Compliance
Resource Management
Animal Control
Emergency Management

	PLANNING & REGULATORY SERVICES				
	Budget FYR	Actual YTD	Budget YTD	Variance \$	f/(u)
	\$	\$	\$		
Operating Revenue	1,421,077	834,036	710,539	123,498	(f)
Operating Expenditure	1,431,739	720,032	715,870	4,163	
Surplus/(Deficit)	(10,662)	114,004	(5,331)	119,335	(f)

INSPECTIONS AND COMPLIANCE

Vision

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

What we do

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

This activity comprises of:

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

Service Levels and Performance Measures

Level of Service	Performance Measure	Information we will use to measure success	Note	Actual Q2 Dec 2013	LTP Target 2013/14	Actual Q2 Dec 2012
Process all applications lodged under the Building Act 2004 within the timeframes specified in the Act.	All building consent applications will be processed within 20 working days.	Monthly Reports.		99.23%	100%	99%
Process all applications lodged under the Building Act 2004 within the timeframes specified in the Act.	All Project Information Memoranda applications will be processed within 20 working days.	Monthly Reports.		100%	100%	97%
Users of the service receive appropriate advice regarding their enquiry.	% of users satisfied with advice.	Resident Satisfaction Survey.	1	Not measured.	100%	Not measured.
Encourage compliance with health standards by undertaking inspections so that all food, liquor and other licensed premises comply with the relevant legislation.	All licensed and registered premises are inspected at least annually.	Monthly Reports.		20 out of 130 (all to be completed by 30/06/14)	100%	38 out of 129
Encourage compliance with health standards by undertaking inspections so that all food, liquor and other licensed premises comply with the relevant legislation.	Work with Police and Community Public Health to reduce the negative impacts of alcohol abuse through an annual meeting.	Quarterly Report.		100%	100%	No meeting held in this quarter.

1 Residents survey was not undertaken in the December quarter 2013.

	Inspections & Compliance				
	Budget FYR	Actual YTD	Budget YTD	Variance \$	f/(u)
	\$	\$	\$		
Operating Revenue	778,676	466,381	389,338	77,043	(f)
Less Operating Expenditure	781,813	404,107	390,907	13,200	(u)
Surplus/(Deficit)	(3,137)	62,274	(1,569)	63,843	(f)

Commentary

The favourable income variance of \$77,043 for inspections and compliance is due to higher than budgeted income from processing fees, liquor licences and inspections fees. Food premises licence fees are charged fully in December.

The unfavourable expense variance of \$13,200 is due to higher than anticipated costs for contractors and salaries and wages. This has been offset through cost recovery as per increased revenue above.

RESOURCE MANAGEMENT

Vision

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

What we do

Day to day activities include:

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

Service Levels and Performance Measures

Level of Service	Performance Measure	Information we will use to measure success	Note	Actual Q2 Dec 2013	LTP Target 2013/14	Actual Q2 Dec 2012
To ensure customers can get on with their project or business opportunities we process Resource Consents within statutory timeframes as specified in Resource Management Act.	100% of Resource Consent processed within the timeframes of the Act.	Monthly Report.		95%	100%	89%
Public complaints relating to environment are investigated and responded to in a timely manner.	Council respond to within 10 days.	Monthly Report.		78.5%	100%	100%
Provide and maintain a District Plan which is reflective of the community.	Work Plan is developed on changes required to the District Plan and these are effected.	Work plan developed and updated annually.		The District Plan is expected to progress upon appointment of the vacant Planner position	Reviewed annually.	2
Process all applications lodged under section 44A of the Local Government Official Information and Meetings Act 1987 within the timeframes specified in the Act.	100% of LIMs processed within 10 working days.	Monthly Reports.		100%	100%	100%
Process all applications lodged under section 44A of the Local Government Official Information and Meetings Act	% of fast-track LIMS processed within 3 days.			100%	100%	100%

Level of Service	Performance Measure	Information we will use to measure success	Note	Actual Q2 Dec 2013	LTP Target 2013/14	Actual Q2 Dec 2012
1987 within the timeframes specified in the Act.						

	Resource Management				
	Budget FYR	Actual YTD	Budget YTD	Variance \$	f/(u)
	\$	\$	\$		
Operating Revenue	429,830	205,578	214,915	(9,337)	
Less Operating Expenditure	430,513	219,500	215,257	4,244	
Surplus/(Deficit)	(683)	(13,922)	(342)	(13,581)	(u)

Commentary

The unfavourable variance of \$13,581 is due to lower than anticipated income and higher than expected expenses such as legal fees.

ANIMAL CONTROL

Vision

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

What we do

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

Service Levels and Performance Measures

Level of Service	Performance Measure	Information we will use to measure success	Note	Actual Q2 Dec 2013	LTP Target 2013/14	Actual Q2 Dec 2012
Requests for service are dealt with promptly.	All service requests are responded to within 1 working day.	Customer complaint form.		100%	100%	75%
The public are safe from dogs.	That the public are satisfied with the service.	Resident Satisfaction Survey.	1	Not measured.	95%	Not measured.
The public are safe from dogs.	Records will be kept relating to dog numbers, location, sex and breed and in conformity with the National Dog Database (NDDDB).	NDDDB.		100%	100%	100%

1 Residents survey was not undertaken in the December quarter 2013.

	Animal Control				
	Budget FYR	Actual YTD	Budget YTD	Variance \$	f/(u)
	\$	\$	\$		
Operating Revenue	108,707	106,160	54,354	51,807	(f)
Less Operating Expenditure	109,353	51,098	54,677	(3,578)	
Surplus/(Deficit)	(646)	55,062	(323)	55,385	(f)

Commentary

The favourable income variance is due to the entire year's income for Dog Registration being received in July.

EMERGENCY MANAGEMENT

Vision

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

What we do

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

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

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

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

Service Levels and Performance Measures

CIVIL DEFENCE						
Level of Service	Performance Measure	Information we will use to measure success	Note	Actual Q2 Dec 2013	LTP Target 2013/14	Actual Q2 Dec 2012
An excellent response to all disasters and emergencies across the District.	Number of exercises held each year.	Monitoring of these measures will be achieved through the management reports at Council's monthly meetings. Two exercises per annum.		0	2	1
An excellent response to all disasters and emergencies across the District.	Maintain community awareness.	Management reports at council monthly meetings of school visits.		Not achieved.	12	14
An excellent response to all disasters and emergencies across the District.	Standard Operating Procedures (SOP's) documents are reviewed annually and signed off.	Latest signed documents held on file.	8	Not reported.	100%	100%
An excellent response to all disasters and emergencies across the District.	Plans updated annually and on Council website.	Reports to Regional Civil Defence Emergency Management group.		Plan available on website at all times.	Plan available on website at all times.	Plan available on website at all times.
An excellent response to all disasters and emergencies across	% of residents that believe they are prepared for a civil defence	Resident Satisfaction Survey.	1	Not measured.	70%	Not measured.

CIVIL DEFENCE						
Level of Service	Performance Measure	Information we will use to measure success	Note	Actual Q2 Dec 2013	LTP Target 2013/14	Actual Q2 Dec 2012
the District.	emergency.					

1 Residents survey was not undertaken in the December quarter 2013.

8 Council has reviewed this measure and resolved that having a set of standard operating procedures reviewed annually does not measure the quality of response to disasters and emergencies.

RURAL FIRE						
Level of Service	Performance Measure	Information we will use to measure success	Note	Actual Q2 Dec 2013	LTP Target 2013/14	Actual Q2 Dec 2012
The public is aware of Fire Permits and understands how to maintain a controlled fire.	Number of permitted fires that become out of control.	West Coast Rural Fire Authority reports.		0	0	0
The public is aware of Fire Permits and understands how to maintain a controlled fire.	Number of permits issued.	Number per year.		110	200	104
Fires can be fought and extinguished efficiently and effectively.	Equipment complies with NRFA audits.	Compliance.		NRFA audit Under action	100%	Not achieved.
Fires can be fought and extinguished efficiently and effectively.	Number of training sessions is at least two per year.	Number of training sessions recorded.		6 Haast 0 Kaniere 12 Kokatahi	10	6 Haast 0 Kaniere 12 Kokatahi
The public is aware of Fire Permits and understands how to maintain a controlled fire.	Number of permitted fires that become out of control.	West Coast Rural Fire Authority reports.		1	0	0

	Emergency Management				
	Budget FYR	Actual YTD	Budget YTD	Variance \$	f/(u)
	\$	\$	\$		
Operating Revenue	103,864	55,917	51,932	3,985	
Less Operating Expenditure	110,060	45,327	55,030	(9,703)	
Surplus/(Deficit)	(6,196)	10,590	(3,098)	13,688	(f)

Commentary

The favourable variance of \$13,688 is due to lower than anticipated expenses for this activity.

PROVIDING ESSENTIALS FOR THE COMMUNITY

Transportation Group

Water Supply Group

Waste Water Group

Storm Water Group

Solid Waste Management Group

TRANSPORTATION GROUP

Vision

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

What we do

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

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

Service Levels and Performance Measures

Level of Service	Performance Measure	Information we will use to measure success	Note	Actual Q2 Dec 2013	LTP Target 2013/14	Actual Q2 Dec 2012
The transportation network is constructed and maintained so that it is safe and good to use.	Number of Police reported vehicle crashes per year on Council maintained roads involving injury where the contributing factor is "road factor".	NZTA Crash Analysis System.	8	Not measured.	Less than 50	Not measured.
The transportation network is constructed and maintained in a prompt manner.	Contractors respond to and repair faults within timeframes that are specified within the maintenance contract.	Reporting from Contractors.		100%	90% compliance rate.	100%
Transportation activities are managed at a standard that satisfies the community.	% satisfied with Council's roading network.	Resident Satisfaction Survey.	1	Not measured.	80%	Not measured.
Transportation activities are managed at a standard that satisfies the community.	The number of service requests received regarding roading and transportation assets.	Service Request System.		16	Less than 12.	7
Transportation activities are	Consents are applied for held	Compliance with West Coast		100%	100%	100%

Level of Service	Performance Measure	Information we will use to measure success	Note	Actual Q2 Dec 2013	LTP Target 2013/14	Actual Q2 Dec 2012
managed at a standard that satisfies the community and legislation.	and monitored.	Regional Council resource consent conditions.				
Roads are comfortable to drive on.	Roads in Westland meet the national average according to the Smooth Travel Index Guide. This is the comparison of the condition of roads across New Zealand, measuring smoothness relative to traffic volume and whether the road is rural or urban.	Road Assessment and Maintenance Management system as a requirement by the New Zealand Transport Agency.	9	94% Westland. 85.7% National Average.	Better than the National Average.	96% Westland. 87.6% National Average.
The surface condition of roads in Westland is good quality.	Road surfaces meet the national average according to the surface condition index. This represents surface condition of roads and demonstrates Council is maximising the life of road surfaces.	Road Assessment and Maintenance Management system as required by the New Zealand Transport Agency.	9	98.7% Westland. 97.9% National Average.	Better than the National Average.	98.5% Westland. 97.7% National Average.
The transportation network is constructed and maintained so that it is safe and good to use.	The road network is accessible subject to planned or emergency works closure.	Service Request System.		0	0 requests for service.	0
The transportation network is maintained so that failures are prevented as much as possible.	A customer service system is managed for handling emergency calls after hours promptly and efficiently.	Service Request System.		6	0 requests for service.	0
Footpaths are maintained and in good condition.	Service requests regarding the state of footpaths.	Service Request System.		13	12 requests for service.	12

1 Residents survey was not undertaken in the December quarter 2013.

8 Figures for this measure are obtained from the end of year reporting in NZ TA CAS.

9 These results are assessed bi-annually, next survey results are due March 2014/15 period.

	TRANSPORTATION				
	Budget FYR	Actual YTD	Budget YTD	Variance \$	f/(u)
	\$	\$	\$		
Operating Revenue	4,125,493	1,422,002	2,062,747	(640,745)	(u)
Operating Expenditure	4,609,230	2,280,524	2,304,615	(24,090)	(f)
Surplus/(Deficit)	(483,737)	(858,523)	(241,868)	(616,654)	(u)

Commentary

The unfavourable income variance of \$640,745 is because the majority of income received is reliant on when work is completed. This will be corrected when the NZTA subsidy is received.

	WEST COAST CYCLE TRAIL				
	Budget FYR	Actual YTD	Budget YTD	Variance \$	f/(u)
	\$	\$	\$		
Operating Revenue	85,715	1,560,297	42,858	1,517,440	(f)
Operating Expenditure	140,715	85,045	70,358	14,687	(u)
Surplus/(Deficit)	(55,000)	1,475,253	(27,500)	1,502,753	(f)

Commentary

The favourable income variance of \$1,517,440 relates to subsidies and grants received for the construction of the cycle trail. The unfavourable expenditure variance relates to costs for the cycle trail opening event and marketing.

WATER SUPPLY GROUP

Vision

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

What we do

Manage the supply of clean, safe drinking water.

Service Levels and Performance Measures

Level of Service	Performance Measure	Information we will use to measure success	Note	Actual Q2 Dec 2013	LTP Target 2013/14	Actual Q2 Dec 2012
Requests for service are dealt with promptly.	% of disruptions to water supply are responded to within 4 hours of reporting.	Monthly reports from contractors.		50% (2 requests)	90%	100% (4 requests)
Council supplied potable water is safe to drink.	The number of illnesses confirmed to be attributed to consuming from Council treated water supplies.	Information provided to Council from the Health Protection Officer, Community Public Health.		No illnesses.	No illnesses.	No illnesses.
Council supplied potable water is safe to drink and tastes good.	% satisfied with water supply and quality.	Resident Satisfaction Survey.	1	Not measured.	90%	Not measured.
All Council water supply sources are managed in an environmentally sensitive manner.	All necessary consents for maintenance and capital projects are applied for, held and monitored accordingly.	Monthly reports.		100%	100%	100%

1 Residents survey was not undertaken in the December quarter 2013.

Additional information:

To further indicate the service levels provided were at the standard the community expected Council can confirm that the water supplies have been tested during the Q2 Dec 2013 period in accordance with Drinking Water Standards and are compliant. Council has also not received any correspondence from Community Public Health regarding issues with Council water supplies.

	WATER SUPPLY				
	Budget FYR	Actual YTD	Budget YTD	Variance \$	f/(u)
	\$	\$	\$		
Operating Revenue	1,978,681	1,123,843	989,341	134,503	(f)
Operating Expenditure	2,580,055	1,247,620	1,290,028	(42,407)	(f)
Surplus/(Deficit)	(601,374)	(123,777)	(300,687)	176,910	(f)

Commentary

The favourable income variance of \$134,503 is due to increased commercial demand.

The favourable expenditure variance of \$42,407 relates to work scheduled to be completed in the third and fourth financial quarters.

WASTE WATER GROUP

Vision

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

What we do

Provide wastewater services to the townships of the District.

Service Levels and Performance Measures

Level of Service	Performance Measure	Information we will use to measure success	Note	Actual Q2 Dec 2013	LTP Target 2013/14	Actual Q2 Dec 2012
Requests for service are dealt with promptly.	% of disruptions to the wastewater system are responded to within 2 hours.	Monthly reports from contractors.		100% (6 requests)	90%	86% (7 requests)
Properties that are within the wastewater reticulation system are able to connect to it.	% of properties within urban areas where a reticulated wastewater system is provided by Council have the ability to connect to the system at their boundary.	Number of properties with service laterals to boundary providing the building is no more than 60m away.		100%	100%	100%
Council wastewater systems are managed in an environmentally sensitive manner and are reliable.	No service requests received with regard to odours from Councils wastewater reticulation.	Service Request System.		No service requests.	No service requests.	No service requests.
Council wastewater systems are managed affordably and appropriately.	All necessary consents for maintenance and capital projects are applied for, held and monitored accordingly.	Monthly reports.		100%	100%	100%

	WASTEWATER			
	Budget FYR	Actual YTD	Budget YTD	Variance
	\$	\$	\$	\$ f/(u)
Operating Revenue	704,870	355,708	352,435	(3,273)
Operating Expenditure	880,666	448,380	440,333	8,047
Surplus/(Deficit)	(175,796)	(92,672)	(87,898)	(4,774)

STORMWATER GROUP

Vision

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

What we do

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

Service Levels and Performance Measures

Level of Service	Performance Measure	Information we will use to measure success	Note	Actual Q2 Dec 2013	LTP Target 2013/14	Actual Q2 Dec 2012
Stormwater systems have the capacity to resist major storms and flooding events.	No flooding of properties will occur in events with a return period of 1 in 20 years.	Service Request System.		0	Less than 5	0
Stormwater systems have the capacity to resist major storms and flooding events.	No reports of flooding of properties.	Service Request System.		0	Less than 5	0
Requests for service are dealt with promptly.	% of problems with the Council stormwater system investigated within 24 hours of reporting, prioritised and a remedial plan prepared within 48 hours.	Service Request System.		100%	100%	100%
Council stormwater systems are managed affordably and appropriately.	All necessary consents for maintenance and capital projects are applied for, held and monitored accordingly.	Monthly reports.		100%	100%	100%

	STORMWATER				
	Budget FYR	Actual YTD	Budget YTD	Variance \$	f/(u)
	\$	\$	\$		
Operating Revenue	405,565	289,739	202,783	86,956	(f)
Operating Expenditure	593,957	276,246	296,979	(20,732)	(f)
Surplus/(Deficit)	(188,392)	13,493	(94,196)	107,689	(f)

Commentary

The favourable variance of \$86,956 relates to a financial contribution to drainage for a subdivision in Lake Kaniere.

The favourable variance of \$20,732 in expenditure relates to work scheduled to be completed in the third and fourth financial quarters.

SOLID WASTE MANAGEMENT GROUP

Vision

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

What we do

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

Service Levels and Performance Measures

Level of Service	Performance Measure	Information we will use to measure success	Note	Actual Q2 Dec 2013	LTP Target 2013/14	Actual Q2 Dec 2012
A reliable refuse and recycling collection service is provided to customers.	% of customers satisfied – Collection.	Resident Satisfaction Survey.	1	Not measured.	100%	Not measured.
A reliable refuse and recycling collection service is provided to customers.	% of customers satisfied – Recycling.	Resident Satisfaction Survey.	1	Not measured.	100%	Not measured.
A reliable Transfer Station service is provided to customers.	% of customers satisfied – Opening hours at sites.	Resident Satisfaction Survey.	1	Not measured.	100%	Not measured.
Solid waste is managed affordably and appropriately.	All necessary consents for the solid waste activities and capital projects are applied for, held and monitored accordingly.	Monthly reports.		Butlers 100%	100%	Butlers 100%
Waste diversion increases.	Waste diverted from landfill from recycling.	Tonnes recycled.		250 tonnes	970 tonnes	New measure.
Recycling and diversion of waste increases.	Increased use of recycling and reuse services.	Calculate diversion rate for all waste through Hokitika Transfer Station based on tonnages reported.		33.4%	30.7%	New measure.
Education about waste minimisation is provided to the Community.	Number of visits to schools and community groups.	Monthly reports to Council.		Not achieved.	6 Schools 3 Community Groups	Not achieved.

1 Residents survey was not undertaken in the December quarter 2013.

	SOLID WASTE				
	Budget FYR	Actual YTD	Budget YTD	Variance \$	f/(u)
	\$	\$	\$		
Operating Revenue	2,169,666	950,692	1,084,833	(134,141)	(u)
Operating Expenditure	2,264,693	972,600	1,132,347	(159,747)	(f)
Surplus/(Deficit)	(95,027)	(21,908)	(47,514)	25,605	(f)

Commentary

The unfavourable income variance of \$134,141 has arisen because of a reduction in waste volumes due to the use of kerbside bins.

The favourable expenditure variance of \$159,747 relates in part to \$62k budgeted for ETS for which no expenditure has been incurred to date. The remainder is due to timing differences that will unwind throughout the rest of the year.

OTHER INFRASTRUCTURAL ASSETS AND SERVICES GROUP

	OTHER INFRASTRUCTURAL ASSETS & SERVICES				
	Budget	Actual	Budget	Variance	
	FYR	YTD	YTD	\$	f/(u)
	\$	\$	\$		
Operating Revenue	968,774	489,401	484,387	5,014	
Operating Expenditure	1,001,066	491,030	500,533	(9,503)	
Surplus/(Deficit)	(32,292)	(1,629)	(16,146)	14,517	(f)

Community Township Development

Land and Buildings

Public Toilets

COMMUNITY TOWNSHIP DEVELOPMENT

Vision

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

What we do

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

Service Levels and Performance Measures

Level of Service	Performance Measure	Information we will use to measure success	Note	Actual Q2 Dec 2013	LTP Target 2013/14	Actual Q2 Dec 2012
The community contributes to decision making.	Consultation occurs with each plan and projects completed to schedule.	Management reports to council.		Full consultation in Annual Plan, followed by each community associated being contacted for a list of projects.	Consultation occurs through a priority list signed off by Council.	Some consultation with Franz and Fox. A draft plan for development has been completed by the Community.
Community township development is understood and the community contributes to the process.	% satisfied with town planning services.	Resident Satisfaction Survey.	1	Not measured.	70%	Not measured.

1 Residents survey was not undertaken in the December quarter 2013.

10 Changes in the delivery of these services result in 9 communities, instead of 2, needing to be communicated with to manage the Township Development Funds.

	Community Township Development			
	Budget FYR	Actual YTD	Budget YTD	Variance
	\$	\$	\$	\$ f/(u)
Operating Revenue	424,087	217,137	212,044	5,094
Less Operating Expenditure	443,313	218,890	221,656	(2,767)
Surplus/(Deficit)	(19,226)	(1,752)	(9,613)	7,861

LAND AND BUILDINGS

Vision

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

What we do

These cover land and buildings managed commercially. Included are:

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

Service Levels and Performance Measures

Level of Service	Performance Measure	Information we will use to measure success	Note	Actual Q2 Dec 2013	LTP Target 2013/14	Actual Q2 Dec 2012
Maintain buildings so they are safe for the people who work and visit them.	Buildings get current Warrant of Fitness where required.	Warrant of Fitness issued.	11	75%	100%	100%
Requests for service are dealt with promptly.	Service requests are responded to within 3 working days.	Services request support system.		No requests.	100% compliance.	66%
Leased buildings or spaces are managed commercially.	Obtain market rental for offices leased.	Market review gained.		100%	100%	Not achieved.

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

	Land & Buildings				
	Budget	Actual	Budget	Variance	
	FYR	YTD	YTD	\$	f/(u)
	\$	\$	\$		
Operating Revenue	336,104	167,972	168,052	(80)	
Less Operating Expenditure	340,330	187,685	170,165	17,520	(u)
Surplus/(Deficit)	<u>(4,226)</u>	<u>(19,713)</u>	<u>(2,113)</u>	<u>(17,600)</u>	(u)

Commentary

The unfavourable variance of \$17,520 for expenditure is due to the full years cost of insurance paid in July.

PUBLIC TOILETS

Vision

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

What we do

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

Service Levels and Performance Measures

Level of Service	Performance Measure	Information we will use to measure success	Note	Actual Q2 Dec 2013	LTP Target 2013/14	Actual Q2 Dec 2012
Requests for service are dealt with promptly.	Service requests are investigated and responded to within one day.	Service Request System.		1 complaint not responded to within the timeframe (Q1).	Under 5 complaints.	3 complaints. 100%
Public toilets are clean and safe to use.	% residents satisfied with toilet facilities.	Resident Satisfaction Survey.	1	Not measured.	90%	Not measured.

1 Residents survey was not undertaken in the December quarter 2013.

	Public Toilets			
	Budget FYR	Actual YTD	Budget YTD	Variance
	\$	\$	\$	\$ f/(u)
Operating Revenue	208,583	104,292	104,292	0
Less Operating Expenditure	217,423	84,455	108,712	(24,257) (f)
Surplus/(Deficit)	(8,840)	19,837	(4,420)	24,257 (f)

Commentary

The favourable variance for expenditure of \$24,257 relates to some communities not yet claiming their toilet grants and some cleaning expenses not yet recognized.

PROVIDING LEADERSHIP FOR THE COMMUNITY

DEMOCRACY SERVICES GROUP

Governance
Corporate Services

GOVERNANCE

Vision

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

What we do

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

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

Service Levels and Performance Measures

Level of Service	Performance Measure	Information we will use to measure success	Note	Actual Q2 Dec 2013	LTP Target 2013/14	Actual Q2 Dec 2012
The community contributes to decision making.	Public notifications of Council meetings must be at least 10 working days before each meeting.	Adverts placed in local newspaper.		92.5%	100%	100%
Council decision making is open and transparent.	At least 90% of items on the agenda are conducted in open meetings.	Review agendas for Council.		85%	90%	92%
Council decision making is open and transparent.	Local Government official information and Meetings Act 1987 (LGOIMA) requests are compliant within the 20 working days.	Review of requests and written replies.		96.8%	100%	100%
Council decision making is open and transparent and promotes accountability.	Elected Representatives attend 90% of all meetings and workshops.	Number of meetings attended.		94.5%	100%	83.8%
The Community understands what Council does.	% of residents who understand how Council makes decisions.	Resident Satisfaction Survey.	1	Not measured.	50%	Not measured.

1 Residents survey was not undertaken in the December quarter 2013.

	GOVERNANCE				
	Budget FYR	Actual YTD	Budget YTD	Variance \$	f/(u)
	\$	\$	\$		
Operating Revenue	989,620	489,622	494,810	(5,188)	
Operating Expenditure	994,821	545,470	497,411	48,060	(u)
Surplus/(Deficit)	(5,201)	(55,849)	(2,601)	(53,248)	(u)

Commentary

The unfavourable variance is mainly due to the Mayoral payments of \$29,048 which are funded from the Mayoral Fund in the Reserves.

The other significant expense was postage and courier expense related to the elections of \$15,000.

CORPORATE SERVICES

Vision

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

What we do

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

Service Levels and Performance Measures

Level of Service	Performance Measure	Information we will use to measure success	Note	Actual Q2 Dec 2013	LTP Target 2013/14	Actual Q2 Dec 2012
The community contributes to decision making.	The annual Plan and LTP must be adopted using the special consultative process, within statutory requirements.	Date of council meeting for adoption.		Not measured until June 2014.	100%	Not achieved.
Council decision making is open and transparent.	The Annual report must be adopted within statutory requirements 31st October.	Date of council meeting for adoption.		2012/13 Annual report was adopted on 28 November 2013.	100%	2011/12 Annual report was adopted on 22 November 2012.
Service and information is provided to the Community.	% satisfied with service at front-line of Council.	Resident Satisfaction Survey.	1	Not measured.	90%	Not measured.
To provide value for money for residents and businesses who pay rates.	% reduction in rates arrears per annum.	Quarterly reports.		Increase 10.44%	Reduce arrears by 5% per year.	Increase 20.5%

1 Residents survey was not undertaken in the December quarter 2013.

	Corporate Services				
	Budget FYR	Actual YTD	Budget YTD	Variance \$	f/(u)
	\$	\$	\$		
Operating Revenue	2,083,395	953,580	1,041,698	(88,117)	(u)
Less Operating Expenditure	2,106,403	1,013,991	1,053,202	(39,210)	(f)
Surplus/(Deficit)	(23,008)	(60,411)	(11,504)	(48,907)	(u)

Commentary

The unfavourable variance of \$88,117 for income is due to overhead allocation photocopying revenue being less than anticipated and some allocation of overheads not yet completed.

The favourable variance of \$39,210 for expenditure is due to timing differences of expenses which will appear in the next quarterly report.

	INTEREST & DIVIDENDS				
	Budget FYR	Actual YTD	Budget YTD	Variance \$	f/(u)
	\$	\$	\$		
Operating Revenue	687,000	181,717	343,500	(161,783)	(u)
Operating Expenditure	598,923	206,761	299,462	(92,701)	(f)
Surplus/(Deficit)	88,077	(25,044)	44,039	(69,082)	(u)

Commentary

The unfavourable variance for income is due to the timing difference in receiving dividends from the subsidiaries.

The favourable variance for expenditure is due to the timing difference in interest charged to council for loans.

	Chief Executive				
	Budget FYR	Actual YTD	Budget YTD	Variance \$	f/(u)
	\$	\$	\$		
Operating Revenue	552,535	276,650	276,268	383	
Less Operating Expenditure	554,536	285,911	277,268	8,643	
Surplus/(Deficit)	(2,001)	(9,261)	(1,001)	(8,261)	

	Planning & Regulatory Manager				
	Budget FYR	Actual YTD	Budget YTD	Variance \$	f/(u)
	\$	\$	\$		
Operating Revenue	464,471	232,236	232,236	-	
Less Operating Expenditure	464,471	241,833	232,236	9,598	
Surplus/(Deficit)	-	(9,598)	-	(9,598)	
	Vehicles				
	Budget FYR	Actual YTD	Budget YTD	Variance \$	f/(u)
	\$	\$	\$		
Operating Revenue	67,584	22,137	33,792	(11,655)	(u)
Less Operating Expenditure	67,584	32,750	33,792	(1,042)	
Surplus/(Deficit)	-	(10,613)	-	(10,613)	(u)

Commentary

The unfavourable variance is due to on-charging of vehicle usage not being completed within the second quarter.

	In House Professional Services				
	Budget FYR	Actual YTD	Budget YTD	Variance \$	f/(u)
	\$	\$	\$		
Operating Revenue	840,999	420,616	420,500	116	
Less Operating Expenditure	844,039	412,482	422,020	(9,537)	
Surplus/(Deficit)	(3,040)	8,133	(1,520)	9,653	
	Jacksons Bay Wharf				
	Budget FYR	Actual YTD	Budget YTD	Variance \$	f/(u)
	\$	\$	\$		
Operating Revenue	-	4,241	-	4,241	
Less Operating Expenditure	13,407	10,945	6,704	4,241	
Surplus/(Deficit)	(13,407)	(6,703)	(6,704)	0	

	IT				
	Budget FYR	Actual YTD	Budget YTD	Variance \$	f/(u)
	\$	\$	\$		
Operating Revenue	277,854	138,683	138,927	(244)	
Less Operating Expenditure	277,854	125,193	138,927	(13,734)	(f)
Surplus/(Deficit)	-	13,490	-	13,490	(f)

Commentary

The favourable expenditure variance of \$13,734 is due to the timing of expenses which will be charged against this activity in the second and third quarters.

	Operations Administration				
	Budget FYR	Actual YTD	Budget YTD	Variance \$	f/(u)
	\$	\$	\$		
Operating Revenue	893,195	448,281	446,598	1,683	
Less Operating Expenditure	894,507	415,831	447,254	(31,422)	(f)
Surplus/(Deficit)	(1,312)	32,450	(656)	33,106	(f)

The favourable expenditure variance of \$31,422 is due to the vacancy of the Solid Waste Engineer.

PROJECTS REPORT

Status Report	Project / Activity	Current YTD exp (\$,000)	2013-14 (\$,000)	Progress comments
	LIBRARY			
	E-content for overdrive; Audio/Visual resources	1	3	Work in progress.
	Adult - Fiction	8	13	Work in progress.
	Adult - Non Fiction	8	18	Work in progress.
	Children and Young Adult resources / Junior Publications	7	12	Work in progress.
	Large print books	2	6	Work in progress.
	CEMETERIES			
	Hokitika Cemetery - Expansion / Improvements	0	10	Scoping in progress
	PARKS AND RESERVES			
	Cass Square - Replacement of top playing surface			
	Cass Square - Repairs to Statues	0	10	Not yet commenced
	PLANNING & REGULATORY			
	Cost of Reviewing DP	25	50	Work in Progress
	TRANSPORTATION			
	West Coast Wilderness Cycle Trail (Marketing)	30	86	
	Franz Josef Cycletrail	4	55	Discussions in progress. Some work done
	Renewals - District	422	1,871	Work in progress.
	WATER SUPPLY			
	Install Water Meters at Treatment Plants(Harihari , Whataroa and Fox)	0	25	Work to be completed by end of May
	Telemetry SCADA improvements			
	Hokitika Renewals - Reticulation upgrades	111	120	95% complete
	Haast upgrade - Intakes & Treatment - deferred to 2014/15			
	Fox Treatment plant deferred to 2015/16			
	Kumara Reticulation upgrades - 4th Street	40	50	Works Complete
	Mint Creek - Whataroa Rural Supply - Divestment / Closure Costs	0	5	Statement of proposal development in progress. Referendum procedure maybe extended by a month.
	WASTEWATER			
	Franz Josef Compliance issues (Infiltration Galleries)	16	20	October reinstatement. Remainder being spent on Jan reinstatement with balance being made up out of Franz improvement budget
	Franz Josef Compliance issues - Stage 2 Plant Improvement (In progress)	16	175	The CAPEX works have been put on hold pending further reviews. A detailed Cost benefit analysis is being undertaken to assess the scope further.
	WWTP - Improvements at Hokitika	4	50	Scoping done - Working with OPUS

	Hokitika WWTP - Trade waste agreements	7	20	95% complete
	Haast Treatment improvements	19	375	Resourcing issues have led to delay on this project. Very likely this project may be carried forward.
	Flow Meters - Hokitika & Franz, Then Fox and Haast	7	60	WIP
	Fitzherbert Street Pumping Main	0	325	WIP. Potential construction may run into next financial year. Tender out by end of Feb.
	STORMWATER			
	Franz Josef - Investigations	0	25	Work to be done in February by Hydrotech
	Fox Glacier - Investigations	0	25	Work to be done in February by Hydrotech
	SOLID WASTE			
	Capping of Franz Josef Landfill (With Resource consent Obligations)	0	25	Works have been re-prioritised. Design and scopes will now be done in 2014/15 with capping another year forward. Discussions are on with WCRC
	Hokitika Capping - Landscaping	20	30	The improvement to recycling is complete. Landscaping works in progress.
	Hokitika - Leachate Management system		25	Resource issues. Work on hold now.
	Other bin stations and satellite transfer stations	80	80	Work Complete
	Kumara Landfill (Ops Project)	0	25	Resource issues. Works on hold.
	BUILDINGS			
	Pensioner Housing	0	20	
	Carnegie Building -Fire alarm system upgrade	0	30	Work in progress. In discussions with Fire Engineer for options available.
	Harihari Community Centre	0	290	RFP advertised - Timeline agreed with working group
	Fox Community Centre	0	200	
	Refurbishing Council Front Office	15	150	Scope changed - Now Compliance project. Front office included in next year
	Ross Swimming Pool - Pool liner	0	115	Spoken to Ross Pool Committee and works planned for April/May
	CONVENIENCES			
	Beach front Toilets	2	4	Works Complete
	COMMUNITY TOWNSHIP DEVELOPMENT			
	Franz / Fox Township Development Rotated		70	No progress yet
	Township Development - Rotated	14	70	Ross community has uplifted their 14k.
	CORPORATE SERVICES			
	IT SERVICES / GIS improvements	8	30	Projects have been identified for this budget. Work in progress.
	CCO Review	25	40	
	Rates Review	0	50	
	COMMUNITY SERVICES			
	150th Celebrations	0	5	Discussions in progress with various community groups

	TOTAL PLANNED WORKS PROGRAMME	\$890	\$4,668
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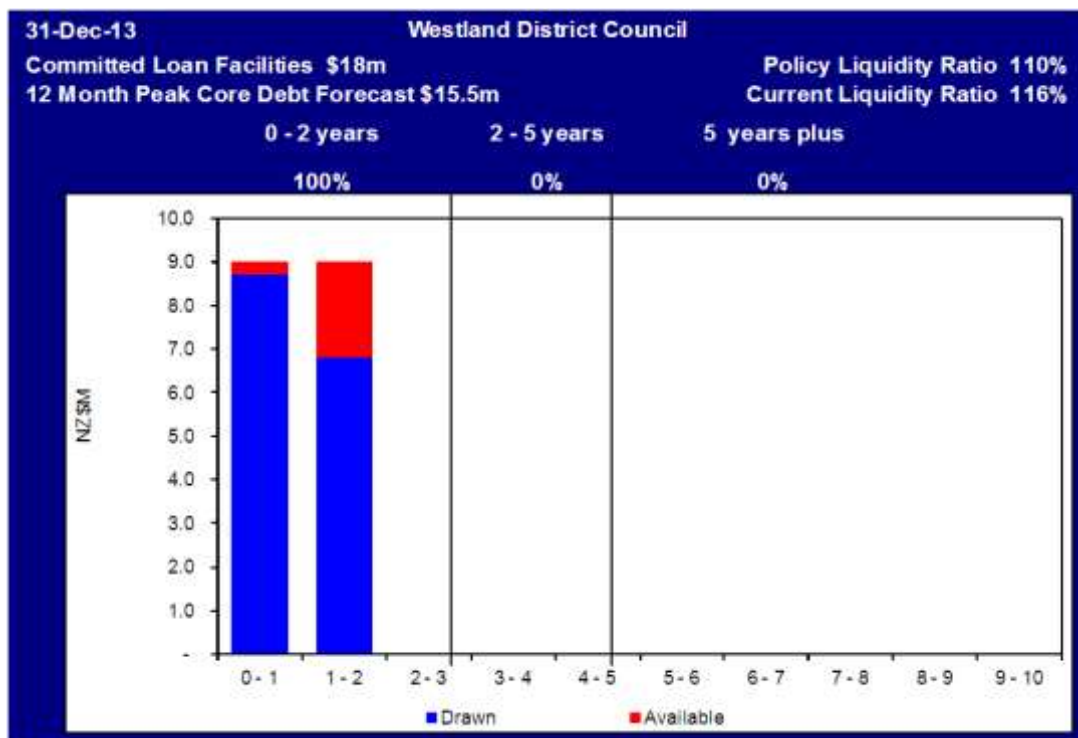
TREASURY REPORT

1.0 SUMMARY

- 1.1 The purpose of this report is to provide an update on Council's Treasury Position as at 31 December 2013.
- 1.2 This report shows the Council's position for the following items:
 - 1.2.1 Loans
 - 1.2.1.1 Other Borrowings (if any)
 - 1.2.1.2 Swaps
 - 1.2.2 Internal borrowing
 - 1.2.3 Cash Investments
 - 1.2.3.1 Deposits
 - 1.2.3.2 Bonds
 - 1.2.4 Debtors
- 1.3 Council has contracted PWC as an independent treasury adviser.

2.0 LOANS

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



- 2.2 Council resolved in August 2013 to approve the revised Multi-Option Credit Lines (MOCL). Council originally had one loan facility of \$15.5m. From June to September negotiations with the Westpac bank resulted in two Multi-Option Credit Lines (MOCL) of \$9.5 million each. In order to meet the criteria of the WDC Liquidity and credit risk management policy the facility expiry dates are 9th September 2014 and 30th June 2015. This facility is essentially a series of short-term borrowings.
- 2.3 Council's policies require that we have liquidity cover of 110% of forecast debt. There are now two facilities in place, both with borrowing limits of \$9m, providing a total facility of \$18m. The forecast debt for the current year is \$15.5m with liquidity coverage at 116%.
- 2.4 As at 31st December, the Money Market Lending Statement shows:

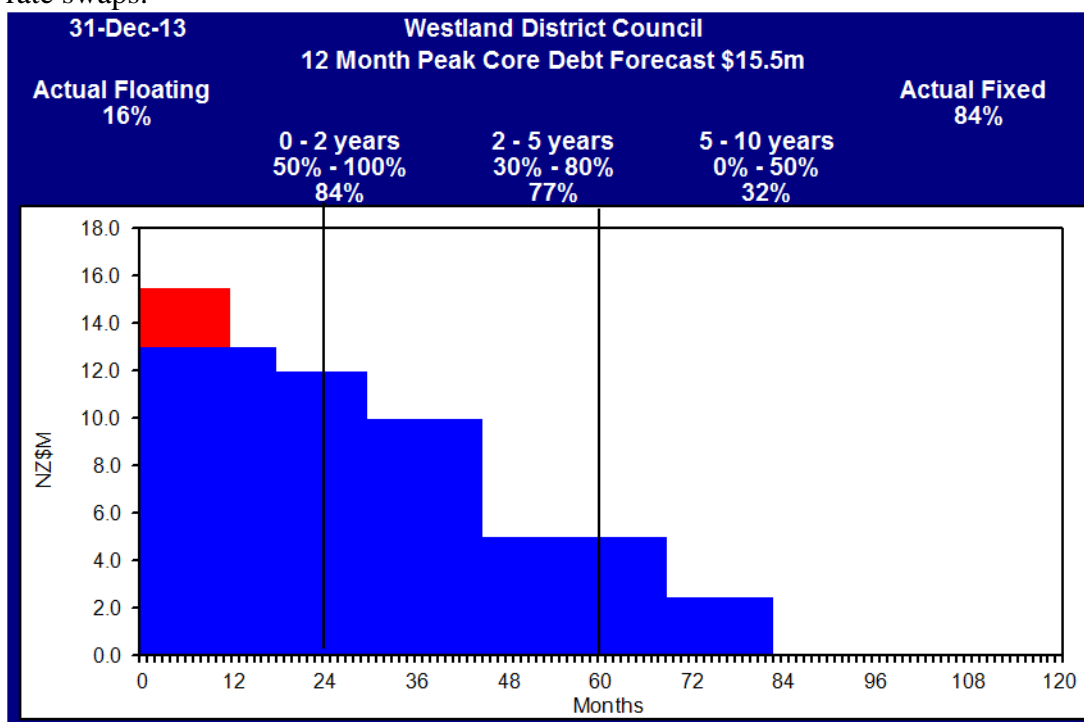
Amount	Rate	Maturity
\$6,803,352	3.72%	03/01/2014
\$6,068,000	3.75%	17/03/2014
\$2,627,000	3.71%	17/01/2014
\$15,498,352	Total	

(This does not include the 1% margin charged by the bank)

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

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

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



2.7 Some changes were made in December to further protect Council treasury from rising interest rates. A \$3m swap was extended by \$2m through to June 2016. A new swap was put in place for \$2.5m with an expiry Sept 2019. The Council is now protected to \$13m until June 2015, and \$12m until June 2016. Council policy requires interest rate risk management within the ranges specified in the chart.

3.0 INTERNAL BORROWING

3.1 Kaniere Sewerage \$192,057.59.

4.0 CASH INVESTMENTS

4.1 Cash Deposits as at 31 December 2013

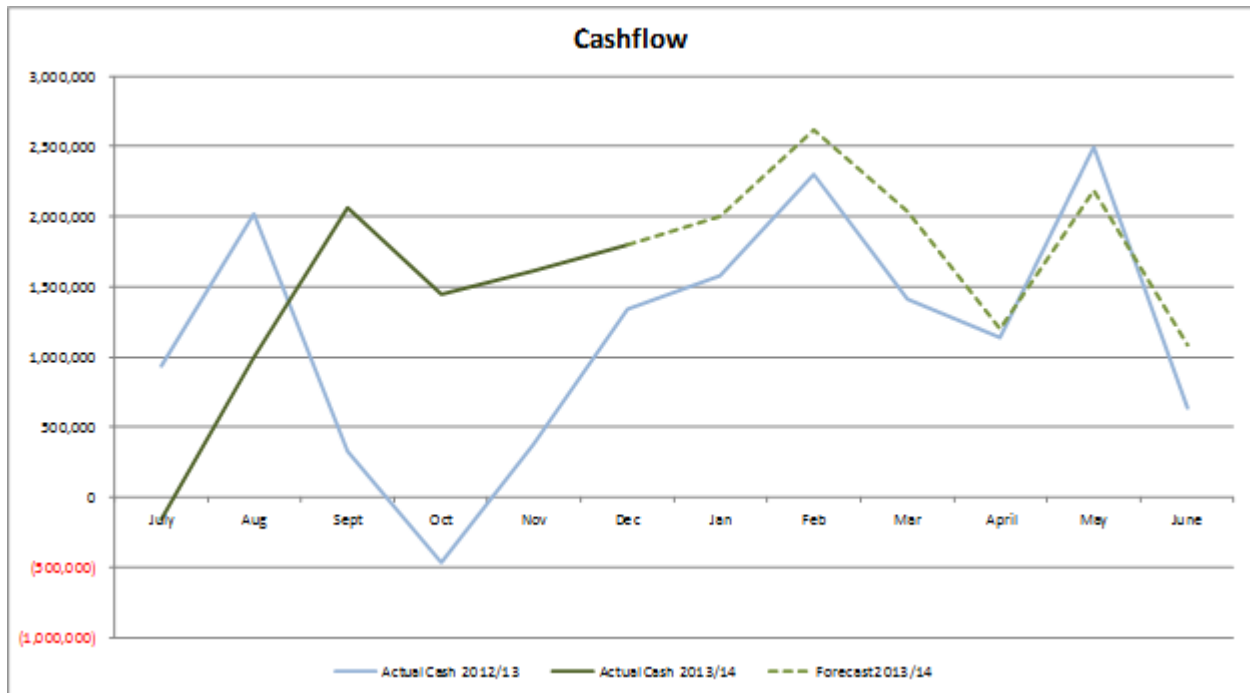
Cashflow is managed on a weekly basis. The highest spend is expected over the next quarter with many operational projects scheduled for the summer months.

4.1.1 The following analysis excludes bond monies.

4.1.2 Closing balance of WDC Operational Account: \$243,396.91

4.1.3 Savings account balance of: \$5,505.34

4.1.4 Term Deposit balance of: \$1,550,000

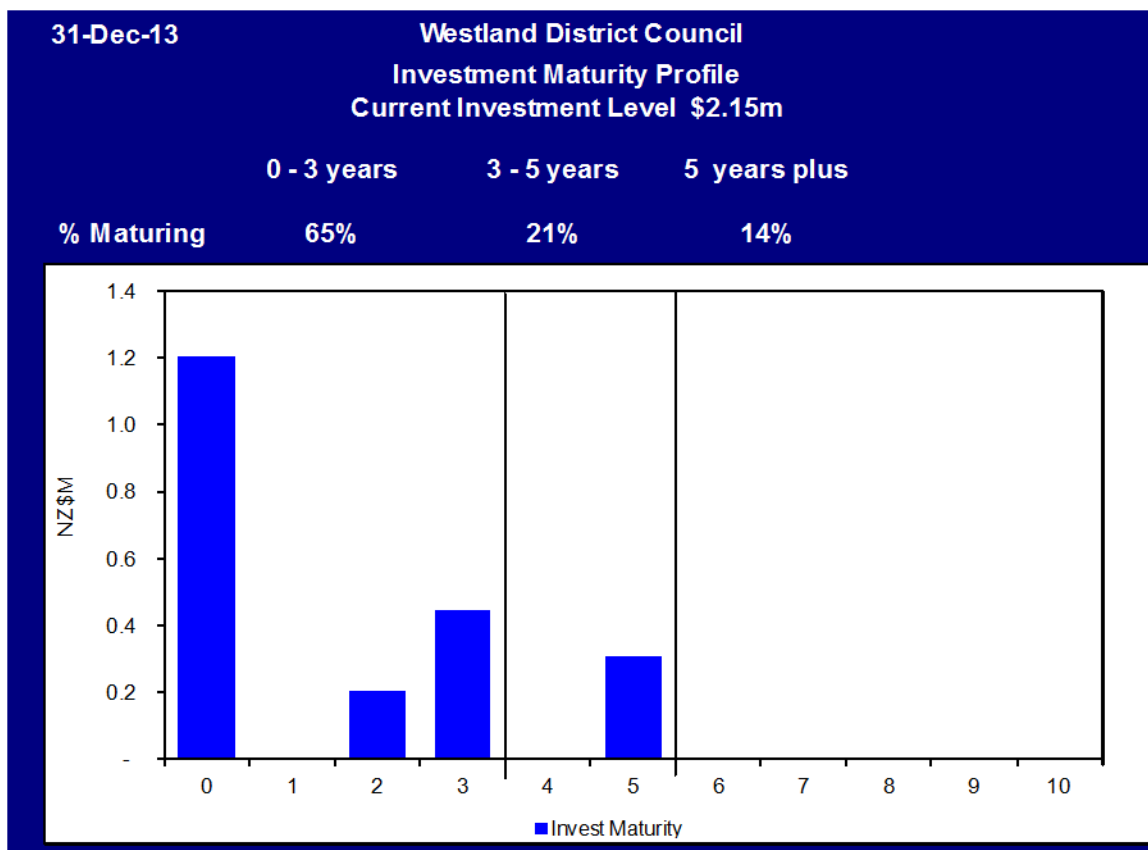


4.2 Bonds

- 4.3 WDC Westpac Bond Portfolio valued at \$2,186,531 as at 31 December 2013. This is made up of \$1.290m in bonds and \$0.035m in cash from matured bonds. \$0.825m of cashed up bonds are held in a separate rolling term deposit.

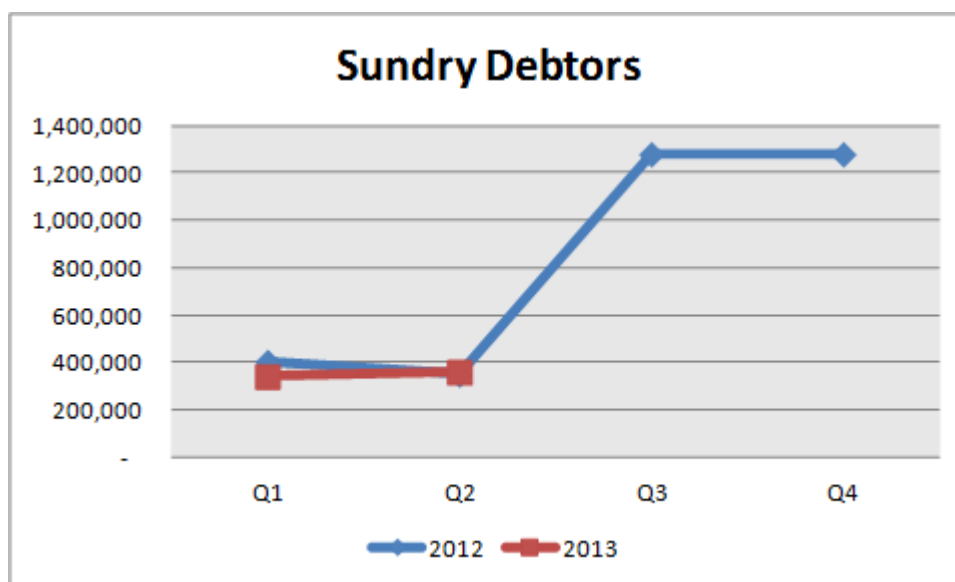
Westland District Council Investment Counterparty Credit Limits				
Minimum Credit Rating is A-1/A (A+ for corporates)				
Counterparty Credit Risk	Credit Rating	Policy Limits NZD\$m	Counterparty Exposure NZD\$m	Policy Compliance
ANZ	AA-	1.00	0.10	Y
ASB	AA-	1.00	0.18	Y
Auckland Council	AA	1.00	0.11	Y
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	

- 4.4 The policy requires that bond investments are with parties that have a credit rating of S&P A or better. Two bonds have rating below this limit. Council resolution decided to retain the bonds in the portfolio until maturity due to the high yields. The policy also has a limit of \$1m exposure per entity; all exposures are within this limit.
- 4.5 The following chart illustrates the maturity profile of the WDC investment portfolio:



5.0 DEBTORS

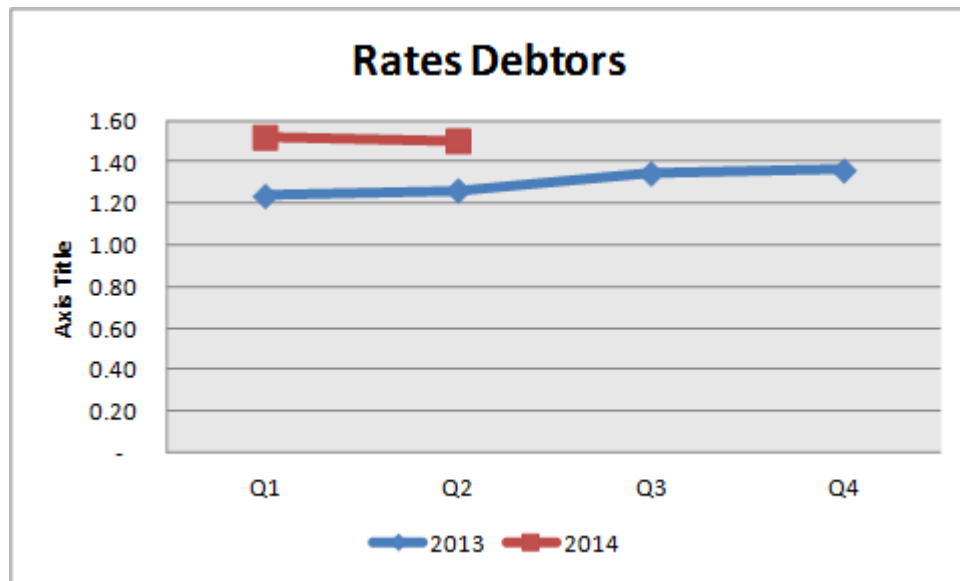
- 5.1 Council received an update on Council's outstanding receivables and rates in December 2013. Outstanding debtors as at 31 December 2013 amount to \$360,964 of which 60% is current.



Note:

The Q3 & Q4 2013 figures include invoices to Ministry of Economic Development for funding of the cycle trail. Debtors are 3% above the balance Q2 2013.

- 5.2 At 31 December 2013, the debtors figure has improved only marginally from 15.08% at 30 June 2013 to 14.83% at 31 December 2013. This is short of the target and achieving this target is reliant on recovering historic debt. Although there are steps in place to action the recovery it is unlikely that this will be achieved before the end of the financial year.



5.2 Debt Collection

Prior to the end of the quarter, rates penalty notices and final notices were sent out. A response in recoveries is expected in quarter 3.

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

Credit Recoveries performance as at 31 December:

Date Debt Sent	Original Debt	Collected	Recovery Rate
Pre-2012	117,633.37	64,900.72	55%
17/04/2012	188,445.03	93,694.30	50%
29/05/2013	235,556.49	146,611.01	62%

- 6.0 It is likely that another list of debts will be handed to Credit Recoveries in Qtr 3.

RESERVE FUNDS REPORT

1.0 SUMMARY

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

1.2 Reserves are divided into two categories:

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

1.3 Financial Management Principles for Reserve Funds

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

Name	Purpose / Activities	Balance 1-Jul-13 \$000	Deposits Q1 & Q2 \$000	Withdrawals Q1 & Q2 \$000	Balance 31-Dec-13 \$000
Offstreet Parking	Collected for off-street parking. Imposed by RMA/District Plan	28	0	0	29
Reserve Development	Monies collected from developments. Imposed by RMA/District Plan.	571	66	0	637
Museum Assistance Fund	Originally the Museum Bequest Fund & Carnegie Furnishings.	18	0	0	18
Kumara Endow ment Fund	Proceeds from sale of endow ment land for the purpose of the Borough.	441	6	0	447
Euphemia Brow n Bequest	From the estates of Euphemia & William E Brow n. To provide Christmas cheer or comfort for orphan children, or aged or infirm persons residing in and around Hokitika.	23	0	(3)	21
Waiho River-Franz Josef	Money from the Crow n to pay for relocation of properties south of the Waiho river.	332	5	0	337
Mayors Trust Funds	Contributions from James & Margaret Isdell Trust; Coulston Herbert Trust.	31	1	(30)	3
Ross Endow ment Land	Proceeds from sale of endow ment land for the purpose of the Borough.	237	3	0	240
Drivew ay deposits	Bond collected from developers and held until w orks complete	162	13	(30)	145
Big Brothers Big Sisters	Grant funding received	4	5	(9)	(1)
Community Patrol	Grant funding received	2	0	(1)	2
Graffiti	Grant funding received	1	0	0	1
Taxi Chits	Grant funding received	0	2	(1)	1
Total Restricted Reserves		1,850			1,879

Name	Purpose / Activities	Balance 1-Jul-13 \$000	Deposits Q1 & Q2 \$000	Withdrawals Q1 & Q2 \$000	Balance 31-Dec-13 \$000
Kumara Township Fund	Township funding for the purpose of community related projects	0	7	0	7
Harihari Township Fund	Township funding for the purpose of community related projects	0	7	0	7
Whataroa Township fund	Township funding for the purpose of community related projects	0	43	0	43
Ross Township Fund	Township funding for the purpose of community related projects	0	34	(14)	20
Haast Township Fund	Township funding for the purpose of community related projects	0	10	0	10
Franz Township Fund	Township funding for the purpose of community related projects	0	18	0	18
Fox Township Fund	Township funding for the purpose of community related projects	0	34	0	34
Kokatahi/Kowhitirangi Community Rate	Allowing the community to have funds for various community related projects	0	4	-	4
Foreshore Protection Fund	Foreshore Protection for groin replacement on the foreshore.	24	0	-	24
Glacier Country Promotions	Targeted rates collected from Glacier Country to provide funding for marketing projects.	95	34	(15)	114
Three Mile Domain	To fund Three Mile Domain costs.	227	2	(81)	148
The Preston Bush Trust	Mr Preston donated the reserve to Council. This fund was for the community to beautify the bush with tracks and interpretation boards.	6	2	(1)	7
Harihari Community Complex	The Harihari Pony Club land was sold and the funding was to go towards a new community complex. (Another \$100,000 is allocated from the Reserve Development Fund.)	189	4	-	193
Guy Menzies Day	Surplus from Guy Menzies Day Event.	5	0	(5)	0
Cycleway	Road Reserve sold to Westland Diaries allocated to fund towards construction of Wilderness Trail.	242	1	-	242
Emergency Contingency Fund	Rates collected to support Westland in a Civil Defence emergency.	45	2	-	47
Transportation Asset Renewal	For funding the renewal of roads and bridges.	-	404	(257)	147
Water Renewal	For funding the renewal of water supplies networks	-	232	(111)	122
Waste Water Renewal	For funding the renewal of sewerage and sewage networks	-	102	(4)	97
Stormwater Renewal	For funding the renewal of stormwater systems	-	95	-	95
Solid Waste Renewal	For funding the renewal of Refuse transfer Stations and landfills.	-	-	-	0
Landfill Post Closure Provision	For funding the aftercare costs for closed landfills.	-	17	-	17
Parks Renewal	For funding Parks, Reserves, Public Toilets, Ross Pool and Cemeteries Asset Renewal	-	9	-	9
Buildings Renewal	For renewal of all Council operational buildings.	-	38	-	38
Administration Renewal	For renewal of office equipment, furniture, technical equipment, vehicles and technology	-	27	-	27
Library Book Renewals	To replace library books	-	26	(26)	(0)
Total Council Created Reserves		833			1,470
Total All Reserves		2,683			3,349

Report



DATE: 27 February 2014

TO: Mayor and Councillors

FROM: Operations Manager

PROTECTION WORKS EASTERN ABUTMENT KOKATAHI RIVER BRIDGE

1.0 SUMMARY

- 1.1 The purpose of this report is to provide Council the background information related to the un-authorised works done at the Kokatahi River Bridge by Mr Martin Nolan, resident of Kokatahi.
- 1.2 The issue has arisen as a result of a request for reimbursement for costs by Mr Martin Nolan. Staff have declined any reimbursements towards these works.
- 1.3 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 ensure that any maintenance monies spent are done so to achieve maximum value for the community and security of the roading network
 - (b) To meet the current and future needs of communities for good-quality local infrastructure, in this case by ensuring the bridge structure is protected from erosion to the northern abutment of this bridge
- 1.4 Council seeks to meet this obligation and the achievement of the District Vision set out in the Long Term Plan 2012-22. The matters raised in this report relate to those elements of the vision identified in the following table.

Vision's Objectives	Achieved By
Having inspirational leadership	Ensuring informed and transparent decisions are made in the interest and to the benefit of the local community and ratepayers.

- 1.5 This report concludes by recommending that Council does not reimburse or make any contribution to the works undertaken by Mr Nolan.

2.0 BACKGROUND

- 2.1 Over many years the Kokatahi River has tended to wander back and forth across its river bed exhibiting the classic pattern of a braided river.
- 2.2 In the last few years one channel has tended to cut to the east towards the eastern bank. This is close to the first pier and eastern abutment of the Kokatahi River Bridge.
- 2.3 The original rock which was installed under the east abutment during bridge construction has never been under threat. This situation is complemented by the fact that there is a second level of protection out into the river toward the first pier of the structure. This secondary rock was placed to allow vehicles to travel under the bridge to access gravel in the river bed and the local farmers' access to land.
- 2.4 This secondary level that has been topped up from time to time by Council if required and in more recent times by the local farmer, Mr Nolan.
- 2.5 Erosion on the downstream side of the bridge which has little or no effect on the bridge structure has occurred previously and continues to occur. Mr Nolan who owns the neighbouring land has placed rock in this area and is expecting reimbursement for this work.

3.0 CURRENT SITUATION

- 3.1 A request was received from the local landowner, Mr Nolan, on 19 November 2013, for reimbursement of costs of works done by him. The works were done without prior approval of Council. A copy of the letter is attached as **Appendix 1**. Mr Nolan is seeking \$12,862.50 reimbursement.
- 3.2 Mr Nolan insists that "During recent heavy rains and resulting floods this northern approach was being heavily eroded. As this occurred on a weekend we took immediate steps to rock both upstream and downstream to save the bridge approach." **Appendix 2** shows a plan of the site of works.
- 3.3 Invoices from Contractors engaged by Mr Nolan to carry out the emergency repairs following the event which "occurred on a weekend" and which form his reimbursement claim are dated 29 July 2013 to 4 November 2013. This is a period of approximately 13 weeks. Copies of invoices are attached to this report as part of **Appendix 1**.
- 3.4 Council's Contract Supervisor was first contacted and met with Mr Nolan on-site on 17 September 2013. A subsequent on-site meeting occurred between Mr Nolan, Council's Contractor Supervisor and Operations Manager on 8th October 2013. At

both meetings Mr Nolan was advised that there was no risk to Council's roading infrastructure, in particular the eastern abutment of the Kokatahi River Bridge. Mr Nolan was also advised that there is no re-imbursement justified in this case. The reasons include no Council approval and works done not justified.

- 3.5 Mr Nolan was given an undertaking by staff that during and immediately following any significant flood event that the eastern abutment of the Kokatahi River Bridge will be inspected for excessive erosion by the Kokatahi River. During very high flood levels the water can go over the lower or second level but has not been seen around the actual northern abutment during those events.

4.0 OPTIONS

- 4.1 **Option 1** - Council reimburses the cost for un-approved works.
- 4.2 **Option 2** - Council declines the request for payment by the landowner.

5.0 SIGNIFICANCE AND CONSULTATION

- 5.1 In accordance with Council's Policy on Significance, this matter is deemed to be low due to the value of the work and level of community interest. However this work is unbudgeted and unapproved..
- 5.2 Consultation has only occurred with the land owner who arranged the physical works after the work was completed. No other public consultation is necessary.

6.0 ASSESSMENT OF OPTIONS (INCLUDING FINANCIAL IMPLICATIONS)

- 6.1 **Option 1** – Council reimburses the cost for un-approved works.
- 6.1.1 Works are un-budgeted and not approved by Council.
- 6.1.2 Any approval to reimburse will result in variance against the current financial year budgets in the transportation activity. No budget was allowed for emergency works in the 2013/14 annual plan.
- 6.1.3 Approval to reimburse will set a precedent for Council, essentially signalling to land owners that they can organise physical works without Council approval and then get reimbursed retrospectively.
- 6.2 **Option 2** – Council declines the request for payment by the landowner.
- 6.2.1 There are no financial implications for Council.
- 6.2.2 The work done is unapproved and, in the opinion of Council staff, is not required. However, the landowner has a different view and Council could receive a negative reaction from Mr Nolan if this option is chosen.

6.2.3 This option sends a clear message to the community that work cannot occur on Councils assets without the prior approval of Council staff.

7.0 PREFERRED OPTION AND REASONS

7.1 The preferred option is Option 2, that council declines the request for funding on the basis that the work was unnecessary and the work was undertaken without prior approval of any Council staff.

8.0 RECOMMENDATION

A) **THAT** Council declines the reimbursement request of \$12,862.50 for funding of rock protection works from Mr Martin Nolan.

Peter Anderson
Operations Manager

Appendix 1: Mr Nolan's letter to Council dated 19th November 2013.

Appendix 2: Site Plan of the works.

RDG 15.2

CE	Mayor	GM PCE	GM DA	GM CS	EA	Councillors
✓	✓					✓

RECEIVED
 29 JAN 2014
 BY:

RECEIVED
 - 9 JAN 2014
 BY:

1067 Kaniere Kowhitirangi Road
RD 1
Hokitika

6 January 2014

The Mayor & Councillors
Westland District Council
36 Weld Street
Hokitika

SCANNED

Dear Mayor & Councillors

Re: ITEM FOR NEXT COUNCIL MEETING - AGENDA

We would like your consideration at the next council meeting of the matters outlined in the attached letter to Tanya Winter (dated 19th November 2013).

Also enclosed are maps, photo's and associated invoices regarding this matter.

We would be available to answer any questions or to expand on any details that you or the councilors wish to discuss.

Yours sincerely,

M P Nolan
MA Nolan

Martin & Marion Nolan

1067 Kaniere Kowhitirangi Road,
RD 1
Hokitika

19 November 2013

Westland District Council
36 Weld Street
Hokitika

Attention: Tanya Winter

Dear Tanya

We have farmed alongside the Kokatahi River for some 60 years and lease a piece of Westland District Council road reserve outside of our freehold boundary – being upstream and downstream of the northern approach to the Kokatahi River Bridge.

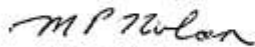
During recent heavy rains and resulting floods this northern approach was being heavily eroded. As this occurred on a weekend we took immediate steps to rock both upstream and downstream to save the bridge approach.

The Kokatahi River Bridge provides access for a good percentage of Westland Milk Products daily milk collection, as well as the only access to the heavily promoted Hokitika Gorge, and also carries both power and phone cables and enabled trucks to cart rock for the protection of the Hokitika seawall.

Maintenance of this vital piece of infrastructure is extremely important to the community and one only has to look back to earlier this year when the approach to the Wanganui River Bridge at Hari Hari was lost to see how the costs blew out and detrimentally impacted on West Coast businesses and tourism.

We submit that the costs of these river works should not be apportioned to one elderly dry stock farmer and therefore ask that the Council pay the upstream costs and 50% of the downstream costs. (Please see attached maps, photographs and invoices).

Yours sincerely



M & M Nolan
Martin & Marion Nolan

ABOVE THE BRIDGE.



TAX INVOICE

Nolan, Mr Martin
1067 Kaniera Kowhitirangi Road
RD 1
Kokatahi
HOKITIKA

Invoice Date
29 Jul 2013

Invoice Number
INV-0668

GST Number
104-189-615

Westland Contractors Ltd
PO Box 46
HOKITIKA 7842
NEW ZEALAND
Phone 03 755 5221 Ext 1
office@westlandcontractors.co.nz

Description	Quantity	Unit Price	Amount NZD
Supply and cartage of rock, per tonne	100.00	12.50	1,250.00
		Subtotal	1,250.00
		TOTAL GST 15%	187.50
		TOTAL NZD	1,437.50

Due Date: 20 Aug 2013

This invoice is a payment claim issued in accordance with the Construction Contracts Act 2002

Bank details: ANZ Bank, Hokitika
Account No: 06-0849-0070040-000
Account Name: Westland Contractors Ltd
Reference:

John Dimmick Contracting Limited

P.O. Box 67
Hokitika

ABOVE THE BRIDGE.

Tax Invoice

GST Reg. Number: 92-549-941

Tax Invoice 00464475

Bill To:

Martin Nolan
1067 Kaniere Kowhitirangi Road
RD 1
Hokitika

Ship To:

Martin Nolan
1067 Kaniere Kowhitirangi Road
RD 1
Hokitika

SALESPERSON	YOUR NO	SHIP VIA	COL	PPD	SHIP DATE	TERMS	DATE	PG.
						Net 20th after EOM	05/08/2013	1
QTY.	ITEM NO.	DESCRIPTION	PRICE	UNIT	DISC %	EXTENDED	GST	
1.5	113	To place rock at Kokatahi Bridge DX140 Excavator Hire - HM Start 3489.0 Finish 3490.5	\$128.00			\$192.00	S	
<div>Thank you for your custom Accounts can be paid by Direct Debit to: BNZ 02 0848 0041985 000</div>								
<div>Overdue invoices will incur 10% Penalty interest</div>		CODE	RATE	GST	SALE AMT.	SALE AMT. FREIGHT	\$192.00	
		S	15%	\$28.80	\$192.00	GST	\$0.00 S	
						TOTAL AMT.	\$220.80	
						PAID TODAY	\$0.00	

BELOW THE BRIDGE.
J R JONES CONTRACTING
311 KANIERE ROAD
HOKITIKA 7811

GST No. 38-537-369

TAX INVOICE

Martin P Nolan
1067 Kanierere Kowhitirangi Road
Kokatahi RD 1
Hokitika

Tax Invoice 9646
Date 16-Sep-2013
Customer code NOLANMARTI
Reference
Page 1

Description	Quantity	Unit	Each	GST	Total
Digger Hire	7		120.00	126.00	966.00



Thank you for the prompt payment
Respect
M. Jones

ACCOUNT TERMS OF TRADE ARE STRICTLY 20TH OF FOLLOWING MONTH PLEASE
10% Interest will be charged on Overdue Accounts
Direct Payments are welcome:
BNZ 02-0848-0041985-00 - Use Customer Code or Name as reference

This invoice includes GST of \$ 126.00 AMOUNT DUE 966.00

Bank Details: BNZ 02 0848 0041985 00



REMITTANCE ADVICE (Please detach and return)

TO: J R JONES CONTRACTING
311 KANIERE ROAD
HOKITIKA 7811

From: Martin P Nolan
Customer Code: NOLANMARTI
Inv No: 9646
Date: 16-Sep-2013
Invoice Total: 966.00

Bank Details: BNZ 02 0848 0041985 00

Below Bridge



TAX INVOICE

Nolan, Mr Martin
1067 Kanlere Kowhitirangi Road
RD 1
Kokatahi
HOKITIKA

Invoice Date
8 Oct 2013

Invoice Number
INV-0769

GST Number
104-189-615

Westland Contractors Ltd
PO Box 46
HOKITIKA 7842
NEW ZEALAND
Phone 03 755 5221 Ext 1
office@westlandcontractors.co.nz

Description	Quantity	Unit Price	Amount NZD
Supply of rock, ex gold claim	660.00	12.50	8,250.00
Supply of rock, ex Camelback Quarry	290.00	21.00	6,090.00
Transportation of excavator to minesite to load rock for emergency work on Kokatahi River, per hour	2.00	180.00	360.00
		Subtotal	14,700.00
		TOTAL GST 15%	2,205.00
		TOTAL NZD	16,905.00

Due Date: 20 Nov 2013

This invoice is a payment claim issued in accordance with the Construction Contracts Act 2002

Bank details: ANZ Bank, Hokitika
Account No: 06-0849-0070040-000
Account Name: Westland Contractors Ltd
Reference:



PAYMENT ADVICE

To: Westland Contractors Ltd
PO Box 46
HOKITIKA 7842
NEW ZEALAND
Phone 03 755 5221 Ext 1
office@westlandcontractors.co.nz

Customer Nolan, Mr Martin
Invoice Number INV-0769
Amount Due 16,905.00
Due Date 20 Nov 2013
Amount Enclosed

Enter the amount you are paying above

1

BELOW THE BRIDGE
JOHN DIMMICK CONTRACTING LTD
P O BOX 67
HOKITIKA

GST No. 92-549-941

TAX INVOICE

MARTIN NOLAN
1067 KANIERE KOWHITIRANGI ROAD

Tax Invoice 101
Date 4-Nov-2013
Customer code NOLANMART
Reference
Page 2

Description	Quantity	Unit	Each	GST	Total
Tracked Damper Hire	3.5		160.00	84.00	644.00
DX140 Excavator Hire on 31st October	6		128.00	115.20	883.20
To Cart and place Rock 1st November Tracked Dumper hire	0.5		160.00	12.00	92.00
DX140 Excavator Hire	1		128.00	19.20	147.20

ACCOUNT TERMS OF TRADE ARE 7 DAYS PLEASE
BANK DETAILS FOR ONLINE BANKING:
12-3166-0324949-00

This invoice includes GST of \$ 591.83

AMOUNT DUE

4,537.33

BANK DETAILS 12-3166-0324949-00









Westland
District Council

Nolan St
Ford Ro

PLANS PRODUCED BY WESTLAND DISTRICT COUNCIL, CADA



Martin Nolan Aerial Licence Map PAC 11-01-178

-  river bank
 -  Rough Grazing - 3.4 ha approx (fenced)
 -  behavioural licence
 -  Rough Grazing - 3.3 ha (up to 100m) - not part of licence
- Total area of licence up to stopbank 4.5 ha approx



Report



DATE: 27 February 2014

TO: Mayor and Councillors

FROM: Operations Manager

NEW ZEALAND TRANSPORT AGENCY FINANCIAL ASSISTANCE RATE REVIEW

1.0 SUMMARY

- 1.1 The purpose of this report is to inform Council of the New Zealand Transport Agencies (NZTA) latest consultation document on the review of Financial Assistance Rates (FAR).
- 1.2 The issues arises as a result of NZTA's initiative to review current FAR model applicable across the local government.
- 1.3 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.
- 1.4 Council seeks to meet this obligation and the achievement of the District Vision set out in the Long Term Plan 2012-22. The matters raised in this report relate to those elements of the vision identified in the following table.

Vision's Objectives	Achieved By
Having inspirational leadership	In making a submission on the NZTA review document Council is taking the opportunity to inform NZTA of the impact the proposal will have on Westland Ratepayers and Westland Districts transportation network.
Having expanded development opportunities	
Having top class infrastructure for all communities	

- 1.5 This report concludes by recommending that Council form a FAR Working Group to prepare a submission to NZTA on the "Funding Assistance Rates (FAR) Review" document. This group will ideally comprise three elected members and would also include the Group Manager District Assets and the Operations Manager.

2.0 BACKGROUND

- 2.1 When a land transport activity undertaken by a local authority or other approved organisation qualifies for funding from the NZTA National Land Transport Fund (NLTF), the FAR determines the proportion of the approved costs of that activity that will be paid from the fund.
- 2.2 Each approved organisation is given a base FAR which determines the proportion of funding for its operation, maintenance and renewal activities.
- 2.3 Base FARs are currently calculated to ensure that the national overall average rate of assistance is 50%.
- 2.4 Transportation is the largest activity Westland District Council (WDC) is responsible for, accounting for approximately 30% of Council's annual operating expenditure. Any proposed change in FAR will have a significant effect on Council's general rate demand.
- 2.5 NZTA believes that the local government sector in New Zealand has expressed dissatisfaction with the current FAR system for a number of years and as a result they are undertaking a comprehensive review of the approach to setting these rates.
- 2.6 The scope of the review is very broad and includes all funding rates for all local authorities, Auckland Transport, Department of Conservation, and the Waitangi Trusts Board. It also includes a FAR review for special purpose roads. The funding of road policing, state highways, and research programmes are not included in the review.

- 2.7 A first round of consultation was undertaken by NZTA in early 2013 and submissions closed on 3 May 2013. A copy of the Mayors submission on behalf of WDC is attached as **Appendix 1**.

3.0 CURRENT SITUATION

- 3.1 The current policy for setting a local authority's FAR is based on setting a level of funding assistance that takes into account:

3.1.1 The size of the authority's approved road maintenance and renewals programme.

3.1.2 The net equalised land value (NELV) for the authority, which indicates the financial resource available to the authority through its ability to rate.

- 3.2 WDC's base FAR for local roads is currently 58% and 100% for its special purpose road (Haast Jackson Bay Road). Variations of FAR between 58% and 100% are applied across other outputs in the transportation activity as below:

3.2.1	Maintenance and renewals local roads	58%
3.2.2	Special Purpose Roads	100%
3.2.3	Minor improvements local roads	68%
3.2.4	Construction local roads	68%
3.2.5	Construction Special Purpose Roads	75%
3.2.6	Emergency works	58% minimum
3.2.7	Rail level crossings all roads	100%
3.2.8	Passenger transport (taxi service)	50%
3.2.9	Road Safety Programme	58%

- 3.3 The total cost of the transportation activity for WDC in 2013/14 is \$4,125,493. The NLTF FAR share of this cost from NZTA is \$2,666,208.

- 3.4 Following the first round of consultation NZTA have concluded that the status quo policy is not consistent as follows:

3.4.1 The existing policy is not based on a clear policy decision as to what the overall split of costs should be between direct transport system users and property owners and land uses (local communities).

3.4.2 The wide range of different funding assistance rates for different activities coupled with very high assistance rates for some activities are likely to work against a value for money philosophy being achieved.

3.4.3 It is unclear whether the differences between approved organisations currently taken into account when setting financial assistance rates are

differences that significantly affect the approved organisations ability to deliver outcomes.

- 3.4.4 The system is less efficient to apply. Time spent seeking to ensure that activities are funded under the correct funding assistance rate creates costs and uncertainty.
- 3.4.5 Some of the metrics being used between different road controlling authorities are not particularly reliable devices for calculating funding assistance rates. This is because they are based on such items as the size of the organisation's maintenance, operations, and renewals programmes and the local authority's decisions on how they will levy general rates rather than reliable objective data.
- 3.5 As a result of the first round of consultation NZTA has developed a provisional framework for how they consider FAR could be set and applied in the future.
- 3.6 The latest document, the "Funding Assistance Rates (FAR) Review: Options Discussion Document", is available on the agency's web site www.nzta.govt.nz/far.
- 3.7 A second round of consultation in relation to this document closes with NZTA at 5.00pm on Friday 28 March 2014.
- 3.8 Any revised FAR will be used in the development of Council's 2015-2018 Land Transport Programme. This programme will be developed over the next six months and will be included in the next Long Term Plan.
- 3.9 In this latest document NZTA has developed and modelled five options on how the FAR could be set and applied. These five options are:
 - 1. Deprivation Index
 - 2. Rateable Capital Value/Rating Units
 - 3. Combination of option 1 and 2 above
 - 4. Lane kilometres/rateable capital value
 - 5. Combination option 1 and 4 above
- 3.10 As with any such review there will be some local authorities which will receive an increased subsidy rate and others will be disadvantaged. This will obviously impact on the content of the Council's submission.
- 3.11 **Appendix 2** attached to this document summarises the indicative funding assistance rate under all five options for all roading controlling authorities in New Zealand.
- 3.12 The review suggests that there will be one financial assistance rate and that it would apply to all categories of work in the transportation activity. In summary the report indicates that Council would receive between 49% and 60% subsidy rate across the entire transportation activity.

4.0 OPTIONS

- 4.1 **Option 1** – Council does not prepare a submission
- 4.2 **Option 2** – Council form a FAR Working Group comprised of three elected members, Council's Group Manager District Assets and Council's Operations Manager to prepare a submission on behalf of Council. This submission would be included with the Council agenda for approval at the 27 March Council Meeting. The approved submission will be forwarded to NZTA on Friday 28 March 2014.

5.0 SIGNIFICANCE AND CONSULTATION

- 5.1 The formation of a working group is administrative and therefore deemed to be of low significance under Council's Significance Policy.
- 5.2 This process allows Council the opportunity to consult with NZTA on the proposed options. Consultation with ratepayers and significant stakeholders will occur as part of Council's next Long Term Plan Process.

6.0 ASSESSMENT OF OPTIONS (INCLUDING FINANCIAL IMPLICATIONS)

- 6.1 **Option 1** - The provision of the roading network is of vital importance to the Westland District. Not preparing a submission to NZTA would send a signal to NZTA and ratepayers that Council is not taking this process seriously. Officers would not recommend this option.
- 6.2 **Option 2** - Council has an opportunity to make submissions on the proposals as an individual Council or as part of a wider group. Council needs to take this opportunity to inform the NZTA of the potential impact the current proposal will have on the ratepayers of Westland District and the resulting effect it would have on transportation levels of service.

This submission should be developed by a working group which includes elected representatives and Council staff directly responsible for managing the transportation activity.

At the West Coast Mayors and Chairs meeting on 10 February it was agreed that if possible, a joint submission should also be prepared by the West Coast Councils on the impact of the FAR Review on the region's transportation network.

There are no financial implications in establishing a working group. .

7.0 PREFERRED OPTION AND REASONS

- 7.1 Option 2 is the preferred option.

- 7.2 The Local Government Act and the Land Transport Management Act provide the legislative requirements for the Council to have a Land Transport Programme to provide for the maintenance and improvements of the roading network. The provision of the roading network is of vital importance to the well-being and economic development of Westland District, and the amount of financial assistance that Council receives is of huge relevance to its ability to fund the local share to maintain the network.

8.0 RECOMMENDATIONS

- 8.1 **THAT** Council appoint three Councillors to a FAR Working Group. This group will also include the Group Manager District Assets and the Operations Manager.
- 8.2 **THAT** the FAR Working Group prepare a submission to NZTA on the Funding Assistance Rates (FAR) Review document.
- 8.3 **THAT** the submission prepared by the FAR Working Group be included with the Council agenda for approval at the 27 March 2014 Council Meeting and the resulting document be submitted to NZTA on 28 March 2014.

Peter Anderson
Operations Manager

Appendix 1: Mayor Pugh's Funding Assistance Rate Review Submission 3 May 2013.

Appendix 2: "Table 1: Councils Indicative Funding Assistance Rate Under Each of the 5 Options Using the Current Modelling Approaches" – Funding Assistance Rates (FAR) Review Options Discussion Document.

FILE REF: NZT 5

03 May 2013

FAR Review Discussion Document Submissions
NZ Transport Agency
Wellington
Attention: Claire Sinnott

Email: farreview@nzta.govt.nz

Dear Claire

FUNDING ASSISTANCE RATE REVIEW - SUBMISSION

Westland District Council submits that the current funding model for FAR - Status Quo remains.

Westland District Council identified core principles in the 2012/22 Long Term Plan that form the basis for developing our financial strategy. These principles include:

- Economic uncertainty.
- Focus on core services.
- Financial responsibility and affordability.
- Continuous improvement in service to everyone in our district.

With these principles in mind Council requires a Funding Assistance Rate (FAR) Model, in partnership with the NZ Transport Agency (NZTA) that best addresses the following attributes:

- Affordability (Effect on Westland ratepayers).
- A whole of network approach.
- Social and environmental responsibility.
- Certainty of funding.
- Efficient to apply.
- Transparency.

Council considers that the status quo FAR model currently supports these attributes.

Westland District has a lateral footprint of over 350 kms which includes 700 kms of local road network and 290 bridges. At the 2006 census the resident population of the District was 8,403. Our current average FAR ranges from 57% to 61%. Having a small rating base means a 1% change on the status quo FAR will result in a change in overall rating requirement for the District of \$45,000 per annum or approximately \$8 per ratepayer per annum. Rating for transportation is the single biggest item in Westland's budget, with NZTA our largest non-rate income source. The effect of a reduction has a huge effect and if current service levels are to be maintained it will make rates un-affordable for many. The consequence of this on our community will be major.

The current FAR model is based on "ability to pay and need" of the District. While it is arguable that the "differences approach" is based on a similar model, we don't see this important principle used in any other proposed approaches within the review document.

We submit that the omission of local affordability measures and need from the principles is a step backwards for the current FAR model.

Westland District Council's Preferred Option(s)

Status Quo – the Westland District Council, with the information available, believes that the current system meets the needs of our District and Council would prefer to retain it.

The second most favoured approach for the Westland District Council is the "differences approach" which allows for recognition of the various factors including ability to pay and need.

Westland District also supports a combination of "Differences approach" and "Incentives approach", but with incentives to be a cherry on the top. A portion of the total funding can be made available on contestable basis in addition to already approved funding. Again it has to be divided among different categories of district sizes. This will encourage authorities to implement improved asset management practices and also provides an opportunity to tap into a contestable fund to help in improving the asset management planning.

The current discussion document is limited and does not provide any examples of what these incentives could be? Further information is required before a detailed analysis can be carried out.

Specific Comments (other approaches)

None of the other proposed approaches or options address the fundamental principle of affordability to pay. Without addressing this principle these options are flawed and unsustainable for large rural Districts.

We therefore do not support the other proposed options.

Westland District Council is committed to working with NZTA and acknowledges that the current model should be reviewed to ensure it still fulfils its intended purpose. While the discussion document provided by NZTA highlights advantages and disadvantages of proposed approaches, more detailed analysis of the effects of the changes on our District is required to allow Council to understand these effects.














Council is open to further discussion on any model that takes into account the principles we have identified.

The Westland District Council would like to thank NZTA for the opportunity to comment on the proposed review of the FAR. Council looks forward to reviewing and working further with NZTA on the options document which is produced as a result of this discussion process.

Sincerely

Maureen Pugh
Mayor

TABLE 1: COUNCILS' INDICATIVE FUNDING ASSISTANCE RATE UNDER EACH OF THE 5 OPTIONS USING THE CURRENT MODELLING APPROACHES
(see footnote regarding how overall effective funding assistance rates were calculated. The light olive shading indicates that a council would not be in the top 25% and, therefore, would not receive a higher funding assistance rate under the relevant option.)

Council	Status quo - overall effective rate ² 2012-13 ¹	Status quo - overall effective rate ² 2009/10-2012/13	Status quo - Base FAR 2014/15	How Base FAR indicator rate is trending under the status quo	Option 1 Index of depreciation		Option 2 Rateable capital value/rating units		Option 3 Combines options 1 and 2		Option 4 Lane kms/ rateable capital value		Option 5 Combines options 1 and 5	
					50% overall rate	53% overall rate	50% overall rate	53% overall rate	50% overall rate	53% overall rate	50% overall rate	53% overall rate	50% overall rate	53% overall rate
Ashburton District Council	46.6%	48.1%		Was going  (recently )	49%	52%	49%	52%	49%	52%	49%	52%	49%	52%
Auckland Transport	51.8%	51.8%		Don't have it due to amalgamation (predecessor councils' indicator rates were generally trending  or stable)	49%	52%	49%	52%	49%	52%	49%	52%	49%	52%
Bay of Plenty Regional Council	51.6%	52.8%	N/A	N/A	49%	52%	49%	52%	49%	52%	49%	52%	49%	52%
Buller District Council	65.0%	66.5%	58		55%	55%	60%	60%	60%	60%	55%	60%	55%	60%
Carterton District Council	54.2%	53.3%	53	Was going  (recently )	49%	52%	49%	52%	49%	52%	49%	52%	49%	52%
Central Hawkes Bay District Council	58.3%	58.1%	58	(Was going  recently )	49%	52%	49%	52%	49%	52%	60%	60%	49%	52%
Central Otago District Council	50.6%	52.0%	50		49%	52%	49%	52%	49%	52%	55%	60%	49%	52%
Chatham Islands Council	88.2%	89.1%	90		49%	52%	65%	70%	55%	60%	75%	75%	70%	75%
Christchurch City Council	47.1%	47.0%	44		49%	52%	49%	52%	49%	52%	49%	52%	49%	52%
Clutha District Council	60.1%	61.4%	59		49%	52%	49%	52%	49%	52%	70%	70%	55%	55%
Dunedin City Council	56.9%	58.8%	56		49%	52%	55%	60%	49%	52%	49%	52%	49%	52%
Environment Canterbury	53.9%	53.2%	N/A	N/A	49%	52%	49%	52%	49%	52%	49%	52%	49%	52%

2. These figures exclude significant special bespoke funding assistance rates, regional development funding, and funding assistance rates for emergency works. These figures will also be affected by the fact that, currently, capital improvements to local roads are funded at a higher rate than maintenance, operations and renewals and some territorial authorities will have undertaken more capital improvements in the last few years than others. Because the funding assistance rates for some public transport activities are currently being transitioned down from 60% to 50% and there have been recent changes to the funding assistance rates for transport planning and road safety promotion, councils' effective overall funding assistance rates would be likely to decrease over the next few years even if no changes were made as a result of the current review. This is particularly the case for Auckland Transport and Greater Wellington as they deliver passenger rail.

3. Following changes to transport planning and road safety promotion rates and the beginning of changes to some public transport rates.

4. See footnote 2 above.

TABLE 1 (CONT): COUNCILS' INDICATIVE FUNDING ASSISTANCE RATE UNDER EACH OF THE 5 OPTIONS USING THE CURRENT MODELLING APPROACHES
 (See footnote regarding how overall effective funding assistance rates were calculated. The light olive shading indicates that a council would not be in the top 25% and, therefore, would not receive a higher funding assistance rate under the relevant option.)

Council	Status quo - overall effective rate ¹ 2012-13 ²	Status quo - overall effective rate ¹ 2009/10 - 2012/13	Status quo - Base FAR 2014/15	How Base FAR indicator rate is trending under the status quo	Option 1 Index of deprivation		Option 2 Rateable capital value/rating units		Option 3 Combines options 1 and 2		Option 4 Lane kms/ rateable capital value		Option 5 Combines options 1 and 5	
					50% overall rate	53% overall rate	50% overall rate	53% overall rate	50% overall rate	53% overall rate	50% overall rate	53% overall rate	50% overall rate	53% overall rate
Environment Southland	64.6%	82.2%	N/A	N/A	49%	52%	49%	52%	49%	52%	55%	60%	49%	52%
Far North District Council	56.0%	57.9%	55	▼	60%	65%	55%	60%	60%	65%	49%	52%	60%	65%
Gisborne District Council	58.6%	59.6%	58	▼	60%	65%	55%	60%	60%	65%	49%	52%	60%	60%
Gore District Council	55.5%	56.7%	55	▼	49%	52%	49%	52%	49%	52%	60%	60%	49%	52%
Greater Wellington Regional Council	55.2%	55.6%	N/A	N/A	49%	52%	49%	52%	49%	52%	49%	52%	49%	52%
Grey District Council	62.3%	63.5%	60	▼	49%	52%	60%	65%	55%	60%	49%	52%	49%	52%
Hamilton City Council	51.7%	52.3%	45	Stable	49%	52%	49%	52%	49%	52%	49%	52%	49%	52%
Hastings District Council	52.6%	53.5%	51	(Was going recently ▲)	55%	55%	49%	52%	49%	52%	49%	52%	49%	52%
Hauraki District Council	53.4%	54.4%	53	▼	55%	60%	49%	52%	55%	60%	49%	52%	55%	55%
Hawkes Bay Regional Council	55.1%	57.6%	N/A	N/A	50%	55%	49%	52%	49%	52%	49%	52%	49%	52%
Horizons Manawatu	56.3%	57.9%	N/A	N/A	49%	52%	55%	60%	55%	60%	49%	52%	49%	52%
Horowhenua District Council	48.0%	47.7%	47	Stable	55%	60%	60%	65%	60%	60%	49%	52%	55%	55%
Hurunui District Council	50.8%	52.5%	50	Stable	49%	52%	49%	52%	49%	52%	60%	60%	49%	52%
Hutt City Council	49.0%	48.7%	48	Was going recently ▲	49%	52%	49%	52%	49%	52%	49%	52%	49%	52%
Invercargill City Council	59.6%	63.6%	59	Was going recently ▲	49%	52%	65%	65%	55%	60%	49%	52%	49%	52%
Kaikoura District Council	47.1%	48.2%	44	▼	49%	52%	49%	52%	49%	52%	49%	52%	49%	52%
Kaipara District Council	59.4%	61.1%	59	▼	50%	55%	49%	52%	49%	52%	55%	60%	55%	60%
Kapiti Coast District Council	44.5%	45.8%	43	Was going recently ▲	49%	52%	49%	52%	49%	52%	49%	52%	49%	52%
Kawerau District Council	66.6%	67.5%	63	▼	70%	75%	70%	70%	75%	75%	49%	52%	65%	70%
Malden District Council	53.7%	54.6%	53	▼	49%	52%	49%	52%	49%	52%	49%	52%	49%	52%

Manawatu District Council	53.6%	53.0%	53	▲	49%	52%	49%	52%	49%	52%	49%	52%	49%	52%
Marlborough District Council	47.7%	48.5%	46	▼	49%	52%	49%	52%	49%	52%	49%	52%	49%	52%
Masterton District Council	54.9%	56.1%	54	▼	49%	52%	55%	60%	49%	52%	49%	52%	49%	52%
Malamala-Piko District Council	48.7%	48.8%	48	▲	49%	52%	49%	52%	49%	52%	49%	52%	49%	52%
Napier City Council	48.7%	49.0%	48	Stable	49%	52%	55%	60%	49%	52%	49%	52%	49%	52%
Nelson City Council	46.7%	47.6%	43	▲	49%	52%	49%	52%	49%	52%	49%	52%	49%	52%
New Plymouth District Council	52.5%	53.2%	50	▼	49%	52%	49%	52%	49%	52%	49%	52%	49%	52%
Northland Regional Council	51.9%	56.3%	N/A	N/A	55%	60%	49%	52%	55%	60%	49%	52%	55%	60%
Opotiki District Council	50.4%	51.2%	50	Stable	70%	75%	60%	60%	70%	70%	49%	52%	65%	70%
Orangi Regional Council	53.6%	54.3%	N/A	N/A	49%	52%	49%	52%	49%	52%	49%	52%	49%	52%
Otorohanga District Council	52.8%	53.5%	52	Generally stable (recently ▼)	49%	52%	49%	52%	49%	52%	55%	60%	49%	52%
Palmerston North City Council	48.5%	48.7%	47	Was going ▲ (recently ▼)	49%	52%	49%	52%	49%	52%	49%	52%	49%	52%
Porirua City Council	47.8%	46.8%	44	Was going ▼ (recently stable)	55%	60%	49%	52%	55%	60%	49%	52%	49%	52%
Queenstown-Lakes District Council	53.8%	56.1%	46	Was going ▼ (recently ▲)	49%	52%	49%	52%	49%	52%	49%	52%	49%	52%
Rangitikei District Council	58.6%	62.6%	58	Was going ▲ (recently ▼)	49%	52%	49%	52%	49%	52%	60%	65%	55%	55%
Rotorua District Council	50.6%	49.4%	47	Generally ▲ (recently slightly ▼)	55%	60%	55%	55%	55%	60%	49%	52%	49%	52%
Ruapehu District Council	64.3%	66.0%	60	▼	60%	60%	55%	55%	60%	60%	55%	60%	60%	60%
Selwyn District Council	48.2%	50.0%	47	Was going ▲ (recently ▼)	49%	52%	49%	52%	49%	52%	49%	52%	49%	52%
South Taranaki District Council	51.7%	51.5%	51	▲	49%	52%	49%	52%	49%	52%	49%	52%	49%	52%
South Waikato District Council	51.0%	50.5%	50	▲	60%	60%	49%	52%	55%	60%	49%	52%	55%	60%
South Wairarapa District Council	64.0%	60.1%	49	Was going ▼ (recently stable)	49%	52%	49%	52%	49%	52%	49%	52%	49%	52%
Southland District Council	53.9%	55.2%	53	▼	49%	52%	49%	52%	49%	52%	55%	60%	49%	52%
Stairford District Council	54.2%	54.1%	52	▲	49%	52%	49%	52%	49%	52%	55%	60%	49%	52%
Taranaki Regional Council	52.8%	52.8%	N/A	N/A	49%	52%	49%	52%	49%	52%	49%	52%	49%	52%
Taranaki District Council	59.6%	60.6%	59	▼	49%	52%	49%	52%	49%	52%	60%	65%	55%	60%

TABLE 1 (CONT): COUNCILS' INDICATIVE FUNDING ASSISTANCE RATE UNDER EACH OF THE 5 OPTIONS USING THE CURRENT MODELLING APPROACHES
(see footnote regarding how overall effective funding assistance rates were calculated. The light olive shading indicates that a council would not be in the top 25% and, therefore, would not receive a higher funding assistance rate under the relevant option.)

Council	Status quo - overall effective rate ¹ 2012-13 ¹	Status quo - overall effective rate ² 2009/10 - 2012/13	Status quo - Base FAR 2014/15	How Base FAR indicator rate is trending under the status quo	Option 1 Index of depreciation		Option 2 Rateable capital value/rating units		Option 3 Combines options 1 and 2		Option 4 Lane kms/ rateable capital value		Option 5 Combines options 1 and 5	
					50% overall rate	53% overall rate	50% overall rate	53% overall rate	50% overall rate	53% overall rate	50% overall rate	53% overall rate	50% overall rate	53% overall rate
Tasman District Council	50.3%	50.8%	49	▲	49%	52%	49%	52%	49%	52%	49%	52%	49%	52%
Taupo District Council	44.3%	51.5%	43	▼ (recently more stable)	49%	52%	49%	52%	49%	52%	49%	52%	49%	52%
Tauranga City Council	45.5%	46.7%	43	▲	49%	52%	49%	52%	49%	52%	49%	52%	49%	52%
Thames-Coromandel District Council	44.3%	44.4%	43	▲	49%	52%	49%	52%	49%	52%	49%	52%	49%	52%
Timaru District Council	55.0%	53.7%	53	▲	49%	52%	49%	52%	49%	52%	49%	52%	49%	52%
Upper Hutt City Council	47.5%	49.1%	46	▲	49%	52%	55%	55%	49%	52%	49%	52%	49%	52%
Waikato District Council	54.3%	53.2%	53	▲	49%	52%	49%	52%	49%	52%	49%	52%	49%	52%
Waikato Regional Council	51.6%	53.1%	N/A	N/A	49%	52%	49%	52%	49%	52%	49%	52%	49%	52%
Waimakariri District Council	50.7%	50.5%	50	▲	49%	52%	49%	52%	49%	52%	49%	52%	49%	52%
Waimale District Council	51.3%	52.5%	51	▼	49%	52%	49%	52%	49%	52%	65%	65%	55%	55%
Waipaa District Council	49.7%	49.5%	49	▲	49%	52%	49%	52%	49%	52%	49%	52%	49%	52%
Wairoa District Council	67.5%	68.4%	65	(was going ▼) recently ▲	65%	65%	65%	70%	70%	70%	65%	65%	65%	70%
Waikato District Council	57.2%	58.2%	56	▼	49%	52%	49%	52%	49%	52%	49%	52%	49%	52%
Waikato District Council	59.3%	58.7%	59	▲	55%	60%	49%	52%	49%	52%	60%	60%	60%	65%
Wanganui District Council	63.2%	63.7%	62	(Was going ▲) recently ▼	55%	60%	65%	65%	60%	65%	49%	52%	55%	60%
Wellington City Council	45.8%	46.1%	44	▲	49%	52%	49%	52%	49%	52%	49%	52%	49%	52%
West Coast Regional Council	55.8%	66.6%	N/A	N/A	49%	52%	60%	60%	55%	60%	55%	60%	49%	52%
Western Bay of Plenty District Council	47.0%	46.5%	46	▲	49%	52%	49%	52%	49%	52%	49%	52%	49%	52%
Westland District Council	64.7%	65.5%	58	▼	49%	52%	55%	60%	49%	52%	55%	60%	49%	52%
Whakatane District Council	55.0%	54.6%	49	▲	60%	60%	49%	52%	60%	60%	49%	52%	55%	60%
Whangarei District Council	50.8%	53.4%	51	Overall stable (recently ▼)	55%	55%	49%	52%	49%	52%	49%	52%	49%	52%

Report



DATE: 27 February 2014

TO: Mayor and Councillors

FROM: Operations Manager & Chief Executive

WEST COAST WILDERNESS TRAIL – PROJECT UPDATE

1.0 SUMMARY

- 1.1 The purpose of this report is to provide an update to Council on the West Coast Wilderness Trail (WCWT) project.
- 1.2 This issue arises from the obligation to keep Council fully informed of the progress of the project.
- 1.3 The Council is required to give effect to the purpose of local government as prescribed by section 10 of the Local Government Act 2002 Amendment Act 2012. 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.
- 1.4 Council seeks to meet this obligation and the achievement of the district vision set out in the Long Term Plan 2012-22. The matters raised in this report relate to those elements of the vision identified in the following table.

Vision's Objectives	Achieved By
Having top class infrastructure for all communities	Providing a cycle trail that generates social, environmental and economic benefits for Westland.
Living the '100% Pure NZ' brand	The West Coast Wilderness Trail is part of "Nga Haerenga – The New Zealand Cycle Trail" which is

	intended to showcase the very best of New Zealand's landscape, environment, culture and heritage.
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- 1.5 This report concludes by recommending that the information is received.

2.0 BACKGROUND

- 2.1 In 2009, Council submitted an application in conjunction with Grey District Council (GDC) to the Ministry of Tourism for funding to undertake construction of a cycle trail.
- 2.2 The WCWT is intended to offer a four day cycling adventure from Greymouth to Ross as part of Nga Haerenga: The New Zealand Cycle Trail. The ride is an outstanding landscape ride through dense rainforest, past glacial rivers and lakes, through wetlands, all the way from the Tasman Sea to the Southern Alps and back again.
- 2.3 The Westland Wilderness Trust (WWT) was developed to help promote sustainable outdoor recreational opportunities in Westland, and was reconvened to provide governance for the WCWT.
- 2.4 The original design estimate for the WCWT was \$8,900,000. This estimate was reviewed and adjusted to \$7,310,000 to reflect the limited funding opportunities available to the WWT.
- 2.5 The WWT was successful in securing funding for the WCWT to a value of \$6,890,000, a shortfall of \$420,000. This shortfall was discussed with Council a number of times. (This shortfall was calculated based on the business case estimate not actual contract rates).
- 2.6 On 23 November 2013 the West Coast Wilderness Trail was officially opened from Greymouth to Hokitika.
- 2.7 An additional \$1,000,000 funding was secured in November 2013. This was comprised of \$500,000 from central government's National Cycle Way Funds and \$500,000 from Development West Coast.

3.0 CURRENT SITUATION

1. Construction

- 3.1 A detailed update on the project status is included in **Appendix 'A'**. This update is as at 31 January 2014.
- 3.2 The West Coast Wilderness Trail is 135km long, with approximately 113km in the Westland District. Of that approximately 10km is on existing Department of Conservation land which they will take responsibility for maintaining, and 47km is on Council road reserve, which is maintained from Council's existing road maintenance budgets. This leaves 56km to be maintained.
- 3.3 Table 1.0 shows the current budget status.
- 3.4 Table 2.0 shows the list of works in progress.

Table 1.0 – Summarised Budget Status – West Coast Wilderness Trail

FUNDING	AMOUNT
National Cycle Way Funds	\$3,200,000
Development West Coast	\$750,000
Development West Coast (Extraordinary Distribution Fund)	\$2,000,000
Sale of Land	\$241,839
Pub Charity	\$30,000
DWC/MED Study Grants	\$25,000
Additional Government Grant	\$500,000
Additional DWC Grant	\$500,000
Total available	\$7,246,839
Expenditure to date	\$4,976,241
Balance available	\$2,370,598
Works in Progress (Balance Estimate)	\$2,370,000

Table 2.0 – Works in Progress – West Coast Wilderness Trail

SECTION	Km	ESTIMATE
<u>Day One - Greymouth to Kumara</u>		
Taramakau to Kumara	7.6	\$230,000
Suspension Bridge	0.05	\$160,000
<u>Day Three - Milltown to Hokitika</u>		
Landing to Wards Road	3.0	\$190,000
Wards Road to Kaniere River Bridge	5.0	\$450,000
Pine Tree Road to Hokitika Bridge	1.6	\$170,000

Day Four - Hokitika to Ross		
Hokitika Bridge to Golf Links Road	0.2	\$10,000
Golf Club to Rotary Kiosk	0.25	\$10,000
Rotary Kiosk to Mahinapua Track along SH6	2.4	\$100,000
Mahinapua Walkway	3.4	\$75,000
SH6 to Paiere Road	2.0	\$100,000
Ruatapu to Ross	9.8	\$225,000
Ruatapu to Ross Structures		\$475,000
<u>Toilets/Shelters/Signage/Marketing</u>		\$175,000
WORKS IN PROGRESS TOTAL:		\$2,370,000

2. Marketing

- 3.5 The main focus of marketing from 1 July was on the opening of the cycle trail which took place on 23 November 2013. This was attended by the Hon Chris Tremain, then Minister of Local Government and Associate Minister of Tourism. In attendance were: Sarah Ulmer, Jonathan Kennett, Chris Auchivole, Damien O'Connor, Kevin Hague, John Sturgeon, Mayor Mike Havill and Mayor Tony Kokshoorn.
- 3.6 The opening was centred in Kumara and combined with the 1 year anniversary of the restoration and re-opening of the Theatre Royal Hotel. This meant that the organisation and cost of the event was shared. Groups of cyclists started the trail at each end - Greymouth and Hokitika – and came together in Kumara for speeches, ribbon cutting and a parade at midday.
- 3.7 The opening of the Trail achieved outstanding media support. Media outlets who provided valuable coverage included TV3, TV One, The Press, NewstalkZB, Radio New Zealand, Yahoo, Scoop, NZ City and World News. Front page coverage has also been achieved on the official New Zealand Cycle Trail website.
- 3.8 The rest of the marketing has been deliberately kept low key, as there are still sections of the trail that are incomplete. Marketing that has been undertaken includes:
- 3.8.1 **Website** – a new website was designed and built and is now live – www.westcoastwildernesstrail.co.nz. The website is being updated with reasonable frequency, including specific updates on the progress of trail construction. A number of elements have been added to identify the website as the Official Trail website to ensure clarity in the market
- 3.8.2 **Facebook** – the Facebook page has been active for some time, but with the opening it requires increased monitoring and responses to questions and comments that are posted. The official Facebook page has attracted 737 likes in a very short period. This compares very favorably to the Tasman Great Taste Trail with 72 likes and the much longer established Otago Central Rail Trail with 1064 likes. Facebook is an important communication medium for the Trail.

- 3.8.3 **Photography** – a photographer was commissioned to take professional photos of the trail and the opening. Some of this imagery has been effectively used to promote the West Coast Wilderness Trail on www.newzealand.com, the official New Zealand Government website to promote the country as a destination for tourism.
- 3.8.4 **Official Opening publication** – a 16 page standalone publication was produced to showcase the trail opening. This was distributed through the Grey Star.
- 3.8.5 **Official Partners Programme** – 15 businesses have signed up for the Programme which profiles their business on the website. They have also received logos to use in their own marketing and stickers for shop windows to show they are an official partner.
- 3.8.6 **Workshops for businesses** – on 11 and 12 February Neville Grubb from Trail Journeys in Clyde presented workshops for businesses in Hokitika and Greymouth who are providing services to the trail. Neville established Trail Journeys 14 years ago and provides bike hire, transport and guiding to users of the trail. His business has grown from 30 bikes for hire to over 500. Fifty-seven people attended the workshops.
- 3.8.7 **Budget** – In the Annual Plan 2013-14 \$86,000 was allocated to the marketing programme for the trail. This was split \$30,000 from rates, and \$56,000 from MDI funds. The MDI funding has not been applied for as it has since been confirmed with Development West Coast that MDI funding is not available for this part of the project. As at 31 January 2014, \$62,350 had been expended. Further costs are budgeted for 2014-15 for the development of brochures and other collateral when the Trail is finished. This is to be funded from the extra grant allocated by the Government and Development West Coast. Joint-funding support for the marketing programme has also been secured from Grey District Council

4.0 OPTIONS

- 4.1 The options available to Council are that Council can choose to receive this report or not receive it.

5.0 SIGNIFICANCE AND CONSULTATION

- 5.1 This matter is of low significance as it merely provides Council with an update on progress on a project that is already approved and funded.
- 5.2 Consultation is not required.

6.0 RECOMMENDATION

6.1 **THAT** Council receives this report.

Peter Anderson
Operations Manager

Tanya Winter
Chief Executive

Appendix 'A'

West Coast Wilderness Trail - Status Report to 31st January 2014

	Section	Total section length km	Total length completed	Project tasks	Start Construction	Complete Construction	Original Project Budget	Revised Project Budget	Expenditure to Date
1	Day One – Gairymouth to Kaniere	30.6	25.3				\$1,477,610	\$1,220,000	\$797,853
1.1	Railway Station to Blaketown	4.2	4.2	Section completed. OPEN	June 2012	Nov 2013			
1.2	Blaketown to Parae	8.7	8.7	Section completed. OPEN	Aug 2011	June 2012			
1.3	Parae to Taramakau Bridge	6.9	6.9	Section completed. OPEN	Aug 2012	Nov 2013			
1.4	Taramakau Bridge	0.3	-	Proposal to 2012-15 BLTP for a clip on by NZTA on the existing bridge. BLTP approved. Clip on project approved for design. Design report prepared by NZTA and presented to Kioti Rail for approval. Council continues to advocate for work. Completion not expected until late 2014. OPEN	Sept 2012	Dec 2014			
1.5	Taramakau Bridge to Kaniere	10.3	5.5	Consent application completed. Construction started. Land owner completed construction on private land. Delay due to complications with Historic Places Trust and archaeological sites serial. Construction to commence 24 th February. DETOUR	Sept 2012	April 2014			
2	Day Two – Kaniere to Milltown	35.4	35.4				\$2,373,892	\$3,690,000	\$5,812,485
2.1	Kaniere to Kapiti Reservoir	6.3	6.3	Section completed. OPEN	Dec 2011	March 2013			
2.2	Kapiti Reservoir to Loopline Road	3.5	3.5	Section completed. OPEN	Dec 2011	April 2013			
2.3	Loopline Road to Old Christchurch Rd	7.0	7.0	Section completed. OPEN	Dec 2011	March 2013			
2.4	Old Christchurch Rd to Kawaka Res	4.6	4.6	Section completed. OPEN	Dec 2011	Feb 2013			
2.5	Kawaka Res to Milltown Forestry Rd	7.0	7.0	Section completed. OPEN	Dec 2011	Oct 2013			

2.6	Milltown Forestry Rd to Cowboy Paradise	7.0	7.0	Section completed. OPEN	Dec 2011	Oct 2013			
3	Milltown to Hokitika	36.0	32.9				\$1,338,000	\$1,225,000	\$345,403
3.1	Cowboy Paradise to Anahura River	4.3	4.3	Section completed. OPEN	April 2012	Feb 2013			
3.2	Anahura River to Lake Kaniere Rd	9.7	9.7	Although not ideal... intend utilising the existing road formation due to funding constraints. "Share Road" signage in place. Changing speed restriction to 70km. OPEN	June 2012	Feb 2013			
3.3	Lake Kaniere Rd to The Landing	1.2	1.2	Section completed. Changing speed restriction to 70km. OPEN	June 2012	Feb 2013			
3.4	Water Race Track - The Landing to Wards Road	2.7	2.6	Current contract extended to include this work. Construction underway. Boardwalk construction underway. Awaiting DoC to complete land access agreement. DETOUR	July 2012	March 2014			
3.5	Water Race Track - Wards Road to Kennedy's Creek	6.0	5.0	Route confirmed. Current contract extended to include this work. Construction underway. DETOUR	July 2012	March 2014			
3.6	Kennedy's Creek to Kaniere Township	6.3	6.3	Construction complete on widening existing carriageway for separate cycle lane. Changing speed restriction to 70km. OPEN	June 2012	Aug 2013			
3.7	Kaniere Township to Start Kaniere Tram	2.0	2.0	Using existing road formation. Changing speed restriction to 90km. OPEN	June 2012	Nov 2013			
3.8	Kaniere Tram - First Tree Road to Hokitika	2.0	-	Survey completed. Current contract extended to include this work. Resource consent applied for. Archaeologist report pending. Minor construction commenced. DETOUR	March 2012	April 2014			
3.9	Hokitika Bypass	1.8	1.8	Utilising the existing formation. OPEN	-	Dec 2012			
4	Hokitika to Ross	33.3	19.4				\$2,121,479	\$1,392,000	\$20,888
4.1	Hokitika Bridge	1.0	1.0	Cycleway on bridge existing. OPEN	Dec 2012	Dec 2012			
4.2	Golf Links Rd to Golf Course	2.5	2.5	Using existing road formation. Changing speed restriction to 70km. Direct appointment of contractor planned.	June 2012	Feb 2014			
4.3	Golf Course to State Highway	1.5	1.3	Using existing road formation. Changing speed restriction to 90km. Direct appointment of contractor planned.	June 2012	Feb 2014			
4.4	State Highway to Mahimapa Creek	0.1	-	Discussing with NZTA	Feb 2013	March 2014			

4.5	Mahinapua Creek: 500m to Mahinapua Track	2.5	-	Discussing with NZTA	Feb 2013	March 2014			
4.6	Mahinapua Track : Bridge to Woodstock Rima Rd	6.2	-	DoC retro-fitting existing track.	April 2011	March 2014			
4.7	Woodstock Rima Rd to State Highway	4.0	4.0	Using existing road formation. Changing speed restriction to 70km.	June 2012	Dec 2013			
4.8	State Highway : Woodstock Rima Rd to Paire Rd	2.3	2.3	Using existing road formation.	June 2012	April 2014			
4.9	Ross Rd Trail : Paire Rd to Totara River	10.2	3.5	Track formed. Upgrade underway. Structures correct required.	May 2013	June 2014			
4.10	Totara River Bridge	0.2	-	Discussing with Kiri-Rail. Use existing bridge.	April 2013	June 2014			
4.11	Ross Beach Rd : Totara River	2.8	2.8	Using existing road formation. Changing speed restriction to 50km.	Sept 2013	Dec 2013			
TOTAL		135.3	111.0				\$7,310,581	\$7,245,000	\$4,976,241

Report



DATE: 27 February 2014

TO: Mayor and Councillors

FROM: Group Manager: Planning, Community and Environment

ANNUAL PLAN CONSULTATION

1.0 SUMMARY

- 1.1 The purpose of this report is to present Council with the Consultation Plan for the 2014-2015 Draft Annual Plan.
- 1.2 This issue arises because under sections 83, 85, 89 and 95 of the Local Government Act 2002 Council is required to consult with the community on the draft Annual Plan using the Special Consultative Procedure.
- 1.3 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.

Vision's Objectives	Achieved By
The report supports the following objective in Council's Vision Statement: <ul style="list-style-type: none">Involving the community and stakeholders.	Providing the community the opportunity to have input into an important planning document for Council.

- 1.4 This report concludes by recommending that Council adopts Option 2 as the Consultation Plan, which is a scaled-back version of the approach taken by the Council last year in the preparation of the 2013/14 Annual Plan.

2.0 BACKGROUND

- 2.1 On 30 January 2014, the Council adopted a timetable for the production of the 2014/15 Annual Plan, including approval of the draft Annual Plan on 27 March, one month of consultation from 4 April to 4 May, and adoption of the final Annual Plan on 26 June.
- 2.2 Also on 30 January, the Council held a workshop in preparation for producing the draft Annual Plan 2014/15, and this was followed by another workshop on 17 February. At the time this report was written, the Council was scheduled to have a public meeting on 26 February to debate the draft Annual Plan, with a focus on any changes from what was signalled in the 2013/14 Annual Plan and the 2012 Long Term Plan.
- 2.3 At the 30 January workshop, Councillors had an initial discussion about the level of consultation they wished the Council to undertake on the 2014/15 draft Annual Plan. The general consensus was that a scaled back version of the consultation process from last year's "Getting Real" draft Annual Plan would be appropriate, assuming there would be no major changes to the "Getting Real" approach. There was an understanding that the preparation of the 2015 Long Term Plan in 2014/15 would provide an opportunity for a more extensive review of the Council's activities and more extensive consultation relating to this.
- 2.4 Staff agreed at the 30 January workshop to produce a consultation plan for the 2014/15 Annual Plan along these lines, for approval at the 27 February Council meeting.

3.0 CURRENT SITUATION

- 3.1 Staff propose a consultation plan (referred to as "Option 2") that is consistent with the direction provided at the 30 January workshop. The opportunity of the Annual Plan will be used to actively engage the community in a practical, realistic, affordable way. Last year's approach will be generally followed, but the mobile caravan will not be used, the production of new display boards will be minimised, and the level of newspaper advertising will be reduced. The following elements are proposed in Option 2:
 - 3.1.1 Three public meetings: One each in Hokitika, Franz Josef and Haast. These would be in the evening with senior staff and elected members in attendance.
 - 3.1.2 Newspaper advertising: Four adverts inserted in the Hokitika Guardian and West Coast Messenger over the four week consultation period, providing information on the draft Annual Plan and encouraging submissions. In addition, a summary document will be inserted into the West Coast Messenger in week two of the consultation period.

- 3.1.3 Continuous web presence: A dedicated webpage containing downloadable documents and further information. The website will also be the encouraged portal for submissions.
- 3.1.4 An open offer will be extended to stakeholder and community groups, to meet with staff and elected members if necessary on specific issues of consultation.

4.0 OPTIONS

- 4.1 There are other options aside from the approach outlined above. At a broad level, these include the options considered by the Council last year in preparing the 2013/14 Annual Plan:
 - 4.1.1 **Option 1** – minimalistic and meeting statutory requirements only (estimated cost \$1000 or less);
 - 4.1.2 **Option 2** (new option, preferred for 2014/15) – public meetings, newspaper advertisements, continuous web presence, and availability for smaller meetings on specific issues (estimated total cost \$6000);
 - 4.1.3 **Option 3** (chosen for 2013/14) – as per Option 2, plus a roving caravan to satellite towns with senior staff in attendance, display boards highlighting key consultation issues, and separate newspaper advertisements on specific consultation issues (estimated total cost \$11,000);
 - 4.1.4 **Option 4** (presented but not chosen for 2013/14) – Items in Option 3, plus an “e-blast” consisting of e-mails to all Council databases, additional information and awareness posters, brochures, and a dedicated liaison officer to follow up with significant stakeholders and community groups (estimated total cost \$13,000).
- 4.2 Note that the costs presented above do not include staff time, which would be considerable for Options 3 and 4.
- 4.3 Within Option 2, a package of consultation ideas have been presented. However Council is able to choose which ones they want to implement and which they don't. Elected members may also have other ideas of how Council could consult with the community.
- 4.4 For example, public meetings could be held in additional locations such as Otira, Harihari, Kokatahi / Kowhiterangi and other smaller settlements. The costs would be related to staff time, vehicle expenses and any necessary advertising. These public meetings could be added in the future upon request, rather than at this time.
- 4.5 Council could also decide that they would like to re-visit their choice of Option 2, and go for either a more minimalistic or an expanded consultation programme.

5.0 SIGNIFICANCE AND CONSULTATION

- 5.1 Providing the community with enough information to be able to understand what Council is proposing in the draft Annual Plan is a legislative requirement under the Local Government Act 2002. The extent to which Council consults with the community beyond the statutory minimum is at their discretion. For this reason the level of significance is deemed to be low in accordance with Council's Policy on Significance.
- 5.2 It is expected that the level of interest from the community in the Annual Plan will be high this year, but probably at a decreased level from 2013/14, given that the approach signalled from Council thus far is to stick with the "Getting Real" approach rather than departing radically from it. For example, no significant changes to service levels are proposed, in contrast to the 2013/14 Annual Plan.

6.0 ANALYSIS OF OPTIONS (Including Financial Considerations)

- 6.1 **Option 1** meets the statutory minimum, and in an ordinary year 3 of a Long Term Plan staff would be recommending Council takes this approach. However, the community is still likely to be expecting more of Council, with enhanced communication and opportunities for engagement.
- 6.2 **Option 2** is an affordable, realistic option based on Council's current financial situation, available staff time, and a constrained timeframe. It provides a range of opportunities across the district for people to engage. The cost of providing this level of consultation is estimated at \$6,000. This amount does not include staff time.
- 6.3 **Options 3 and 4** are more resource intensive and, although possibly nice to have, could be seen as excessive in the current financial climate.

7.0 RECOMMENDED OPTION AND REASON

- 7.1 **Option 2** is recommended by staff and is consistent with the direction Council provided at its workshop on 30 January. This option provides a balance between ensuring the community has ample opportunity to receive more information on what is proposed in the draft Annual Plan and an affordable, realistic programme.

8.0 RECOMMENDATION

- A) **THAT** Council adopts Option 2 which will be funded from Operational Budgets as its 2014/15 Annual Plan Consultation Plan at an estimated cost of \$6,000.

Jim Ebenhoh

Group Manager: Planning, Community and Environment