

A G E N D A

Council Meeting

**Hari Hari Community Hall
Main Road
Hari Hari**

**Thursday
28 April 2016
commencing at 9.00 am**

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



COUNCIL MEETING

NOTICE IS HEREBY GIVEN THAT AN ORDINARY MEETING OF THE WESTLAND DISTRICT COUNCIL WILL BE HELD IN THE HARI HARI COMMUNITY HALL, MAIN ROAD, HARI HARI ON THURSDAY 28 APRIL 2016 COMMENCING AT 9.00 AM

Tanya Winter
Chief Executive

22 April 2016

COUNCIL VISION

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

This will be achieved by:

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

Purpose:

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

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

1 MEMBERS PRESENT, APOLOGIES AND INTEREST REGISTER:

1.1 Health and Safety Briefing

1.2 Apologies & Leave of Absence

1.3 Interest Register

2 CONFIRMATION OF MINUTES

2.1 Confirmation of Minutes of Meetings of Council

2.1.1 Ordinary Council Minutes – 31 March 2016

(Pages 5-16)

3 PUBLIC FORUM

The public forum section will commence at the start of the meeting.

4 BUSINESS

4.1 Mayor's Report

4.2 Update from Councillors

4.3 Community Service Award – Presentation

*Francina Glass will be in attendance to receive her Community Service Award at 10:25am
(Joseph Rood will be awarded a Certificate but will be unable to attend)*

Morning tea at 10:30am

4.4 Financial Performance: February 2016

(Pages 17-25)

4.5 Amendment to Smokefree Environments Policy on Council Buildings and Public Spaces to include outdoor dining areas

(Pages 26-41)

4.6 2016 Hokitika Wildfoods Festival

(Pages 42-44)

4.7 Elected Members Remuneration From 1 July 2016 To 30 June 2017

(Pages 45-58)

4.8 Renewal of Licences to Occupy Legal Road (Baches)

(Pages 59-61)

4.9 Sale of Surplus Property: 32 Moorhouse Street, Ross

(Pages 62-64)

4.10 Health and Safety Snapshot

	Accidents	Incidents	Near Misses
November 2015	0	1	0
December 2015	0	0	0
January 2016	0	1	0
February 2016	0	0	0
March 2016	1	0	0

Lunch at 12:30pm

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 Risk Register

5.3 Tourism West Coast Board Rep

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

Item No.	Minutes/ Report of	General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under Section 48(1) for the passing of this resolution
5.1	Minutes	Confidential Minutes	Good reasons to withhold exist under Section 7	Section 48(1)(a) & (d)
5.2	Risk Register	Confidential Report	Good reasons to withhold exist under Section 7	Section 48(1)(a) & (d)
5.3	Tourism West Coast Board Rep	Confidential Report	Good reasons to withhold exist under Section 7	Section 48(1)(a) & (d)

Date of Next Ordinary Council Meeting

26 May 2016

Council Chambers

MINUTES OF AN ORDINARY MEETING OF THE WESTLAND DISTRICT COUNCIL, HELD IN THE COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA ON THURSDAY 31 MARCH 2016 COMMENCING AT 9.00 AM

1. MEMBERS PRESENT, APOLOGIES AND INTEREST REGISTER

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

Deputy Mayor P.M. Cox

Cr J.H. Butzbach (from 12 noon to 1.00 pm), Cr. M.S. Dawson, Cr. L.J. Martin (until 2.54 pm), Cr M.D. Montagu, Cr A.P. Thompson, Cr. C.A. van Beek.

1.1 Apologies and Leave of Absence

Cr D.G. Hope (for the full meeting)

Cr J.H. Butzbach (for lateness)

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

- i) The apology for lateness from Cr J.H. Butzbach be received and accepted; and
- ii) The apology from Cr D.G. Hope be received and accepted, and leave of absence be granted.

Staff in Attendance

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

1.2 Interest Register

The Interest Register was circulated and one amendment was noted as follows:

- Cr Butzbach - **Past** Great Chief – Hokitika Savages

2 CONFIRMATION OF MINUTES

2.1 Confirmation of Minutes of Meetings of Council

2.1.1 Ordinary Council Minutes – 25 February 2016

Moved Cr Dawson, seconded Cr Montagu and **Resolved** that the Minutes of the Ordinary Meeting of Council, held on the 25 February 2016 be confirmed as a true and correct record of the meeting.

3 PUBLIC FORUM

The following members of the public spoke in the Public Forum Section of the meeting:

3.1 Mark Haldane

Mr Haldane gave a presentation on murals and asked that a fund be set up for artists to do a themed project on native birds around Hokitika.

His Worship the Mayor thanked Mr Haldane for attending the public forum section of the meeting, and also his presentation to Council

3.2 Mike Keenan

Mr Keenan provided a brief history on the Pioneer Statue and expressed concern about the Council process.

His Worship the Mayor called the meeting to order and asked that those in attendance have respect for staff.

His Worship the Mayor advised that a Council resolution was made on the 22 May 2014 regarding the Pioneer Statue.

Mr Keenan expressed concern regarding the process to relocate the Pioneer Statue and asked who will be paying Westroads to clean and tidy up the Pioneer Statue plinth.

3.3 Nancy Prangnell and Anne Routhan

Mrs Prangnell and Mrs Routhan spoke regarding the petition they handed to Council regarding the Pioneer Statue and expressed concern regarding the petition that Jacquie Grant handed to Council.

His Worship the Mayor advised that when Ms Grant handed the petition to Council there were 166 signatures and there had been a process of consultation before that.

3.4 Max Dowell

Mr Dowell expressed concern at the relocation of the Pioneer Statue and noted that the 150th Committee had to go through a process to use the Historical Lifeboat 'the Countess'. Mr Dowell expressed concern that the previous resolution regarding the 150th Committee has not been revoked.

3.5 Unidentified Speaker

Questioned why people didn't get a vote to move the Pioneer Statue.

3.6 Anthea Keenan

Mrs Keenan tabled an historical photo of the Pioneer Statue and expressed her concern regarding the Council process.

Mrs Keenan asked that Council maintain the Stafford Cemetery.

His Worship the Mayor again asked that people be respectful at the Council meeting.

Mrs Keenan asked that Council revisit the Pioneer Statue relocation and restore the Pioneer monument that was dedicated to our ancestors.

3.7 Gaynor Steele

Ms Steele asked that the Pioneer Statue not be relocated and suggested that it may get damaged in its new location.

3.8 David Verrall

Mr Verrall advised that he works for Council for two hours per week in the Hokitika Museum, however he has no role in management or discussing processes. He advised that he has previously written about the Pioneer Statue and provided background information.

3.9 Colleen Freitas

Mrs Freitas noted that she had reported to the Safer Community Council that when the gardens become overgrown in the CBD the proposed siting of the Pioneer Statue may create a traffic hazard, particularly for people on mobility scooters.

3.10 Phil Barker

Mr Barker expressed concern that the Statue is moving to where the Havill light is and advised that it would be offensive to move the Statue. He further advised that as a policeman, the site chosen for the proposed relocation will be a traffic hazard.

3.11 Marie-Louise Annett

Mrs Annett noted that the processes in relation to the Pioneer Statue are not being followed correctly and hoped that people like where the town clock currently is sited.

3.12 Mike Keenan

Mr Keenan queried what the process is after the Council Meeting, and will he be advised.

His Worship the Mayor advised that this is the public forum, views had been expressed and that he will let Mr Keenan know the outcome after the Council Meeting.

3.13 Anthea Keenan

Mrs Keenan queried why the matter has not been brought back to the Council table.

3.14 Max Dowell

Mr Dowell queried why Council has not tabled and discussed the petition from Nancy Prangnell and Anne Routhan.

His Worship the Mayor advised that the Council resolution regarding the Pioneer Statue stands.

3.15 Anthea Keenan

Mrs Keenan advised that people are asking for the matter to come back to the Council Agenda.

His Worship the Mayor advised that Ms Grant had given a presentation to Council and presented a petition with 166 signatures.

Various members of the public spoke regarding bringing the Pioneer Statue matter back to the Council.

His Worship the Mayor confirmed that he was satisfied that the Chief Executive had advised Council of the appropriate process with regard to the proposed relocation and restoration of the Pioneer Statue; and that in order to rescind the Council Resolution, a notice of motion is required from the Councillors, which would need to be signed by 1/3 of elected members.

Cr Martin left the meeting at 9.47 am and returned at 9.50 am.

The Councillors advised that they are not prepared to revisit the previous Council resolution.

His Worship the Mayor thanked the members of the public for attending the meeting and speaking to Council.

The meeting adjourned at 9.48 am for a break and reconvened at 9.50 am.

4 BUSINESS

The following item was taken out of order to the Agenda papers.

Marion Smith, General Manager, and Mark Jurisich, Manager, Westland District Property Limited attended this part of the meeting.

4.5 Hokitika Swimming Pool Boiler Replacement

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

- i) Council approves the replacement of the coal fired boiler with a diesel boiler at the Hokitika Swimming Pool; at a cost of \$58,450 and that
- ii) This be purchased immediately and be funded from debt.

His Worship the Mayor thanked Marion Smith and Mark Jurisich for attending the meeting and for the good work that they undertake.

4.1 Mayor's Report

Mayor Havill provided the following update:

- Busy month on Council business.
- Attended the Air NZ Mayoral Forum in Auckland, where the main topic discussed was funding infrastructure that is being stressed by the increased number of tourists.
- Air NZ had provided an update on their plans for marketing the region, and they are looking to ramp that up and grow the West Coast as a destination.
- Congratulated the Wildfoods Festival Coordinator and Wildfoods Festival Assistant on the success of the Hokitika Wildfoods Festival.
- Executive Committee Meeting on the 16 March 2016, followed by a Council Workshop.
- Noted the Trustpower Awards and the Friends of the Whataroa School who represented the West Coast well.
- Noted that he has been to Franz Josef several times since the flooding event and emergency works are being undertaken. Proposed that the cost fall with the identified beneficiaries of those works.
- Noted that work is ongoing with LGNZ and Local Members of Parliament working towards a presentation to Central Government with a multi-agency approach across the West Coast Regional Council, NZ Transport Agency and Department of Conservation.
- Advised that the decisions that Council make around the Draft Annual Plan for consultation have become somewhat clearer.
- Thanked Council staff and Cr Thompson for their efforts in mobilising the EOC for the Civil Defence Emergency at Franz Josef on the 23-24 March 2016.
- Thanked the Franz Josef Community and the volunteers for the work at Franz Josef during the Civil Defence Emergency, noting that the

community at Franz has really good plans for evacuation and advised this is a real credit to the Franz Josef Community.

4.2 Update from Councillors

Councillors then provided the following updates:

i) **Deputy Mayor Cox**

- Very busy month on Council business, particularly working with the South Westland communities.
- Executive Committee Meeting on the 16 March 2016, followed by a Council Workshop.

ii) **Cr Martin**

- Noted the success of Children's Day on the 6 March 2016, which was really well supported by children and parents/caregivers.
- Initial feedback that the Wildfoods Festival on the 12 March 2016 was extremely successful. Thanked the Chief Executive and team, particularly Ashley Cassin, Wildfoods Festival Coordinator and Rebecca Carty, Wildfoods Festival Assistant, and also the Wildfoods Festival Steering Group.
- Advised there are good things happening in this Council that need to be communicated.
- The branding of Westland as the events capital of the West Coast.
- The price of tickets on the day of the Wildfoods Festival at \$47.50 is the biggest critical feedback that has been received.

iii) **Cr Thompson**

- Executive Committee Meeting on the 16 March 2016.
- Flood event at Franz Josef/Waiau on the 23-24 March 2016. Advised the Civil Defence team did an exceptional job, particularly the quick reaction of the Franz Josef team which definitely saved lives at Franz Josef.
- Thanked the Chief Executive for calling the EOC into action.
- Concerned around civil defence resourcing in the Council, however personnel that were called in for the EOC did a fantastic job and thanked them for their efforts.

iv) **Cr Montagu**

- Attended to Council business, particularly in Ross and Kumara.
- Thanked Wayne Costello, Department of Conservation and also the volunteers at Franz Josef for their work during the Civil Defence Emergency on the 23-24 March 2016.
- Attended the OSPRI field day at Kaiata with Cr van Beek.

- Noted that it is good to see local communities looking after themselves, particularly the Whataroa Community.
- v) **Cr van Beek**
- Went on the Abel Tasman walk.
 - Annual Plan Consultation Meeting.
 - During Easter, the West Coast Wilderness Trail was very busy.
 - Discussed with the Deputy Mayor on where to with the West Coast Wilderness Trail in regard to timelines.
- vi) **Cr Dawson**
- Noted that Children's Day on the 6 March 2016 was very well attended and was a real credit to the organisers.
 - Congratulated the Wildfoods Festival Coordinator and Wildfoods Festival Assistant on the success of the Hokitika Wildfoods Festival.
 - Rode part of the West Coast Wilderness Trail with family over the Easter period, noting that it's a really good asset which was extremely popular over Easter.
 - Thanked the Chief Executive for calling the EOC into action for the civil defence event at Franz Josef on the 23-24 March, and thanked all the volunteers who staffed the EOC and those that were in Franz Josef/Waiau assisting.

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

The meeting adjourned for morning tea at 10.23 and reconvened at 10.57 am.

4.3 Financial Performance: January 2016

The Finance Manager spoke to this report, which showed a positive variance of \$780,420.

Moved Cr Montagu, seconded Deputy Mayor Cox and **Resolved** that Council receive the Financial Performance Report to 31 January 2016.

4.4 Sewell Street Stormwater Pump Station Failure – Retrospective Approval for Emergency Pump Replacement

The Group Manager: District Assets introduced Pamela Wilson, Engineer: Water Services who is on a 13-month secondment with Council.

The Group Manager: District Assets and Engineer: Water Services then spoke to this report.

Moved Cr Dawson, seconded Cr Montagu and **Resolved** that Council retrospectively approves the unbudgeted expenditure of \$90,000 for the replacement pump for the Sewell Street stormwater pump station, funded from debt.

4.6 Proposed Amendment to Policy on Dogs

The Group Manager: Planning, Community and Environment spoke to this report.

Moved Deputy Mayor Cox, seconded Cr Thompson and **Resolved** that Council approves the proposed amended Policy on Dogs and its accompanying Statement of Proposal, subject to the Special Consultative Procedure to be run in parallel with consultation on the Draft Annual Plan 2016/17.

4.7 Proposal to Set Food Act 2014 Fees for 2016/17 Financial Year

The Group Manager: Planning, Community and Environment spoke to this report.

Moved Cr Montagu, seconded Cr Martin and **Resolved** that Council approves the proposed Statement of Proposal to set Food Act 2014 fees for the 2016/17 financial year, subject to the Special Consultative Procedure to be run in parallel with consultation on the Draft Annual Plan 2016/17.

4.8 Adoption of Draft Annual Plan 2016/17

The Corporate Planner and Group Manager: Corporate Services spoke to this report.

His Worship the Mayor advised that Council need to progress a wastewater treatment plant at Franz Josef/Waiau, and Council should be looking for a local contribution from the users of the plant, to make a capital contribution similar to that when connections were made from the Kaniere Sewerage Scheme.

A general discussion was then held regarding a capital contribution from the users of the Franz Josef/Waiau scheme being sought; and also a discussion on the harmonized rate across the District.

His Worship the Mayor requested that staff investigate a capital contribution rate from the beneficiaries of the Franz Josef/Waiau scheme to enable community consultation.

Cr Butzbach attended the meeting at 12 noon.

Moved Cr Martin, seconded Cr Dawson and **Resolved** that a decision on the Adoption of the 2016-2017 Draft Annual Plan be adjourned towards the end of the Council Meeting to enable staff to undertake financial re-modelling and report back.

4.9 Adoption of the Consultation Document for the Draft Annual Plan 2016-2017

Moved Cr Martin, seconded Cr Dawson and **Resolved** that a decision on the Adoption of the Consultation Document for the 2016-2017 Draft Annual Plan be adjourned towards the end of the Council Meeting to enable staff to undertake financial re-modelling and report back.

Moved Cr Martin, seconded Cr Dawson and **Resolved** that if towards the end of the meeting, after staff have undertaken financial re-modelling, Council is not able to adopt the above documents, then Council hold an Extraordinary Council Meeting on Thursday 7 April 2016 at 9.00 in the Council Chamber, 36 Weld Street, Hokitika for the purpose of Adopting the 2016-2017 Draft Annual Plan and also the Consultation Document for the 2016-2017 Draft Annual Plan.

The meeting adjourned at 12.32 pm for lunch and reconvened at 1.17 pm.

Cr Butzbach did not return to the meeting when it reconvened at 1.17 pm.

Discussion then continued on the 2016-2017 Draft Consultation Document and Annual Plan, and minor editing amendments made to the Draft Documents.

4.10 Proposed WCRC Coastal Plan 2016

The District Planner and the Group Manager: Planning, Community and Environment spoke to this report and minor amendments were made.

Moved Cr Montagu, seconded Cr Dawson and **Resolved** that Council approves the draft submission to the proposed Regional Coastal Plan.

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

Moved Deputy Mayor Cox, seconded Cr Martin and **Resolved** that Council exclude the public in accordance with Section 48, Local Government Official Information and Meetings Act 1987 at 1.45 pm.

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 Tourism West Coast
- 5.3 Health & Safety Initiatives

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

Item No.	Minutes/ Report of	General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under Section 48(1) for the passing of this resolution
5.1	Minutes	Confidential Minutes	Good reasons to withhold exist under Section 7	Section 48(1)(a) & (d)
5.2	Tourism West Coast	Confidential Report	Good reasons to withhold exist under Section 7	Section 48(1)(a) & (d)
5.3	Health & Safety Initiatives	Confidential Report	Good reasons to withhold exist under Section 7	Section 48(1)(a) & (d)

This resolution is made in reliance on Section 48(1)(a) and 48(2)(a)(i) and (ii) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by Section 6 or 7 of that Act which would be prejudiced by the holding of the whole or relevant part of the proceedings of the meeting in public are as follows:

No.	Item	Section
5.1, 5.2, 5.3	Protection of privacy of natural persons/organisations.	Section 7(2)(a)

Moved Cr van Beek, seconded Cr Martin and **Resolved** that the business conducted in the “Public Excluded Section” be confirmed and accordingly the meeting went back to the open part of the meeting at 2.25 pm.

4 BUSINESS CONT

- 4.8 Adoption of Draft Annual Plan 2016/17
- 4.9 Adoption of the Consultation Document for the Draft Annual Plan 2016-2017

Items 4.8 and 4.9 on the Council Agenda had been adjourned to enable staff to undertake financial re-modelling. This has now been completed and was ready for discussion.

The Group Manager: Corporate Services provided an update on the harmonized Franz Josef/Waiau Wastewater Rate.

Cr Martin left the meeting at 2.54 pm and did not return.

The meeting adjourned for afternoon tea at 3.08 pm and reconvened at 3.21 pm.

Moved Deputy Mayor Cox, seconded Cr Montagu and **Resolved** that the Draft Annual Plan 2016-2017 be adopted subject to the comprehensive funding impact statement being updated to reflect the inclusion of the proposed Franz Josef/Waiau Wastewater Capital Contribution Rate. This is to be charged as per Council policy, per water closet or urinal to all land, which is connected, or is able to connect, to the wastewater scheme in the Franz Josef/Waiau community rate zone.

Moved Cr Thompson, seconded Cr van Beek and **Resolved** that Council adopts the 2016-2017 Consultation Document subject to:

- i) Editorial amendments being made and agreed upon, as discussed with the Group Manager: Corporate Services; and
- ii) The inclusion of the new preferred option relating to the funding mechanism for the Franz Josef/Waiau Wastewater Treatment Plant Upgrade being a new wastewater capital contribution rate, to be levied in the Franz Josef/Waiau community zone only as defined in the 2016-2017 Draft Annual Plan.

MEETING CLOSED AT 3.37 PM

Confirmed by:

Mike Havill
Mayor

Date

Date of Next Ordinary Council Meeting
28 April 2016
Hari Hari

Report



DATE: 28 April 2016

TO: Mayor and Councillors

FROM: Finance Manager

FINANCIAL PERFORMANCE: FEBRUARY 2016

1 SUMMARY

- 1.1 The purpose of this report is to provide an indication of Council's financial performance for eight months to 29 February 2016.
- 1.2 This issue arises from a requirement for sound financial governance and stewardship with regards to the financial performance and sustainability of a local authority.
- 1.3 Council seeks to meet its obligations under the Local Government Act 2002 and the achievement of the District Vision adopted by Council as part of the Long Term Plan 2015-25. These are stated on Page 2 of this agenda.
- 1.4 This report concludes by recommending that Council receives the financial performance report to 29 February 2016, attached as **Appendix 1**.

2 BACKGROUND

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

3 CURRENT SITUATION

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

3.2 The Financial Performance Report to 29 February 2016, is attached as **Appendix 1** and contains the following elements:

- 3.2.1 Segmental graphs for net cost of services, operating revenue and expenditure with the addition of the actual and forecast amounts.
- 3.2.2 Debt Position with the addition of monthly actual and forecast figures.
- 3.2.3 Update on Rates Debtors.
- 3.2.4 Whole of Council Cost of Service Statement, including Full Year Forecast.
- 3.2.5 2015/16 Project progress report.
- 3.2.6 Carry overs.

4 OPTIONS

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

5 SIGNIFICANCE AND CONSULTATION

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

6 RECOMMENDATION

- A) **THAT** Council receives the Financial Performance Report to 29 February 2016

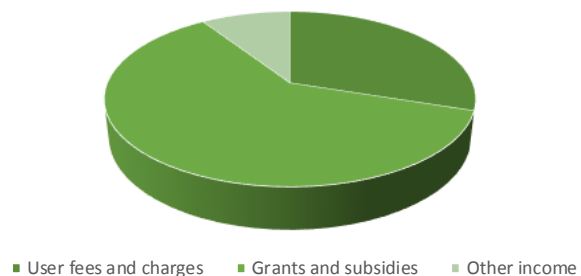
Lesley Crichton
Finance Manager

Appendix 1: Financial Performance February 2016

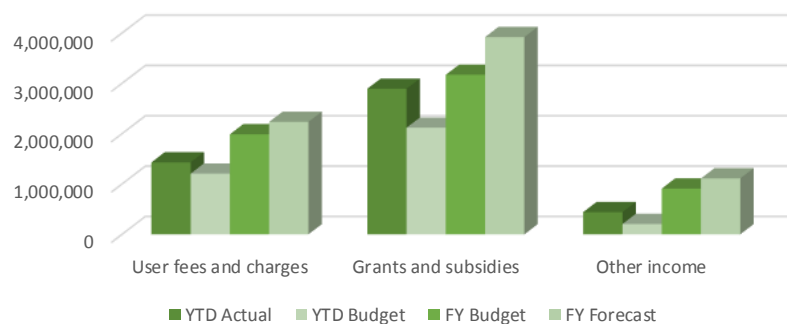


Financial Performance February 2016

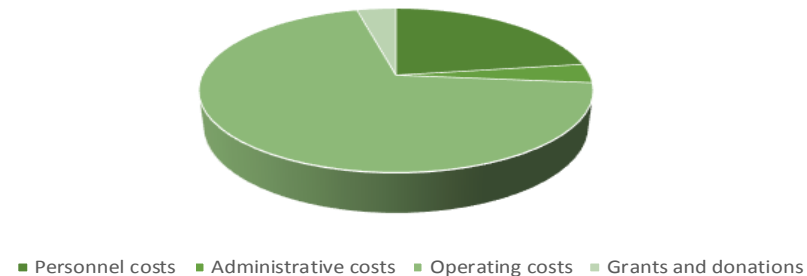
Operating revenue
Actual year to February



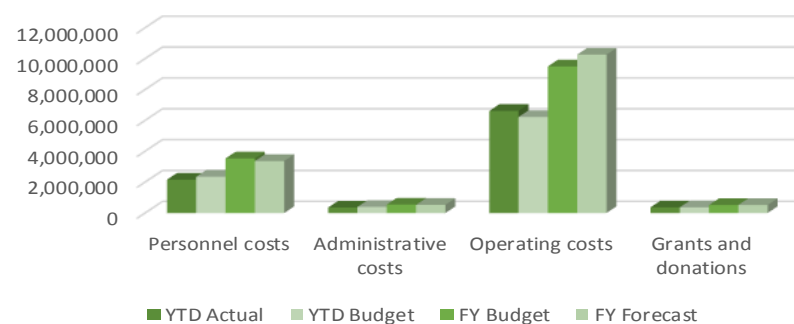
Operating revenue



Operating expenditure
Actual year to February



Operating expenditure



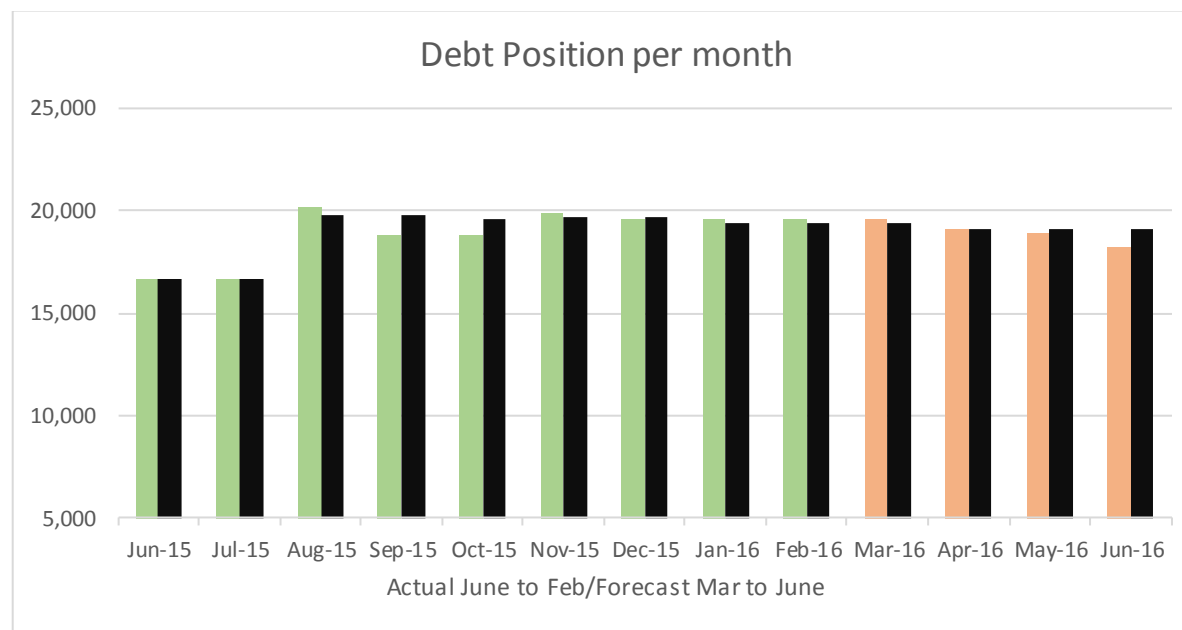
	User fees & Charges	Grants & Subsidies	Other Income
Actual YTD	1,431,188	2,893,080	441,948
Budget YTD	1,206,869	2,119,750	207,687
Variance	224,320	773,330	234,262
Budget FY	1,988,303	3,171,625	910,430
Forecast YTD	2,235,538	3,921,235	1,112,425

	Personnel	Administration	Operating	Grants & subsidies
Actual YTD	2,162,023	353,776	6,619,271	364,285
Budget YTD	2,357,603	398,489	6,219,342	371,549
Variance	(195,580)	(44,713)	399,929	(7,264)
Budget FY	3,536,405	549,224	9,498,013	518,500
Forecast FY	3,370,485	528,510	10,263,365	521,888

Debt Position

Forecast Debt Position per LTP 2015-16

Forecast as at	Jul-15	Feb-16
Opening Balance	16,711	16,660
Loan funded capex forecast	361	806
Loan funded WTP upgrade	3,100	2,190
Forecast repayments 2015-16	-1,105	-1,472
Forecast balance June 2016	19,067	18,184



	Debt Position per month												
	Jun-15	Jul-15	Aug-15	Sep-15	Oct-15	Nov-15	Dec-15	Jan-16	Feb-16	Mar-16	Apr-16	May-16	Jun-16
Forecast at 1 July 2015	16,711	16,711	19,811	19,811	19,608	19,674	19,674	19,355	19,385	19,435	19,067	19,067	19,067
Actual + Forecast	16,660	16,660	20,165	18,815	18,815	19,915	19,565	19,565	19,565	19,565	19,145	18,945	18,184

Rates Debtors

Rates debtors at 31 Jan 2016		3,741,236
Rates installment		
Less payments received	-2,142,952	
paid in advance	103,308	
Write off's		
Penalties	-358	
		-2,040,002
Total rates debtors 29 Feb 2016		1,701,234
Arrears included above at Feb 2016	1,701,234	
Arrears at Feb 2015	1,783,788	
increase/(decrease) in arrears		-82,554

Note: at each quarter total debtors is all arrears

Rates debtors:

- The debt management process is continuing to improve, with 298 first penalty letters having been sent out in February.
- 54 rates accounts were sent to debt recovery with a value of \$82k
- Rates arrears have reduced \$83k by comparison to February 2015.

WESTLAND DISTRICT COUNCIL	Year to February			Full year 2015-2016	
	Actual	Budget	Variance	Budget	FY Forecast
Operating revenue					
Rates (includes targeted rates and metered water)	9,898,260	9,836,274	61,986	14,033,643	14,109,986
User fees and charges	1,431,188	1,206,869	224,320	1,988,303	2,235,538
Grants and Subsidies	2,893,080	2,119,750	773,330	3,171,625	3,921,235
Other income	441,948	207,687	234,262	910,430	1,112,425
Overhead recoveries	3,481,532	4,212,449	(730,917)	6,318,673	5,623,590
Total revenue (A)	18,146,009	17,583,028	562,981	26,422,674	27,002,774
Operating expenditure					
Personnel costs	2,162,023	2,357,603	(195,580)	3,536,405	3,370,485
Administrative costs	353,776	398,489	(44,713)	549,224	528,510
Operating costs	6,619,271	6,219,342	399,929	9,498,013	10,263,365
Grants and donations	364,285	371,549	(7,264)	518,500	521,888
Overheads	3,486,945	4,176,615	(689,670)	6,318,673	5,623,590
Total operating expenditure (B)	12,986,301	13,523,599	(537,299)	20,420,815	20,307,837
Net operating cost of services - surplus/(deficit) (A - B)	5,159,708	4,059,429	1,100,279	6,001,859	6,694,937
Other expenditure					
Interest and finance costs	555,099	588,315	(33,216)	882,473	849,257
Depreciation	3,400,954	3,645,385	(244,431)	5,468,077	5,168,077
(Gain)/loss on investments	(4,308)	0	(4,308)	0	(4,308)
(Gain)/Loss on swaps	303,883	0	303,883	0	372,976
(Gain)/Loss on disposals	(2,515)	0	(2,515)	0	(2,515)
Total other expenditure (C)	4,253,113	4,233,700	19,413	6,350,550	6,383,487
Total expenditure (D = B + C)	17,239,414	17,757,299	(517,885)	26,771,366	26,691,324
Net cost of services - surplus/(deficit) (A - D)	906,595	(174,271)	1,080,866	(348,691)	311,450

Variance Analysis

Operating revenue	
User fees and charges	User fees ahead of budget generally throughout Planning and Regulatory group. Solid waste fees up in Hokitika due to more waste through school fire
Grants and Subsidies	\$209k Haast water subsidy not budgeted. \$612k MDI & lottery funding Hari Hari community hall. NZTA subsidy is now closer to expected monthly amounts.
Other income	\$160k RSA building progress payment recovered, \$17k Museum donations
Operating expenditure	
Personnel costs	Personnel costs below budget overall due to vacancies that have not yet been filled
Administrative costs	
Operating costs	Operating costs for maintenance lower than budget, this is expected to increase and meet budget by year end, this is offset by \$385k cost of replacement water treatment membranes
Other expenditure	
Depreciation	Savings due to improved asset information
(Gain)/loss on investments/Swaps	PwC have provided an amended year end forecast loss based on current yield

Project progress report

As at 29/02/2016

						Legend - Key
		Forecast on Budget				Project Delayed - Will not be completed by 30th June 2016
		Forecast over Budget				Project on-Track - Will be completed by 30th June 2016
						Project Complete - 100% Progress
Project / Activity	YTD exp	2015-16	Forecast	Budget Track	Progress / Track	Progress comments
	\$0	\$0	\$0			
Museum						
Research Development Centre	-	22,000	22,000			Project will not start in this financial year.
Retail Development	-	30,000	30,000			not yet begun, but still expected to be on-track for completion by 30 June 2016
Total	-	52,000	52,000			
Corporate Services						
Shelving for Council records and archives	11,517	10,000	11,517			Complete
WATER SUPPLY						
Mains Upgrade (on-going)	46,236	100,000	100,000			Hokitika. Outstanding task are airvalves on lake line. Scope not clearly defined
Replace Water meters (on-going)	0	200,000	200,000			Council split budget with Franz Josef. Some likely carry forward.
Mains Upgrade (on-going)	0	80,000	80,000			Ross. Scheduled Woolhouse Rd. Scope has yet to be agreed as asset not on system.
Permanent Generator in Harihari	20,673	30,000	20,673			Installed on concrete pad at Hari Hari awaiting wiring completion
Water supply service assurance	49,811	100,000	100,000			Franz Josef - Works in Progress.
Replacement of Water Meters	19,950	50,000	50,000			Fox Glacier meters procured. Installation progress on track.
Total	136,670	560,000	550,673			
WASTEWATER						
West Dr Pump & Electrics Upgrade	-	40,000	40,000			Three Mile. WIP. Installation progress on track.
WWTP Improvements at Franz	36,685	50,000	50,000			Committed. Spending on design and build for new WWTP>
Total	36,685	90,000	90,000			
STORMWATER						
Mobile Generator	28,964	50,000	28,964			Generator received and being utilised.
SOLID WASTE						
Landfills - Hokitika	327,525	350,000	350,000			The Balance of \$22,475 is committed and will be spent on building a recyclign shed.
Landfills - Butlers Site Shed - Hazardous Washdown Facility	-	15,000	15,000			Not started. Need to determine scope and drawings & water source.
Intermediate Capping for Butlers	-	50,000	50,000			Carry over required for 2016-2017
Landfill - Haast - Digout new Cell	-	10,000	10,000			Carry over required for 2016-2017 previous cell receiving less waste.
Haast intermediate cap current cell	-	10,000	10,000			Carry over required for 2016-2017 previous cell receiving less waste.
Shed - Hazardous Facility	4,480	5,000	5,030			Completed. This was at Haast
Total	332,005	440,000	440,030			
CEMETERIES						
Hokitika Cemetery - Building Improvements	585	20,000	20,000			WIP. Security related, doors, fascia, roofing. Will be under budget
Hokitika Cemetery - Improvements	-	10,000	10,000			Scheduled for May - New Concrete Berms on northern side.
Berm Development	-	10,000	10,000			Complete. Awaiting invoice
Total	585	40,000	40,000			
Community Halls and Buildings						
Ross Hall - Upgrade/Replacement	49,134	90,000	90,000			Kitchen works completed in October -- remainder WIP- Earthquake Strengthening. ETA May 2016
Carnegie Building - Improvements	-	20,000	20,000			For exhibition lighting renewals. Work in progress. ETA May 2016
Total	49,134	110,000	110,000			
Community Township Development						
Footpath - Sale street	-	10,000	10,000			In progress - Preparation completed Gibson Q to Weld St - ETA May 2016
Footpath Tiles replacements	-	12,000	12,000			Fox. Business area. Not started. Community Association advised not to proceed, then re-scoped as winter job.
Footpath Tiles replacements	-	6,000	6,000			Fox. Business area. Not started - As above
New Footpath	11,527	15,000	17,000			Done - Repaired - Sealed. - Works completed in Jan 2016. Variance expected at 2K over budget
Upgrade footpaths and driveways over next three years	-	5,000	5,000			Kumara. Liaising with community representatives. Waiting on 4th Street works to complete first and then do minor repairs along with this job
Total	11,527	48,000	50,000			
Elderly Housing						
Pensioner Housing	-	45,000	45,000			Complete. Property Company
Information Services						
IT equipment Renewals	10,945	30,000	30,000			WiFi setup \$7000 - Fibre \$8000 April/May. When Kotui is up and running we will reconfigure Libsrvr
Inspection and Compliance						
Noise Meter	7,819	10,000	7,819			Complete
Land & Buildings						
Improvements in Hokitika - Car Parks	-	15,000	15,000			Primary School Pedestrian refuge works. St Mary's School speed calming devices to be funded from this cost centre. Park St and calming device to follow
Parks & Reserves						
Cass Square - Turf Improvements	-	120,000	120,000			Defer to after rugby season ie October 2016 with WCRFU agreement
Upgrade of Playground equipment	7,291	45,000	45,000			Lazar Park. Lions Club overseeing project. No progress since Dec.
Repair to Statues	-	5,000	5,000			Condition assessments on 4 large statues completed. Workshop in April/May. Using c/f from previous years first. Unlikely this budget will be spent.
Marks road reserve improvements	-	10,000	10,000			Haast toilets and reserve. Scope to be defined.
Developments	-	30,000	30,000			Beachfront. Beachfront development planning & implementation.
Total	7,291	210,000	210,000			
Transportation						
Seal 4th Street Kumara	-	140,000	140,000			Works nearing completion. Sealing scheduled for April 2016.
Vehicle Operations						
Replacing pool vehicle	27,687	33,000	27,687			Complete Ford Focus Wagon
New Vehicle	27,934	38,000	27,934			Complete Civil Defence vehicle
Total	55,621	71,000	55,621			
Total	688,763	1,921,000	1,876,624			

Carry Over Schedule to 2015-16

Activity	Detail	Funded by	Approved \$	Actual \$	Forecast \$	Balance \$	Approved variance in 2016	Status
Museum	Museum Donations - for Exhibitions	Donations	- 11,167	- 11,167	- 11,167	-	Favourable income	Complete
Museum	Museum Donations - for Exhibitions	Donations	- 5,000	- 5,000	- 5,000	-	Favourable income	Complete
		Donations Total	- 16,167	- 16,167	- 16,167	-		
Community Development	Creative New Zealand	External Grant	- 5,403	- 5,403	- 5,403	-	Favourable income	Complete
		External Grant Total	- 5,403	- 5,403	- 5,403	-		
Wastewater	Haast WTP	Subsidy (\$240k) & Depreciation (\$160k)	73,732	10,690		63,041	Capital	Complete
		Subsidy/Depreciation Total	73,732	10,690	10,691	63,041		
Wastewater	Franz Josef WWTP	Loan	99,474	5,690	99,474	-	Capital	Committed - Being used for Franz prelim designs and scopes
Wastewater	Haast WWTP Improvements	Loan	35,167	8,094	8,094	27,073	Capital	Committed - Just got revised consent on diversion in river bed, Works starting April 2016.
Land & Buildings	Council HQ re-roofing	Loan	125,000	107,844	125,000	-	Capital	Complete
Solid Waste	Franz Josef Landfill	Loan	25,000	-	25,000	-	Capital	Works delayed. Rescoping required in consultation with
		Loan Total	284,641	121,628	257,568			
Building Control	Builder's Accreditation	Rates YE 2014	20,000	16,203	16,203	3,797	Operating adverse	Complete
Cemeteries	Hokitika Cemetery Capital Development	Rates YE 2015	10,000	-	10,000	-	Capital	Stage 1 completed. On schedule for completion and budget
Parks & Reserves	Cass Square Statues	Rates YE 2014	10,000	-	10,000	-	Capital	Spend likely to be \$5,000 in 2015-16. C/f \$5,000
Parks & Reserves	Cass Square Statues	Rates YE 2015	5,000	-	5,000	-	Capital	Will not be needed - carry forward
Leadership	CCO review	Rates YE 2015	6,988	5,920	6,988	-	Operating adverse	This will be complete - Simpson Grierson doing final work on Management Agreement with WDPL
Solid Waste	Kumara CAP	Targeted Rates YE 2015	5,712	-	5,712	5,712	Capital	Complete
		Rates Total	57,700	22,123	53,903	9,509		
Wastewater	Hokitika WWTP Resource Consent	Renewal reserve - Depreciation	29,552	76,387	79,552	- 50,000	Capital	Work in Progress. Hearing on RC happened on 8th March 2016. Decision awaited.
Land & Buildings	Upgrade fire-alarm system - Museum	Renewal reserve - Depreciation	30,000	-	30,000	-	Capital	In progress, on schedule. New plans being prepared for
Water Supply	Rural Water supply	Renewal reserve - Depreciation	49,475	68,368	49,475	-	Capital	Complete
		Renewal reserve - Depreciation Total	109,027	144,755	159,027	- 50,000		
Community Halls	Hari Hari Community Facility	\$100k Reserves Development fund, \$190k Hari Hari Community complex reserve fund	225,972	1,024,406	225,972	-	Capital	Complete- Financials yet to be updated.
Franz Josef Cycle Trail	Franz Josef Cycle Trail	Reserves	48,000	-	48,000	-	Operating adverse	Will be a carry forward.
Township Development	Franz Josef Urban Revitalisation plan	Reserves	100,000	-	100,000	-	Capital	Likely to require further carryover due to needing to wait for findings and direction of Council / community working party on Franz Josef / Waiau Future Planning.
Community Halls	Fox Glacier Community Centre	Reserves	100,000	100,000	100,000	-	Capital	Complete
Township Development	Hari Hari Township Development fund	Reserves	14,000	14,000	14,000	-	Operating adverse	Complete
		Reserves Total	487,972	1,138,406	487,972	-		
West Coast Wilderness	Cycle Trail - Partner Programme Revenue	Stakeholder Contribution	- 21,125	- 21,125	- 21,125	-	Appropriation / operating	Unlikely this will be transferred before 30 June 2016
West Coast Wilderness	Cycle Trail - Partner Programme Revenue	Stakeholder Contribution	- 6,808	- 6,808	- 6,808	-	Appropriation	Unlikely this will be transferred before 30 June 2016
			- 27,933	- 27,933	- 27,933			
			963,569	1,388,099	919,657	22,551		

Report



DATE: 28 April 2016

TO: Mayor and Councillors

FROM: Community Development Advisor

Amendment to Smokefree Environments Policy on Council Buildings and Public Spaces to include outdoor dining areas

1 SUMMARY

- 1.1 The purpose of this report is to seek Council's approval to amend the Smokefree Environments Policy – Council Buildings and Public Spaces, which was adopted by Westland District Council 25 August 2011, by adding in a new clause relating to smoking in outdoor dining areas.
- 1.2 This issue arises from the presentation by Karen Hamilton of Community and Public Health (C&PH) at the 26 November 2015 Council meeting regarding Smokefree Community Spaces, and how Council could assist C&PH to achieve the government goal of a Smokefree Aotearoa community by 2025. Council agreed that C&PH could lead the review of the Smokefree Environments Policy – Council Buildings and Public Spaces and the Chief Executive asked the Community Development Advisor to liaise with C&PH regarding this.
- 1.3 Council seeks to meet its obligations under the Local Government Act 2002 and the achievement of the District Vision adopted by Council as part of the Long Term Plan 2015-25. These are stated on Page 2 of this agenda.
- 1.4 This report concludes by recommending that Council extends the policy to include no smoking in outdoor dining areas on Council land because it supports LGNZ recommendations to Government, is a further move towards a Smokefree Aotearoa by 2025, is in the interests of providing better public health, and was supported by public submissions.

2 BACKGROUND

- 2.1 In March 2011 the government adopted an aspirational goal of a Smokefree Aotearoa by 2025. Local Government New Zealand (LGNZ) has endorsed this goal.
- 2.2 At the 2015 LGNZ Annual General Meeting, members strongly supported a remit proposed by Palmerston North City Council requesting that the Government develops and implements legislation to prohibit smoking outside cafes, restaurants and bars.
- 2.3 At its meeting 25 February 2016, Council invited the public to make submissions on the revised amendment in the Smokefree Environments Policy – Council Buildings and Public Spaces, for one month, with submissions closing 31 March 2016.

3 CURRENT SITUATION

- 3.1 Five submissions have been received, all in favour of Council including the proposed additional clause which states “Outdoor areas, such as table and chairs outside cafes, restaurants and bars that are on Council-controlled land, will be smokefree. Appropriate signage will be displayed. Ashtrays will not be provided.”

4 OPTIONS

- 4.1 Keep the status quo which is the 25 August 2011 policy.
- 4.2 Amend the policy to include outdoor dining areas on Council-controlled land. The policy does not apply to private front courtyards and would be an educational policy only.

5 SIGNIFICANCE AND ENGAGEMENT

- 5.1 According to Council’s policy on Significance and Engagement this matter is of low significance.
- 5.2 Council invited submissions from the community 1-31 March 2016 and five submissions were received – all in favour of the additional clause. The five submitters were:
 - 1. West Coast Tobacco Free Coalition
 - 2. Inger Perkins

3. Cancer Society of New Zealand Canterbury-West Coast Division
4. Active West Coast
5. Community and Public Health

The submissions are attached in Appendix 1.

6 ASSESSMENT OF OPTIONS (INCLUDING FINANCIAL IMPLICATIONS)

- 6.1 The status quo has the advantage of keeping the existing policy as is. The disadvantage is that it would not support LGNZ's recommendation for smokefree outdoor dining areas or further promote public health in Westland.
- 6.2 Extending the policy to include no smoking in outdoor dining areas has the advantage of actively supporting LGNZ recommendations to Government and of taking another step towards the government's goal of Smokefree Aotearoa by 2025. It would also reduce the inhalation of second-hand smoke by non-smoking diners and business staff. The disadvantage is that it could make smokers choose other alternatives such as staying at home rather than dining out but it could also encourage them to quit.
- 6.3 Extending the policy also takes notice of the five submissions which are all in favour of extending the policy to include no smoking in outdoor dining areas on Council-controlled land.
- 6.4 There are no financial implications for Council as Community and Public Health would provide signage for outdoor dining areas at no cost to Council.

7 PREFERRED OPTION AND REASONS

- 7.1 The preferred option is to extend the policy to include no smoking in outdoor areas on Council-controlled land because it supports LGNZ recommendations to Government, is a further move towards a Smokefree Aotearoa by 2025, is in the interests of providing better public health, and is in agreement with the five submissions received from the community.

8 RECOMMENDATION

- A) **THAT** Council extends the Smokefree Environments Policy – Council Buildings and Public Spaces to include no smoking in outdoor dining areas on Council-controlled land, as attached in Appendix 2.

Derek Blight
Community Development Advisor

Appendix 1: Submissions received

Appendix 2 : Amended policy

APPENDIX 1: Submissions received



18 March 2016

PO Box 443
Greymouth 7840
(03) 768 6182
John.Caygill@westcoastpho.org.nz



Westland District Council
Private Bag 704
Hokitika 7842

Dear Mayor and Councillors

West Coast Tobacco Free Coalition (WCTFC) consists of a group of individuals and organisations who share an interest in promoting smokefree lifestyles on the West Coast for the benefit of everyone's health and wellbeing. The Coalition is working towards a Smokefree New Zealand by 2025.

Councils have an important role to play in supporting the health and wellbeing of their residents and visitors. The Westland District Council is to be congratulated for adopting a Smokefree Environments policy in 2011. The current policy review includes extending the scope to include outdoor dining on Council-controlled land such as footpaths throughout Westland. Recent New Zealand research, 'Smokefree Wellington: Context, options and evidence' by George Thomson (University of Otago, September 2015), has found that there is strong public support for smokefree outdoor dining areas, along with playgrounds, sports fields, and entrances to buildings that the public use (p.3). Our nearest neighbour, Australia, already has 100% smokefree outdoor dining in New South Wales and Queensland, with the same planned for South Australia later this year (p.17).

In November 2015, two members of West Coast Tobacco Free Coalition visited 11 cafes, bars and restaurants with outdoor dining areas from Hokitika to Fox Glacier to gather the views of owners, managers and staff about smokefree outdoor dining. A large majority of the premises with outdoor dining areas on Council-controlled land were happy to have these areas smokefree or thought it would not be much of an issue.

Smoking and eating don't go well together. The experience of dining outdoors would be a much more pleasant one, especially for non-smokers, if these areas were smokefree. There have been moves towards smokefree outdoor dining in other parts of New Zealand. These include Columbus Coffee (Mitre 10 Mega) Café in Ashburton and Café Crema in Auckland which have both successfully introduced smokefree outdoor dining.

The Health Promotion Agency is producing smokefree signage for use in outdoor dining areas. Free smokefree signage and stickers are available from Community & Public Health (03 768 1160) if required.

The number of people who smoke is decreasing all the time. The 2013 Census indicated that 15.1% of New Zealanders aged 15+ years are regular smokers. Here on the West Coast the figure is approximately 20%. Being Smokefree is becoming the new normal. There are more than four non-smokers for every smoker. "Seeing smoking around you at the neighbourhood level increases the chance of starting smoking or not being able to quit" (p.3).

West Coast Tobacco Free Coalition supports the proposed Smokefree Environments Policy and encourages the Westland District Council to adopt it. We are also happy to provide advice and assistance to the Westland District Council and owners and managers of cafes, bars and restaurants with outdoor dining areas.

We would like the opportunity to speak to Council in support of this submission.

Yours faithfully

A handwritten signature in black ink, appearing to read 'J. Caygill', written in a cursive style.

John Caygill

Derek Blight

From: Inger Perkins <ingerp@xtra.co.nz>
Sent: Tuesday, 29 March 2016 4:18 p.m.
To: consult
Cc: Derek Blight
Subject: Smokefree environments policy



Hello WDC,

I am writing in support of the proposed amendment to the Smokefree environments policy such that outdoor dining areas on Council controlled land will be smoke free.

In addition, I would like to see the Council strengthen its position in support of a smoke free Aotearoa by 2025, posting signage to keep all Council managed parks and reserves smoke free, including those occasions when such areas are used for events. The next step could be to get smokers off our streets (also Council controlled land) and ideally off the beach and Hokitika rock protection promenade (which may not be Council controlled), and welcome visitors to smoke free towns in Westland.

The Council can be a stronger force for making smoking less normal and less acceptable, which will be good for everyone.

Thank you for the opportunity to comment.

Inger

INGER PERKINS | 231 REVELL STREET, HOKITIKA 7810 | 03 755 8600



The Cancer Society working together with local councils
to promote great places to live, work and play

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

Submission to the Westland District Council Smokefree
Environments Policy – outdoor dining on leased sites

Name:	Martin Witt
Organisation: (if applicable)	CANCER SOCIETY OF NEW ZEALAND – Canterbury – West Coast Division Inc.
Email:	martin.witt@cancercwc.org.nz
Primary Phone: Alternate Phone:	027 392 7737
Postal Address:	97 FITZGERALD AVENUE PO BOX 13450
Town/City: Postcode:	CHRISTCHURCH 8141

We would like to present our submission during the hearings process



SUBMISSION TO WESTLAND DISTRICT COUNCIL:

Smokefree dining on Council leased sites

The Cancer Society has enjoyed a collaborative relationship with Westland District Council in its journey to adopt and implement a Smokefree outdoor policy.

Our relationship with council continues to be a constructive one which has enabled us to raise our priority health issues with the hope of extending positive health outcomes for the Westland community.

We congratulate the Council on proposing to extend its Smokefree Environments policy to cover outdoor dining venues on leased sites and wish to endorse the submission made by the West Coast Tobacco Free Coalition

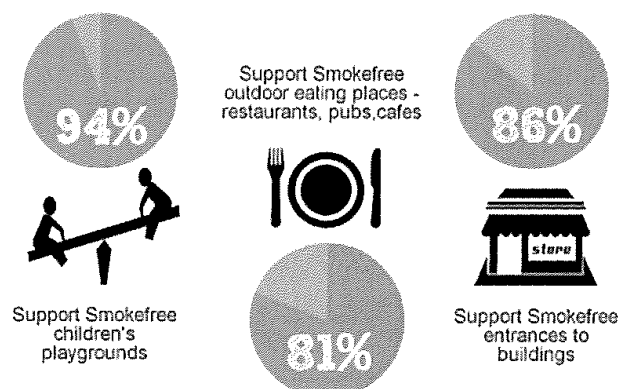
In support of this endorsement, we offer the following points

Councils have a key role in helping achieve a Smokefree Aotearoa by 2025

Councils help shape the places we live work and play in, which can have positive impacts on community wellbeing. Promoting smokefree outdoor areas illustrates this as they help reduce the visibility of smoking to the next generation and harmful effects of second hand smoke.ⁱ

Smokefree Outdoor Dining has strong support from the public

Smokefree outdoor dining is what the vast majority of the public want. In a regional telephone survey carried on in 2014 by the Cancer Society and Canterbury District Health Board over 80% of those interviewed supported smokefree outdoor diningⁱⁱ.



Smokefree Outdoor dining helps protect the health of those working in hospitality

Second hand smoke is a proven health risk to those exposed to smoking in outdoor hospitality venues. Additionally smoke drift from outdoor areas can impact on the nearby indoor areas of cafes and restaurants^{iii iv}

Smokefree Outdoor dining is good for business

Following the smokefree legislation in 2004 that led to all hospitality venues being totally smokefree indoors, sales actually increased^{v vi}

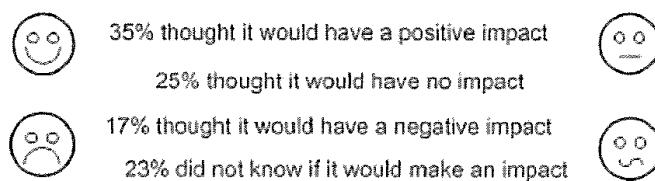
Evidence from overseas [particularly Australia] where smokefree outdoor dining is becoming well established indicates that totally smokefree cafes and restaurants report positive impacts on business.^{vii}

Locally, a survey of 137 hospitality venues in Christchurch carried out by the Cancer Society and Canterbury District Health Board in 2015 highlighted that **over 60%** of those interviewed thought outdoor seating areas should definitely or possibly be smokefree^{viii}



In a follow up survey carried out with 60 businesses in Kaikoura focused on the impact of smokefree policies on tourism, **71%** of those interviewed thought outdoor seating areas should definitely or possibly be smokefree. Additionally, 35% thought local smokefree policies promoting smokefree outdoor areas would have a positive impact on tourism^{ix}

Perceptions of the impact of smokefree policy on tourism



The Cancer Society congratulates Westland District Council on its leadership on promoting smokefree outdoor areas and looks forward to seeing the promotion of more smokefree outdoor areas which will help reduce the visibility of smoking, protect workers and the public. This is a positive policy and one that will help support the next generation to be smokefree.

The Cancer Society thanks the Council for the opportunity to make this submission

References

- ⁱ Marsh L, et al. 2014 Smokefree outdoor areas in New Zealand: how far have we come? N Z Med J 127, 51-66.
- ⁱⁱ Cancer Society and Canterbury District Health Board Community 2014 Survey on Smokefree Areas
- ⁱⁱⁱ van der Deen FS, Pearson AL, Petrovic D, et al. Exploring the potential for the drift of secondhand smoke from outdoor to indoor dining areas of restaurants in New Zealand. N Z Med J 2014;127:43-52.
- ^{iv} Edwards R, Wilson N. Smoking outdoors at pubs and bars: is it a problem? An air quality study. N Z Med J 2011;124:27-37
- ^v Edwards R, Thomson G, Wilson N, et al. After the smoke has cleared: evaluation of the impact of a new national smoke-free law in New Zealand. Tob Control 2008;17:e2.
- ^{vi} Paynter J, Wilson J, Gentles D, et al. Ten Years after Taking the Smoke Outside: The Impacts of the Smokefree Environments Amendment Act 2003. Tobacco Control Research Turanga. Auckland. December 2014. Accessed September 14, 2015. http://www.turanga.org.nz/sites/turanga.org.nz/files/5623M%20Smokefree%20Environments%20Report%20WEB_0.pdf
- ^{vii} Position Statement on Outdoor Smoking and Drinking in Victoria [2015] Quit Victoria accessed via <http://www.quit.org.au/downloads/resource/policy-advocacy/position-statements/smokefree-outdoor-dining-drinking-position-statement.pdf>
- ^{viii} Cancer Society and Canterbury District Health Board Community 2015 Survey of outdoor dining venues in Christchurch
- ^{ix} Cancer Society and Canterbury District Health Board Community 2015 Survey of businesses in Kaikoura

Contact Name: Rosie McGrath
Organisation: Active West Coast
rosie.mcgrath@cdhb.health.nz
Phone: 03 768 1160 ext 716
Postal Address: C/- P O Box 443
Greymouth 7805

RECEIVED
31 MAR 2016
BY: _____



Westland District Council
Private Bag 704
Hokitika 7842

re: Submission to the Westland District Council's Smokefree Environments- Council Buildings and Public Spaces Policy.

Active West Coast

Active West Coast (AWC) is a network of agencies and groups committed to improving the health of West Coasters through the promotion of healthy lifestyles. As such we have supported Council's development of its current Smokefree Environments Policy. We have also previously encouraged Council to extend their Policy to include outdoor dining areas on Council-owned land.

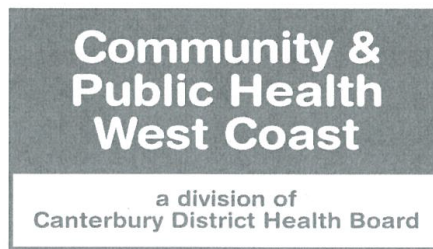
Tobacco use continues to be a major contributor to disease and mortality in New Zealand and particularly on the West Coast. Through the creation of its Smokefree Environments Policy Council is demonstrating commitment to the wellbeing of the residents of the Westland District. As smoking becomes less visible in our community fewer people, particularly young people are inclined to start smoking and more smokers are encouraged to quit.

The proposed extension to include outdoor dining areas on Council-controlled land will also provide a more inviting place for non-smokers who make up a large and growing proportion of our population.

AWC applauds Council's Smokefree Environments -Council Buildings and Public Spaces Policy and supports the proposed addition to make outdoor dining areas on Council-controlled land Smokefree.

Thank you for the opportunity to submit on the Smokefree Environments Policy. We do not wish to speak to this submission; however we may be contacted by phone on 768 1160 ext 716 or by emailing rosie.mcgrath@cdhb.health.nz if required.

Rosie McGrath
Coordinator
Active West Coast



**Submission from
Community and Public Health, West Coast**

**Westland District Council:
Proposed addition to the
Westland District Council -Smokefree
Environments- Council Buildings and Public Spaces
Policy**

Dr Cheryl Brunton
Medical Officer of Health

Postal Address
Community and Public Health
PO Box 443
3 Tarapuhi Street
Greymouth

Phone: 03 768 1160

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Contact Person for this application:

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Community and Public Health provides public health services to the West Coast region. Our aim is to prevent disease and improve the health and wellbeing of the West Coast population. However health is influenced by a wide range of factors beyond the health care sector; much greater impacts on health at the population level are attributable to environmental, social and behavioural factors. As such Councils have an integral role to play in the health and wellbeing of its residents.

CPH has made many submissions encouraging Council to develop and adopt a Smokefree Environments Policy because tobacco smoking remains a key risk factor for illness and death, and reducing tobacco consumption is a major means to improving individual and community health.

We therefore support Council's current Smokefree Environments Policy and endorse the proposal to extend the policy to include outdoor dining areas on Council-controlled land.

APPENDIX 2: Amended Policy



Westland District Council Smokefree Environments – Council Buildings and Public Spaces

Scope

This policy applies to Council owned buildings, swimming pools, playgrounds, parks and sports fields, and to outdoor area on Council-controlled land.

Relevant Legislation

This policy has been prepared in accordance with the Smokefree Environments Act 1990.

General Policy

This is an educational policy. The Westland District Council will be proactive in promoting a healthier community. The Council will demonstrate leadership by promoting a smoke free lifestyle as being both desirable and the norm in the Westland District as New Zealand works towards being smoke free by 2025. People using Council facilities including parks and playgrounds will be smoke free models for children and young people.

Council Owned Buildings and Vehicles

All Council workplaces are smokefree work environments, including Council vehicles.

All Council owned enclosed public facilities, such as public halls, are smokefree, including their entrances/exits and surrounds. Appropriate signage will be clearly displayed outside buildings and in vehicles.

Council Owned Swimming Pools, Sport and Leisure Centres and Surrounds

All Council owned swimming pools and sport and leisure centres are designated smoke free areas, including the outdoor areas surrounding them. Appropriate signage will be displayed at the entrance to each facility and inside the grounds.

Council owned Playgrounds and Parks

The public will be asked to refrain from smoking in Council owned playgrounds and parks. Signage will be displayed at the entrance to parks and beside playgrounds asking

people to refrain from smoking. Messages on the signage will be positive rather than punitive.

Outdoor Dining Areas on Council-controlled Land

Outdoor dining areas, such as table and chairs outside cafes, restaurants and bars that are on Council-controlled land will be smoke free. Appropriate signage will be displayed. Ashtrays will not be provided.

Report



DATE: 28 April 2016

TO: Mayor and Councillors

FROM: Wildfoods Festival Co-ordinator

2016 Hokitika Wildfoods Festival

1 SUMMARY

- 1.1 The purpose of this report is to provide Council with a report summarising the outcomes of the 27th Hokitika Wildfoods Festival, held on Saturday 12th March 2016. This report includes both ticketing and financial summaries as an appendix to this report.
- 1.2 This issue arises from the need for Council to be accountable back to the community for the final result of the 2016 Hokitika Wildfoods Festival.
- 1.3 Council seeks to meet its obligations under the Local Government Act 2002 and the achievement of the District Vision adopted by Council as part of the Long Term Plan 2015-25. These are stated on Page 2 of this agenda.
- 1.4 This report concludes by recommending that Council receives this report.

2 BACKGROUND

- 2.1 Saturday 12 March 2016 saw the delivery of the 27th annual Hokitika Wildfoods Festival.
- 2.2 This iconic event has experienced a number of challenging years, which spurred the philosophy of #BiggerBetterWilder for 2016 onwards.
- 2.3 Like Coasters themselves this unique Festival has been resilient to numerous external factors over the years; the Christchurch and Canterbury earthquakes, the ongoing development of significant competition in the events space every weekend between October and April annually and staying fresh at the forefront of culinary events.

- 2.4 After years of declining ticket numbers and budget deficits the Festival was reviewed in 2015 as part of the Long Term Plan, with the decision to keep the Festival in-house with Westland District Council. The principle rationale for this was recognition of the significant economic impact it brings to both communities and commercial operations on the Coast.

3 CURRENT SITUATION

- 3.1 The Hokitika Wildfoods Festival undertook some big changes in 2016 with the aim of delivering different results and outcomes comparatively to the previous years.
- 3.2 These changes included offering a community based pre-party event at Hokitika Beach to celebrate a month out from the Festival, returning the Markets to the main street of town for the Festival weekend, pedestrianising this for 48 hours and finally the return of the Festivals Afterparty after two years in hibernation.
- 3.3 Ticketing numbers for the two ticketed events; Hokitika Wildfoods Festival and the Wildfoods Official Afterparty were 6,620 and 1,270 respectively.

Hokitika Wildfoods Festival Attendance Summary 2012-2016					
	2016	2015	2014	2013	2012
Pre-Party	660				
Wildfoods Festival	6,620	6,242	7,008	7,634	6,414
Official Afterparty	1,270			621	1,222

- 3.4 The financial result for the 27th Hokitika Wildfoods Festival is a surplus of \$19,305, the first positive financial result for the Festival in at least three years.

Hokitika Wildfoods Festival Financial Summary 2013-2016				
	2016	2015	2014	2013
Income	-360,442	-258,353	-378,076	-414,870
Expenses	341,137	291,798	459,118	476,109
Surplus/(Deficit)	19,305	(-33,445)	(-81,042)	(-61,239)

- 3.5 This financial result is off the back of the first year on year ticketing growth in at least four years, with 6% growth in ticket sales in 2016, 15% increase in stallholders and the return of the Festivals Afterparty. With further support coming from the reduction in expenses over the last two years equating to well over \$120,000.
- 3.6 After a multitude of review and feedback opportunities have been hosted post event; including online surveys, various formal and informal Festival debrief and review meetings, along with a public meeting on the Festival, the 2016 Festival and related events can be summarised overall as a great success. The #BiggerBetterWilder philosophy has had its first year but there is still a lot more to work on.
- 3.7 A report from Council's ticketing agency shows that in 2016 the Festival had visitors from over 18 countries, paired with visitors from all over New Zealand 4.2% of attendees from Auckland, 2.4% out of Wellington, 6.4% from Nelson/Marlborough and 3.7% out of Otago/Southland, highlighting the strength it has to pull visitors both domestically and internationally.
- 3.8 The Festival continues to deliver significant economic impact to those both directly and indirectly involved in the Festival, from local businesses to community groups raising funds. It is a real economic stimulus for the Coast.
- 3.9 Hokitika Wildfoods Festival remains a pivotal asset to Westland District Council and the West Coast at large, an asset people should be proud of.

4 OPTIONS

- 4.1 Options are not relevant to this report. It is for information only.

5 SIGNIFICANCE AND ENGAGEMENT

- 5.1 This matter is administrative and therefore of low significance.
- 5.2 Community engagement is not required for this decision.

6 RECOMMENDATION

- A) **THAT** the report on the result of the 2016 Wildfoods Festival is received.

Ashley Cassin
Hokitika Wildfoods Festival Co-ordinator

Report



DATE: 28 April 2016

TO: Mayor and Councillors

FROM: Chief Executive

ELECTED MEMBERS REMUNERATION FROM 1 JULY 2016 TO 30 JUNE 2017

1 SUMMARY

- 1.1 The purpose of this report is to ensure that the Deputy Mayor and Executive Committee Chairperson are fairly remunerated for their workload from 1 July 2016 to the 30 June 2017.
- 1.2 The issue arises from the requirement of the Remuneration Authority to determine remuneration for elected members.
- 1.3 Council seeks to meet its obligations under the Local Government Act 2002 and the achievement of the District Vision adopted by Council as part of the Long Term Plan 2015-25. These are stated on Page 2 of this agenda.
- 1.4 This report concludes by recommending that Council adopt the recommended remuneration structure for 2016/2017.

2 BACKGROUND

- 2.1 The [Remuneration Authority](#) sets the pay for key office holders such as Judges, Members of Parliament, local government representatives and some independent bodies in New Zealand. It is required by law to be fair and independent.
- 2.2 The [Local Government Elected Members \(2015/16\) \(Certain Local Authorities\) Determination 2015](#) was reprinted on 24 March 2016 and provides for a Mayor's and Elected Representatives' remuneration.

3 CURRENT SITUATION

3.1 The Authority has decided to implement increases between 1.5% and 3%, phased in bands, with the larger metropolitan areas receiving 1.5% and those Councils with more modest current remuneration being increased to 3%. This has been introduced in four bands based on the Authority's size index.

3.2 Base Remuneration 2016-2017 Mayor and Councillors

Under this approach, the following will be the **base** remuneration for and Mayor and Elected Representatives.

Role	2015/2016 Remuneration	2016/2017 Remuneration
Mayor	\$70,000	\$72,100
Elected Representatives	\$16,600	\$17,098

3.3 Payment for Additional Duties

To recognise the concerns reflected about the ability to appropriately compensate for the additional duties of some elected members, the Authority has decided to increase the amount available to supplement base remuneration from 150% of the base Councillor remuneration to 200%. Therefore the maximum amount available for Council for this purpose is \$34,196. The Authority has also decided to respond to concerns raised by Councils by removing the 40% and 25% caps on the payments to individual Councillors for additional duties.

3.4 The Remuneration Authority is not making any changes to the provisions for payments for elected members participating in district or regional planning hearing processes in this determination, but the Authority has agreed with LGNZ to set up a working party to find a solution that will be permitted under the legislation. It is hoped that the Authority's 2017/2018 determination will address this matter.

4 OPTIONS

4.1 The options for Council relate only to payment for the Deputy Mayor and Chair of the Executive Committee, this being the only Standing Committee of Council. The options are:

4.1.1 **Option 1:** Retain the 40% and 25% cap for the Deputy Mayor and Chair of the Executive Committee

- 4.1.2 **Option 2:** Use a different method to allocate part of the remaining available pool to these two positions.

5 SIGNIFICANCE AND ENGAGEMENT

- 5.1 The setting of additional remuneration for additional responsibilities is administrative and therefore of low significance.
- 5.2 No engagement or consultation is required.

6 ASSESSMENT OF OPTIONS (INCLUDING FINANCIAL IMPLICATIONS)

- 6.1 As the current Mayor lives north of Hokitika the rationale in 2013 for allocating more remuneration to the Deputy Mayor was that it was expected that her duties will be at the higher end of responsibility for the position. Council may wish to revisit this and review whether this has indeed happened. Council is also reminded that the local body elections are in 2016 and this remuneration would be set for 2016-17. The current Mayor has publicly declared that he will not be standing for re-election. While there is a high probability that the new Mayor will live in the district, this person could reside in South Westland with travel being equal to or more than that of the current Mayor.
- 6.2 The Chairperson for the Executive Committee is responsible for Council's only Standing Committee. The responsibilities of that Committee are also considered to be senior responsibilities (CE performance assessment, remuneration, Audit and Risk Committee, CCO director appointments and monitoring, and emergency powers). Council has an opportunity to review whether the requirements of that position were as expected when the remuneration was set in 2013.
- 6.3 The Assessment of Deputy Mayor and Executive Committee Chairperson's Additional Responsibilities is attached as **Appendix 1**.
- 6.4 The NZ Remuneration Authority: Descriptions of Positions of Additional Responsibilities is attached as **Appendix 2**.
- 6.5 Based on the current formula of the 40% cap for Deputy Mayor and 25% cap for the Chair of the Executive Committee, and using the new remuneration as set by the Remuneration Authority, the financial considerations are outlined in **Table 1** on the following page. This table compares current remuneration against that proposed.

Table 1: Current and Proposed Remuneration for Elected Members

Position	Remuneration 2015/2017	Budget	Position	Remuneration 2016/2017	Budget
Mayor	70,000		Mayor	72,100	
Deputy Mayor	23,240		Deputy Mayor	23,937	
Executive Committee Chairperson	20,750		Executive Committee Chairperson	21,373	
Councillors (\$16,600x6)	99,600		Councillors (\$17,098 x6)	102,558	
Allowances (\$1,050 x 9)	9,450		Allowances (\$1,681 x9)	15,129	
Total	\$223,040	\$225,000	Total	\$235,097	\$225,000

6.4 This table shows that with the new figures from the Remuneration Authority included the cost centre will be \$10,097 over budget in 2016-17. As Council has not yet finalised its Annual Plan this change could be made before 30 June to reflect the situation accurately.

6.5 It is worth noting that the remuneration budget must also accommodate allowances for elected members. This includes mileage and communications. The quantum of this largely depends on where Councillors are located in the district, how often they are required to travel to meetings and whether they actually make claims for all of their travel expenses. The amounts included in **Table 1** are based on actual expenditure (stated as an average per councillor).

7. PREFERRED OPTIONS AND REASONS

7.1 The preferred option would be to retain the same formula as has been previously used and remunerate the Mayor and Elected Members at the maximum remuneration, whilst keeping the 40% and 25% caps for the Deputy Mayor and Chair of the Executive Committee respectively.

8 RECOMMENDATIONS

- A) **THAT** the Mayor's remuneration for 2016/2017 be submitted to the New Zealand Remuneration Authority at \$72,100.
- B) **THAT** the Deputy Mayor's Salary be submitted to the New Zealand Remuneration Authority at \$23,937.
- C) **THAT** the Executive Committee Chairperson's Salary be submitted to the New Zealand Remuneration Authority at \$21,373.

- D) **THAT** remuneration for the remaining Elected Member's for 2016/2017 be submitted to the New Zealand Remuneration Authority at \$17,098 each.

Tanya Winter
Chief Executive

Appendix 1: Assessment of Deputy Mayor and Executive Committee Chairperson's
Additional Responsibilities

Appendix 2: NZ Remuneration Authority: Descriptions of Positions of Additional
Responsibilities

Appendix 1

Assessment of Deputy Mayor's and Executive Committee Chairperson's Additional Responsibilities

Q1 NAME OF COUNCIL	Westland District
Q2 IS ANY EXTRA PAY FOR COUNCILLOR POSITIONS OF ADDITIONAL RESPONSIBILITY BEING SOUGHT? YES/NO <i>If "no" then no further information is required</i>	Yes
Q3 POSITION TITLE	Deputy Mayor
Q4 NUMBER OF POSITIONS WITH THAT TITLE	One
Q5 POSITION DESCRIPTION <i>Specify additional responsibilities over and above the basic Councillor role – covering duties, delegations, deputising and reporting obligations</i>	<ul style="list-style-type: none"> • Supporting the Mayor in his role and deputising for him in his absence (recognising the Deputy Mayor lives and works in Hokitika and the Mayor lives and works over 70km away) • Keeping abreast of all issues facing Council, to allow for relative ease when deputising for the Mayor, should that need arise • Representing Council to a high standard, recognising that conduct in the role of Deputy Mayor reflects on Council as a whole • Representing Council in a strong, competent and articulate manner in the Council area and to any external agencies or groups • Ensuring sufficient familiarity with Council Standing Orders and procedures to be able to deputise competently for the Mayor in chairing Council meetings and other sessions of Council
Q6 DOCUMENTATION <i>Council minutes and formal resolutions that set the additional responsibilities</i>	28 November 2013
Q7 VARIATION <i>The extent to which the duties can vary</i>	Duties will differ a lot.
Q8 BENEFITS TO RATEPAYERS <i>List the benefits to ratepayers in having these</i>	That in the absence of the Mayor there is a clearly identifiable person who has the lead for the Council's political, policy and

<i>additional responsibilities</i>	community leadership.
Q9 ADDITIONAL TIME <i>Estimation of extra time (hours per month) involved in carrying out the additional responsibilities</i>	20 hours / month.
Q10 BASE COUNCILLOR SALARY <i>The base Councillor salary for your Council</i>	\$17,098
Q11 RECOMMENDED ADDITIONAL PAY Amount recommended for additional pay for this role	\$6,839
TOTAL ADDITIONAL COST For number of Councillors holding this role	\$23,937

Q1 NAME OF COUNCIL	Westland District
Q2 IS ANY EXTRA PAY FOR COUNCILLOR POSITIONS OF ADDITIONAL RESPONSIBILITY BEING SOUGHT? YES/NO <i>If "no" then no further information is required</i>	Yes
Q3 POSITION TITLE	Executive Committee Chairperson
Q4 NUMBER OF POSITIONS WITH THAT TITLE	One
Q5 POSITION DESCRIPTION <i>Specify additional responsibilities over and above the basic Councillor role – covering duties, delegations, deputising and reporting obligations</i>	<ul style="list-style-type: none"> • Chair meetings of a Standing Committee. • Ensuring sufficient familiarity with Council Standing Orders and procedures to be able to chair Executive Committee meetings and any other sessions of Council for which they have responsibility • Ensuring any meetings they chair act within the powers delegated by Council as set out in Delegations Manual • Managing the progress of business during meetings, including ensuring adherence to the Council Code of Conduct, Standing Orders and any other statutory obligations and requirements • Ensuring that all meeting participants have an opportunity to make an appropriate contribution within the bounds of Standing Orders and due process • Representing Council to a high standard in the areas of Council activity and business within their area of responsibility, recognising that conduct in the role of Committee Chairperson reflects on Council as a whole • Providing political leadership in building a political consensus around Council issues in the areas of Council activity and business that are within their area of responsibility • Promoting and supporting good governance by Council, in the critical areas of financial and risk management, CCO shareholder responsibilities and CE management. • Developing a clear understanding of the terms of reference of the Committee, and of the scope and range of the specific areas of Council activities and business within their area of responsibility to allow them to carry out their role as Committee Chairperson. • Keeping abreast of all issues concerning Council activity and business within their area of responsibility. • Meeting preparation and follow-up: Attend agenda

	<p>meetings with staff and ensure satisfactory information is under preparation. Ensure media issues have been addressed. After a meeting work with staff to make sure key issues and decisions are clearly communicated to the media and public.</p> <ul style="list-style-type: none"> • Policy leadership: provide guidance to the Council on own portfolio area and strategic direction, make policy recommendations, exercise good financial stewardship. Advocate for Committee issues, facilitate informal discussions between Councillors and between Councillors and staff on portfolio matters. • Key Councillor contact for staff on Committee matters. • External representation: represent Council at meetings of pan-Council working groups, and other external organisations and groups. Attend official functions within area of responsibility, and represent the Mayor when the Mayor and Deputy Mayor are unable to attend.
<p>Q6 DOCUMENTATION</p> <p><i>Council minutes and formal resolutions that set the additional responsibilities</i></p>	<p>28 November 2013.</p> <p>Terms of Reference for Executive Committee.</p>
<p>Q7 VARIATION</p> <p><i>The extent to which the duties can vary</i></p>	<p>The Executive Committee performs a number of different roles including Managing CE's employment processes, reviewing and recommending Director Appointments, performing Audit Committee and Risk Committee duties. These duties vary a lot and occur across the year.</p>
<p>Q8 BENEFITS TO RATEPAYERS</p> <p><i>List the benefits to ratepayers in having these additional responsibilities</i></p>	<ul style="list-style-type: none"> • Development of significant knowledge and expertise in holding a committee chair role helps to inform policy formation and undertake critical monitoring of performance. • Having one point of contact for staff and elected members facilitates more efficient dissemination of information/viewpoints.
<p>Q9 ADDITIONAL TIME</p> <p><i>Estimation of extra time (hours per month) involved in carrying out the additional responsibilities</i></p>	<p>16 hours / month</p>
<p>Q10 BASE COUNCILLOR SALARY</p> <p><i>The base Councillor salary for your Council</i></p>	<p>\$17,098</p>

Q11 RECOMMENDED ADDITIONAL PAY Amount recommended for additional pay for this role	\$4,275
TOTAL ADDITIONAL COST For number of Councillors holding this role	\$21,373

Appendix 2

NZ REMUNERATION AUTHORITY: DESCRIPTIONS OF POSITIONS OF ADDITIONAL RESPONSIBILITIES

Deputy Mayor

Responsibilities in addition to those of a Councillor:

- Supporting the Mayor in their role and deputising for them in their absence.
- Keeping abreast of all issues facing Council, to allow for relative ease when deputising for the Mayor, should that need arise.
- Representing the Council to a high standard, recognising that conduct in the role of Deputy Mayor reflects on Council as a whole.
- Representing the Council in a strong, competent and articulate manner in the Council area and to any external agencies or groups.
- Ensuring sufficient familiarity with Council Standing Orders and procedures to be able to deputise competently for the Mayor in chairing Council meetings and other sessions of Council.

Committee Chair/Portfolio Holder

Responsibilities in addition to those of a Councillor:

- Chairing meetings of the committees in the areas of Council activity and business within their area of responsibility.
- Representing the Council to a high standard in the areas of Council activity and business within their area of responsibility, recognising that conduct in the role of CC/PH reflects on Council as a whole.
- Promoting and supporting good governance by the Council.
- Developing a clear understanding of the terms of reference of their committees, and of the scope and range of the specific areas of Council activities and business within their area of responsibility to allow them to carry out their role as CC/PH.
- Ensuring sufficient familiarity with Council Standing Orders and procedures to be able to chair Council Committee Meetings and any other sessions of Council for which they have responsibility.

- Undertaking sufficient preparation before meetings they are chairing to effectively carry out their role as CC/PH.
- Ensuring any meetings they chair act within the powers delegated by the Council as set out in the Council Delegation Manual.
- Managing the progress of business during meetings, including ensuring adherence to the Council Code of Conduct, Standing Orders and any other statutory obligations and requirements.
- Ensuring that all participants in meetings have an opportunity to make an appropriate contribution within the bounds of Standing Orders and due process.
- Maintaining and ensuring due order and decorum throughout meetings they chair.
- Commenting to the media (or other agencies) as the Council spokesperson on issues arising that pertain to their committee or that are on the agenda in the areas of Council activity and business within their area of responsibility, but only if delegated to do so by Council.
- Liaising with appropriate Council staff in respect of the areas of Council activity and business within the CC/PH area of responsibility.
- Providing political leadership in building a political consensus around Council issues in the areas of Council activity and business that are within their area of responsibility.
- Recognising and contributing to issues that cut across specific areas of Council activity and business within the CC/PH area of responsibility.
- Ensuring sufficient familiarity with Council Standing Orders and procedures to be able to deputise competently for the Mayor in chairing Council Meetings and other sessions of Council.
- Representing the Council in various local, regional and/or national settings, both formal and informal, as appropriate.
- Working closely with other elected members of Council to ensure smooth Council decision-making.
- Ensuring sufficient familiarity with the processes and procedures of various civic functions to be able to correctly follow the obligations of such civic functions in the event of deputising for the Mayor, should that need arise.

Appendix 3

NZ REMUNERATION AUTHORITY: COUNCILLOR – BASE ROLE DESCRIPTION

Collective Duties of the Council

- Representing the interests of the Council.
- Formulating the Council's strategic direction and relative priorities through the Long Term Plan (LTP), which determines the services and activities to be undertaken by Council over a ten-year period.
- Determining the expenditure and funding requirements of Council activities through the LTP and annual planning processes.
- Overseeing, developing and/or approving all Council policies, administrative, legal, financial and strategic, including formal regional, city and/or district planning matters within the Council's geographical area of responsibility.
- Monitoring the ongoing performance of Council against its stated objectives and policies (including formal sign-off of the Annual Report).
- Ensuring prudent use of Council resources.
- Law-making (bylaws).
- Overseeing Council compliance with any relevant Acts of Parliament.
- Employing, setting performance requirements for, and monitoring the ongoing performance of the Council's Chief Executive. (Under the Local Government Act 2002, the local authority employs the Chief Executive who, in turn, employs all other staff on its behalf – elected members of Council have no responsibilities for, and cannot direct, any staff employed by the Council other than the Chief Executive.)

Representation and Advocacy

- Bringing the views of the community into Council decision-making processes.
- Being an advocate for community groups and individuals at Council meetings.
- Balancing the need to advocate for specific interests against the needs of the wider community.

- Listening to the concerns of local residents and ratepayers on issues pertaining to the Council.
- Maintaining contact with community representatives and other local stakeholders.
- Participating in any relevant consultative processes with the local community and/or other organisations.

Governance

- Participating constructively and effectively in the good governance of the Council as a whole.
- Understanding and ensuring that basic principles of good governance are a part of the decision-making approach of the Council.
- Understanding and respecting the differing roles of Mayor (or Chair for a regional Council), Deputy Mayor, committee chairs/portfolio holders and Councillors.
- Recognising that the governance role does not extend to operational matters or to the management of any implementation.
- Having a good understanding of the Council processes set out in the Standing Orders that determine how Council meetings are run.
- Developing and maintaining a working knowledge of Council services, management processes, powers, duties and constraints.
- Participating in the setting and monitoring of Council policies, budgets, strategies and service delivery through annual and long-term planning processes.
- Ensuring familiarity with agendas and other Council reports before Council meetings.
- Being familiar with and complying with the statutory requirements of an elected Councillor.
- Complying with the Code of Conduct adopted by the Council.
- Identifying, being aware of and declaring any potential personal conflicts of interest, whether of a pecuniary or non-pecuniary nature.

Report



DATE: 28 April 2016

TO: Mayor and Councillors

FROM: Chief Executive

Renewal of Licences to Occupy Legal Road (Baches)

1 SUMMARY

- 1.1 The purpose of this report is to recommend Council approve the renewal of all Deeds of Licence to Occupy Legal Road and to approve extension of the period for renewal from five years to ten years.
- 1.2 This issue will arise following the expiry of all existing Deeds of Licence to Occupy Legal Road on 30 June 2016, and is recommended by Westland District Property Ltd who manage this activity on Council's behalf.
- 1.3 Council seeks to meet its obligations under the Local Government Act 2002 and the achievement of the District Vision adopted by the Council in September 2014, which are set out in the 2015-2025 Long Term Plan. These are stated on Page 2 of this agenda.
- 1.4 This report concludes by recommending Council approve the renewal of all Deeds of Licence to Occupy Legal Road and to approve extension of the period for renewal from five years to ten years.

2 BACKGROUND

- 2.1 Licences to Occupy Legal Road have traditionally been renewed for five year periods. These Licences were individually renewed on their anniversary date.
- 2.2 When Westland District Property Ltd took over management of Occupations on Legal Road on 1 July 2011, renewal periods thereafter were given variably shorter terms in order to establish a uniform end anniversary date.

3 CURRENT SITUATION

- 3.1** All existing Deeds of Licence to Occupy Legal Road are due to expire on 30 June 2016.
- 3.2** Council adopted a Policy for Baches and Other Occupations on Unformed Legal Road on 17 April 2014, in which it accepted *“the continued use of baches for recreational purposes. As well, other occupations exist on unformed legal road that require policy direction to acknowledge their existence”* subject to a number of conditions.
- 3.3** Licence holders have appreciated the security of tenure provided by the Policy; several have taken the opportunity to upgrade their baches and we have a number of new Licence holders in process of applying for resource and building consents for new baches, in accordance with the Policy.
- 3.4** Given the financial investment that Licence holders are committing to building new baches, replacing existing baches or just upgrading, many have asked if more security of tenure could be provided by extending the period of the Licence from five to ten years.

4 OPTIONS

- 4.1** Option 1: Maintain the status quo; renew all Deeds of Licence to Occupy Legal Road for five years from 1 July 2016.
- 4.2** Option 2: Renew all Deeds of Licence to Occupy Legal Road for ten years from 1 July 2016.

5 SIGNIFICANCE AND ENGAGEMENT

- 5.1** Renewal of Deeds of Licence to Occupy Legal Road is deemed of low significance as it merely renews contractual arrangements that already exist.
- 5.2** Engagement between the affected parties - Council, WDC management and WDPL - has already taken place on several occasions in regard to bach policy and wider public consultation is not considered necessary.

6 ASSESSMENT OF OPTIONS (INCLUDING FINANCIAL IMPLICATIONS)

WDPL earns about \$125,000 per year in annual licence fees for baches and other occupations on road reserve; for them this income is significant. In accordance with the Bach Policy, 25% of this revenue comes to WDC.

The period of the Deed of Licence has no direct financial implication; the annual licence fee is set by Council when the Bach Policy is reviewed each three years in line with the LTP.

6.1 Option 1: Maintain the status quo; renew all Deeds of Licence to Occupy Legal Road for five years from 1 July 2016.

WDPL has worked hard to improve relationships with bach owners and has attracted a number of new site holders to build baches, all of whom seek longer security of tenure to offset the high capital cost of building and/or maintaining their baches.

This option would disappoint many and cause some not to go ahead with bach construction.

6.2 Option 2: Renew all Deeds of Licence to Occupy Legal Road for ten years from 1 July 2016.

WDPL currently administers eight long term leases on land on behalf of WDC where the lease period exceeds 10 years.

This option will provide a comfortable level of security of tenure to site holders, and reduce by half the administration of lease renewals.

7 PREFERRED OPTION AND REASONS

7.1 The preferred option is to renew all Deeds of Licence to Occupy Legal Road for ten years from 1 July 2016.

8 RECOMMENDATION

THAT Council approve the renewal of all Deeds of Licence to Occupy Legal Road for ten years from 1 July 2016.

Tanya Winter
Chief Executive

Report



DATE: 28 April 2016

TO: Mayor and Councillors

FROM: Chief Executive

Sale of Surplus Property: 32 Moorhouse Street, Ross

1 SUMMARY

- 1.1 The purpose of this report is to recommend that the property at 32 Moorhouse St Ross, Lot 2 DP 904, owned by Council and managed by Westland District Property Ltd, being surplus to Council requirements, be offered for sale.
- 1.2 This issue arises following the cessation of the 2006 lease by Ross Motors Ltd on the property and the unlikelihood of finding another long term tenant.
- 1.3 Council seeks to meet its obligations under the Local Government Act 2002 and the achievement of the District Vision adopted by the Council and set out in the Long Term Plan 2015-25.
- 1.4 This report concludes by recommending that Council approve that WDPL offer for sale the property at 32 Moorhouse St Ross.

2 BACKGROUND

- 2.1 Ross Motors Ltd has held leases on both 30 and 32 Moorhouse St Ross, opposite their mechanical repairs workshop, for some time –
 - 30 Moorhouse St (Lot 3): 21 years from 1 September 1994; renewed for a further 21 years from 1 September 2015.
 - 32 Moorhouse St (Lot 2): 5 years from 1 February 2006, renewed for a further 5 years from 1 February 2011, expired 31 January 2016.

3 CURRENT SITUATION

- 3.1 Ross Motors has advised that as a result of declining local business, they no longer require both sections opposite their workshop, and notified us they

would not be renewing the lease on 32 Moorhouse St when it expired 31 January 2016.

3.2 The latest (2016) valuation for sale on the property by QV is \$40,000.

4 OPTIONS

4.1 Option 1: Do nothing

4.2 Option 2: Sell the property at or near market value to obtain revenue for Council to use elsewhere.

5 SIGNIFICANCE AND ENGAGEMENT

5.1 The sale of this property is of low significance as it is not a strategic asset, nor does it make a significant contribution to the local economy.

5.2 Engagement between the affected parties, Council and WDPL, has already taken place and the recommendation is supported by both parties. Also, public consultation is not considered necessary as the sale of this property will not change the level of service to the community.

6 ASSESSMENT OF OPTIONS (INCLUDING FINANCIAL IMPLICATIONS)

6.1 The property has been assessed by Council and WDPL as having no foreseeable current or future strategic value. Council and WDPL need revenue for future activity; Option 1, do nothing, is therefore not the preferred option.

6.2 Option 2, selling the property, may eventually bring around \$40,000 revenue to Council less 25% sales commission to WDPL.

7 PREFERRED OPTION(S) AND REASONS

7.1 The preferred option is to sell the property, to provide revenue to Council and WDPL.

8 RECOMMENDATION

A) **THAT** the property at 32 Moorhouse Avenue Ross, Lot 2 DP 904, be offered for sale by Westland District Property Ltd at or about market value.

Tanya Winter
Chief Executive

Appendix 1: location map 32 Moorhouse St section

