



# **A G E N D A**

## **Council**

**The “Theatre Room”  
Department of Conservation  
Visitor Centre,  
Franz Josef/Waiau  
Thursday  
28 November 2013  
commencing at 9.00 am**

His Worship the Mayor, M.T. Havill (**Chairperson**)  
Cr. J.H. Butzbach, Cr. P.M. Cox,  
Cr. M.S. Dawson, Cr. D.G. Hope,  
Cr. 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 "THEATRE ROOM", VISITOR CENTRE, DEPARTMENT OF CONSERVATION, FRANZ JOSEF/WAIAU ON THURSDAY 28 NOVEMBER 2013 COMMENCING AT 9.00 AM

*Tanya Winter*

*Chief Executive*

*28 November 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*

*"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 – 31 October 2013 (Pages 6-12)

### 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 31 October 2013.

*(Refer Public Excluded Minutes).*

## 3. PUBLIC FORUM

## 4. REPORTS

### 4.1 Reports from Councillors

4.1.1 Councillor Murray Montagu. (Pages 13-14)

4.2 2012/2013 Annual Report. (Pages 15-19)

4.3 Q1 Quarterly Report to 30 September 2013 (Pages 20-96)

### Morning Tea at 10.30 am

4.4 Proposed Harihari Community Centre. (Pages 97-101)

4.5 Code of Conduct. (Pages 102-120)

4.6 Appointments to Council Committees, CCO's and Outside Organisations. (Pages 121-128)

4.7 Terms of Reference – Executive Committee. (Pages 129-139)

4.8 Elected Members' Remuneration – Higher Duties. (Pages 140-153)

4.9 Elected Members' Allowances and Recovery of Expenses Policy. (Pages 154-166)

### Lunch at 12.30 pm at "Full of Beans Café"

- 4.10 **Interest Rate Risk Management - Delegations.** (Pages 167-173)
- 4.11 **The Sale and Supply of Alcohol Act 2012 – Establishment of District Licensing Committee.** (Pages 174-192)
- 4.12 **Westland District Council Traffic and Parking Bylaw 2013.** (Pages 193-208)
- 4.13 **Revocation of Jackson Bay Wharf Bylaw.** (Pages 209-218)

### In Committee at 2.30 pm

## 5. **MATTERS TO BE CONSIDERED IN THE ‘PUBLIC EXCLUDED SECTION’**

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

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

- 5.1 **Confidential Minutes.**
- 5.2 **Appointment to Westland Holdings Limited.**
- 5.3 **Reseal Contract 13/14/05.**
- 5.4 **Appointments to the District Licensing Committee.**

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 October 2013.	Good reasons to withhold exists under Section 7.	Section 48(1)(a)
2.	Report to Council	Appointment to Westland Holdings Ltd	Good reasons to withhold exists under Section 7.	Section 48(1)(a)

<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>
3.	Report to Council	Reseal Contract 13/14/05	Good reasons to withhold exists under Section 7.	Section 48(1)(a)
4.	Report to Council	Appointment to the District Licensing Committee	Good reasons to withhold exists under Section 7.	Section 48(1)(a)

**Council Meeting Finish Time 3.00 pm.**

**Followed by the opening of the Franz Josef Water Treatment Plant.**

**Date of Next Ordinary Council Meeting  
Thursday 19 December 2013  
To be held in the Council Chambers,  
Westland District Council, 36 Weld Street, Hokitika.**



# Ordinary Council Minutes

## MINUTES OF AN ORDINARY MEETING OF THE WESTLAND DISTRICT COUNCIL, HELD IN THE COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA ON THURSDAY 31 OCTOBER 2013 COMMENCING AT 9.00 AM

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### 1. MEMBERS PRESENT

His Worship the Mayor, M.T. Havill

Deputy Mayor Cr. 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; Vivek Goel, Group Manager: District Assets; S.H. Halliwell, Acting Group Manager Corporate Services; K.M. Manera, Receptionist; R.C. Simpson, Manager Planning and Regulatory.

The following staff member was in attendance for part of the meeting:

Rebecca Beaumont, District Planner.

#### 1.2 Register of Conflicts of Interest

The Conflicts of Interest Register is still being collated from the Inaugural Council Meeting.

## 2. CONFIRMATION OF MINUTES:

### 2.1 Confirmation of Minutes of Meetings of Council

#### 2.1.1 Ordinary Meeting – 26 September 2013.

Moved Cr. Butzbach, seconded Cr. van Beek and **Resolved** that the Minutes of the Ordinary Council Meeting held on the 26 September 2013 be received as a true and correct record of the meeting.

#### 2.1.2 Inaugural Council Meeting - 24 October 2013.

Moved Cr. Dawson, seconded Cr. Hope and **Resolved** that the Minutes of the Inaugural Council Meeting held on the 24 October 2013 be received as a true and correct record of the meeting.

### 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 26 September 2013.

*(Refer Public Excluded Minutes).*

## 3. PUBLIC FORUM

No members of the public attended the Public Forum Section of the meeting.

## 4. REPORTS

### 4.1 Adoption of Standing Orders.

The Acting Group Manager Corporate Services spoke to the above item.

Moved Cr. Montagu, seconded Cr. Martin and **Resolved** that Council amends Standards NZ Model Standing Orders NZS 9202:2003 as follows:

- a) P8. The definition of Publically notified be amended to: *“Publically notified means notified to members of the public by notice contained in some newspaper circulating in the district of the local authority and/or transmitted on some radio or television station broadcasting in the district of the local authority, or on Council’s website, or by notice published on a signboard affixed to public places in the district to which the notice relates.”*

- b) P11 2.2.2 (e) be amended to: *“The appointment of the deputy mayor by the mayor under section 41A (3) (a) of the Local Government Act 2002 OR if the Mayor declines to use these powers, the election of the deputy mayor or deputy chairperson in accordance with clause 17 [of Schedule 7 of the Local Government Act]. Note that nothing limits or prevents a territorial authority from removing, in accordance with clause 18 of Schedule 7, a deputy mayor appointed by the mayor under section 41A (3)(a).*

*To avoid doubt Clause 17(1) of Schedule 7 does not apply to the election of a deputy mayor of a territorial authority unless the mayor of the territorial authority declines to exercise the power to appoint (section 41A(7))*

- c) P11 2.2.3 be amended to: *“Every member of a local authority must give to the chief executive a residential address or business address and an email address together with, if desired, a facsimile or other address within the district or region of the local authority to which notices and material relating to meetings and local authority business may be sent or delivered.”*

- d) P13 2.5.1(2)(b) be amended to:  
*“That in the case of an equality of votes the Chairperson does not have a casting vote.”*

- e) P13/14 2.6.1 be amended to:  
System B

- f) P14 2.7.1 be amended to: *“The Mayor has the following powers under section 41A (3)*

*(b) to establish committees of the territorial authority*

*(c) to appoint the chairperson of each committee established under paragraph (b) and for that purpose, a mayor may make the appointment before other members of the committee are determined and may appoint himself or herself.*

*However nothing in subsection (3) limits or prevents a territorial authority from discharging or reconstituting in accordance with Clause 30 of Schedule 7, a committee established by the mayor under subsection (3) (b) or appointing in accordance with Clause 30 of Schedule 7, 1 or more committees in addition to any established by the mayor under subsection (3)(b) or discharging, in accordance with clause 31 of Schedule 7, a chairperson appointed by the mayor under subsection (3)(c).*

*[section 41A, cl. (3) and (4)]*



*The Mayor may decline to use the powers in section 41A or the territorial authority may discharge or reconstitute a committee established by the mayor in accordance with clause 30 of schedule 7 as follows:*

*A local authority may appoint – the committees, subcommittees, and other subordinate decision-making bodies that it considers appropriate and ... a committee may appoint the subcommittees that it considers appropriate unless it is prohibited from doing so by the local authority."*

*[cl. 30(1) & (2), Schedule 7, LGA]"*

- g) P16 2.9.5 be amended to: *"The Mayor or chairperson of the local authority is appointed an ex-officio member of any committee other than a community board or quasi-judicial committee."*
- h) P16 2.10.1(h) be added: *"the power to adopt remuneration and employment policy."*
- i) P24 3.3.4 be amended to: *"Members granted the right to speak at meetings are to address the Chairperson, and may not leave their place without the leave of the Chairperson. Members may remain seated when speaking at ordinary and extraordinary meetings of the local authority and at committee meetings."*
- j) P24 3.3.8(c) be amended to: *"Any recording of meetings must be approved by the Chairperson at the commencement of the meeting and members advised of such recording."*
- k) P27 3.7.2.1 be added to: ***"Councillor Reports:*** *The Chief Executive shall include Councillor Reports in the Council agenda, when received in writing seven days prior to the meeting. Councillor Reports should record activities, such as meetings and training attended by Councillors, for the purpose of recording major matters of interest to Council."*
- l) P35 3.14.2 be amended to:  
*"In the case of an equality of votes, does not have a casting vote (and therefore the act or question is defeated and the status quo is preserved)."*

m) P39 3.19.7 be added:

*3.19.7 **Public Forum:** A public forum will be conducted at the commencement of each meeting of Council. The following procedure shall apply to every public forum:*

*(a) A period of not more than 30 minutes be provided for the public forum.*

*(b) Each speaker (or groups of speakers) must advise the Committee Secretary of their desire to speak.*

*(c) Standing Orders 3.19.2, 3.19.4, 3.19.5 and 3.19.6 apply to the public forum.*

*(d) Each speaker (or group of speakers) has a maximum of five minutes to speak to the meeting, unless otherwise agreed by prior arrangement.*

*(e) Standing Order 3.19.7(d) does not apply where there are more than six separate presentations. In those circumstances, the available time shall be allocated equitably amongst the presenters at the discretion of the Chairperson.*

*(f) with the permission of the Chairperson, members may ask questions of clarification to the speaker.*

*(g) In the event that no speakers appear, the meeting will proceed to the next agenda item."*

n) P39 3.21.1 be amended to: *"At the discretion of the Chairperson any person authorised by the Chairperson, including any officer of the Council, may address a meeting to provide assistance and advice to the Chairperson and members. The Chairperson would normally ask an officer to address their report on the agenda prior to seeking a resolution for debate from meeting."*

Moved Councillor Montagu, seconded Councillor Martin and **Resolved** that Council adopt the "Westland District Council Standing Orders" as being the Standards NZ Model Standing Orders NZS 9202:2003 as amended by resolution A (above).

#### **4.2 Section 33 RMA: Transfer of Functions.**

The Manager Planning and Regulatory spoke to the above item. Councillors considered this report.

Moved Cr. Montagu, seconded Cr. van Beek and **Resolved** that the proposed Statement of Proposal be adopted and the special consultative procedure commence.

#### **4.3     The Triennial Elections.**

Moved Cr. Martin, seconded Deputy Mayor Cox and **Resolved** that this report be received.

#### **4.4     2012/13 Annual Report.**

This item was not considered due to the unavailability of the 2012/13 Annual Report and will be considered at a future meeting.

### **5.     MATTERS TO BE CONSIDERED IN THE ‘PUBLIC EXCLUDED SECTION’**

Moved Cr. Martin, seconded Cr. van Beek and **Resolved** that Council exclude the public in accordance with Section 48, Local Government Official Information and Meetings Act 1987 at 9.52 am.

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

#### **5.1     Confidential Minutes**

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

<b>Item No.</b>	<b>Minutes/ Report of</b>	<b>General subject of each matter to be considered</b>	<b>Reason for passing this resolution in relation to each matter</b>	<b>Ground(s) under Section 48(1) for the passing of this resolution</b>
1.	Public Excluded Minutes of Meetings of Council and Committee	Confirmation of Public Excluded Council and Committee Minutes.	Good reasons to withhold exists under Section 7.	Section 48(1)(a)

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

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

Moved Cr. Dawson, seconded Cr. Martin and **Resolved** that the business conducted in the “Public Excluded Section” be confirmed and the public be readmitted at 9.54 am.

**MEETING CLOSED AT 9.56 AM**

**NEXT MEETING: THURSDAY 28 NOVEMBER 2013  
COMMENCING AT 9.00 AM**

**TO BE HELD AT THE OLD THEATRE ROOM AT THE FRANZ JOSEF DEPARTMENT  
OF CONSERVATION VISITOR CENTRE, 13 STATE HIGHWAY 6,  
FRANZ JOSEF GLACIER**

Confirmed by:

\_\_\_\_\_  
Mike Havill  
Mayor

\_\_\_\_\_  
Date

# Report



**DATE:** 28 November 2013  
**TO:** Mayor and Councillors  
**FROM:** Councillor Murray Montagu

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## **REPRESENTING COUNCIL AT COMMUNITY MEETINGS**

October 2013 Cr. Montagu represented Council at the Kumara Community Trust AGM and their Ordinary monthly meeting.

November 2013 he also represented Council at the Ross Community Society AGM followed by their Ordinary monthly meeting. Each of the organisations have energetic and enthusiastic membership, with sound proactive forward planning.

Kumara: (1) the drinking water fountain is nearing completion and will be a great amenity to the Park and visually enhance that aspect of the intersection. (2) they have inspiring plans developing for the Chinese Memorial at the eastern side of town on land leased to them by the Property Company. I offered to bring to Council the possibility of changing this section to reserve status. Considering the terms of the Endowment Fund it may give them another funding stream.(3) Fourth Street construction, is not representative of Council's "Vision for Westland" **Having top class infrastructure for all communities. Having inspirational leadership.** Here is a Community (shareholders in Westland) who have landed an inferior a job when of their own fruition they are endeavouring to 'raise the bar' in their Community.

Ross: Their main concern focused on the Centennial Hall repair. I have undertaken to progress this project as it has reached a stalemate. I have discussed the project with Les Singer who, acting for the Property Company, was organising plans/design for reroofing the building. These have been prepared and are available to Council/Ross Community Society.

Ross Community Society in an endeavour to advance the project have engaged Opus International to produce a seismic report on the building and in addition an engineering report to support a Building Consent for the necessary upgrade including the altered roof design.

**Recommendation:**

- (a) To support this initiative by the Community.
- (b) To approve funding of Engineers report from Ross Township Development Fund.
- (c) To enter into dialog with Ross Community for use of the Ross Endowment Fund for part funding of the main repair.
- (d) Make application for the balance from MDI.
- (e) Research Lotto funds available.
- (f) Reject all or part of the recommendation.

**Murray Montagu**  
**Councillor**

# Report



**DATE:** 28 November 2013  
**TO:** Mayor and Councillors  
**FROM:** Acting Group Manager - Corporate Services

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## **2012/2013 ANNUAL REPORT**

### **1.0 SUMMARY**

- 1.1 The purpose of this report is to consider and adopt the Annual Report 2012/13.
- 1.2 This issue arises from the requirements of the Local Government Act 2002.
- 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.

<b>Vision's Objectives</b>	<b>Achieved By</b>
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	Reporting on actual financial performance and service levels and comparing those with planned financial performance and service levels.

- 1.5 This report concludes by recommending that Council adopt the Annual Report 2012/13.

## **2.0 BACKGROUND**

- 2.1 Section 98 of the Local Government 2002 requires the Annual Report to be formally adopted by Council, by 31 October 2013.
- 2.2 Westland was the only Council not to meet this deadline in 2012.
- 2.3 A Summary Annual Report is required to be published within 1 month of the adoption of the Annual Report.

## **3.0 CURRENT SITUATION**

- 3.1 A copy of the Annual Report 2012/13 is attached to this agenda.
- 3.2 As is usual it does not contain an Audit Opinion. This is issued by the Auditor the same day as the Council adopts the Annual Report. At the time of publishing the agenda the Auditor had not been able to give clearance due to technical matters relating to a prior period adjustment. It is however still planned to have the audit completed by the Council meeting.
- 3.3 The Annual Report 2012/13 has not been able to be completed within the statutory deadline. It is understood that six other Council's failed to meet the statutory deadline in 2013.
- 3.4 The consequences of the late adoption of the Annual Report are difficult to measure. The Minister of Local Government, Department of Internal Affairs, and Office of the Auditor General are aware of this situation.
- 3.5 Summary of Performance
  - a) The purpose of an Annual Report is to report to the community on Council's Actual Financial Performance and Service Levels and to compare that with the agreed Annual Plan or Long Term Plan.
  - b) 2012/13 was a challenging year, when part way through it was discovered the Long Term Plan had significant mistakes which made it difficult to compare actual with planned performance and service levels. This is discussed within the Annual Report 2012/13 in a number of places.



- c) The effect of poor budgeting in the Long Term Plan was that Council's revenue was insufficient to cover all its expenditure.
- d) Having received this news in December 2012; Council immediately started addressing the problem. Officers were instructed to cut back on all non-urgent or non-contracted capital works and to reduce spending wherever possible. While this was half way through the year it has had the effect of not worsening Council's finances.
- e) Council is pleased to finish the year with a very small \$19,000 increase in debt and a positive cashflow of \$86,000 (especially when compared with the 2011/12 cash outflow of \$2,670,000).
- f) It is no surprise to Council that the Annual Report shows a deficit of \$1.58m and a \$6.2m variance to budget. It was recognised in February that approximately a \$5.0m deficit to budget would likely occur. This is the inevitable result when comparing actual performance with the poor quality Long Term Plan 2012/22.
- g) The deficit is \$1.0m worse than expected due to further investigation into the Landfill post-closure costs resulting in an additional \$1.0m being added to the provision. This is a bookkeeping entry which recognises liabilities under the resource consents. Council has budgeted two significant projects in the near future which are loan funded. When these projects are completed that portion of the provision will show as profit.
- h) Despite the tight financial constraints Council was under, most activities of Council were able to deliver the expected service levels, in the opinion of Council. Measuring customer satisfaction has not been possible however as the funding for the survey was removed from the budget for 2012/13 and 2013/14. This has impacted on Council's ability to objectively assess whether aspects of the service levels were delivered as agreed. Council has stated that getting its finances in order is far more important than measuring customer satisfaction, at this time.
- i) Unusually Council's Statement of Equity has a prior period adjustment of \$553,000. In completing the Annual Report it became apparent that equity balances in the ledger did not match with calculated equity in the financial statements. A detailed investigation identified that this has existed for a

number of years. The correction assists to establish a clean starting position for the 2013/14 year.

### 3.6 Summary Annual Report 2012/13

- j) A Summary Annual Report will be prepared and published extracting information directly from this Annual Report. It will be published on Council's Website and will be available at the Library and Council's Customer Service Centre. An advertisement will be placed to this effect at the time it is available.

## 4.0 OPTIONS, SIGNIFICANCE AND CONSULTATION

- 4.1 Council must adopt an Annual Report.
- 4.2 The decision to adopt an Annual Report is administrative and of low significance.
- 4.3 No consultation is required.

## 5.0 RECOMMENDATIONS

- A) **THAT** Council adopt the audited Annual Report 2012/13.
- B) **THAT** Council notes that the Chief Executive will prepare and publish the Summary Annual Report, making it available on the website, Council's Customer Service Centre, and at the Westland District Library.

**Stephen Halliwell**  
**Acting Group Manager – Corporate Services**

**Appendix 1:** Annual Report 2012/13

**Annual Report 2012/13**

**Please refer to separate document.**

# Report



**DATE:** 28 November 2013  
**TO:** Mayor and Councillors  
**FROM:** Acting Group Manager - Corporate Services

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## **Q1 QUARTERLY REPORT TO 30 SEPTEMBER 2013**

### **1.0 SUMMARY**

- 1.1 The purpose of this report is to provide information on the performance of Council after the first quarter of the financial year 2013/14.
- 1.2 This issue arises from good practice in stewardship for the governance of a Local Authority.
- 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 (LGA). 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 (LTP). The matters raised in this report relate to those elements of the vision identified in the following table.

<b>Vision's Objectives</b>	<b>Achieved By</b>
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 Quarterly Report covers all aspects of Council's activities except CCO's for which performance monitoring is planned to be undertaken six monthly.

- 1.5 This report concludes by recommending that Council receive the Quarterly Report for the 1 July to 30 September 2013.

## **2.0 BACKGROUND**

- 2.1 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.

- 2.2 The content of the report includes:

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

## **2.3 Annual Plan 2012/13.**

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

- 2.3.2 2010/11 and 2011/12 Annual Reports reported significant adverse actual to budget variances. This was largely attributed to poor budgeting in the LTP. The 'Getting Real' plan addresses these past issues. As a result Council can now reasonably expect near to budget financial performance. The KPI's were not amended; as such a number of KPI's cannot be met or reported against due to either insufficient budgets to measure the KPI or the KPI being immeasurable.

- 2.3.3 Note: Financial budgets have not been phased across the months (i.e. the budgets a set at  $\frac{1}{12}$  of the annual budget. In some areas all the costs will fall in one month (e.g. the insurance renewal was fully paid in August). The assumption is that most budgets should be 25% at the end of the quarter.

### 3.0 CURRENT SITUATION

#### 3.1 Overall Financial Performance.

- a) Overall Council is on budget for revenue and expenditure.
- b) There are some areas of potential over-run which are being monitored.

#### 3.2 Budget Variances.

- a) Officers have undertaken to report to Council known adverse budget variances. This report is focusing on unfunded over-runs.
- b) An unfunded over-run is either, unexpected expenditure that has no funding source, or an activity that after reprioritising budgets, management is unable 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. That is Council will have reported to them where the total revenue, total expenditure or capital projects are over budget.).
- c) Budget variances are divided into two categories based on a traffic light system. Red: known unfunded over-run and Yellow: possible unfunded over-run.



#### d) **Red**

- i) Ross Rates refund \$9,400. This represents the current year portion as the previous year's cost was met from last year's budget.
- ii) i-Site commission's revenue is 25% down on last year for the same period due to inclement weather and the SH6 Haast Pass closures. It is likely the reduced service level provide by the SH6 Haast Pass will have an on-going adverse impact on i-Site revenue. This impact is difficult to predict with January and February being key to i-Site budgets, however the closures in the first quarter have already affected revenue with commission sales at 7% of budget, 25% down on last year. The budget is \$95,000, should the annual budget be down by 25% this represents a shortfall of \$23,750.

- iii) Solid Waste Butlers revenue is below target. Tonnage is at 17%, however this has translated to 45% down on the quarterly revenue budget or \$74,000, some reduction in expenses can offset this.



e) **Orange**

- i) Library, Museum, Community Development were all proposed to have a cost reduction following a service level change. These cost reductions were budgeted to start from 1 July 2013. The process of implementing these changes involves consultation with affected staff which is complex and time consuming. For the first quarter all community services activities operated at the higher service level. As such these activities are likely to run over budget. Management are waiting for the new service level changes to settle in to assess the impact of this on the net activity budget.
- ii) Chief Executives budget. Due to the difficulties in employing General Managers, recruitment costs have exceeded expectations; also unexpected costs have been incurred regarding the Jackson Bay Wharf. The full year budget for unplanned professional services of \$35,000 has been overspent by \$18,500 at the end of the first quarter. This overrun is presently partly funded from the vacant corporate planning position budget.
- iii) Corporate Services budget. The challenges of employing a Corporate Services GM and an Accountant have meant that temporary resources have had to be employed to meet service levels. At the end of the first quarter these offset, however this needs to be continually monitored.
- iv) Governance budget. With a significant change in Council there is a higher the budgeted training requirement. Additionally the Remuneration Authority has provided for higher salaries and expenses reimbursements. With a reduction in Councillors there is some ability to offset these costs. This will need further monitoring.

f) **Service Level Performance**

- i) The assessment of service levels and measurement of KPI's is based on the measures adopted in the LTP. As it was in the Annual Report 2012/13, the satisfaction

survey KPI's will not be measured in 2013/14 as there is no funding to undertake these surveys.

- ii) Management have assessed that overall service levels are being met in all activities.

**g) Projects**

- i) Due to the late approval of the Annual Plan, and the additional new requirement to complete business cases the capital programme was barely underway at the end of the quarter.
- ii) One project was completed.
- iii) The following projects are unlikely to be completed in this financial year:
  - Waste Water: Franz Josef Sewerage Treatment improvements.
  - Haast Water Treatment Plant.
- iv) The following unbudgeted budgeted projects had funds spent on them:
  - Kumara Township Maintenance \$45,000. This project was started in June and it was anticipated it would be fully funded from the 2012/13 budget; as such a carry forward was not provided for. The project was however not completed within the expected timeframe and invoices were unable to be accrued into 2012/13.

**h) Treasury Report**

- i) A full Treasury Report is on page 88 and can be summarised as follows:
  - Council's debt position remains unchanged.
  - Council's cash position remains very tight.
  - Council's receivables increased.



i) **Reserve Funds**

- i) A full Reserve Funds Report is on page 94.
- ii) Council's opening reserve funds were confirmed in the Annual Report 2012/13. Note these may differ from the estimated opening reserve funds in the Annual Plan 2013/14.
- iii) All movements in reserves are shown including:
  - Increase in renewal reserves for  $\frac{1}{4}$  of the budgeted funded depreciation.
  - Increase in all reserves for interest earned at Council's weighted average interest earnings on deposits for the quarter.

#### **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**

- A) **THAT** the Q1 Quarterly Report 2013/14 be received

**Stephen Halliwell**  
**Acting Group Manager – Corporate Services**

**Appendix 1:** Q1 Quarterly Report 2013/14

## Quarterly Performance Report

1 July 2013 to 30 September 2013

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## WHOLE OF COUNCIL FINANCIAL SUMMARY

	Budget FYR \$	Actual YTD \$	Budget YTD \$	Variance \$	f/(u)
<b>Operating Revenue</b>					
Leisure & Cultural	2,312,676	537,448	578,169	(40,721)	(u)
Community Services	350,808	91,880	87,702	4,178	
Planning & Reg	1,421,077	447,332	355,269	92,062	(f)
Cycletrail	85,715	757,500	21,429	736,071	(f)
Dividend & Interest	687,000	181,717	171,750	9,967	
Governance	989,620	249,273	247,405	1,868	
Stormwater	405,565	101,391	101,391	(0)	
Wastewater	704,870	177,819	176,218	1,602	
Water Supply	1,978,681	465,085	494,670	(29,585)	(u)
Solid Waste	2,169,666	428,146	542,417	(114,270)	(u)
Transport	4,125,493	485,154	1,031,373	(546,219)	(u)
Other Infrastructure Assets	968,774	245,616	242,194	3,423	
Overheads	5,180,033	1,253,437	1,295,008	(41,571)	(u)
	21,379,978	5,421,798	5,344,995	76,804	
<b>Operating Expenditure</b>					
Leisure & Cultural	2,451,888	668,383	612,972	55,411	(u)
Community Services	351,562	123,319	87,891	35,429	(u)
Planning & Reg	1,431,739	352,316	357,935	(5,619)	
Cycletrail	140,715	40,737	35,179	5,559	
Dividend & Interest	598,923	206,761	149,731	57,030	(u)
Governance	994,821	257,812	248,705	9,106	
Stormwater	593,957	140,315	148,489	(8,174)	
Wastewater	880,666	229,942	220,167	9,776	
Water Supply	2,580,055	623,681	645,014	(21,333)	(f)
Solid Waste	2,264,693	420,612	566,173	(145,562)	(f)
Transport	4,896,232	1,185,201	1,224,058	(38,857)	(f)
Other Infrastructure Assets	1,001,066	277,588	250,266	27,322	(u)
Overheads	5,222,801	1,133,349	1,305,700	(172,351)	(f)
<b>Total Expenditure</b>	23,409,117	5,660,016	5,852,279	(192,264)	
<b>Total Surplus/(Deficit)</b>	(2,029,139)	(238,218)	(507,285)	269,067	

### Overall Assessment of Performance

Overall Council revenue is on budget (variance <2%). The significant variance in transportation is due to timing differences for capital projects and has a high probability of being received. A shortfall in the Solid Waste budgeted revenue has been red flagged.

Overall Council operating expenditure is on budget (variance <4%). There are however a number of yellow flagged matters that could result in adverse variances.

Further analysis is best completed by reading the activity performance reports.

## PROMOTING AND SUPPORTING THE COMMUNITY

	LEISURE & CULTURAL ACTIVITIES SUMMARY				
	Budget FYR	Actual YTD	Budget YTD	Variance \$	f/(u)
	\$	\$	\$		
Operating Revenue	2,312,676	537,448	578,169	(40,721.)	(u)
Operating Expenditure	2,451,888	668,383	612,972	55,411	(u)
Surplus/(Deficit)	(139,212)	(130,935)	(34,803)	(96,132)	(u)

## LEISURE AND CULTURAL ASSETS GROUP

Library  
 Museum  
 Swimming Pools  
 i-SITE  
 Events  
 Community Halls and Buildings  
 Parks and Reserves  
 Cemeteries  
 Elderly Housing

# 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](http://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	Q1 Actual Sept 2013	LTP Target 2014	Actual 2013
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		20,112	90,000	88,417
Library services are utilised	Increased use of Library facilities	Membership		3,691	3,600	3,567
Library services are utilised	Increased use of Library facilities	Issues		21,697	88,000	83,924
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'		454	1,224	1,224
A wide range of up to date material is available in a	Increased awareness in the community of	Hits on website.		3,228	32,242	32,242

Level of Service	Performance Measure	Information we will use to measure success	Note	Q1 Actual Sept 2013	LTP Target 2014	Actual 2013
variety of formats and relevant to the community.	availability of 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"> <li>Issues per capita.</li> <li>Turnover of lending collections.</li> <li>% of operating budget allocated for purchase of collection material.</li> </ul>		0 out of 3 measures	3 out of 3 measures.	0 out of 3 measures.

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

	Library				
	Budget FYR	Actual YTD	Budget YTD	Variance \$	f/(u)
	\$	\$	\$		
<b>Operating Revenue</b>	423,490	105,549	105,873	(324)	
<b>Less Operating Expenditure</b>	458,490	129,242	114,623	14,620	<b>(u)</b>
<b>Surplus/(Deficit)</b>	(35,000)	(23,693)	(8,750)	(14,943)	<b>(u)</b>

The unfavourable \$14,620 relates largely due to Annual Subscriptions for Computer Software due in July

### Overall Assessment of Performance

The Library Activity had not completed its transition to reduced hours at the end of the quarter. As such, the budgeted savings have not been able to be achieved in the quarter. This activity is orange flagged as a potential overrun due to this fact. Also, for the above reasons, services levels were delivered during the quarter at a slightly higher level than Council has agreed.

# 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	Q1 Actual Sept 2013	LTP Target 2014	Actual 2013
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 	2,096	23,539	11,573
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.		4	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.		96.4	100%	96.8%
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	0
Collection objects, archives and photographs are cared for to industry standard.	Museum Collection is maintained and accessible.	Number of donated items catalogued per annum.		31.52%	6.09%	9.3%
The Museum knows who their visitors are and will develop to meet their needs.	Analyse visitor profiles	Visitor survey.		35 completed surveys.	Completed by June 2013.	451 completed surveys.
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 September 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) and had free admission during the Rugby World Cup 2012 which doubled the Museum's 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)
<b>Operating Revenue</b>	279,664	67,722	69,916	(2,194)	
<b>Less Operating Expenditure</b>	290,027	89,142	72,507	16,636	<b>(u)</b>
<b>Surplus/(Deficit)</b>	(10,363)	(21,421)	(2,591)	(18,830)	<b>(u)</b>

The Unfavourable \$16,636 relates largely to the savings on expenditure proposed in the Annual Plan not yet implemented.

### ***Overall Assessment of Performance***

The Museum Activity had not completed its transition to reduced hours at the end of the quarter. As such, the budgeted savings have not been able to be achieved in the quarter. This activity is orange flagged as a potential overrun due to this fact. Also, for the above reasons, services levels for were delivered during the quarter at a slightly higher level than Council has agreed.

# 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 (Hokitika Swimming Pool only)

Level of Service	Performance Measure	Information we will use to measure success	Note	Q1 Actual Sept 2013	LTP Target 2014	Actual 2013
Users have the maximum usage if the pool during the year.	Minimum season October to April.	Opening times		11 weeks	43 weeks.	43 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 <sup>c</sup>	28 <sup>c</sup>	27-28.5 <sup>c</sup>
Pool use is maximised by the community.	Increase pool usage by 1% pa.	Annual Report.		4,230	13,947	17,725
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.		2 Courses 6 Aqua exercise classes per week	6 Courses.	12 Courses.
Pool water is safe for swimming.	Tests compliant with NZS5826:2010	Monthly report for Hokitika Pool		100%	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	Not completed.	Plan completed and tabled by June 13.	Not completed.

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)
<b>Operating Revenue</b>	253,653	63,410	63,413	(4)
<b>Less Operating Expenditure</b>	253,653	70,223	63,413	6,810
<b>Surplus/(Deficit)</b>	-	(6,814)	-	(6,814)

### ***Overall Assessment of Performance***

The Hokitika Swimming Pool is contracted to be operated by WDPL. Council's contribution to the activity is fixed and remains on budget. Service levels at the Hokitika are being improved resulting in admissions being higher than expected.

The Ross Swimming Pool has variable costs to Council. The pool, as expected remained closed for the quarter.

# I-SITE



## Vision

The i-Site contributes to our vision of Westland as a world class tourist destination. This activity contributes to our overarching 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	Q1 Actual Sept 2013	LTP Target 2014	Actual 2013
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.	5 	\$54,663	\$669,234	\$563,756
Provide excellent customer service.	Maintain customer satisfaction levels at 90%	Bi Annual mystery shopper assessment. Bi Annual Qualmark Assessment		Not measured.	90%	Qualmark 86%
Increase visitor numbers to Westland.	The number of Visitors handled by Hokitika i-SITE Visitor Centre maintained.	Recorded information from i-SITE.	5 	6,786	53,470	50,551

5 On the night of the 11<sup>th</sup> September 2013 heavy rain caused a major slip on the Haast Pass south of Haast at the Diana Falls, to close the only road south for 14 days. The Haast Pass road closes every night between 6pm and re-opens at 8am. This adversely affects tourism sales and visitor flows well into the summer season. The work is expected to be completed in April 2014.

	I-site				
	Budget	Actual	Budget	Variance	
	FYR	YTD	YTD	\$	f/(u)
	\$	\$	\$		
<b>Operating Revenue</b>	311,049	147,749	77,762	69,987	(f)
<b>Less Operating Expenditure</b>	317,238	130,668	79,310	51,358	(u)
<b>Surplus/(Deficit)</b>	(6,189)	17,082	(1,547)	18,629	(f)

The favourable income variance of \$69,987 is due to bookings received through the i-Site which are reimbursed to operators and 96% of Advertising Revenue invoiced in the first quarter.

The unfavourable expenditure variance of \$51,358 is the contra expense for the bookings received.

### ***Overall Assessment of Performance***

The i-Site income is has been adversely affected by the impact of reduced service levels on the Haast Pass. The reduced service level of the road will continue throughout the peak tourist season and despite seasonal revenue improvements it is likely to result in an overall adverse revenue variance. Whilst some small changes can be made to variable costs, a large portion of the i-Site budget is fixed costs. With plans for the i-Site to become the Council Customer Service Centre service levels should be maintained. The i-site operated winter hours during the quarter.

# 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	Q1 Actual Sept 2013	LTP Target 2014	Actual 2013
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.	6	Not measured.	Baseline from 2011/12.	Not measured.
Increase visitor numbers to Westland.	The number of events and the estimated attendance.	The number of events.		Not measured until tickets go on sale	1	2
Increase visitor numbers to Westland.	The number of events and the estimated attendance.	The number of estimated attendance.		Not measured until March 2014.	11,847	12,955
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 September quarter 2013.

6 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 and a decision has not been made for 2013/14.

	Events			
	Budget FYR \$	Actual YTD \$	Budget YTD \$	Variance \$ f/(u)
<b>Operating Revenue</b>	451,500	-	112,875	(112,875) (u)
<b>Less Operating Expenditure</b>	451,983	31,555	112,996	(81,441) (f)
<b>Surplus/(Deficit)</b>	(483)	(31,555)	(121)	(31,434) (u)

The unfavourable variance for income in events is a timing difference as no income for the festival is received in the first quarter  
The favourable variance for expenditure is due to a timing difference in costs, most of the costs incurred are in January to March.

### ***Overall Assessment of Performance***

Events will be producing a different service level from what the KPI's propose. As resolved by Council, instead of 2 events, as held in 2012/13, Council will undertake the Hokitika Wildfoods Festival at Cass Square, on the Saturday only. This activity is budgeting to achieve a zero cost to ratepayer by the end of financial year. The first quarter has been spent establishing the scope of the event, and putting in place contracts for 2014.



# 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	Q1 Actual Sept 2013	LTP Target 2014	Actual 2014
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 service requests.	100%	100%

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

	Community Halls & Buildings			
	Budget FYR \$	Actual YTD \$	Budget YTD \$	Variance \$ f/(u)
<b>Operating Revenue</b>	107,236	23,013	26,209	(3,195)
<b>Less Operating Expenditure</b>	114,628	68,247	28,657	39,590 (u)
<b>Surplus/(Deficit)</b>	(7,392)	(45,234)	(2,449)	(42,785) (u)

The unfavourable variance of \$39,590 relates to a full year of insurance premiums paid in July.

### ***Overall Assessment of Performance***

The Community Halls and Buildings activity is delivering service levels on budget.

# 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	Q1 Actual Sept 2013	LTP Target 2014	Actual 2013
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 service requests.	100%	66%
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 September quarter 2013.

	Parks & Reserves				
	Budget FYR	Actual YTD	Budget YTD	Variance \$	f/(u)
	\$	\$	\$		
<b>Operating Revenue</b>	368,952	103,838	92,238	11,600	<b>(f)</b>
<b>Less Operating Expenditure</b>	400,337	60,108	100,084	(39,976)	<b>(f)</b>
<b>Surplus/(Deficit)</b>	(31,385)	43,730	(7,846)	51,576	<b>(f)</b>

The favourable income variance is due to reserve contribution money received in the first quarter. We do not budget for reserve contribution income, and this is transferred to the Reserves Development Fund (see Reserve Funds Report)

The favourable expenditure variance is due to the majority of repairs and maintenance is done in the summer months.

### ***Overall Assessment of Performance***

Parks and Reserves is delivering service levels on budget.

# 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	Q1 Actual Sept 2013	LTP Target 2014	Actual 2013
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 service requests.	100%	Not achieved.
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 September quarter 2013.

	Cemeteries				
	Budget FYR	Actual YTD	Budget YTD	Variance \$	f/(u)
	\$	\$	\$		
<b>Operating Revenue</b>	119,534	26,168	29,884	(3,716)	
<b>Less Operating Expenditure</b>	122,858	52,831	30,714	22,116	<b>(u)</b>
<b>Surplus/(Deficit)</b>	(3,324)	(26,663)	(831)	(25,832)	<b>(u)</b>

The \$22,116 unfavourable variance is due to additional development of the Hokitika Cemetery for the veterans funded from a grant received and carried forward from 2012/13. After adjusting for this the activity is on budget.

### ***Overall Assessment of Performance***

The Cemeteries activity is delivering service levels on budget.

# 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	Q1 Actual Sept 2013	LTP Target 2014	Actual 2013
The units are safe to live in.	Maintenance program is completed each year.	Monitoring against Maintenance Programme	7	Not measured.	100%	Not measured.
The units are clean and comfortable.	% of satisfaction of tenants with living conditions.	Resident Satisfaction Survey.	8	Not measured.	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.		98%	100%	Not measured.

7 The Westland District Property Ltd has an annual maintenance programme under development. They have however, completed repairs and maintenance to the pensioner flats and have no outstanding maintenance requests.

8 A tenant review will be undertaken in February 2014 by visiting each tenant.

	Elderly Housing				
	Budget FYR	Actual YTD	Budget YTD	Variance \$	f/(u)
	\$	\$	\$		
<b>Operating Revenue</b>	-	-	-	-	
<b>Less Operating Expenditure</b>	42,674	34,834	-	34,834	(u)
<b>Surplus/(Deficit)</b>	(42,674)	(34,834)	-	(34,834)	(u)

The unfavourable \$34,834 relates to a full year of insurance premiums paid in July. Council will be reimbursed by the Property company for this expense

## Overall Assessment of Performance

The Elderly Housing activity is contracted to WDPL. Council's does not contribute to the operating costs of this activity. WDPL are delivering the service levels expected.

## PROMOTING AND SUPPORTING THE COMMUNITY

	COMMUNITY SERVICES SUMMARY				
	Budget FYR	Actual YTD	Budget YTD	Variance \$	f/(u)
	\$	\$	\$		
Operating Revenue	350,808	91,880	87,702	4,178	
Operating Expenditure	351,562	123,319	71,414	51,905	(u)
Surplus/(Deficit)	(754)	(31,440)	16,288	(47,727)	(u)

## COMMUNITY SERVICES GROUP

### Community Development



# COMMUNITY DEVELOPMENT

## Vision

Community Development involves the community and provides 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.






## What we do

We create educational opportunities for the community around 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	Q1 Actual Sept 2013	LTP Target 2014	Actual 2013
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.		18	70	51
Build capacity in the community to reduce reported crime.	Maintain low level of family violence, vandalism, and burglary.	Number of reported crimes in Vandalism.		1	10	109
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.		14	40	48
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.		6	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.		16	15	60
Protect the environment from littering.	Monitor freedom campers.	Number of infringements issued.	9 	0	50	96

9 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	Q1 Actual Sept 2013	LTP Target 2014	Actual 2013
Funding is available for community projects.	Advertising of grants occurs 4 times year.	Newspaper ads, advertising in Uniquely Westland.		Not measured until Q4	4	1
Funding is available for community projects.	Number of groups/individual applying.	Number of applications received.		Not measured until Q4	10	18
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	18
Build capacity in the community to create community projects.	Referrals to external agencies.	Number of referrals recorded.		15	5	5
Consult the community on issues of importance.	Number of consultations per year.	Summary of consultation results over year tabled to Council.		2	4	3

	Community Development				
	Budget FYR	Actual YTD	Budget YTD	Variance \$	f/(u)
	\$	\$	\$		
<b>Operating Revenue</b>	243,576	70,142	60,894	9,248	
<b>Less Operating Expenditure</b>	251,576	70,359	62,894	7,465	
<b>Surplus/(Deficit)</b>	(8,000)	(218)	(2,000)	1,782	

	Safer Community Council				
	Budget FYR	Actual YTD	Budget YTD	Variance \$	f/(u)
	\$	\$	\$		
<b>Operating Revenue</b>	41,686	5,352	10,422	(5,070)	
<b>Less Operating Expenditure</b>	34,081	6,404	8,520	(2,116)	
<b>Surplus/(Deficit)</b>	7,605	(1,053)	1,901	(2,954)	

	Community Assistance				
	Budget FYR	Actual YTD	Budget YTD	Variance \$	f/(u)
	\$	\$	\$		
<b>Operating Revenue</b>	65,546	16,386	16,387	(0)	
<b>Less Operating Expenditure</b>	65,905	46,556	16,476	30,080	<b>(u)</b>
<b>Surplus/(Deficit)</b>	(359)	(30,169)	(90)	(30,080)	<b>(u)</b>

The unfavourable expenditure budget is due to two instalments of the funding to DWC being paid in the quarter.

### ***Overall Assessment of Performance***

The Community Development activities have not completed its transition to service levels at the end of the quarter. As such the budgeted savings have not been able to be achieved in the quarter. This activity is orange flagged as a potential overrun due to this fact. Also, for the above reasons, services levels were delivered during the quarter at a higher level than Council has agreed. Council removed the freedom camping bylaw at the end of the quarter, although policing the bylaw was not undertaken during the quarter.

## PLANNING FOR OUR COMMUNITY

	PLANNING & REGULATORY SERVICES				
	Budget FYR	Actual YTD	Budget YTD	Variance \$	f/(u)
	\$	\$	\$		
<b>Operating Revenue</b>	1,421,077	447,332	355,269	92,062	(f)
<b>Operating Expenditure</b>	1,431,739	352,316	357,935	(5,619)	
<b>Surplus/(Deficit)</b>	(10,662)	95,016	(2,666)	97,682	(f)

## PLANNING AND REGULATORY SERVICES GROUP

Inspections and Compliance  
 Resource Management  
 Animal Control  
 Emergency Management

# 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	Q1 Actual Sept 2013	LTP Target 2014	Actual 2013
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%	100%	98%
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%	98%
Users of the service receive appropriate advice regarding their enquiry.	% of users are 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.	9	0%	100%	99%
Encourage compliance with health standards by undertaking inspections so that	Work with Police and Community Public Health to reduce the negative impacts of	Quarterly Report.		No meeting held in this quarter.	100%	100%

Level of Service	Performance Measure	Information we will use to measure success	Note	Q1 Actual Sept 2013	LTP Target 2014	Actual 2013
all food, liquor and other licensed premises comply with the relevant legislation.	alcohol abuse through an annual meeting.					

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

9 All licenses and registrations will be attended to during the 3<sup>rd</sup> and 4<sup>th</sup> quarters.

	Inspections & Compliance				
	Budget FYR	Actual YTD	Budget YTD	Variance \$	f/(u)
	\$	\$	\$		
<b>Operating Revenue</b>	778,676	209,053	194,669	14,384	<b>(f)</b>
<b>Less Operating Expenditure</b>	781,813	193,711	195,453	(1,742)	
<b>Surplus/(Deficit)</b>	(3,137)	15,341	(784)	16,126	<b>(f)</b>

The favourable income variance of \$14,384 for inspections and compliance is due to higher than budgeted income.

### ***Overall Assessment of Performance***

The Inspections and Compliance activity is delivering service levels on budget.

# 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	Q1 Actual Sept 2013	LTP Target 2014	Actual 2013
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.	10	96%	100%	95%
Public complaints relating to environment are investigated and responded to in a timely manner.	Council respond to within 10 days.	Monthly Report.		No complaints.	100%	70%
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.		Not measured.	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%

Level of Service	Performance Measure	Information we will use to measure success	Note	Q1 Actual Sept 2013	LTP Target 2014	Actual 2013
Process all applications lodged under section 44A of the Local Government Official Information and Meetings Act 1987 within the timeframes specified in the Act.	% of fast-track LIMS processed within 3 days.			100%	100%	100%

10 In the Sept quarter 96% of non-notified applications and 100% of limited notified applications were completed within the correct timeframes

	Resource Management				
	Budget	Actual	Budget	Variance	
	FYR	YTD	YTD	\$	f/(u)
	\$	\$	\$		
<b>Operating Revenue</b>	429,830	116,468	107,458	9,010	
<b>Less Operating Expenditure</b>	430,513	108,130	107,628	502	
<b>Surplus/(Deficit)</b>	(683)	8,338	(171)	8,509	

### ***Overall Assessment of Performance***

The Resource Management activity is delivering service levels to clients on budget. Additionally to this significant unbudgeted work was undertaken on the transfer of functions to West Coast Regional Council. These costs have presently been absorbed within the operating budgets.



# 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	Q1 Actual Sept 2013	LTP Target 2014	Actual 2013
Requests for service are dealt with promptly.	All service requests are responded to within 1 working day.	Customer complaint form.		88.9%	100%	90%
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 September quarter 2013.

	Animal Control			
	Budget	Actual	Budget	Variance
	FYR	YTD	YTD	\$ f/(u)
	\$	\$	\$	
<b>Operating Revenue</b>	108,707	93,853	27,177	66,676 (f)
<b>Less Operating Expenditure</b>	109,353	26,158	27,338	(1,181)
<b>Surplus/(Deficit)</b>	(646)	67,695	(162)	67,857 (f)

The favourable income variance is due to the majority of year's income received for dogs in July.

## Overall Assessment of Performance

The Animal Control activity is delivering service levels on budget.

# 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	Q1 Actual Sept 2013	LTP Target 2014	Actual 2013
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 repots at Council's monthly meetings. Two exercises per annum.		0	2	2
An excellent response to all disasters and emergencies across the District.	Maintain community awareness.	Management reports at council monthly meetings of school visits.	10	3	12	6
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.	11	Not reported.	100%	Not reported.

CIVIL DEFENCE						
Level of Service	Performance Measure	Information we will use to measure success	Note	Q1 Actual Sept 2013	LTP Target 2014	Actual 2013
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 the District.	% of residents that believe they are prepared for a civil defence emergency.	Resident Satisfaction Survey.	1	Not measured.	70%	Not measured.

1 Residents survey was not undertaken in the September quarter 2012/13.

10 Council has changed its monthly reporting processes.

11 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	Q1 Actual Sept 2013	LTP Target 2014	Actual 2013
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.		48	200	199
Fires can be fought and extinguished efficiently and effectively.	Equipment complies with NRFA audits.	Compliance.		Not measured	100%	Not measured.
Fires can be fought and extinguished efficiently and effectively.	Number of training sessions is at least two per year.	Number of training sessions recorded.		3 Haast 0 Kaniere 3 Kokatahi	10	9 Haast 0 Kaniere 21 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.		0	0	0

	Emergency Management			
	Budget FYR	Actual YTD	Budget YTD	Variance
	\$	\$	\$	\$ f/(u)
Operating Revenue	103,864	27,958	25,966	1,992
Less Operating Expenditure	110,060	24,317	27,515	(3,198)
Surplus/(Deficit)	(6,196)	3,641	(1,549)	5,190

### ***Overall Assessment of Performance***

The Emergency Management activities are largely delivering service levels on budget. Insufficient budget was provided to fully train rural fire fighters. Options are being investigated to improve this.

**PROVIDING ESSENTIALS FOR THE COMMUNITY**

**TRANSPORTATION GROUP  
WATER SUPPLY GROUP  
WASTE WATER GROUP  
STORMWATER 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	Q1 Actual Sept 2013	LTP Target 2014	Actual 2013
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.	12	Not measured.	Less than 50	0
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.

Level of Service	Performance Measure	Information we will use to measure success	Note	Q1 Actual Sept 2013	LTP Target 2014	Actual 2013
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.		10	Less than 12.	37
Transportation activities are managed at a standard that satisfies the community and legislation.	Consents are applied for held and monitored.	Compliance with West Coast Regional Council resource consent conditions.		100%	100%	100%
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.	13	94% Westland. 85.7% National Average.	Better than the National Average.	94% Westland. 85.7% 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.	13	98.7% Westland. 97.9% National Average.	Better than the National Average.	98.7% Westland. 97.9% 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.		2	0 requests for service.	6

Level of Service	Performance Measure	Information we will use to measure success	Note	Q1 Actual Sept 2013	LTP Target 2014	Actual 2013
Footpaths are maintained and in good condition.	Service requests regarding the state of footpaths.	Service Request System.		7	12 requests for service.	17

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

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

13 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)
	\$	\$	\$		
<b>Operating Revenue</b>	4,125,493	485,154	1,031,373	(546,219)	<b>(u)</b>
<b>Operating Expenditure</b>	4,896,232	1,185,201	1,224,058	(38,857)	<b>(f)</b>
<b>Surplus/(Deficit)</b>	(770,739)	(700,047)	(192,685)	(507,362)	<b>(u)</b>

The unfavourable income variance of \$546,219 is due to timing differences for actual expenditure which must be incurred for claims to be made.

The favourable expenditure variance of \$38,857 is due to most of transportations work being completed in the summer months.

	WEST COAST CYCLE TRAIL				
	Budget FYR	Actual YTD	Budget YTD	Variance \$	f/(u)
	\$	\$	\$		
<b>Operating Revenue</b>	85,715	757,500	21,429	736,071	<b>(f)</b>
<b>Operating Expenditure</b>	140,715	40,737	105,536	(64,799)	<b>(f)</b>
<b>Surplus/(Deficit)</b>	(55,000)	716,763	(84,108)	800,870	<b>(f)</b>

The favourable income variance of \$736,071 is due to subsidies and grants received for the construction of the cycletrail.

The favourable expenditure variance of \$64,799 is due to costs that have not yet been incurred for marketing etc.



### ***Overall Assessment of Performance***

The Transportation activity is Council's largest activity. Much of the first quarter has been spent planning for the annual capital programme much of which is completed in the summer months. All revenue for capital works is shown in operating revenue. The budget is approved by NZTA. Despite significant variances after the first quarter there is currently a high probability this activity will be on budget and have delivered service level expectations by year end.

The cycletrail activity capital works were budgeted in previous years. The operating revenue largely represents claims against the capital expenditure. Council will receive separate reports on the entire multi-year Cycle trail project at appropriate times. Service levels and budgets are in line with expectations for the quarter.

# 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 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.

## What we do

Manage the supply of clean, safe drinking water on Council maintained supplies.

## Service Levels and Performance Measures

Level of Service	Performance Measure	Information we will use to measure success	Note	Q1 Actual Sept 2013	LTP Target 2014	Actual 2013
Requests for service are dealt with promptly.	% of disruptions to water supply are responded to within 4 hours of reporting.	Monthly reports from contractors.	14	80%	90%	Not measured.
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 September quarter 2013.

14 In the September quarter there were 5 water breaks and 4 were responded to within the 4 hour timeframe.

Additional information:

To further indicate the service levels provided were at the standard the community expected Council can confirm that the in the September quarter no information was received from the HPO, CPH or MoH regarding illness relating to Council water supplies.

	WATER SUPPLY				
	Budget FYR	Actual YTD	Budget YTD	Variance \$	f/(u)
	\$	\$	\$		
<b>Operating Revenue</b>	1,978,681	465,085	494,670	(29,585)	<b>(u)</b>
<b>Operating Expenditure</b>	2,580,055	623,681	645,014	(21,333)	<b>(f)</b>
<b>Surplus/(Deficit)</b>	(601,374)	(158,596)	(150,344)	(8,253)	

The unfavourable income variance of \$29,585 relates to some timing differences in billing for water meters  
The favourable expenditure variance of \$21,333 as the majority of work is planned to be completed in the summer months. Interest Costs have not been transferred

### ***Overall Assessment of Performance***

The Water Supply activity is delivering service levels on budget.

## 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 four townships within the District.

### *Service Levels and Performance Measures*

Level of Service	Performance Measure	Information we will use to measure success	Note	Actual 2012/13	LTP Target 2013/14	Actual 2011/12
Requests for service are dealt with promptly.	% of disruptions to the wastewater system are responded to within 2 hours.	Monthly reports from contractors.	15	100%	90%	Not measured.
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.	5
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%.

15 In the September quarter there were 3 disruptions to the Council wastewater and all were restored within 2 hours.

	WASTEWATER				
	Budget FYR	Actual YTD	Budget YTD	Variance \$	f/(u)
	\$	\$	\$		
Operating Revenue	704,870	177,819	176,218	(1,602)	
Operating Expenditure	880,666	229,942	220,167	9,776	
Surplus/(Deficit)	(175,796)	(52,123)	(43,949)	(8,174)	

### ***Overall Assessment of Performance***

The Wastewater activity is delivering service levels on budget.

# STORMWATER GROUP

## Vision

Provide water supply, wastewater and stormwater 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.

## What we do

The management of reticulated stormwater supply in the District

## Service Levels and Performance Measures

Level of Service	Performance Measure	Information we will use to measure success	Note	Q1 Actual Sept 2013	LTP Target 2014	Actual 2013
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%	66%
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	101,391	101,391	(0)	
Operating Expenditure	593,957	140,315	148,489	(8,174)	
Surplus/(Deficit)	(188,392)	(38,924)	(47,098)	8,174	

### ***Overall Assessment of Performance***

The Stormwater activity is delivering service levels on budget.

# 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	Q1 Actual Sept 2013	LTP Target 2014	Actual 2013
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.		167.13 tonnes	970 tonnes	959 tonnes
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.		27.5%	30.7%	33.6%
Education about waste minimisation is provided to the Community.	Number of visits to schools and community groups.	Monthly reports to Council.		12 Schools 3 Community Groups	6 Schools 3 Community Groups	5 Schools 2 Community Groups



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

	SOLID WASTE				
	Budget	Actual	Budget	Variance	
	FYR	YTD	YTD	\$	f/(u)
	\$	\$	\$		
<b>Operating Revenue</b>	2,169,666	428,146	542,417	(114,270)	(u)
<b>Operating Expenditure</b>	2,264,693	420,612	566,173	(145,562)	(f)
<b>Surplus/(Deficit)</b>	(95,027)	7,535	(23,757)	31,291	(f)

Operating Revenue: - The income is budgeted based on tonnages from last year. While the variance is seasonal, actual tonnages are still lower than expected.

Operating Expenditure: - Butler's contract is based on tonnages, so minor variance. The favourable variance is largely a result of compliance works which will happen in 3<sup>rd</sup> quarter. Interest costs have not been transferred from the Interest and Dividends cost centres.

### ***Overall Assessment of Performance***

Significant changes are to be implemented in the 2013/14 year. The first quarter saw the purchase of the trailer bins and significant planning and communication undertaken in advance of changes to the refuse collection services. Service levels are still changing for the revised contract. The drop in tonnage at Butlers is affecting review. It is yet to be determined if this is seasonal (due to adverse weather) or as a result of changes in users behaviours.

## OTHER INFRASTRUCTURAL ASSETS AND SERVICES GROUP

	OTHER INFRASTRUCTURAL ASSETS & SERVICES				
	Budget FYR	Actual YTD	Budget YTD	Variance \$	f/(u)
	\$	\$	\$		
Operating Revenue	968,774	245,616	242,194	3,423	
Operating Expenditure	1,001,066	277,588	250,266	27,322	(u)
Surplus/(Deficit)	(32,292)	(31,972)	(8,073)	(23,900)	(u)

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 over arching 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	Q1 Actual Sept 2013	LTP Target 2014	Actual 2013
The community contributes to decision making.	Consultation occurs with each plan and projects completed to schedule.	Management reports to council.	16	Full Consultation in Annual Plan, followed by each community association being contacted for a list of projects.	Consultation occurs through a priority list signed off by Council.	Kumara
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 September quarter 2013.

	Community Township Development			
	Budget FYR	Actual YTD	Budget YTD	Variance
	\$	\$	\$	\$ f/(u)
Operating Revenue	424,087	109,022	106,022	3,000
Less Operating Expenditure	443,313	92,547	110,828	(18,281) (f)
Surplus/(Deficit)	(19,226)	16,474	(4,806)	21,281 (f)

The favourable variance of \$18,281 for expenditure is due to maintenance work that has yet to be carried out.

16 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.

### ***Overall Assessment of Performance***

The Community Township Development activity is undergoing significant change. The process of implementing new systems is underway with Council resolving the community associations which will be responsible for the spending of rates funds, subject to certain conditions. Council at the end of the quarter was awaiting community responses to the proposal. This has resulted in no funding being paid out in the quarter. The budget also includes routine maintenance which is on budget and service levels.

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# 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 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

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	Q1 Actual Sept 2013	LTP Target 2014	Actual 2013
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.	17	66.6% 	100%	100%
Requests for service are dealt with promptly.	Service requests are responded to within 3 working days.	Services request support system.		No service requests.	100% compliance.	70%
Leased buildings or spaces are managed commercially.	Obtain market rental for offices leased.	Market review gained.	18	Under negotiation.	100%	Under negotiation.

17 The RSA building is now closed due for safety reasons. The Westland District Council building does not have a Warrant of Fitness and is operating with a public use certificate; a consent is in the process of being lodged to meet WOF compliance standards.

18 Rental review was undertaken at market rate, tenant has objected and is seeking alternate valuation.

	Land & Buildings				
	Budget FYR	Actual YTD	Budget YTD	Variance \$	f/(u)
	\$	\$	\$		
<b>Operating Revenue</b>	336,104	84,448	84,026	422	
<b>Less Operating Expenditure</b>	340,330	131,018	85,083	45,936	<b>(u)</b>
<b>Surplus/(Deficit)</b>	(4,226)	(46,570)	(1,057)	(45,513)	<b>(u)</b>

The unfavourable variance of \$45,936 for expenditure is due to a seasonal higher than budgeted cost in electricity of \$8,120, and the full years on budget cost of insurance at \$43,788 compared to YTD budget of \$10,458

### ***Overall Assessment of Performance***

The activity has two major service level matters being addressed; the unsafe RSA / War Memorial Building and the unwarranted HQ Building. Reports on both these buildings should be received by Council in the second quarter. That aside the activity is on budget.

# 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 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

- 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	Q1 Actual Sept 2013	LTP Target 2014	Actual 2013
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.	Under 5 complaints.	2 out of 3 complaints were responded to within the timeframe. 66%
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 September quarter 2013.

	Public Toilets			
	Budget FYR \$	Actual YTD \$	Budget YTD \$	Variance \$ f/(u)
Operating Revenue	208,583	52,146	52,146	0
Less Operating Expenditure	217,423	54,023	54,356	(333)
Surplus/(Deficit)	(8,840)	(1,877)	(2,210)	333

## Overall Assessment of Performance

The Public Toilets activity is delivering service levels on budget.

**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	Q1 Actual Sept 2013	LTP Target 2014	Actual 2013
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.	19	85%	100%	95%
Council decision making is open and transparent.	At least 90% of items on the agenda are conducted in open meetings.	Review agendas for Council.		86.5%	90%	88%
Council decision making is open and transparent.	Local Government official information and Meetings Act 1987 (LGOIMA) requests are complied within the 20 working days.	Review of requests and written replies.		96%	100%	88%
Council decision making is open and transparent and promotes accountability.	Elected Representatives attend 90% of all meetings and workshops.	Number of meetings attended.		87%	100%	94%
The Community understands what Council does.	% of residents who understand	Resident Satisfaction Survey.	1	Not measured.	50%	Not measured.

Level of Service	Performance Measure	Information we will use to measure success	Note	Q1 Actual Sept 2013	LTP Target 2014	Actual 2013
	how Council makes decisions.					

19 All Council meetings were advertised within statutory dates.

	GOVERNANCE				
	Budget	Actual	Budget	Variance	
	FYR	YTD	YTD	\$	f/(u)
	\$	\$	\$		
Operating Revenue	989,620	249,273	247,405	1,868	
Operating Expenditure	994,821	257,812	248,705	9,106	
Surplus/(Deficit)	(5,201)	(8,538)	(1,300)	(7,238)	

### ***Overall Assessment of Performance***

The Governance activity is delivering service levels on budget, however it has been orange flagged due the large change in elected members at the election resulting in potentially higher than budgeted training costs. Fewer Councillors and Committees will contribute to mitigating some of this extra cost.

# 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 over arching 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	Q1 Actual Sept 2013	LTP Target 2014	Actual 2013
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.		Not achieved.	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 11.8%	Reduce arrears by 5% per year.	Increase 29.74%

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

	Corporate Services				
	Budget FYR	Actual YTD	Budget YTD	Variance \$	f/(u)
	\$	\$	\$		
Operating Revenue	2,083,395	478,741	520,849	(42,107)	(u)
Less Operating Expenditure	2,106,403	363,238	526,601	(163,362)	(f)
Surplus/(Deficit)	(23,008)	115,503	(5,752)	121,255	(f)

	INTEREST & DIVIDENDS				
	Budget FYR	Actual YTD	Budget YTD	Variance \$	f/(u)
	\$	\$	\$		
Operating Revenue	687,000	181,717	171,750	9,967	
Operating Expenditure	598,923	206,761	149,731	57,030	(u)
Surplus/(Deficit)	88,077	(25,044)	22,019	(47,063)	(u)

	Chief Executive				
	Budget FYR	Actual YTD	Budget YTD	Variance \$	f/(u)
	\$	\$	\$		
Operating Revenue	552,535	138,134	138,134	(0)	
Less Operating Expenditure	554,536	172,604	138,634	33,970	(u)
Surplus/(Deficit)	(2,001)	(34,471)	(500)	(33,970)	(u)

	Planning & Regulatory Manager				
	Budget FYR	Actual YTD	Budget YTD	Variance \$	f/(u)
	\$	\$	\$		
Operating Revenue	464,471	116,118	116,118	-	
Less Operating Expenditure	464,471	115,093	116,118	(1,025)	
Surplus/(Deficit)	-	1,025	-	1,025	

	Vehicles				
	Budget FYR \$	Actual YTD \$	Budget YTD \$	Variance \$	f/(u)
Operating Revenue	67,584	12,613	16,896	(4,283)	
Less Operating Expenditure	67,584	14,992	16,896	(1,904)	
Surplus/(Deficit)	-	(2,379)	-	(2,379)	

	In House Professional Services				
	Budget FYR \$	Actual YTD \$	Budget YTD \$	Variance \$	f/(u)
Operating Revenue	840,999	210,366	210,250	116	
Less Operating Expenditure	844,039	202,560	211,010	(8,450)	
Surplus/(Deficit)	(3,040)	7,806	(760)	8,566	

	Jacksons Bay Wharf				
	Budget FYR \$	Actual YTD \$	Budget YTD \$	Variance \$	f/(u)
Operating Revenue	-	-	-	-	
Less Operating Expenditure	13,407	7,593	3,352	4,241	
Surplus/(Deficit)	(13,407)	(7,593)	(3,352)	(4,241)	

### Overall Assessment of Performance

Corporate Services activities are finding it challenging to deliver service levels within budget. Council will be adopting its Annual Report outside of statutory timeframes. An Orange flag has been placed on Corporate Services and Chief Executive cost centres. Vacancies occur in a number of positions which is also affecting service levels. Some mitigation of this is able to be made by contracting expertise. Analysis of this is ongoing.

# PROJECTS REPORT

Status Report	Project / Activity	Current YTD exp	2013-14	Progress comments
			\$000	
	<b>LIBRARY</b>			
●	E-content for overdrive; Audio/Visual resources	1	3	eBooks and Audio books for children purchased. DVDs – mainly TV series. It is anticipated that the full budget will be spent by 30.06.2014
●	Adult - Fiction	4	13	It is anticipated that the full budget will be spent by 30.06.2014
●	Adult - Non Fiction	4	18	This is the core collection. It is anticipated that the full budget will be spent by 30.06.2014
●	Children and Young Adult resources / Junior Publications	4	12	Scholastic Publishers has recently increased our discount to 40%. It is anticipated that the full budget will be spent by 30.06.2014
●	Large print books	1	6	A new purchasing agreement has been set up with Australian LP company Bolinda. It is anticipated that the full budget will be spent by 30.06.2014
			52	
	<b>CEMETERIES</b>			
●	Hokitika Cemetery - Expansion / Improvements	0	10	Scoping in progress
		0	10	
	<b>PARKS AND RESERVES</b>			
●	Cass Square - Replacement of top playing surface			
●	Cass Square - Repairs to Statues		10	Not yet commenced.
			10	
	<b>PLANNING &amp; REGULATORY</b>			
●	Cost of Reviewing DP			
●	Other Renewals			
		-		
	<b>TRANSPORTATION</b>			
●	West Coast Wilderness Cycle Trail (Marketing)	0	86	Project Started
●	Franz Josef Cycletrail		55	Project yet to be started
●	Renewals - District	303	-	On-Going throughout the financial year
			141	
	<b>WATER SUPPLY</b>			
●	Install Water Meters at Treatment Plants( Harihari , Whataroa and Fox)		25	
●	Telemetry SCADA improvements			
●	Hokitika Renewals - Reticulation upgrades	5	120	Contract closed and awarded to successful contractor.
●	Kumara Reticulation upgrades - 4th Street	40	50	Works Complete
●	Mint Creek - Whataroa Rural Supply - Divestment / Closure Costs		5	Statement of proposal development in progress

Status Report	Project / Activity	Current YTD exp	2013-14 \$000	Progress comments
	<b>WASTEWATER</b>			
●	Franz Josef Compliance issues (Infiltration Galleries)	16	20	Some work undertaken, may not be completed this year
●	Franz Josef Compliance issues - Stage 2 Plant Improvement (In progress)	11	175	Contract documents being prepared
●	WWTP - Improvements at Hokitika		50	Underway. In parallel with Trade Waste Agreement
●	Hokitika WWTP - Trade waste agreements	3	20	Trade Waste agreement - Two meetings held with SFF and Opus. Draft document prepared
●	Haast Treatment improvements	19	375	Contract documents being prepared
●	Flow Meters - Hokitika & Franz, Then Fox and Haast		60	
●	Fitzherbert Street Pumping Main		325	Further scoping underway - Looking at lining options.
	<b>STORMWATER</b>			
●	Franz Josef - Investigations		25	Negotiations underway
●	Fox Glacier - Investigations		25	Negotiations underway
	<b>SOLID WASTE</b>			
	Butlers Extension/Additional Leachate treatment fields - deferred to 201/15			
●	Capping of Franz Josef Landfill (With Resource consent Obligations)		25	Works on hold - Resourcing issues. Rescoping in progress.
●	Hokitika Capping - Landscaping		30	Work in progress - Survey plans and reports being prepared
●	Hokitika - Leachate Management system		25	Work in progress - Survey plans and reports being prepared
●	Other bin stations and satellite transfer stations	80	80	Trailers are paid for. Transition in progress. Target date: 4th November 2013 for implementation
●	Kumara Landfill (Ops Project)		25	Resourcing issues. - Recoping the works
	<b>BUILDINGS</b>			
●	Pensioner Housing		20	Not yet transferred to WDPL
●	Carnegie Building -Fire alarm system upgrade		30	Not Started
●	Harihari Community Centre		290	Report to council. Project on hold
●	Fox Community Centre		200	No further progress
●	Refurbishing Council Front Office		150	Business Case prepared for Dec Council Meeting
●	Ross Swimming Pool - Pool liner and		115	Work in progress with Ross pool committee
	<b>CONVENIENCES</b>			
●	Beach front Toilets		4	Paints work is complete on the toilets
	<b>COMMUNITY TOWNSHIP DEVELOPMENT</b>			
●	Franz / Fox Township Development Rotated		70	Council has approved list of community groups and terms of trade agreement. All community groups advised of conditions and procedures to access funds.
●	Township Development - Rotated		70	
	Franz Urban Revitalisation Plan			
	Kumara Township Maintenance	45		This projects was started in June and was anticipated to be expensed in the 2012/13 financial year, however the project ran over time and the associated costs were charged in this year.
	<b>CORPORATE SERVICES</b>			
●	IT SERVICES / GIS improvements		30	Priority list of works being identified for exective team approval
●	CCO Review		40	Not Started
●	Rates Review		50	Not Started
	<b>COMMUNITY SERVICES</b>			
●	150th Celebrations		5	Not Started

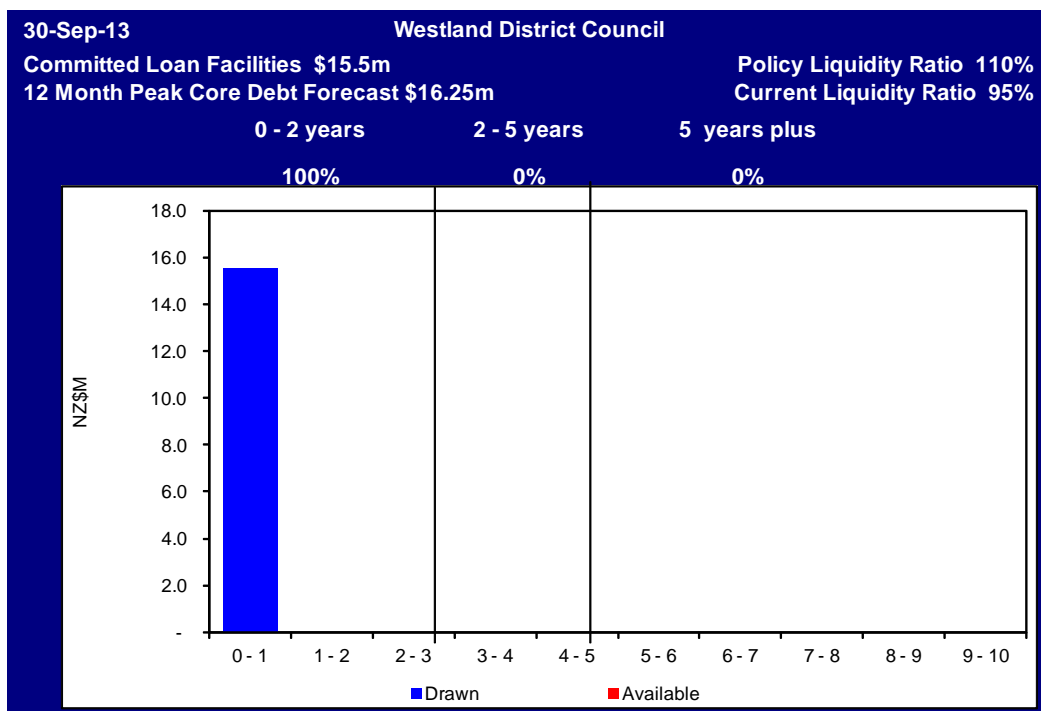
# TREASURY REPORT

## 1.0 SUMMARY

- 1.1 The purpose of this report is to provide an update on Council's Treasury Position as at 30 September 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 9<sup>th</sup> September 2014 and 30<sup>th</sup> 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. This is not achieved at the end of the quarter. When the new MOCLs are in place, in October, we will have facility of \$19m, 122% for core debt.

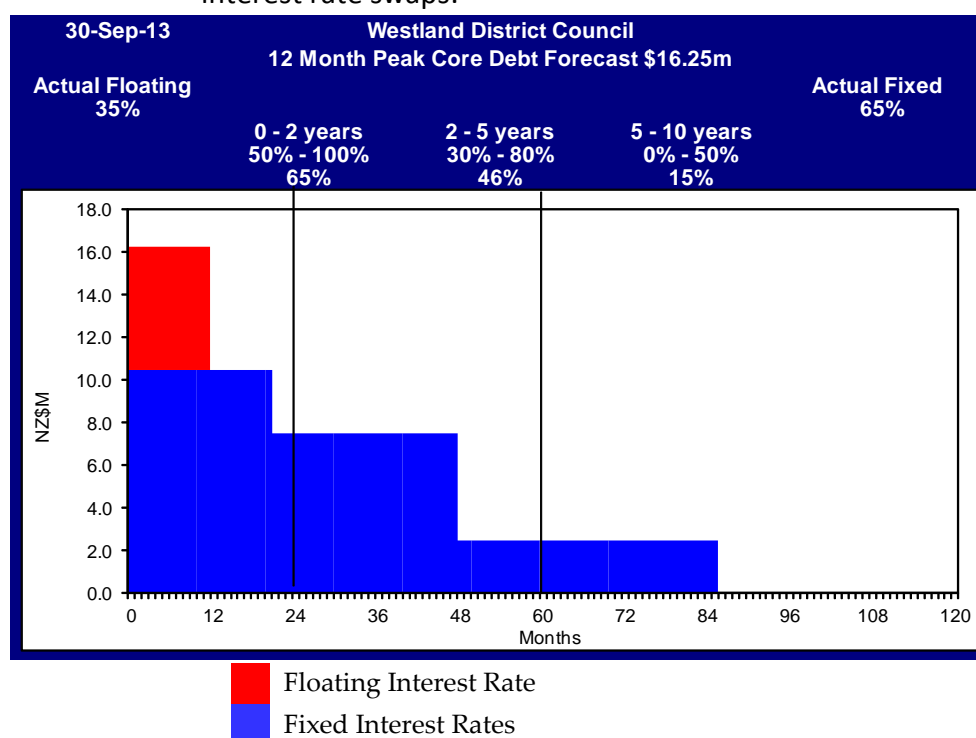
- 2.4 As at 30<sup>th</sup> September, the Money Market Lending Statement shows:

Amount	Rate	Maturity
\$7,470,352	3.68%	01-Oct-2013
\$8,028,000	3.68%	17-Oct-2013
<b>\$15,498,352</b>	<b>Total</b>	

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

Amount	Rate	Maturity
\$3,000,000	5.35%	17/06/2015
\$2,500,000	4.55%	17/11/2020
\$5,000,000	5.99%	01/10/2017
<b>\$10,500,000</b>	<b>Total</b>	

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



- 2.7 Council policy requires interest rate risk management within the ranges specified in the chart. These targets are met.

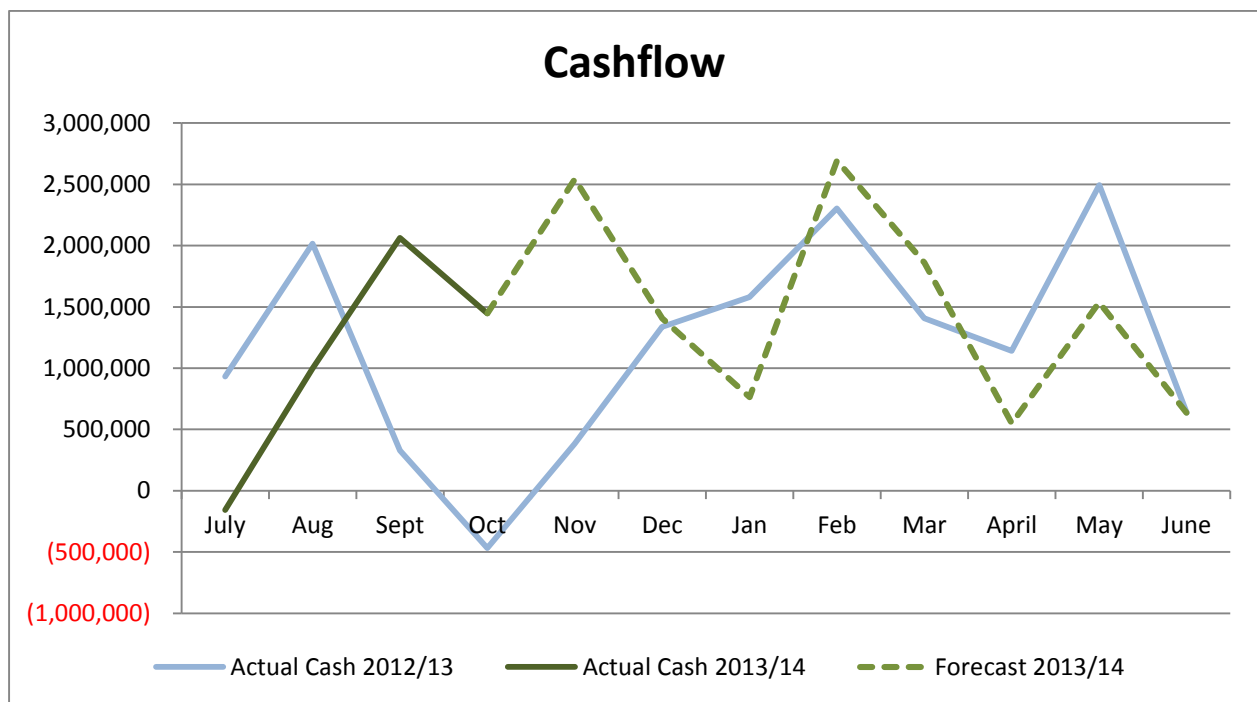
### 3.0 INTERNAL BORROWING

- 3.1 Kaniere Sewerage \$192,057.59

## 4.0 CASH INVESTMENTS

### 4.1 Cash Deposits as at 30<sup>th</sup> September 2013

- 4.1.1 The following analysis excludes bond monies. In the past 16 months the cashflow went into overdraft twice. Actual cash did not; due to bond monies held in bank accounts.
- 4.1.2 Closing balance of WDC Operational Account: \$1,324,526.
- 4.1.3 Savings account balance of: \$701,752.
- 4.1.4 Cash remains very tight.



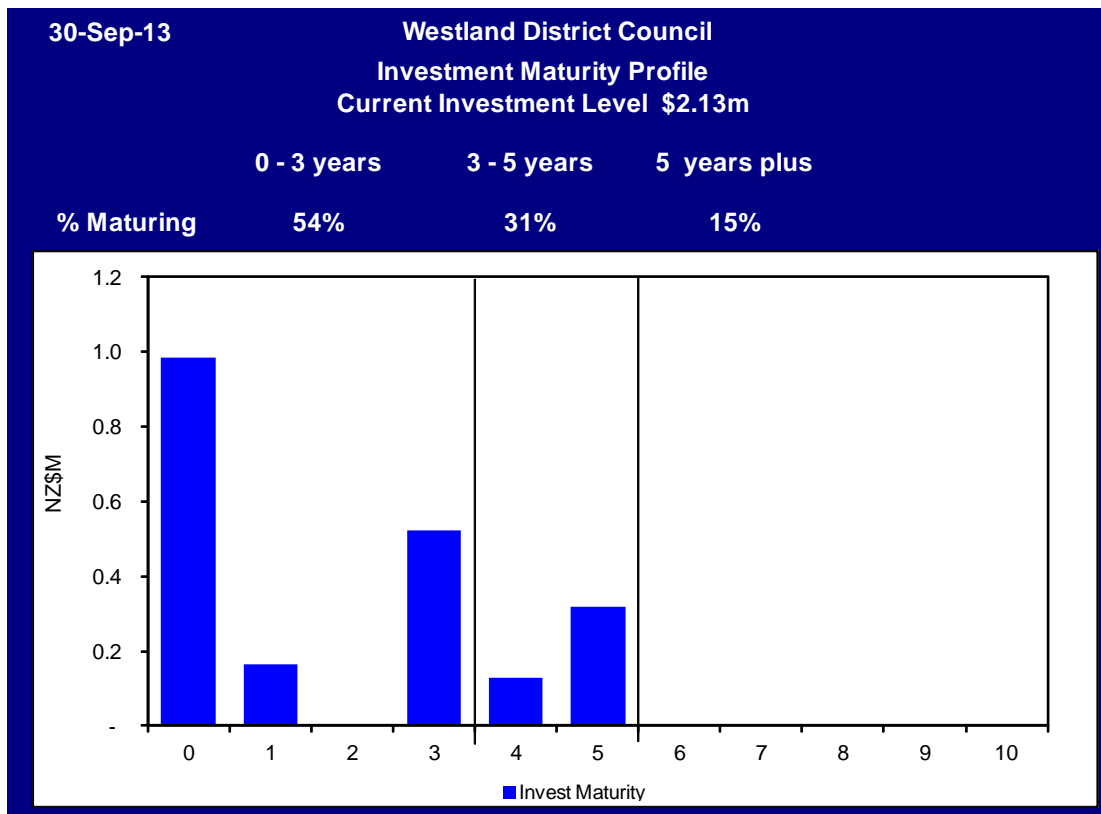
### 4.2 Bonds

- 4.3 WDC Westpac Bond Portfolio valued at \$1,308,734. This is made up of \$1.295m in bonds and \$0.013m in cash from matured bonds. \$0.8m 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
<b>TOTAL</b>			<b>2.12</b>	

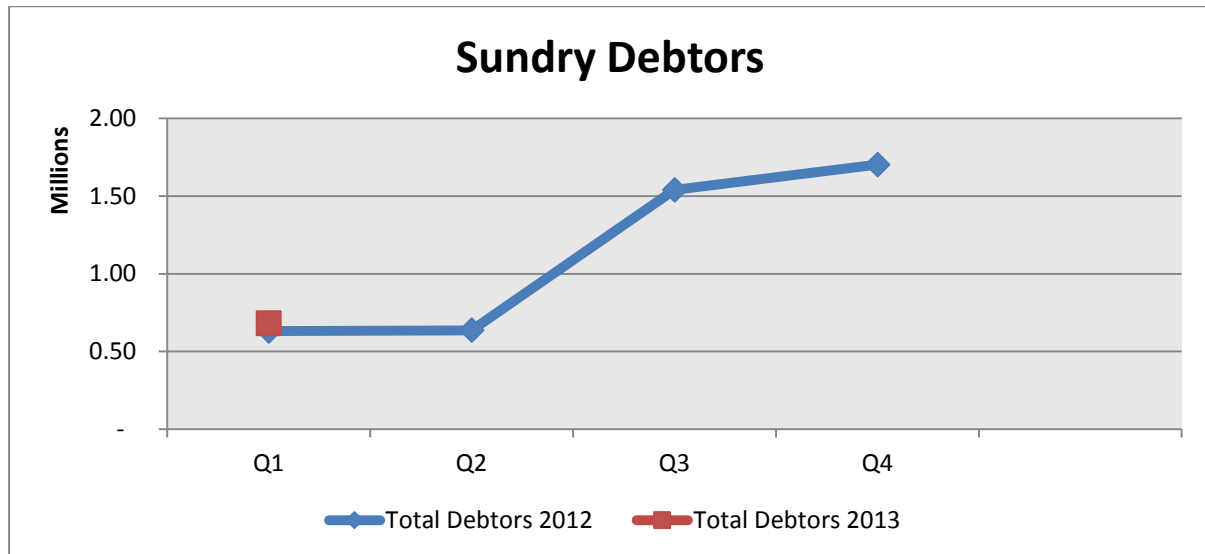
4.4 The policy requires that bond investments are with parties that have a credit rating of S&P A or better. Two bonds have rating below this limit. Council resolution decided to retain the bonds in the portfolio until maturity due to the high yields. The policy also has a limit of \$1m exposure per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

4.5 The following chart illustrates the maturity profile of the WDC investment portfolio:

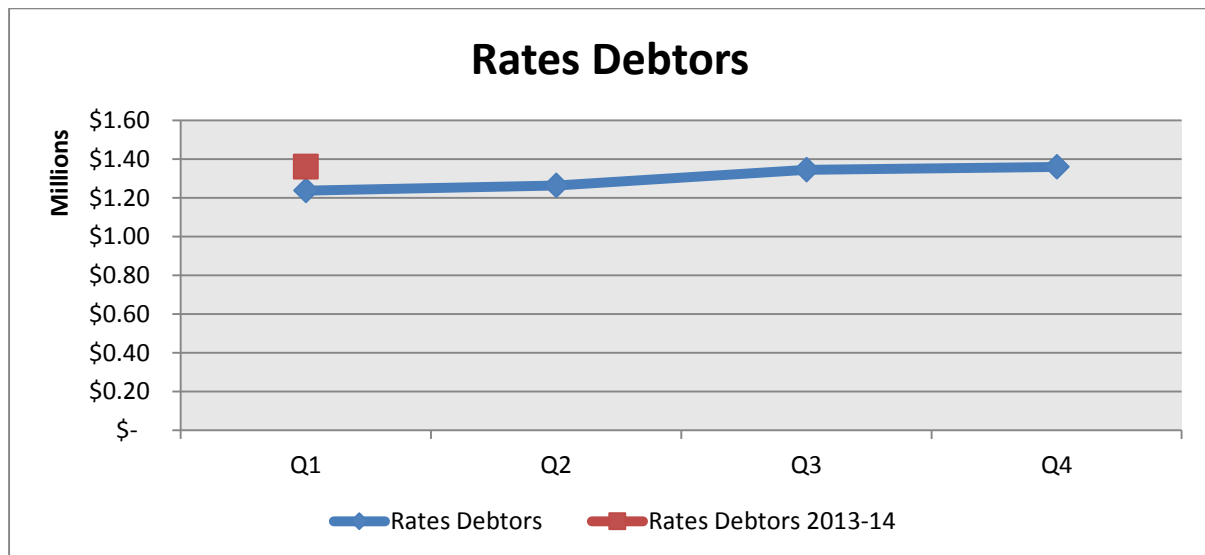


## 5.0 DEBTORS

5.1 Council received an update on Council's outstanding receivables and rates in September 2013.



Note: The Q4 2013 figures include invoices to Ministry of Economic Development for funding of the cycle trail. Q1 debtors are up 8% on 2012/13.



Rates Debtors are up 10% for the same period last year. Some of this is likely due to the first quarter instalment being 1 month late.

## **5.2 Debt Collection**

Credit Recoveries were given a further significant number of debtors in May 2013, and the first of their collected money arrived at the beginning of October (\$33,667) after the quarter end.

Credit Recoveries report *“that of the last list of debtors we have loaded in May, there was 59 debtors totalling 253k in arrears. We have collected most of them in full (33), there are now 26 still with a balance owing, however we expect this to be down to 14 by Christmas, the vast majority of the 14 remaining will be under arrangement.”*

*We have certainly noticed an increase in debts across the board in general, and particularly for council debt, both rates and sundry. Some of this is down to the economy, however I think it is also down to an attitude that they think councils can be a soft touch. The other councils we collect for (6 in total) are now trying to refer debtors to us at an earlier stage and on a more regular basis. This tends to keep the overall arrears down, as not only are they being collected but we actively encourage the debtors to set up an ongoing arrangement with the council for the ongoing rates instalments, so it helps keep the problems to a minimum in the future. “*

The rating sales properties (2) have been handed to the High Court to arrange disposal.

The abandoned land disposal has stalled between WDC and WDPL.

A revised system for rates debt collection has been written but this has not had time to be implemented prior to the September quarter.

# 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 \$000	Withdrawals Q1 \$000	Balance 30-Sep-13 \$000
Offstreet Parking	Collected for off-street parking. Imposed by RMA/District Plan	28		-	28
Reserve Development	Monies collected from developments. Imposed by RMA/District Plan.	571	17	-	588
Museum Assistance Fund	Originally the Museum Bequest Fund & Carnegie Furnishings.	18		-	18
Kumara Endowment Fund	Proceeds from sale of endowment land for the purpose of the Borough.	441	3	-	443
Euphemia Brown Bequest	From the estates of Euphemia & William E Brown. To provide Christmas cheer or comfort for orphan children, or aged or infirm persons residing in and around Hokitika.	23		(2)	21
Waiho River-Franz Josef	Money from the Crown to pay for relocation of properties south of the Waiho river.	332	2	-	335
Mayors Trust Funds	Contributions from James & Margaret Isdell Trust; Coulston Herbert Trust.	31		(29)	2
Ross Endowment Land	Proceeds from sale of endowment land for the purpose of the Borough.	237		-	237
Driveway deposits	Bond collected from developers and held until works complete	162	9	(25)	146
Big Brothers Big Sisters	Grant funding received	4	1	(4)	1
Community Patrol	Grant funding received	2		(1)	1
Graffiti	Grant funding received	1			1
Taxi Chits	Grant funding received	-	1	(1)	0
<b>Total Restricted Reserves</b>		<b>1,850</b>			<b>1,822</b>

Name	Purpose / Activities	Balance 1-Jul-13 \$000	Deposits Q1 \$000	Withdrawals Q1 \$000	Balance 30-Sep-13 \$000
Kumara Township Fund	Township funding for the purpose of community related projects	0	4	-	4
Harihari Township Fund	Township funding for the purpose of community related projects	0	4	-	4
Whataroa Township fund	Township funding for the purpose of community related projects	0	39	-	39
Ross Township Fund	Township funding for the purpose of community related projects	0	31	-	31
Haast Township Fund	Township funding for the purpose of community related projects	0	7	-	7
Franz Township Fund	Township funding for the purpose of community related projects	0	9	-	9
Fox Township Fund	Township funding for the purpose of community related projects	0	25	-	25
Kokatahi/Kowhitirangi Community Rate	Allowing the community to have funds for various community related projects	0	2	-	2
Foreshore Protection Fund	Foreshore Protection for groin replacement on the foreshore.	24	-	-	24
Glacier Country Promotions	Targeted rates collected from Glacier Country to provide funding for marketing projects.	95	17	(10)	102
Three Mile Domain	To fund Three Mile Domain costs.	227	1	(81)	147
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	0	-	6
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	2	-	191
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	-	-	242
Emergency Contingency Fund	Rates collected to support Westland in a Civil Defence emergency.	45		-	45
Transportation Asset Renewal	For funding the renewal of roads and bridges.	-	201	(152)	49
Water Renewal	For funding the renewal of water supplies networks	-	116	(5)	111
Waste Water Renewal	For funding the renewal of sewerage and sewage networks	-	50	(3)	47
Stormwater Renewal	For funding the renewal of stormwater systems	-	47	-	47
Solid Waste Renewal	For funding the renewal of Refuse transfer Stations and landfills.	-	-	-	-
Landfill Post Closure Provision	For funding the aftercare costs for closed landfills.	-	8	-	8
Parks Renewal	For funding Parks, Reserves, Public Toilets, Ross Pool and Cemeteries Asset Renewal	-	4	-	4
Buildings Renewal	For renewal of all Council operational buildings.	-	19		19
Administration Renewal	For renewal of office equipment, furniture, technical equipment, vehicles and technology	-	13		13
Library Book Renewals	To replace library books	-	13	(14)	(1)
<b>Total Council Created Reserves</b>		<b>833</b>			<b>1,174</b>
<b>Total All Reserves</b>		<b>2,683</b>			<b>2,996</b>



# Report



**DATE:** 28 November 2013  
**TO:** Mayor and Councillors  
**FROM:** Chief Executive

---

## **PROPOSED HARIHARI COMMUNITY CENTRE**

### **1.0 SUMMARY**

- 1.1 The purpose of this report is to provide Council information on the proposed Harihari Community Centre Project.
- 1.2 This issue arises from Council's request to reassess the feasibility of the proposed Community Centre in Harihari.
- 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.

<b>Vision's Objectives</b>	<b>Achieved By</b>
Involving the community and stakeholders Having inspirational leadership Having expanded development opportunities	Involving the Community Association in the planning and project supervision of a proposed new Community Facility that would provide

Having top class infrastructure for all communities	quality community meeting spaces and public toilets.
---	--

- 1.5 This report concludes by recommending that Council re-confirms the level of community support for a Community Centre at Harihari.

## 2.0 BACKGROUND

- 2.1 In 2007, the Harihari community met with Council staff and elected members to discuss the development of a multi-use community facility for the town.
- 2.2 The community formed a hall committee at that time to oversee the project and liaise with Council, and fundraising began.
- 2.3 In 2008 the concept plans were produced. At that time the estimate cost for construction of this proposed centre was \$700,000. It was proposed that the public toilets at Harihari will relocated within this new facility and the funds for these toilets will contribute towards these costs.
- 2.4 **In 2009/10**, a revised detailed Quantity Surveyor estimate put the facility at **\$1,021,000**. A funding application was made to New Zealand Lottery Commission in July 2011 which approved a funding for an amount of **\$240,000**. The current estimate for completion is \$1,175,000.
- 2.5 In 2009/10 concerns were raised by Council over potential depreciation implications. A report was presented to Council and it was resolved that Council will not be funding the depreciation for this facility. As a policy Council does funds depreciation on community halls and buildings, which means the halls are maintained to the end of design life and replaced.
- 2.6 **In July 2012** the question of operating costs, reported to be in the vicinity of **\$50,000-\$60,000 per annum** were brought to Council's attention by Council staff. Council requested the Harihari community delay the project while the wider issue of funding operating costs for community facilities was referred to the Risk Committee. This Committee met on 20th November 2012 and their recommendations were considered by Council on 11 December 2012. **Council resolved that operating costs would be funded as per the existing policy for community facilities, which is 75% from the township and 25%**

**across the district, and Harihari was given the approval to proceed.**

- 2.7 In 2013 an updated Quantity Surveyor estimate was requested. This came in at \$1,174,150 plus GST.
- 2.8 In late 2012, after the adoption of the Annual Report 2011-12, Council was made aware of its tenuous financial position. This forced Council to review and re-assess all projects in its Long Term Plan. The Harihari Community Facility was again consulted on through the Annual Plan 2013-14.

### **3.0 CURRENT SITUATION**

- 3.1 Council included the project in the 2013-2014 Annual Plan and agreed that staff would work with the community to re-scope the project to fit within the budget available. It was hoped that in re-scoping the project that the additional funding would not be required.
- 3.2 The summary of funding included in the current Annual Plan 2013/14 for the project is:

<b>Funding stream</b>	<b>Value</b>	<b>Funding Shortfall</b>
<b>Harihari Reserves (combination of Toilet Grants and Sale of Pony Club monies)</b>	\$189,000	
<b>MDI Grant (2011)</b>	\$455,000	
<b>NZ Lottery Grants Board Grant (2012)</b>	\$240,000	
<b>Total Funding available</b>	\$985,000	(\$191,000)

- 3.3 The 2013 Census data has just been released. It is worth noting the population Census data for Harihari and how this has changed over the past 22 years. This is information that a full business case for a project like this would take into consideration prior to proceeding:

<b>Year</b>	<b>Population</b>
1991	429
1996	390
2001	348
2006	348
2013	330

- 3.4 In September 2013 a building project team was established to progress the project. This team consists of Lindsay Molloy and John MacIntosh of Harihari Community Association Building Committee working with Tanya Winter and Simon Eyre of Council. This Committee has met once on 5 September 2013.
- 3.3 The local body elections were held on 12 October 2013. Council met for the first time on 29 October and at a workshop after the meeting they requested further information related to this proposed facility. Newly elected Councillors have raised concerns regarding the local community support for this project.

#### **4.0 OPTIONS**

- 4.1 Proceed with project.
- 4.2 Don't proceed with the project.
- 4.3 Re-consult with the local community and decide the way forward.

#### **5.0 SIGNIFICANCE AND CONSULTATION**

- 5.1 In accordance with Council's Policy on Significance this decision is considered to be of high significance. The project is estimated at just under \$1m, a full business case that details operational costs as well as estimates of revenue from current and future use of the facility has not been undertaken, and levels of community support for the project are uncertain. The proposal has potential to generate a high degree of controversy.
- 5.2 The project was included for debate during the consultation process for the Annual Plan 2013-14. However no separate consultation outside the Annual Plan process has taken place by Council with the local community on the feasibility of this project.

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

- 6.1 Option 1: Proceed with the project.

The project is currently approved in the current Annual Plan 2013-14. There is a funding shortfall of \$191,000 on the estimated cost. Council staff remain concerned with the feasibility of this project and how future operational costs associated with this facility will be met.

- 6.2 Option 2: Don't proceed with the project.

Council can resolve not to proceed with this project. This will be variation to the current project plan in the Annual Plan 2012-13.

However the decision could be seen as a prudent and informed decision based on the background information and current financial situation of Council. It may however bring community backlash from the supporters of the project.

- 6.3 Option 3: Re-consult with local community and decide the way forward.

It appears that some Councillors have received mixed messages as to the level of community support for this project. Council can resolve to re-consult on the need and feasibility of this project. This can either be a special consultative process, a simple survey targeted to the local Harihari residents or a community meeting. Costs of the consultation will vary depending on which option Council chooses. There is a risk that the New Zealand Lottery Grants Board funding would be forfeited due to the delay and that the 24 June 2014 will be the final extension for the grant. Staff have been told that a further extension of this grant is unlikely.

## **7.0 PREFERRED OPTION AND REASONS**

- 7.1 Option 3 is the preferred option. Council need to be satisfied that the level of community need is there for this project. With a start of a new triennium and a new Council, it would be prudent to re-visit this project with the Harihari community.
- 7.2 Staff have been told that proponents of this project in Harihari have conducted their own survey and will be presenting the results in the public forum of the Council meeting on 28 November. This aside, it is still recommended that Council holds its own consultation process with the community. Staff suggest this would be an ideal opportunity for a community meeting.

## **8.0 RECOMMENDATION**

- A) **THAT** Council holds a public meeting in Harihari to re-confirm the level of community support for a Community Facility at Harihari.

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

# Report



**DATE:** 28 November 2013

**TO:** Mayor and Councillors

**FROM:** Acting Group Manager – Corporate Services

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## **CODE OF CONDUCT**

### **1.0 SUMMARY**

- 1.1 The purpose of this report is to adopt a Code of Conduct for Council.
- 1.2 This issue arises from the requirements of the Local Government Act 2002 (LGA).
- 1.3 The Council is required to give effect to the purpose of local government as prescribed by section 10 of the LGA. 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.

<b>Vision's Objectives</b>	<b>Achieved By</b>
Having inspirational leadership	Councillors behaving in accordance with acceptable and agreed behaviours contributes significantly to both good decision making and the perception of the community as to whether good decisions are being made.

- 1.5 This report concludes by recommending that Council adopt a Code of Conduct.

## **2.0 BACKGROUND**

- 2.1 Council is required to have a Code of Conduct [cl.15 sch.7](#) of the LGA.
- 2.2 The adoption of the Code of Conduct requires a 75% majority.

## **3.0 CURRENT SITUATION**

- 3.1 While it is only required that a Council adopt a Code of Conduct once, and not renew it each triennium, it is recommend that this occur.
- 3.2 The Code of Conduct represents an agreement amongst elected members as to how they will behave towards one another, staff and members of the public.
- 3.3 While the Act requires members to comply with the Code of Conduct a breach of the code is not a breach of the LGA.
- 3.4 Experience has shown that allegations of breaches of codes of conduct often become time consuming, political and result in little consequence.
- 3.5 The attached code has been updated for the current legislation and amendments made to the compliance and review section, particularly removing the Conduct Review Committee.
- 3.6 Note: the chairperson has additional powers under standing orders should conduct at a meeting not meet expectations.

## **4.0 OPTIONS**

- 4.1 Adopt the proposed Code of Conduct.
- 4.2 Amend and then adopt the proposed Code of Conduct.
- 4.3 Continue with the existing Code of Conduct.

## **5.0 SIGNIFICANCE AND CONSULTATION**

- 5.1 The adoption of the Code of Conduct is administrative and therefore of low significance.
- 5.2 No consultation is required.

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

- 6.1 There are no financial implications in adopting the Code of Conduct.

- 6.2 Council can adopt the Code of Conduct as appended or amend it, with a 75% majority vote in favour.
- 6.3 Should Council fail to have a 75% majority vote in favour the existing Code of Conduct remains the code by which members must comply. This code would require either the establishment of a Conduct Review Committee, appointment of a Chairman and possible increased remuneration for the chairman; or the inclusion of the Conduct Review Committee responsibilities into the Terms of Reference for the Executive Committee.

## **7.0 PREFERRED OPTION AND REASONS**

- 7.1 The preferred option is that Council adopt the amended Code of Conduct that has been updated for the current legislation and terminology and has an amendment to remove the Conduct Review Committee.

## **8.0 RECOMMENDATION**

- A) **THAT** Council adopts the Code of Conduct.

**Stephen Halliwell**  
**Acting Group Manager - Corporate Services**

## **Appendix 1: Westland District Council Code of Conduct**





# Code of Conduct

**Adopted by Council –28.11.13**

**Ver. 2013.01**

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# CODE OF CONDUCT

## **PART 1: INTRODUCTION**

Schedule 7 of the Local Government Act 2002 (the Act) requires each local authority to adopt a Code of Conduct. Once adopted, all elected members are required to comply with the code.

This Code of Conduct provides guidance on the standards of behaviour that are expected from the Mayor and elected members of the Westland District Council. The code applies to elected members in their dealings with:

- Each other.
- The Chief Executive.
- All staff employed by the Chief Executive on behalf of Council.
- The media.
- The general public.

The objective of the code is to enhance:

- The effectiveness of Council as the autonomous local authority with statutory responsibilities for the good local government of the Westland District.
- The credibility and accountability of Council within its community.
- Mutual trust, respect and tolerance between the elected members as a group and between the elected members and management.

This Code of Conduct seeks to achieve its objectives by recording:

- An agreed statement of roles and responsibilities (recorded in Part Two of the Code).
- Agreed general principles of conduct (recorded in Part Three of the Code).

- Specific codes of conduct applying to particular circumstances or matters (also recorded in Part Three of the Code).

Elected members are primarily accountable to the electors of the District through the democratic process. However members must note that the Auditor-General may hold them to account for unlawful actions or expenditure or for breaches of the Local Authorities (Members' Interests) Act 1968.

The Code of Conduct that follows is based on the following general principles of good governance:

- **Public Interest** - Members should serve only the interests of the District as a whole and should never improperly confer an advantage or disadvantage on any one person.
- **Honesty and Integrity** - Members should not place themselves in situations where their honesty and integrity may be questioned, should not behave improperly and should on all occasions avoid the appearance of such behaviour.
- **Objectivity** - Members should make decisions on merit including making appointments, awarding contracts, or recommending individuals for rewards or benefits. Elected members should also note that, once elected, their primary duty is to the interests of the entire District, not the ward that elected them.
- **Accountability** - Members should be accountable to the public for their actions and the manner in which they carry out their responsibilities, and should cooperate fully and honestly with the scrutiny appropriate to their particular office.
- **Openness** - Members should be as open as possible about their actions and those of the Council, and should be prepared to justify their actions.
- **Personal Judgment** - Members can and will take account of the views of others, but should reach their own conclusions on the issues before them, and act in accordance with those conclusions.
- **Respect for others** - Members should promote equality by not discriminating against any person and by treating people with respect, regardless of their race, age, religion, gender, sexual orientation, or disability. They should respect the impartiality and integrity of the Council staff.

- **Duty to uphold the law** - Members should uphold the law, and on all occasions, act in accordance with the trust the public places in them.
- **Stewardship** - Members must ensure that the Council uses resources prudently and for lawful purposes, and that the Council maintains sufficient resources to meet its statutory obligations.
- **Leadership** - Members should promote and support these proposals by example, and should always endeavour to act in the best interests of the community.

## **PART 2: ROLES AND RESPONSIBILITIES**

This part of the Code describes the roles and responsibilities of elected members, the additional roles of the Mayor and Deputy Mayor, and the role of the Chief Executive.

### **2.1 Elected Members**

Elected members, acting as the Council, are responsible for:

- The development and adoption of Council policy.
- Monitoring the performance of the Council against its stated objectives and policies.
- Prudent stewardship of Council resources.
- Employment of the Chief Executive.
- Representing the interests of the residents and ratepayers of the Westland District Council. (On election, the members' first responsibility is to the District as a whole.)

Unless otherwise provided in the Local Government Act 2002 or in standing orders, the Council can only act by majority decisions at meetings. Each member has one vote. Any individual member (including the Mayor) has no authority to act on behalf of the Council unless the Council has expressly delegated such authority.

### **2.2 Mayor**

The Mayor is elected by the District as a whole and as one of the elected members shares the same responsibilities as other members of Council. The Mayor also has the following roles:

- To provide leadership to other elected members and to the people of the Westland District.

- To lead the development of Council's plans, policies and budgets.
- To appoint the Deputy Mayor.
- To establish committees.
- To appoint chairperson to those committees.
- To be the presiding member at Council meetings. The Mayor is responsible for ensuring the orderly conduct of business during meetings (as determined in standing orders).
- To advocate on behalf of the community. This role may involve promoting the community and representing its interests. Such advocacy will be most effective where it is carried out with the knowledge and support of Council.
- To be the ceremonial head of Council; and
- To be a Justice of the Peace (while the Mayor holds office).

The Mayor must follow the same rules as other elected members about making public statements and committing Council to a particular course of action, unless acting in accordance with the rules for media contact on behalf of Council under a delegation of authority from Council.

## **2.3 Deputy Mayor**

The Deputy Mayor can be appointed by the Mayor or elected by the members of Council, at the first meeting of Council. The Deputy Mayor exercises the same roles as other elected members, and if the Mayor is absent or incapacitated, the Deputy Mayor must perform all of the responsibilities and duties, and may exercise the powers, of the Mayor (as summarised above). The Deputy Mayor may be removed from office by resolution of Council.

## **2.4 Committee Chairpersons**

The Mayor may create one or more committees of Council and appoint chairpersons. A committee chairperson presides over all meetings of the committee, ensuring that the committee acts within the powers delegated by Council, and as set out in Council's *Delegations Manual*. Committee chairpersons may be called on to act as an official spokesperson on a particular issue. They may be removed from office by resolution of Council.

## **2.5 Chief Executive**

The Chief Executive is appointed by Council in accordance with sections 42 of the Local Government Act 2002. The Chief Executive is responsible for implementing and managing Council's policies and objectives within the

service levels and budgetary constraints established by Council. In terms of section 42 of the Act, the responsibilities of the Chief Executive are:

- Implementing the decisions of Council.
- Providing advice to Council.
- Ensuring that all responsibilities, duties and powers delegated to the Chief Executive or to any person employed by the Chief Executive, or imposed or conferred by any Act, regulation or bylaw are properly performed or exercised.
- Managing the activities of the local authority effectively and efficiently.
- Maintaining systems to enable effective planning and accurate reporting of the financial and service performance of the local authority.
- Providing leadership for the staff of the local authority.
- Employing staff on behalf of the local authority (including negotiation of the terms of employment for the staff of the local authority).

Under section 42 of the Local Government Act 2002 the Chief Executive employs all other staff on behalf of the local authority.

### **PART 3: RELATIONSHIPS AND BEHAVIOURS**

This part of the code sets out Council's agreed standards of behaviour. Some of the matters described in this part of the code reflect other legislation such as the Local Authorities (Members' Interests) Act 1968. The majority of the code is material that Council has decided to include of its own initiative.

#### **3.1 Relationships with Other Members**

Successful teamwork is a critical element in the success of any democratically elected organisation. No team will be effective unless mutual respect exists between members. With this in mind elected members will conduct their dealings with each other in ways that:

- Maintain public confidence in the office to which they have been elected.
- Are open and honest.
- Focus on issues rather than personalities.
- Avoid aggressive, offensive or abusive conduct.



### **3.2 Relationships with Staff**

The effective performance of Council also requires a high level of cooperation and mutual respect between elected members and staff. To ensure that level of cooperation and trust is maintained, elected members will:

- Recognise that the Chief Executive is the employer (on behalf of Council) of all Council employees, and as such only the Chief Executive may hire, dismiss or instruct or censure an employee.
- Make themselves aware of the obligations that Council and the Chief Executive have as employers and observe those requirements at all times.
- Treat all employees with courtesy and respect (including the avoidance of aggressive, offensive or abusive conduct towards employees).
- Observe any guidelines that the Chief Executive puts in place regarding contact with employees.
- Not do anything which compromises, or could be seen as compromising, the impartiality of an employee.
- Avoid publicly criticising any employee in any way, but especially in ways that reflect on the competence and integrity of the employee.
- Raise concerns about employees only with the Chief Executive, and concerns about the Chief Executive only with the Mayor or any committee responsible for assessing the Chief Executive's performance.

Elected members should be aware that failure to observe this portion of the Code of Conduct may compromise Council's obligations to act as a good employer and may expose Council to civil litigation and audit sanctions.

### **3.3 Relationships with the Community**

Effective Council decision-making depends on productive relationships between elected members and the community at large.

Members should ensure that individual citizens are accorded respect in their dealings with Council, have their concerns listened to, and deliberated on in accordance with the requirements of the Act.

Members should act in a manner that encourages and values community involvement in local democracy.

### **3.4 Contact with the Media**

The media plays an important part in local democracy. In order to fulfil this role the media needs access to accurate, timely information about the affairs of Council. From time to time, individual members will be approached to

comment on a particular issue either on behalf of Council, or as an elected member in their own right. This part of the code deals with the rights and duties of Councillors when speaking to the media on behalf of Council, or in their own right.

The following rules apply for media contact *on behalf of Council*:

- The Mayor is the first point of contact for the official view on any issue. Where the Mayor is absent, any matters will be referred to the Deputy Mayor or relevant committee chairperson.

The Mayor may refer any matter to the relevant committee chairperson or to the Chief Executive for their comment.

- No other member may comment *on behalf of Council* without having first obtained the approval of the Mayor.

Elected members are free to express *a personal view* in the media, at any time, provided the following rules are observed:

- Media comments must not state or imply that they represent the views of Council.
- Where an elected member is making a statement that is contrary to a Council decision or Council policy, the member must not state or imply that his or her statements represent a majority view.
- Media comments must observe the other requirements of the Code of Conduct, e.g. not disclose confidential information, or compromise the impartiality or integrity of staff.

### **3.5 Confidential Information**

In the course of their duties members will occasionally receive information that may need to be treated as confidential. This will generally be information that is either commercially sensitive or is personal to a particular individual or organisation.

Elected members must not use or disclose confidential information for any purpose other than the purpose for which the information was supplied to the elected member.

Elected members should be aware that failure to observe these provisions will impede the performance of Council by inhibiting information flows and undermining public confidence in the Council. Failure to observe these provisions may also expose Council to prosecution under the Privacy Act 1993 and/or civil litigation.

### **3.5 Conflicts of Interest**

Elected members must be careful that they maintain a clear separation between their personal interests and their duties as an elected member. This is to ensure that people who fill positions of authority carry on their duties free from bias (whether real or perceived). Members therefore need to familiarise themselves with the provisions of the Local Authorities (Members' Interests) Act 1968 which concerns financial interests, and with other legal requirements concerning non-financial conflicts of interest.

The Act provides that an elected member is disqualified from office, or from election to office, if that member is concerned or interested in contracts under which payments made by or on behalf of the local authority exceed \$25,000 in any financial year.

Additionally, elected members are prohibited from participating in any Council discussion or vote on any matter in which they have a pecuniary interest, other than an interest in common with the general public. The same rules also apply where the member's spouse contracts with the authority or has a pecuniary interest. Members must declare their interests at Council meetings where matters in which they have a pecuniary interest arise.

Members shall annually make a general declaration of interest as soon as practicable after becoming aware of any such interests. These declarations are recorded in a register of interests maintained by Council. The declaration must notify Council of the nature and extent of any interest, including:

- Any employment, trade or profession carried on by the member or the member's spouse for profit or gain.
- Any company, trust, partnership etc. for which the member or their spouse is a director, partner, trustee or beneficiary.
- The address of any land in which the member has a beneficial interest and which is in the Westland District Council.
- The address of any land where the landlord is the Westland District Council and:
  - the member or their spouse is a tenant, or
  - the land is tenanted by a firm in which the member or spouse is a partner, or a company of which the member or spouse is a director, or a trust of which the member or spouse is a trustee or beneficiary.
- Any other matters which the public might reasonably regard as likely to influence the member's actions during the course of their duties as a member.

If the member is in any doubt as to whether or not a particular course of action (including a decision to take no action) raises a conflict of interest, then the member should seek guidance from the Chief Executive *immediately*.

Members may also contact the Office of the Auditor General for guidance as to whether that member has a pecuniary interest. If there is a pecuniary interest, the member may seek an exemption to allow that member to participate or vote on a particular issue in which they may have a pecuniary interest. The latter must be done before the discussion or vote. The Chief Executive must also seek approval from the Office of the Auditor General for contractual payments to members, their spouses or their companies that exceed the \$25,000 annual limit.

Failure to observe the requirements of the Local Authorities (Members' Interests) Act 1968 could potentially invalidate the particular decision made, or the action taken, by Council. Failure to observe these requirements could also leave the elected member open to prosecution under the Local Authorities (Members' Interests) Act 1968. In the event of a conviction elected members can be ousted from office.

### **3.6 Standing Orders**

Elected members must adhere to any standing orders adopted by Council. These standing orders are subject to the same legal requirements as a Code of Conduct with regard to their adoption and amendment.

### **3.7 Ethics**

Westland District Council seeks to promote the highest standards of ethical conduct amongst its elected members. Accordingly, elected members will:

- Claim only for legitimate expenses as laid down by any determination of the Remuneration Authority then in force, and any lawful policy of Council developed in accordance with that determination.
- Not influence, or attempt to influence, any Council employee to take actions that may benefit the member, or the member's family or business interests.
- Not use Council resources for personal business (including campaigning).
- Not solicit, demand, or request any gift, reward or benefit by virtue of their position notify the Chief Executive if any gifts are accepted.
- Where a gift to the value of \$100 or more is offered to a member, immediately disclose this to the Chief Executive for inclusion in the publicly available register of interests.

### **3.8 Disqualification of Members from Office**

Elected members are automatically disqualified from office if they are convicted of a criminal offence punishable by two or more years imprisonment, or if they cease to be or lose their status as an elector or of certain breaches of the Local Authorities (Members' Interests) Act 1968.

Under the Local Government Act 2002, local authorities, when adopting a Code of Conduct, must consider whether or not they will require members to declare whether they are an undischarged bankrupt. This Council believes that bankruptcy does raise questions about the soundness of a person's financial management skills and their judgment in general. Council therefore requires elected members who are declared bankrupt to notify the Chief Executive as soon as practicable after being declared bankrupt.

## **PART 4: COMPLIANCE AND REVIEW**

This part deals with ensuring that elected members adhere to the Code of Conduct and mechanisms for the review of the Code of Conduct.

### **4.1 Compliance**

Elected members must note that they are bound to comply with the provisions of this Code of Conduct (Local Government Act 2002, Schedule 7, section 15(4)).

Members are also bound by the Local Government Act 2002, the Local Authorities (Members' Interests) Act 1968, the Local Government Official Information and Meetings Act 1987, the Secret Commissions Act 1910, the Crimes Act 1961 and the Securities Act 1978. The Chief Executive will ensure that an explanation of these Acts is made at the first meeting after each triennial election and that copies of these Acts are freely available to elected members. Short explanations of the obligations that each of these has with respect to conduct of elected members is attached in the Appendix to this code.

All alleged breaches of the code will be reported to the Mayor and Chief Executive. Any allegation of a breach of a Code of Conduct must be in writing, make a specific allegation of a breach of the Code of Conduct, and provide corroborating evidence.

The Chief Executive will investigate the alleged breach and prepare a report for the consideration of Council.

Council will consider the report in open meeting of Council, except where the alleged breach relates to the misuse of confidential information or could impinge on the privacy of a member of staff or of the general public.

### **4.2 Responses to Breaches of the Code**

The exact nature of the action Council may take depends on the nature of the breach and whether there are statutory provisions dealing with the breach.

Where there are statutory provisions:

- Breaches relating to members' interests render members liable for prosecution by the Auditor-General under the Local Authority (Member's Interests) Act 1968.
- Breaches which result in Council suffering financial loss or damage may be reported on by the Auditor-General under the Local Government Act 2002, which may result in the member having to make good the loss or damage.
- Breaches relating to the commission of a criminal offence may leave the elected member liable for criminal prosecution.

In these cases Council may refer an issue to the relevant body, any member of the public may make a complaint, or the body itself may take action of its own initiative.

Where there are no statutory provisions, Council may take the following action:

- Censure.
- Removal of the elected member from Council committees and/or other representative type bodies.
- Removal of the elected member from a position as Deputy Mayor or Chair of a committee.

A decision to apply one or more of these actions requires a Council resolution to that effect.

#### **4.3 Review**

Once adopted, a Code of Conduct continues in force until amended by Council. The code can be amended at any time but cannot be revoked unless the Council replaces it with another code. Once adopted, amendments to the code of the conduct require a resolution supported by 75% or more of the members of Council present.

Council will formally review the code as soon as practicable after the beginning of each triennium. The results of that review will be presented to Council for their consideration and vote.

## **APPENDIX TO THE CODE: LEGISLATION BEARING ON THE ROLE AND CONDUCT OF ELECTED MEMBERS**

This is a summary of the legislation requirements that has some bearing on the duties and conduct of elected members. Copies of these statutes can be found on-line [www.legislation.govt.nz](http://www.legislation.govt.nz) .

### **1. Local Authority (Members' Interests) Act 1968**

This Act regulates situations where a members' personal interests impinge, or could be seen as impinging on their duties as an elected member.

The Act provides that an elected member is disqualified from office if that member is concerned or interested in contracts under which payments made by or on behalf of the local authority exceed \$25,000 in any financial year.

Additionally, elected members are prohibited from participating in any Council discussion or voting on any matter in which they have a pecuniary interest, other than an interest in common with the general public. The same rules also apply where the member's spouse contracts with the authority or has a pecuniary interest.

Members may also contact the Office of the Auditor General for guidance as to whether that member has a pecuniary interest, and if so, may seek an exemption to allow that member to participate or vote on a particular issue in which they may have a pecuniary interest. The latter must be done before the discussion or vote. The Chief Executive must also seek approval from the Office of the Auditor General for contractual payments to members, their spouses or their companies that exceed the \$25,000 annual limit.

Failure to observe these requirements could also leave the elected member open to prosecution under the Local Authority (Members' Interests) Act 1968. In the event of a conviction elected members can be ousted from office.

### **2. Local Government Official Information and Meetings Act 1987**

The Local Government Official Information and Meetings Act 1987 sets out a list of meetings procedures and requirements. Of particular importance for the roles and conduct of elected members is the fact that the chair has the responsibility to maintain order at meetings, but all elected members should accept a personal responsibility to maintain acceptable standards of address and debate. No elected member should:

- create a disturbance or a distraction while another Councillor is speaking
- be disrespectful when they refer to each other or other people
- use offensive language about the Council, other Councillors, any employee of the Council or any member of the public.



### **3. Secret Commissions Act 1910**

Under this Act it is unlawful for an elected member (or officer) to advise anyone to enter into a contract with a third person and receive a gift or reward from that third person as a result, or to present false receipts to Council.

If convicted of any offence under this Act a person can be imprisoned for up to 2 years, or fines up to \$1,000, or both. A conviction therefore would trigger the ouster provisions of the Local Government Act 2002 and result in the removal of the member from office.

### **4. Crimes Act 1961**

Under this Act it is unlawful for an elected member (or officer) to:

- accept or solicit for themselves (or anyone else) any gift or reward for acting or not acting in relation to the business of Council.
- use information gained in the course of their duties for their, or another person's, monetary gain or advantage.

These offences are punishable by a term of imprisonment of 7 years or more. Elected members convicted of these offences will also be automatically ousted from office.

### **5. Securities Act 1978**

The Securities Act 1978 essentially places elected members in the same position as company directors whenever Council offers stock to the public. Elected members may be personally liable if investment documents such as a prospectus contain untrue statements and may be liable for criminal prosecution if the requirements of the Act are not met.



# Report



**DATE:** 28 November 2013  
**TO:** Mayor and Councillors  
**FROM:** Chief Executive

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## **APPOINTMENTS TO COUNCIL COMMITTEES, CCOS AND OUTSIDE ORGANISATIONS**

### **1.0 SUMMARY**

- 1.1 The purpose of this report is to confirm Council appointments to Committees, Council Controlled Organisations (CCOs) and outside organisations for the 2013-16 Triennium.
- 1.2 This issue arises from either a legislative requirement to appoint elected members to a committee and CCO or requests from community organisations to have a Council representative liaise with their group.
- 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 (LGA). 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.

<b>Vision's Objectives</b>	<b>Achieved By</b>
Involving the community and stakeholders Having inspirational leadership	Ensuring that Council has an appropriate Committee structure in place that meets their needs, and providing representation on other organisations and to hear

	stakeholder and community views.
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- 1.5 This report concludes by recommending that Council makes the appointments and confirms the liaison roles in **Appendix 1**.

## 2.0 BACKGROUND

- 2.1 Council's powers to establish committees and delegate powers comes from s.30(1)(a) of Schedule 7 of the Local Government Act 2002.
- 2.2 In the 2010-13 triennium Council had a complex committee structure. There were five committees who all required elected member appointments and officer support. This structure was set aside in early 2013 as Council's financial situation became apparent, and it was agreed that all elected members needed to be involved in all decisions of Council.
- 2.3 The recent representation review has resulted in a reduction of two Councillors for the 2013-16 triennium, and if the previous committee structure was continued the workload would be spread even thinner over fewer elected members.
- 2.4 At the elected member induction workshop on 29 October 2013, Council discussed the options for a committee structure and the Mayor proposed that a simple structure be adopted. This is:
- a) Full Council
  - b) Executive Committee.
- 2.5 This was supported by Council and is reflected in this report.
- 2.6 Council is also party to a number of regional joint committees, and either by legislation or other agreements, has the power to appoint an elected member to these.
- 2.7 Appointments to the CCOs - Westland Holdings Ltd and Tourism West Coast - are outside the triennial appointment process.
- 2.8 There are a number of external organisations that request that Council make an appointment to or have a liaison with. These are not legislatively driven and it is at the sole discretion of Council as to whether a representative is appointed.

### 3.0 CURRENT SITUATION

- 3.1 At the elected member induction workshop on 29 October 2013, Council were provided with a list of the organisations in which they are either required or have been requested to appoint an elected member to **Appendix 1** reflects the discussion at the meeting.
- 3.2 It is important to understand the difference between “making an appointment to” and “having a liaison role with.” Appointments are usually legislatively or constitutionally driven. In the past Council has “made appointments to outside organisations”, such as community associations. There is nothing in these organisations constitutions that requires Council to do this. For this reason, officers are recommending that the term “has a liaison role with” is used.
- 3.3 At this same meeting the Mayor used his new powers under section 41A of the LGA and made the following appointments:
- a) Deputy Mayor – Councillor Pauline Cox
  - b) Chairperson of Executive Committee – Councillor Mark Dawson
- 3.4 The Terms of Reference for the Executive Committee are in a separate report in the agenda.

### 4.0 OPTIONS

- 4.1 There are two options available to Council for the appointments:
- a) Confirm the elected member representation on Committees, CCOs and outside organisations attached as **Appendix 1**.
  - b) Amend the list.

### 5.0 SIGNIFICANCE AND CONSULTATION

- 5.1 This decision is administrative and therefore in accordance with Council’s Policy on Significance it is deemed to be of low significance.
- 5.2 This matter is internal to Council and therefore consultation is not required.

### 6.0 ASSESSMENT OF OPTIONS (INCLUDING FINANCIAL IMPLICATIONS)

- 6.1 **Appendix 1** is a reflection of a discussion Council has already had. Confirming this list means that the Committees can start operating,

and outside organisations can be notified as to who their Council liaison person is.

- 6.2 Amending the list of appointments at the meeting on 28 November 2013 will have little impact. However, if Council wishes to do some significant work on the list, it may mean parts or all of this report is deferred to a future meeting, which will delay confirming appointments.
- 6.3 Elected members are able to claim mileage in accordance with Council's Allowances and Recovery of Expenses Policy, and within budget. The more meetings that are attended where mileage is claimed the higher the cost.

## **7.0 PREFERRED OPTION AND REASONS**

- 7.1 The preferred option is to confirm the list of appointments to Committees, CCOs and liaison roles with outside organisations as recommended in **Appendix 1**. This will mean these organisations and Committees are able to commence their work.

## **8.0 RECOMMENDATIONS**

- A) **THAT** Council confirms the recommendations for appointments to Committees and CCOs, and liaison roles with outside organisations in **Appendix 1**.

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

**Appendix 1:** Appointments to Committees, CCOs and Outside Organisations

# APPENDIX 1

## APPOINTMENTS TO COUNCIL COMMITTEES AND CCOS

Name of Organisation	Appointment Recommendation
<p><b>Resource Management Hearings Commissioners</b></p> <p>Options are to:</p> <ul style="list-style-type: none"> <li>-Train a couple of Councillors to hear resource consents</li> <li>- Engage independent commissioners for all consent hearings</li> <li>-Identify specified Councillors to sit with independent commissioners.</li> </ul>	<p><b>Recommendation:</b></p> <p>That Crs. van Beek, Butzbach, Martin and Hope are appointed to sit with independent Commissioners in Hearings.</p>
<p><b>Westland Wilderness Trust</b></p> <p>This is a CCO and is the governance body for the West Coast Wilderness Trail. As required in the constitution two Council reps are required for this Trust. Other trustees are:</p> <ul style="list-style-type: none"> <li>• Francois Tumahai, Te Runanga O Ngati Waewae- Chairperson</li> <li>• Chris Auchinvole MP</li> <li>• Mike Slater, Conservator, Department of Conservation</li> <li>• Cr. Peter Haddock, Grey District Council</li> </ul>	<p><b>Recommendation:</b></p> <p>That Crs. van Beek and Cox are appointed to the Westland Wilderness Trust.</p>
<p><b>Alcohol Working Group</b></p> <p>This group is established by Council to work with staff to implement the requirements of the new Sale and Supply of Liquor Act 2012.</p>	<p><b>Recommendation:</b></p> <p>That Crs. Keenan, Martin and Butzbach are appointed to the Alcohol Working Group.</p>
<p><b>West Coast Regional Transport Committee</b></p> <p>This Joint Committee is a Committee of Council that is required under section 105 of the Land Transport Management Act.</p> <p>Council is required to appoint one elected member as representative on this Committee.</p>	<p><b>Recommendation:</b></p> <p>That Cr. Hope is appointed to the West Coast Regional Transport Committee.</p>
<p><b>West Coast Rural Fire District</b></p> <p>Under the West Coast Rural Fire District Notice 1997 Council is required to</p>	<p><b>Recommendation:</b></p> <p>That Cr. Montagu is appointed to the West Coast Rural Fire District.</p>

Name of Organisation	Appointment Recommendation
<p>appoint one person to the West Coast Rural Fire District. This does not have to be an elected member.</p>	
<p><b>West Coast Emergency Management Group</b>  Section 13 of the Civil Defence and Emergency Management Act 2002 states that <i>“Each local authority that is a member of a Group with other local authorities must be represented on the Group by 1, and only 1, person, being the mayor or chairperson of that local authority or an elected person from that local authority who has delegated authority to act for the mayor or chairperson”</i>.</p>	<p><b>Recommendation:</b>  That Mayor Havill is appointed to the West Coast Emergency Management Group.</p>
<p><b>Hokitika Seawall Joint Committee</b>  This Joint Committee with the West Coast Regional Council is established to oversee the management of the Hokitika Seawall. Three elected members are required.</p>	<p><b>Recommendation:</b>  That Crs. Dawson, Butzbach and van Beek are appointed to the Hokitika Seawall Joint Committee.</p>

# OUTSIDE ORGANISATIONS

Organisation	Recommendation
Kumara Community Association	<b>Recommendation:</b> That Crs. Montagu and van Beek have a liaison role with the Kumara Community Association.
Enterprise Hokitika	<b>Recommendation:</b> That Cr. Butzbach has a liaison role with Enterprise Hokitika.
Heritage Hokitika	<b>Recommendation:</b> That Crs. Keenan and Martin have a liaison role with Heritage Hokitika.
Kokatahi/Kowhitirangi Community Association	<b>Recommendation:</b> That Cr. Cox has a liaison role with Kokatahi/Kowhitirangi Community Association.
Ross Community Society	<b>Recommendation:</b> That Crs. Keenan and Montagu have a liaison role with the Ross Community Association.
Harihari Community Association	<b>Recommendation:</b> That Crs. Cox and Martin have a liaison role with the Harihari Community Association.
Whataroa Community Association	<b>Recommendation:</b> That Cr. Cox has a liaison role with the Whataroa Community Association.
Okarito Community Association	<b>Recommendation:</b> That Cr. Cox has a liaison role with Okarito Community Association.
Franz Josef Community Forum	<b>Recommendation:</b> That Cr. Cox has a liaison role with Franz Josef Community Forum.
Franz Inc.	<b>Recommendation:</b> That Crs. Hope and Cox have a liaison role with Franz Inc.
Fox Glacier Community Association	<b>Recommendation:</b> That Cr. Hope has a liaison role with the Fox Glacier Community Association.
Glacier Country Tourism Group	<b>Recommendation:</b> That Cr. Cox has a liaison role with the Glacier Country Tourism Group.

<b>Organisation</b>	<b>Recommendation</b>
Haast Promotions Group	<b>Recommendation:</b> That Cr. Hope has a liaison role with the Haast Promotions Group.
Development West Coast – Appointment Panel	<b>Recommendation:</b> That Mayor Havill is appointed to the Development West Coast Appointment Panel.
Heritage West Coast	That Crs. Keenan and Martin have a liaison role with Heritage West Coast
<b>Local Government New Zealand &amp; National Council Representative</b> This process is being managed by LGNZ who have called for nominations from all Councils for the roles on National Council.	<b>Recommendation:</b> That Cr. Butzbach be nominated for a role on Te Maruata (LGNZ Maori Committee).
<b>Safer Community Council</b> The Safer Community Council's terms of reference do not stipulate membership, however elected members have attended SCC meetings in the past.	<b>Recommendation:</b> That Cr. van Beek has a liaison role with the Safer Community Council.