



A G E N D A

Council

Council Chambers

**Thursday 28 March 2012
commencing at 9.00 am**

Her Worship the Mayor, M.H. Pugh (**Chairperson**)
Deputy Mayor Councillor B.O. Thomson
Councillors J.G. Birchfield, A.N. Bradley,
J.H. Butzbach, K.J. Eggeling,
A.M. Hurley, M.D. Montagu,
K.R. Scott, F.I.W. Stapleton, C.A. van Beek.

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 28 MARCH 2013 COMMENCING AT 9.00 AM

Tanya Winter
Chief Executive

20 March 2013

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*

Council by-line in promoting Westland:

"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 Council Meeting- 28 February 2013 (Pages 6-14)

2.1.2 Minutes of the Public Excluded portion of the Westland District Council Meeting held on Thursday 28 February 2013

(Refer Public Excluded Minutes)

2.1.3 Minutes of the Public Excluded portion of the Westland District Council Performance Management Committee Meeting held on Monday 25 February 2013

(Refer Public Excluded Minutes)

2.2 Minutes and Reports to be received

2.2.1 Operations Committee Meeting – 21 February 2013. (Pages 15-16)

2.2.2 Westland District Safer Community Council Meeting – 22 February 2013. (Pages 17-19)

2.2.3 Performance Management Committee Meeting – 25 February 2013. (Pages 20-21)

3. PUBLIC FORUM

The public forum section of the meeting will commence at 9.00 am.

4. REPORTS

4.1 Mayor

Recommendation

That the Mayor's monthly report be received. (Page 22)

5. GENERAL BUSINESS

5.1 Community Service Award – Doreen Lyon

Ms Doreen Lyon will be in attendance at the meeting at 10.15 am to receive a certificate from Her Worship the Mayor in recognition of her service to the Haast community over many years.

10.30am – Morning Tea Break

5.2 Hokitika Community Patrol

A report from the Community Services Officer is attached. (Pages 23-25)

5.3 Rates Arrears

A report from the Corporate Services Group Manager is attached. (Pages 26-28)

12.30pm – Lunch Break

5.4 Chief Executive's Report

Recommendation

That the Chief Executive's monthly report be received. (Pages 29-30)

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 Public Excluded Minutes of Meetings of Council

6.2 Westland District Council Freedom Camping Control Bylaw 2012

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

Item No.	Minutes/ Report of	General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under Section 48(1) for the passing of this resolution
1.	Public Excluded Minutes of Meetings of Council	Confirmation of February Public Excluded Council and Performance Committee Minutes.	Good reasons to withhold exists under Section 7.	Section 48(1)(a)
2.	Report to Council	Westland District Council Freedom Camping Control Bylaw 2012.	Good reasons to withhold exists under Section 7 (2)(g).	Section 48(1)(d)

**NEXT MEETING: WEDNESDAY 24 APRIL 2013
COMMENCING AT 9.00 AM**

Ordinary Council Minutes

MINUTES OF AN ORDINARY MEETING OF THE WESTLAND DISTRICT COUNCIL, HELD IN THE COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA ON THURSDAY 28 FEBRUARY 2013 COMMENCING AT 9.00 AM

The opening prayer was read by Councillor Montagu.

1. **MEMBERS PRESENT**

Her Worship the Mayor, M.H. Pugh (Chairperson)

Deputy Mayor B.O. Thomson

Councillors J.G. Birchfield, A.N. Bradley, J.H. Butzbach, K.J. Eggeling, A.M. Hurley, M.D. Montagu, K.R. Scott, F.I.W. Stapleton, C.A. van Beek.

1.1 **Apologies**

Nil.

Also in Attendance

T.L. Winter, Chief Executive; D. Blight, Community Services Officer (in attendance for part of the meeting); G. Byrne, Community Development Officer (in attendance for part of the meeting); V. Goel, Group Manager – Assets and Operations; S.H. Halliwell (Acting Group Manager – Corporate Services) part of the meeting, D.M. Maitland, Executive Assistant; R.C. Simpson, Manager Planning and Regulatory.

1.2 **Register of Conflicts of Interest**

The Conflicts of Interest Register was circulated and no amendments were noted.

2. CONFIRMATION OF MINUTES

2.1 Confirmation of Minutes of Meetings of Council

2.1.1 Council Meeting – 24 January 2013

Moved Councillor Stapleton, seconded Councillor Bradley and **Resolved** that the Minutes of the Ordinary Meeting of Council held on the 24 January 2013 be confirmed as a true and correct record of the meeting.

2.1.2 Minutes of the Public Excluded portion of a meeting of the Westland District Council held on Thursday 24 January 2013

(See Public Excluded Minutes).

2.2 Minutes and Reports to be received

Nil.

3. PUBLIC FORUM

No members of the public spoke in the Public Forum section of the Council meeting.

4. REPORTS

4.1 Mayor

Moved Councillor Butzbach, seconded Councillor Montagu and **Resolved** that the Mayor's Report for January-February 2013 be received.

5. GENERAL BUSINESS

5.2 Proposed Road Stopping Greymouth-Kumara Tramway

Moved Councillor Eggeling, seconded Councillor Butzbach and **Resolved** that the road stopping process for the portion of Greymouth-Kumara Tramway be cancelled.

5.1 Sesqui-Centennial Celebrations

The Community Development Officer spoke to this item and read out the letter from Heritage Hokitika regarding the Sesqui-Centennial Celebrations.

Moved Councillor Scott, seconded Councillor Stapleton and **Resolved** that Council joins with Heritage Hokitika to set up a community committee to lead the celebrations for the Sesqui-Centennial Celebrations in 2014.

5.3 **Delegations**

The Chief Executive spoke to this item.

Moved Councillor Hurley, seconded Councillor Birchfield and **Resolved** that the table on pages 31 to 39 of the Delegations Manual be amended by adding:

Corporate Services GM	
Contractual Authority for emergency expenditure not provided for in estimates.	\$100,000 per item
Contractual Authority for expenditure provided for in estimates.	\$100,000 per item
Activities to which contractual authority applies.	All activities
Activities for which the officer is the Financial Manager.	N/A
All other delegations as provided to the Chief Financial Officer	N/A

5.5 **Waste Minimisation and Management Plan 2012-2018**

The Group Manager – Assets and Operations spoke to this item.

Moved Councillor Stapleton, seconded Councillor Butzbach and **Resolved** that:

- i) In accordance with the Waste Minimisation Act 2008, and following the consideration of submissions, the 2012-2018 Waste Management and Minimisation Plan be adopted.
- ii) Council, subject to approval from the West Coast Regional Council, approves a planned “open to the public day” at Butlers Landfill Site in 2013-14.

5.6 **Flood Event Westland District – 2 January 2013**

The Group Manager – Assets and Operations spoke to this item.

Moved Councillor Montagu, seconded Councillor Butzbach and **Resolved** that the report from the Group Manager – Assets and Operations regarding the flood event on the 2 January 2013, be received.

5.7 New Zealand Transport Agency Response: Wanganui Bridge Washout and Knights Point Slip at State Highway 6.

The Group Manager – Assets and Operations spoke to this item.

Moved Councillor van Beek, seconded Councillor Scott and **Resolved** that Council write to the New Zealand Transport Agency (NZTA) asking if they have a contingency plan should the road at Knights Point subside, severing this vital road link in South Westland.

Moved Councillor Montagu, seconded Councillor Stapleton and **Resolved** that the report from the Group Manager – Assets and Operations regarding the Wanganui Bridge Washout and Knights Point Slip, be received.

5.8 Hokitika Oxidation Ponds – Odour Issues

The Group Manager – Assets and Operations spoke to this item.

Moved Councillor Montagu, seconded Councillor Bradley and **Resolved** that the report from the Group Manager – Assets and Operations regarding the Hokitika Oxidation Ponds, be received.

5.9 Westland District Liquor Bans Bylaw 2007: Review

Moved Councillor Eggeling, seconded Councillor Stapleton and **Resolved** that:

- i) The submission from Community and Public Health West Coast be noted as in support of the Westland District Liquor Bans Bylaw 2007.
- ii) The reviewed Westland District Liquor Bans Bylaw 2007 be made.

5.10 Chief Executive's Report

The Chief Executive spoke to this item.

A general discussion was held regarding the Statements of Intent for Council's CCO's and accordingly Councillors asked to review these documents.

Moved Councillor Montagu, seconded Councillor Bradley and **Resolved** that the report of the Chief Executive dated 28 February 2013 be received.

5.4 Tourism West Coast KPIs 2012-13

Mr Jim Little, Chief Executive, Tourism West Coast attended the meeting to present an update on the last 6 months activities of Tourism West Coast and plans for 2013; including a discussion regarding KPIs.

The meeting adjourned at 10.30 am for morning tea and reconvened at 10.53 am.

Moved Councillor Montagu, seconded Councillor Bradley and **Resolved** that Council:

1. **Adopt KPIs for Tourism West Coast for the remainder of 2012-13 as follows:**

Grow the contribution to the West Coast GDP from the tourism sector/visitors and continue to provide employment opportunities from tourism throughout the region.

- i) **Tourism GDP \$121,300,000, employment 1,882 FTE's**

Measurement: Development West Coast Berl Economics, West Coast Indicators, 2011.

Goal: "More visitors, more often, staying longer, spending more!"

- ii) **Financial**

- a) Prepare Annual Statement of Intent for acceptance by Councils.

Measurement - annual acceptance.

- b) Prepare annual budget as part of Statement of Intent (SOI) and operate within budget limitations.

Measurement - annual audited accounts.

- c) Ensure operator financial contributions are in excess of \$100,000 p.a.

Measurement -audited accounts of advertising income and free of charge amounts for travel agents and media as reported by Tourism West Coast.

iii) External Marketing

- a) Develop a regional marketing plan for the whole of the West Coast. The plan must identify the roles/activities that will be deemed regional and the responsibility of the Regional Tourism Organisation as distinct from the roles of local promotions groups and council economic development personnel. The plan must prioritise marketing projects/targets which need to be agreed by operators/stakeholders. (Lighthouse group)

Measurement - presentation and acceptance of annual updated marketing plan/strategy.

- b) Communicate the regional marketing plan to all West Coast tourism operators with the objective of increasing trade financial and in kind contributions.

Measurement - income reported in audited accounts.

- c) Develop and maintain regional website and digital strategy.

Measurement - increase in unique visitors as reported by Google Analytics.

- d) Produce a comprehensive visitor guide and distribute nationally.

Measurement - sighting of Official Visitor Guide annually and Jason's distribution report.

- e) Produce a comprehensive regional trade manual (hard copy & digital) for tourism trade/wholesalers/inbound operators.

Measurement - sighting of hard copy and view digital on website.

iv) Internal Communications

- a) Establish and maintain comprehensive database of all West Coast tourism businesses. (This exists and is currently being updated.)

Measurement - sighting and utilisation of database.

- b) Establish local area sub groups throughout the West Coast.
(These currently exist Karamea, Buller, Reefton, Grey, Lake Brunner, Kumara, Hokitika, Glacier Country and Haast.) Communications via Lighthouse Group.

Measurement - attendance at key meetings as reported in sub group minutes and Lighthouse Group reports.

- c) Establish newsletter to all operators on the West Coast Database (This already exists with quarterly newsletter distribution.)

Measurement - sighting of newsletters.

- d) Establish schedule of local area subgroup meetings. Promotions groups and council DTO's.

Measurement - reporting from TWC and subgroup minutes.

- e) Liaison with Councils, Development West Coast and local tourism officers.

Measurement - attendance and/or reporting quarterly to councils plus on-going communications with Tourism Officers.

2. Review the KPIs

Review the KPIs should Council resolve to fund Tourism West Coast in 2013-14.

5.12 Management Report

Moved Councillor Birchfield, seconded Councillor van Beek and **Resolved** that the quarterly Management Report for the period 1 July to 31 December 2012 be received.

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

Moved Councillor Bradley, seconded Councillor Butzbach and **Resolved** that Council exclude the public in accordance with 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 **Public Excluded Minutes of Meetings of Council**

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

Item No.	Minutes/ Report of	General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under Section 48(1) for the passing of this resolution
1.	Minutes of the Public Excluded portion of the Council meeting of 24 January 2013	Confirmation of Minutes	Good reason to withhold exists under Section 7.	Section 48(1)(a)

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

No.	Reason for protection of interests	Ref NZS 9202:2003 Appendix A
1.	Protection of privacy of natural persons. To carry out commercial activities without prejudice.	A2(a) A2(b)(ii)

Moved Councillor Stapleton, seconded Councillor Eggeling and **Resolved** that the business conducted in the "Public Excluded Section" be confirmed and the public be readmitted.

The meeting adjourned for lunch at 12.23 pm and reconvened at 1.02 pm.

5.11 Quarterly Financial Report to 31 December 2012

The Acting Group Manager – Corporate Services spoke to this item and also circulated an Amended Copy of the Summary Sheet.

Moved Councillor Montagu, seconded Councillor Butzbach and **Resolved** that the Financial Report to the 31 December 2012 be received.

**MEETING CLOSED AT 2.30 PM
NEXT MEETING: THURSDAY 28 MARCH 2013
COMMENCING AT 9.00 AM**

Confirmed by:

Maureen Pugh
Mayor

Date

**MINUTES OF A MEETING OF THE OPERATIONS COMMITTEE, HELD
IN THE COUNCIL CHAMBERS, WESTLAND DISTRICT COUNCIL, 36
WELD STREET, HOKITIKA ON THURSDAY 21 FEBRUARY 2013
COMMENCING AT 1.02 PM**

1. PRESENT

Councillor K.R. Scott (Chairperson)

Councillors K.J. Eggeling, A.N. Bradley and M.D. Montagu.

APOLOGIES

Councillor J.G. Birchfield.

ALSO IN ATTENDANCE

V. Goel, Group Manager – Assets & Operations; P.G. Anderson, Engineer;
D.M. Maitland, Executive Assistant; Simon Eyre, Engineering Officer.

2. CONFIRMATION OF MINUTES – 17 SEPTEMBER 2012

Moved Councillor Eggeling, seconded Councillor Bradley and **Resolved** that the Minutes of the Operations Committee Meeting held on the 17 September 2012 be confirmed as a true and correct record of the meeting.

3. INWARD CORRESPONDENCE

**3.1 Rob Daniel, Chair, Hokitika Reserves and Environs Community Group:
Regarding Hokitika Town Entrance Signs**

Moved Councillor Montagu, seconded Councillor Eggeling and **Resolved** that letter from Rob Daniel be received and the Operations Team research various options relating to the Hokitika town entrance sign and take the remedial action required.

- 3.2 Glenys Byrne, Community Development Officer, Hokitika Reserves and Environs Community Group: Regarding Daffodils at the Fitzherbert Street Roundabout.

The Committee noted that this item has been resolved.

4. GENERAL BUSINESS

4.1 Sunset Point Erosion Update:

The Group Manager – Assets and Operations provided an update to the Committee on the Sunset Point Erosion and advised that long-term options will come back to either the Operations Committee or Council. He further advised that \$20,000 is in the erosion protection funds.

The Group Manager Assets and Operations noted that the bins and street furniture will be placed back at Sunset Point.

4.2 Procurement Strategy Policy Workshop

The Group Manager Assets and Operations thanked Councillors and members of the public for attending the Procurement Strategy Workshop on the morning of the 21 February 2013 and advised that notes from the workshop will be circulated to Councillors for their information.

MEETING CLOSED AT 1.51 PM

NEXT MEETING: 15 APRIL 2013

Confirmed:

Councillor Kyle Scott
Chairperson

Date

**MINUTES OF MEETING OF THE WESTLAND DISTRICT SAFER
COMMUNITY COUNCIL HELD IN THE WESTLAND DISTRICT COUNCIL
CHAMBERS, 36 WELD STREET, HOKITIKA, ON FRIDAY
22 FEBRUARY 2013 COMMENCING AT 9:30 A.M.**

Councillor Stapleton opened the meeting with prayer.

1. MEMBERS PRESENT:

Councillor Kyle Scott (Chair), Her Worship the Mayor Maureen Pugh, Councillor Frances Stapleton, Councillor Kees van Beek, Constable Jon Armstrong, Cathy Blincoe, Kamaya Crawford, Colleen Freitas, Rev Vivien Harber, Bev Kaio, Charles Lucas, Derek Blight.

2. APOLOGIES:

Jan Zuckerman, Corrina Gestro-Best, Jan Weaver, Lucy Waller, Ned Tauwhare, Waikohatu Scott

Moved C. Freitas, seconded Constable Armstrong and **Resolved** that the apologies be received.

3. MINUTES OF PREVIOUS MEETING HELD 7 DECEMBER 2012:

Moved Councillor Stapleton, seconded Councillor van Beek and **Resolved** that the Minutes of the previous meeting of the Westland District Safer Community Council be confirmed as a true and correct record of the meeting.

4. MINUTES OF MEETINGS OF THE BIG BROTHERS BIG SISTERS BOARD HELD 11 FEBRUARY 2013:

Moved Councillor Stapleton, seconded C. Lucas and **Resolved** that the Minutes of the meeting of the Big Brothers Big Sisters Board held on the 11 February 2013 be received.

5. INWARD/OUTWARD CORRESPONDENCE:

Moved C. Freitas, seconded Councillor van Beek and **Resolved** that the Inward Correspondence be received and the Outward Correspondence be endorsed.

6. **FINANCIAL STATEMENTS:**

Apart from a double up of figures in the Big Brothers Big Sisters Statement where tea, coffee and meals were budgeted at \$18,093, it was moved Councillor Scott, seconded Councillor Stapleton and **Resolved** that the Financial Statements be received.

7. **GENERAL BUSINESS:**

7.1 **Police Report**

Xmas/New Year Policing

The Hokitika Police had a very quiet time over the official business stand down period of 21/12/12 to 07/01/13. There was only one arrest made and this was for a breach of bail.

In the last weeks of January however, there has been a noticeable increase in general disorder with young adults consuming alcohol in the Beach Street area. It has been most fortunate that we have a Liquor Ban Bylaw to fall back on as by taking away their alcohol, they quickly disperse. It has been a most effective tool for the Police.

Kumara and Hokitika Races, Woodstock Motorcycle Rally and Coast to Coast

All these events have now been held with great success and little if any need for Police involvement. They have all been running for so long now that everyone knows what is expected of them and that a Police presence is usually sufficient for all to behave.

2013 National Census

From 16/02/13, Statistics New Zealand will be delivering the census papers to be completed on 05/03/13. Staff members delivering these papers will have official identification if asked and be carrying a blue bag with the Statistics New Zealand logo on it. These people will be visiting every address within the Westland District but have no authority to enter a home unless they are invited in. The completed papers will be collected on 06/03/13, again by someone with a Statistics New Zealand bag.

CCTV for Wildfoods

Wildfoods 2013 is now only 3 weekends away. A useful tool for the Police during this time has been the Councils CCTV cameras housed at the Police Station. The installation of a new camera on the roof of Hokitika Autos has been delayed for some time now and it would be a most appropriate time to have it operational before Wildfoods. The 180 degree camera under

the eaves of the Westpac Bank is also in need of a service to rectify a focusing problem."

Moved Constable Armstrong, seconded B. Kaio and carried that the Police Report be received.

D. Blight to ask the Group Manager of Assets and Operations if more markings can be made on Beach Street to identify it as a road.

Her Worship the Mayor commended the Police on their handling of the departure of motor cyclists from the Woodstock Rally.

7.2 **International Safe Community Steering Committee:** C. Blincoe and D. Blight to set up a meeting with key stakeholders to brainstorm the concept and then report back to the next Safer Community Council meeting. C. Blincoe to find out what actual costs are involved.

7.3 **Leslie Elliot meeting:** D. Blight reminded all present to keep Thursday 11 April at 7:30pm free to hear Sophie's story and to pass the information on to their networks.

8. **COORDINATOR'S REPORT:** The Coordinator's Report was received.

9. **OTHER BUSINESS:**

9.1 Constable Jon Armstrong asked if the street corner signs in Hokitika could have a larger base to stop them from being easily knocked over.

9.2 The new Community Advisor at the Department of Internal Affairs, Kamaya Crawford, advised that she is available to work with community groups on eligibility requirements and assistance with funding applications.

10. **NEXT MEETING DATE:** Friday, 26 April, 2013 at 9:30am.

The meeting closed at 10:44am.

Confirmed as a true and correct record.

_____ (Chairperson) _____ (Date)

MINUTES OF A MEETING OF THE PERFORMANCE MANAGEMENT COMMITTEE, HELD IN THE COUNCIL CHAMBERS, WESTLAND DISTRICT COUNCIL, 36 WELD STREET, HOKITIKA ON MONDAY 25 FEBRUARY 2013 COMMENCING AT 10.02 AM

1. **MEMBERS PRESENT**

Her Worship the Mayor, M.H. Pugh
Councillor M.D. Montagu (Chairperson)
Councillors J.H. Butzbach, F.I.W. Stapleton, C.A. van Beek.

Action
by

APOLOGIES

Deputy Mayor Councillor B.O. Thomson.

NOT IN ATTENDANCE

Councillor K.R. Scott (did not attend as requested).

ABSENT

Councillor A.M. Hurley.

ALSO IN ATTENDANCE

T.L. Winter, Chief Executive; D.M. Maitland, Executive Assistant (until 10.06 am).
Stuart Mitchell from Mitchell Notley and Associates Limited.

2. **CONFIRMATION OF MINUTES**

2.1 **Confirmation of Minutes**

2.1.1 **Performance Committee Meeting – 27 August 2012**

Moved Councillor Butzbach, seconded Councillor Montagu and **Resolved** that the Minutes of the Performance Management Committee Meeting held on the 27 August 2012 be confirmed as a true and correct record of the meeting.

3. MATTERS CONSIDERED IN THE 'PUBLIC EXCLUDED SECTION'

Moved Councillor Butzbach, seconded Councillor Stapleton and **Resolved** that the Committee exclude the public in accordance with Section 48, Local Government Official Information and Meetings Act 1987.

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

3.1 Performance Review – Chief Executive

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

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

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

No.	Reason for protection of interests	Ref NZS 9202:2003 Appendix A
1.	Protection of privacy of natural persons.	A2(a)

Moved Councillor Stapleton, seconded Councillor van Beek and **Resolved** that the business conducted in the "Public Excluded Section" be confirmed and the public be readmitted.

**NEXT MEETING – MONDAY 27 MAY 2013
COMMENCING AT 9.00 AM
MEETING CONCLUDED AT 12.41 PM**

Confirmed:

Councillor Murray Montagu
Chairperson

Date

MAYOR'S ACTIVITIES FEBRUARY/MARCH 2013

- PHO meeting
- Safer community Council meeting
- Open Top of the South Leisure Marching event
- Meeting with potential new investor for Westland
- Catch up with Tax Team
- Garden Competition presentations
- Citizenship Ceremony
- Kaniere Triathlon Prize Giving
- Kids Day
- Parfitt Kids fundraising group meeting
- WHL meeting
- Annual Plan workshop
- Combined Zone 5 & 6 meeting in Dunedin
- Wildfoods Festival
- Meeting with DHB and MOH re Grey Base Hospital
- Kumara Meeting re: Resilience fund application
- Hours spent working on the presentation for the TrustPower Awards
- Monthly radio spot
- Annual Plan meeting

It's been a tough month with a lot of negative media attention focussed on Council. My approach is to wait until the pack stops fighting before getting in between them. When the time is right I intend to manage a media release to explain Council's position more fully. The distressing consequence is the depths that some people have sunk to, and for what, I am still unsure, although the picture does become clearer with time, as does the breadth of influence.

Fortunately some great events have taken place recently, a reminder of the majority of wonderful people who live, work and volunteer here. Top of The South Leisure Marchers brought teams of mature marchers to Hokitika for a display event. If I recall correctly the oldest marcher was 84. It was a joy to spend the day with them.

I am sure Councillors will join with me in expressing our gratitude to the Events team for the outstanding success of this year's Wildfoods Festival. With your approval I would like to write to Mike Keenan and his team with your thanks for a job well done. Tanya has thanked staff for their contribution to the success of Wildfoods as many donated their time to support roles at some point.

Hokitika Lions Club once again joined forces with other volunteers to host the most amazing Kids Day ever! Cass Square was alive with activities and although the grass has suffered with all the traffic, it was well worth it. Our thanks to the Lions Club is also warranted and your support for writing to the organisers would be appreciated.

Report



DATE: 5 March 2013

TO: Mayor and Councillors

FROM: Community Services Officer

HOKITIKA COMMUNITY PATROL

1.0 SUMMARY

- 1.1 The purpose of this report is to ask Council to pass a resolution, closing the Hokitika Community Patrol cost centre as of 1 July 2013 and transferring the balance of funds in it to a cheque account called Hokitika Community Patrol.
- 1.2 This issue arises from a resolution passed at the last Community Patrol members meeting 20 February 2013 where the Patrol passed a resolution to establish itself as an independent Trust.
- 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 includes the promotion of the social, environmental, economic and cultural wellbeing of communities. 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	The Community Patrol becoming a standalone entity.

- 1.4 This report concludes by recommending that Council pass a resolution that the Community Patrol becomes a standalone entity.

2.0 BACKGROUND

- 2.1 The Hokitika Community Patrol has been in existence for over 5 years. It is affiliated to Community Patrols of New Zealand and has a Memorandum of understanding with the latter. It operates according to the rules and procedures as laid down by Community Patrols of New Zealand which now has over 140 affiliated patrols operating in New Zealand. It has the full support of the Hokitika Police.

Because it is not a legal entity, it has become increasingly difficult to apply for grants. Furthermore when a grant is received, GST is removed. By being a Trust, it will be easier to access grants to keep the patrol operational.

3.0 CURRENT SITUATION

- 3.1 The patrol has a vehicle that has been donated by Trustpower, the annual registration is paid for by Trustpower, servicing of the vehicle is carried out by donation from a local garage, the Hokitika Police donate their photocopying services to the patrol and for the last 5 years, the patrol has had a regular membership of at least 16 members. These volunteers are on a roster, serving the community every Friday and Saturday night as “eyes and ears” for the Police. Since the patrol has been in operation, local crime at weekends has decreased, as evidenced by the decreasing number of offences recorded on the nightly report sheet to Police.

4.0 OPTIONS

- 4.1 Keep the status quo.
- 4.2 Allow the patrol to establish its own Trust and operate its own bank account.

5.0 SIGNIFICANCE AND CONSULTATION

- 5.1 There is a low level of significance.
- 5.2 The proposed move was passed by a resolution at a members meeting of the Hokitika Community Patrol, Wednesday 20 February 2013 and recorded in the minutes of that meeting.

6.0 ASSESSMENT OF OPTIONS (INCLUDING FINANCIAL IMPLICATIONS)

- 6.1 The advantage is that the Patrol will find it easier to access external funding which is needed for fuel for the vehicle and for vehicle insurance and be responsible for its own finances.
- 6.2 There are no known disadvantages apart from a transfer of the insurance policy on the vehicle from Council to the patrol.
- 6.3 For Council, it means the transferring of funds in that cost centre to a Community Patrol bank account on 1 July 2013. As of 30 June 2012, the Community Patrol had a carryover of \$2,510 from Ministry of Justice grants and as of 5 March 2013, \$104 in its cost centre, giving it a total of \$2,614 currently available for it to use as a patrol. The transfer will involve a figure less than \$2,614 because there is still nearly 4 months left in this current financial year.

7.0 PREFERRED OPTION(S) AND REASONS

- 7.1 That the patrol establishes its own Trust and operates its own bank account.

8.0 RECOMMENDATION(S)

- 8.1 That Council pass a resolution that the Hokitika Community Patrol becomes a standalone entity with its own bank account.

Derek Blight
Community Services Officer

Report



DATE: 19 March 2013

TO: Mayor and Councillors

FROM: Corporate Services Group Manager

RATE ARREARS

1.0 SUMMARY

- 1.1 The purpose of this report is to inform Council of the current state of our rate arrears.
- 1.2 This report arises at the request of Council.
- 1.3 The Council is required to give effect to the purpose of local government as prescribed by 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	Persuading ratepayers to fund Council activities through paying their rates.

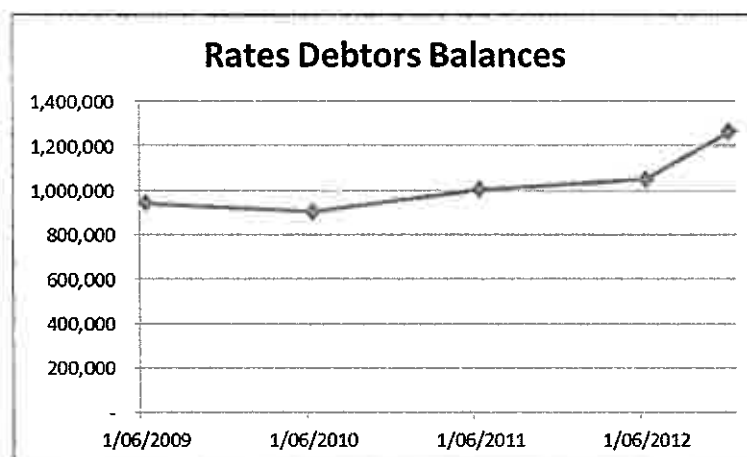
- 1.5 This report concludes by recommending that Council receive this report.

2.0 BACKGROUND

- 2.1 Our level of rate arrears has remained at a relatively high and constant level of 12% - 15% of our annual rates struck, for several years.
- 2.2 This is only an impact on our financial income & expenditure accounts should we have to write-off the rates. Any increase in debtors will affect our cash flow and funding requirements.

3.0 CURRENT SITUATION

- 3.1 Rate arrears have increased again this year, and by more than desired. At 31 December 2012 the arrears were \$1,264,411 or 14% of the rates struck for the year. The December arrears are usually very similar to the following June final arrears figure.
- 3.2 This compares to the amount of \$1,048,991 (12.6% of rates struck) outstanding at 30 June 2012.
- 3.3 Due to staff shortages in the first part of the financial year, not a lot of time has been spent on arrears follow up. The staff situation has currently improved and more effort can be made now.
- 3.4 The chart below shows the rates debtor figures at the end of the past 4 years.



4.0 OPTIONS

Options are prescribed by the Local Government (Rating) Act 2002.

- 4.1 Our first option is to encourage payment by follow up correspondence. Where this fails, further action is undertaken.
- 4.2 Payment from a mortgagee can be pursued if applicable.

4.3 Credit Recoveries Ltd are used for collection in worst case situations.

4.4 Ultimately, a property can be sold to clear the debt.

5.0 SIGNIFICANCE AND CONSULTATION

5.1 This matter is administrative and not significant.

6.0 ASSESSMENT OF OPTIONS (INCLUDING FINANCIAL IMPLICATIONS)

6.1 Continue with our current situation, except to devote more effort in following up those ratepayers initially falling behind with their payments. This will probably maintain the rates debt at similar to our historic levels.

6.2 Adopt a more aggressive approach and forward more debtors to a collection agency. This should reduce the debt, but comes at a cost as the agencies retain a percentage of the rates collected. Significant legal costs can also be incurred, but this is inevitable with the worst case debts no matter who is handling them.

7.0 PREFERRED OPTION(S) AND REASONS

7.1 The preferred option is to target the ratepayers initially falling behind with their payments, and continue using a collection agency to deal with those who fail to pay.

7.2 There is a legal obligation to pay rates. Non-payment of rates costs all ratepayers more.

8.0 RECOMMENDATION(S)

A) That the information be received.

Stephen Halliwell
Corporate Services Group Manager

Dave Oldman
Assistant Accountant

Report

DATE: 28 March 2013

TO: Mayor and Councillors

FROM: Chief Executive

CHIEF EXECUTIVE'S REPORT

1.0 SUMMARY

1.1 The purpose of this report is to present:

1.1.1 The Management Report for the period 28 February – 28 March 2013

1.1.2 Updates on any other matters of significance.

1.2 This report is on the agenda so that Council are kept fully apprised of Council business and are aware of how the organisation is tracking.

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 CE's report supports all objectives in Council's Vision Statement: <ul style="list-style-type: none">• 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.	Ensuring Council fulfils the commitments made to the community in the Long Term Plan.

- 1.4 This report concludes by recommending that Council receives the Chief Executive's report dated 28 March 2013.

2.0 COMMENT

- 2.1 Management provide reports monthly to Council on progress towards meeting outcomes as stated in the Long Term Plan. This report updates Council on key successes, any issues of significance and relevant statistics in the three of the five operational areas of Council:

- 2.1.1 Community Services
- 2.1.2 Assets and Operations
- 2.1.3 Planning and Regulatory

- 2.2 Unfortunately due to workload pressure in preparing the Annual Plan the report on the West Coast Wilderness Trail has not been completed. This report will now come to the April Council meeting.

3.0 RECOMMENDATION

- A) **THAT** the report of the Chief Executive titled "Chief Executive's Report" dated 28 March 2013 be received.

Appendix 1: Management Report for 22 February – 28 March 2013

Tanya Winter
Chief Executive