

A G E N D A

Council Meeting

**Council Chambers
36 Weld Street
Hokitika**

**Thursday
31 March 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 COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA ON THURSDAY 31 MARCH 2016 COMMENCING AT 9.00 AM

Tanya Winter
Chief Executive

24 March 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 Apologies & Leave of Absence

1.2 Interest Register

2 CONFIRMATION OF MINUTES

2.1 Confirmation of Minutes of Meetings of Council

2.1.1 Ordinary Council Minutes – 25 February 2016 *(Pages 5-9)*

3 PUBLIC FORUM

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

4 BUSINESS

4.1 Mayor's Report

4.2 Update from Councillors

Morning tea at 10:30am

4.3 Financial Performance: January 2016 *(Pages 10-17)*

4.4 Sewell Street Stormwater Pump Station Failure – Retrospective Approval for Emergency Pump Replacement *(Pages 18-21)*

4.5 Hokitika Swimming Pool Boiler Replacement *(Pages 22-34)*

4.6 Proposed Amendment to Policy on Dogs *(Pages 35-67)*

4.7 Proposal to Set Food Act 2014 Fees for 2016/17 Financial Year *(Pages 68-72)*

4.8 Adoption of Draft Annual Plan 2016/17 *(Pages 73-123)*

4.9 Adoption of the Consultation Document for the Draft Annual Plan 2016/17 *(Pages 124-155)*

4.10 Proposed WCRC Coastal Plan 2016 *(Pages 156-168)*

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 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)

**Date of Next Ordinary Council Meeting
28 April 2016
Harihari**

MINUTES OF AN ORDINARY MEETING OF THE WESTLAND DISTRICT COUNCIL, HELD IN THE COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA ON THURSDAY 25 FEBRUARY 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, 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.

His Worship the Mayor welcomed back Cr Hope.

1.3 Apologies and Leave of Absence

Nil.

Staff in Attendance

T.L. Winter, Chief Executive; R.A. Beaumont, District Planner (part of the meeting); D.B. Blight, Community Development Advisor (part of the meeting); G.L.J. Borg, Group Manager: Corporate Services; V. Goel, Group Manager: District Assets; J.D. Ebenhoh, Group Manager: Planning, Community and Environment; and D.M. Maitland, Executive Assistant

1.4 Interest Register

The Interest Register was circulated and no amendments were noted.

2. CONFIRMATION OF MINUTES

2.1 Confirmation of Minutes of Meetings of Council

2.1.1 Ordinary Council Minutes – 28 January 2016

Moved Cr Dawson, seconded Cr van Beek and **Resolved** that the Minutes of the Ordinary Meeting of Council, held on the 28 January 2016 be confirmed as a true and correct record of the meeting, subject to the following amendments:

Page 4 – remove leave of absence for Cr Butzbach and replace with Apology.

Page 8 – amend reference from Unitary Council to United Council.

Cr Dawson then sought leave of absence for the 24 March 2016 Council Meeting which was subsequently granted.

3. PUBLIC FORUM

Mr. Michael Keenan attended the Public Forum Section of the meeting to talk about the Pioneer Statue:

- Advised that the statue is a contentious issue.
- Concerned there is no signed agreement between Jacquie Grant and Council for removal and restoration of the statue, and compared the situation to when the Goldrush Committee wanted to borrow the Countess Boat.
- Asked if funding is in place.
- Enquired if there is a timeline for removal/restoration of the statue.

His Worship the Mayor thanked Mr. Keenan for attending the meeting and advised he will hear back from Council regarding the above.

4. BUSINESS

5.4 Mayor's Report

Mayor Havill spoke regarding:

- Pioneer Statue - suggested its replacement with an alternate statue.
- 3 February - meeting with Superintendent Karyn Malthus and Acting West Coast Area Commander Mel Aitken regarding West Coast Policing.
- 8 February - Westland High School's devastating fire, affecting the school and the community, noting that the displacement and disruption will

continue for quite some time. Advised that Council have offered assistance to the Board of Trustees.

- Visit of His Excellency, Lt Gen The Rt Hon Sir Jerry Mateparae, Governor-General of New Zealand and Lady Janine Mateparae which was a great way to showcase the District. Mayor Havill thanked all those involved in organising the visit to Westland.
- Flooding in the District – highlighted the need to move on the stormwater upgrade, supporting the concept going into the Annual Plan, noting that the time has come to accept extreme weather events are becoming more frequent.
- Good to see the town busy, the District busy and the general vibrancy of the District.
- Bede Kearney, Audit Director, Audit New Zealand visited the Council.
- Staff have returned the finances and reporting around for Council.
- Franz Josef/Waiau Wastewater Ponds – some challenges ahead of Council.

4.2 Update from Councillors

i) Deputy Mayor Cox

- 3 February – meeting with representatives of Hokitika Market Incorporated and other parties.
- 3 February - meeting with Superintendent Karyn Malthus and Acting West Coast Area Commander Mel Aitken regarding West Coast Policing.
- 3 February - Westland Holdings AGM.
- 16 February - Executive Committee Meeting followed by a Council Workshop.
- 17-19 February - Civil Defence Activation.

ii) Cr Martin

- Youth Development Strategy is currently being consulted on.
- Wildfoods Committee are progressing.

iii) Cr Thompson

- 2 February - Mayors and Chairs Forum.
- 3 February – meeting with representatives of Hokitika Market Incorporated and other parties.
- 3 February - meeting with Superintendent Karyn Malthus and Acting West Coast Area Commander Mel Aitken regarding West Coast Policing.
- 3 February - Westland Holdings AGM
- 8 February – fire at Westland High School.

- 16 February - Executive Committee Meeting followed by a Council Workshop.
- 17-19 February - Civil Defence Activation. Extended thanks to Council staff and volunteers.

iv) **Cr Hope**

- Jackson Bay Slip:
 - Drew Council's attention to the 100% funding on the Haast-Jackson Bay Road and the upcoming FAR review in 2017.
 - Jackson Bay has a tourism and fishing industry and the wharf is a Council Strategic Asset.

v) **Cr van Beek**

- Kumara Trust Meeting was attended by Crs Montagu and van Beek.
- Advised that he happened to drive past when the Pioneer Statue was being removed.
- 3 February - Westland Holdings AGM.
- Council Breakfast before the Executive Committee Meeting.
- Noted the popularity of the area between Tudor Street to Sunset Point.

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

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

4.4 Review of Smokefree Environments Policy Report

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

Moved Cr Dawson, seconded Cr Martin and **Resolved** that Council invites the public to make submissions on the revised amendment in the Smokefree Environments Policy - Council Buildings and Public Spaces, with submissions closing 31 March 2016.

4.3 Quarterly Report to 31 December 2015

The Group Manager: Corporate Services spoke to this report and noted some minor amendments.

The favourable variance to budget was highlighted.

Moved Cr Butzbach, seconded Cr Dawson and **Resolved** that Council receive the Quarterly Performance Report to 31 December 2015.

4.5 Resource Legislation Reform Bill 2015 Report

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

Moved Cr Montagu, seconded Deputy Mayor Cox and **Resolved** that Council approve the draft joint submission to the proposed Resource Legislation Reform Bill 2015 (RMA Reform Bill); with authority delegated to the Group Manager: Planning Community and Environment to make minor alterations to the submission as directed by Council or in response to comments from other West Coast Councils, where these are not considered to change the intent of the submission point.

MEETING CLOSED AT 10.06 AM

Confirmed by:

Mike Havill
Mayor

Date

Date of Next Ordinary Council Meeting
24 March 2016
Council Chambers

Report



DATE: 31 March 2016

TO: Mayor and Councillors

FROM: Finance Manager

FINANCIAL PERFORMANCE: JANUARY 2016

1 SUMMARY

- 1.1 The purpose of this report is to provide an indication of Council's financial performance for one month to 31 January 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 31 January 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 31 January 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.
- 3.2.2 Debt Position
- 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 31 January 2016

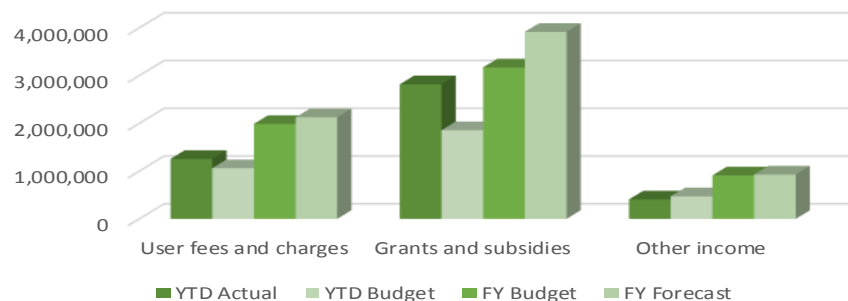
Lesley Crichton
Finance Manager

Appendix 1: Financial Performance January 2016

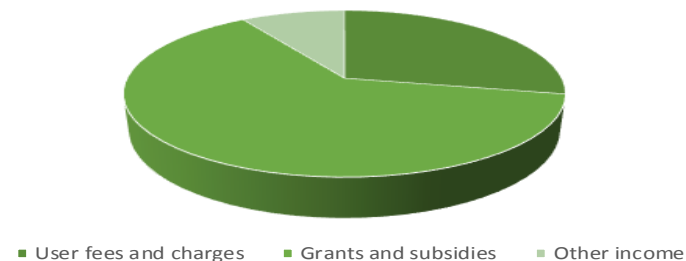


Financial Performance January 2016

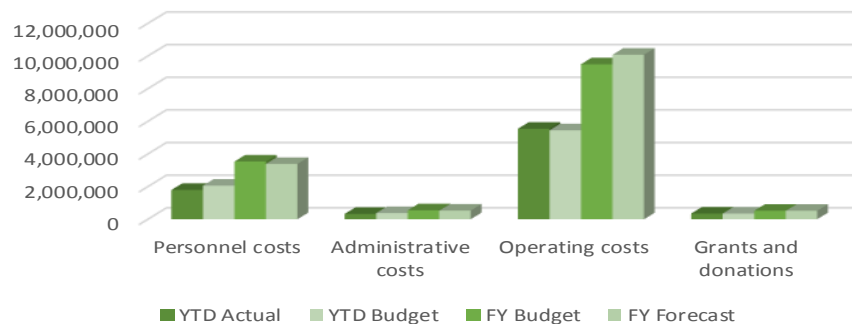
Operating revenue



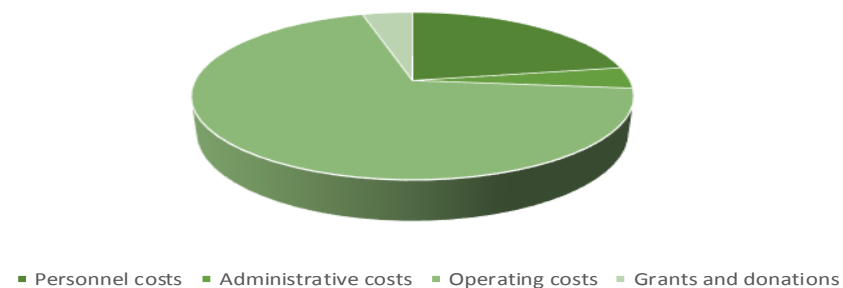
Operating revenue
Actual year to January



Operating expenditure



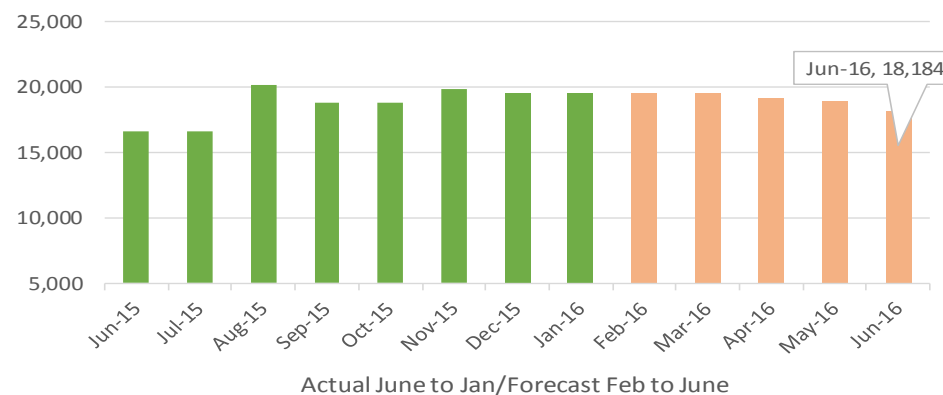
Operating expenditure
Actual year to January



Forecast Debt Position per LTP 2015-16

Opening Balance	16,660
Loan funded capex forecast	806
Loan funded WTP upgrade	2,190
Forecast repayments 2015-16	-1,472
Forecast balance June 2016	18,184

Debt Position per month



Rates debtors

Rates debtors at 31 Dec 2015		1,475,702
Rates installment	3,118,728	
Less payments received	-405,542	
paid in advance	-425,492	
Write off's	-52,086	
Penalties	29,926	
		2,265,534
Total rates debtors 31 Jan 2016		3,741,236
Arrears included above at Jan 2016	1,341,236	
Arrears at Jan 2015	1,448,773	
increase/(decrease) in arrears		-107,537

Rates debtors:

- The debt management process is continuing to improve, with 251 second penalty letters having been sent out in January.
- Rates arrears have reduced \$107k by comparison to January 2015.




















































































WESTLAND DISTRICT COUNCIL	Year to January			Full year 2015-2016	
	Actual	Budget	Variance	Budget	FY Forecast
Operating revenue					
Rates (includes targeted rates and metered water)	9,884,801	9,786,173	98,628	14,033,643	14,109,986
User fees and charges	1,257,059	1,061,010	196,049	1,988,303	2,127,655
Grants and Subsidies	2,818,615	1,857,198	961,417	3,171,625	3,915,315
Other income	406,955	471,293	(64,337)	910,430	928,032
Overhead recoveries	3,065,696	3,667,976	(602,280)	6,318,673	5,716,393
Total revenue (A)	17,433,126	16,843,650	589,476	26,422,674	26,797,382
Operating expenditure					
Personnel costs	1,799,494	2,062,903	(263,409)	3,536,405	3,389,952
Administrative costs	328,383	379,583	(51,200)	549,224	529,800
Operating costs	5,551,185	5,449,674	101,511	9,498,013	10,080,855
Grants and donations	350,639	351,549	(910)	518,500	518,500
Overheads	3,070,069	3,668,496	(598,427)	6,318,673	5,716,393
Total operating expenditure (B)	11,099,770	11,912,205	(812,435)	20,420,815	20,235,500
Net operating cost of services - surplus/(deficit) (A - B)	6,333,356	4,931,445	1,401,911	6,001,859	6,561,882
Other expenditure					
Interest and finance costs	494,522	514,776	(20,254)	882,473	882,473
Depreciation	3,669,106	3,189,712	479,394	5,468,077	5,168,077
(Gain)/loss on investments	2,134	0	2,134	0	2,134
(Gain)Loss on swaps	162,732	0	162,732	0	26,000
(Gain)Loss on disposals	(2,515)	0	(2,515)	0	(2,515)
Total other expenditure (C)	4,325,979	3,704,488	621,491	6,350,550	6,076,169
Total expenditure (D = B + C)	15,425,749	15,616,693	(190,944)	26,771,366	26,311,669
Net cost of services - surplus/(deficit) (A - D)	2,007,377	1,226,957	780,420	(348,691)	485,713

Variance Analysis

Operating revenue	
User fees and charges	Building Inspection fees are \$76k higher than budget. Hokitika refuse site fees \$82k above budget, and there are \$14k of unbudgeted Bach licences.
Grants and Subsidies	\$209k Haast water subsidy not budgeted. \$612k MDI & lottery funding Hari Hari community hall. NZTA subsidy is now meeting expected monthly receipts.
Other income	
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 membranes at the Hokitika Water Treatment Plant.
Other expenditure	
(Gain)/loss on investments/Swaps	There is a \$140k loss in January, PwC have provided a year end forecast which results in a small loss.

Project progress report

As at 31/01/2016

						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 WIP
Replace Water meters (on-going)	0	200,000	200,000			Works in scope - Schedules to commence in March 2016
Mains Upgrade (on-going)	0	80,000	80,000			Ross. Scheduled Woolhouse Rd.
Permanent Generator in Harihari	20,673	30,000	20,673			Generators have arrived.
Water supply service assurance	49,811	100,000	100,000			Franz Josef - Works in Progress.
Replacement of Water Meters	0	50,000	50,000			Fox Glacier meters procured. Now planning on installation.
Total	116,720	560,000	550,673			
WASTEWATER						
West Dr Pump & Electrics Upgrade	-	40,000	40,000			Three Mile. WIP
WWTP Improvements at Franz	22,675	50,000	50,000			50% spent. Infiltration galleries repaired. Other treatment options being investigated. Scoping and design in progress.
Total	22,675	90,000	90,000			
STORMWATER						
Mobile Generator	28,964	50,000	28,964			Generators have arrived.
SOLID WASTE						
Landfills - Hokitika	327,525	350,000	350,000			In progress
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			The cell hasn't reached capacity as anticipated this year. Very Likely a carry-over for next year i.e 2016/17
Landfill- Haast - Digout new Cell	-	10,000	10,000			Works scheduled in March 2016 -
Haast intermediate cap current cell	-	10,000	10,000			Works scheduled in March 2016 -
Shed - Hazardous Facility	-	5,000	7,000			Haast - Portable shed costs are \$4800. Transport - Installation of a Water washdown - Initial budget requested was \$10k
Total	327,525	440,000	442,000			
CEMETERIES						
Hokitika Cemetery - Building Improvements	585	20,000	20,000			WIP
Hokitika Cemetery - Improvements	-	10,000	10,000			Complete. Works included - New Concrete Berms on northern side.
Berm Development	-	10,000	10,000			Scope - Extending Ashes berm. ETA - April 2016
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 April 2016
Carnegie Building - Improvements	-	20,000	20,000			For exhibition lighting renewals. Work in progress. ETA March 2016
Total	49,134	110,000	110,000			
Community Township Development						
Footpath - Sale street	-	10,000	10,000			In progress - Re-surfacing works. ETA - End of Feb 2016
Footpath Tiles replacements	-	12,000	12,000			Fox. Business area. Not started. Community Association advised not to proceed. Staff working on re-scoping now.
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	0	48,000	50,000			
Elderly Housing						
Pensioner Housing	-	45,000	45,000			Complete
Information Services						
IT equipment Renewals	10,945	30,000	30,000			Complete
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.
Parks & Reserves						
Cass Square - Turf Improvements	-	120,000	120,000			After Wildfood Festival
Upgrade of Playground equipment	7,291	45,000	45,000			WIP. Scope to be agreed
Repair to Statues	-	5,000	5,000			Emily Fryer contacted - condition assessments on 5 large statues being updated in March. Work commencing in April. Using c/f from previous years.
Marks road reserve improvements	-	10,000	10,000			Haast toilets.
Developments	-	30,000	30,000			Beachfront
Total	7,291	210,000	210,000			
Transportation						
Seal 4th Street Kumara	-	140,000	140,000			Works Commenced. Completion due - March 2016.
Vehicle Operations						
Replacing pool vehicle	27,687	33,000	27,687			Complete
New Vehicle -	27,934	38,000	27,934			Complete
Total	55,621	71,000	55,621			
Total	650,323	1,921,000	1,878,594			

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	1,452		63,041	Capital	Complete
		Subsidy/Depreciation Total	73,732	1,452	10,691	63,041		
Wastewater	Franz Josef WWTP	Loan	99,474	-	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	Complete
Land & Buildings	Council HQ re-roofing	Loan	125,000	95,580	125,000	-	Capital	In Progress
Solid Waste	Franz Josef Landfill	Loan	25,000	-	25,000	-	Capital	Works planned in March 2016- Shaping and profiling
		Loan Total	284,641	103,674	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
Parks & Reserves	Cass Square Statues	Rates YE 2014	10,000	-	10,000	-	Capital	Emily Fryer contacted. Work commencing in April
Parks & Reserves	Cass Square Statues	Rates YE 2015	5,000	-	5,000	-	Capital	Emily Fryer contacted. Work commencing in April
Leadership	CCO review	Rates YE 2015	6,988	1,000	6,988	-	Operating adverse	On-going work
Solid Waste	Kumara CAP	Targeted Rates YE 2015	5,712	-	5,712	5,712	Capital	Complete
		Rates Total	57,700	17,203	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 scheduled for 15 February
Land & Buildings	Upgrade fire-alarm system - Museum	Renewal reserve - Depreciation	30,000	-	30,000	-	Capital	Current
Water Supply	Rural Water supply	Renewal reserve - Depreciation	49,475	48,298	49,475	-	Capital	Complete
		Renewal reserve - Depreciation Total	109,027	124,685	159,027	- 50,000		
Community Halls	Hari Hari Community Facility	\$100k Reserves Development fund, \$190k Hari Hari Community complex reserve fund	225,972	735,251	225,972	-	Capital	The balance of this project was funded by MDI contribution, recognised as a favourable revenue variance. The centre is expected to open at Easter
West Coast Wilderness Trail	Franz Josef Cycle Trail	Reserves	48,000	-	48,000	-	Operating adverse	Contact made with Helen Lash at FJ Community Council. Likely to 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	849,251	487,972	-		
West Coast Wilderness Trail	Cycle Trail - Partner Programme Revenue	Stakeholder Contribution	- 21,125	- 21,125	- 21,125	-	Appropriation / operating	Pending formation of WCWT Trust
West Coast Wilderness Trail	Cycle Trail - Partner Programme Revenue	Stakeholder Contribution	- 6,808	- 6,808	- 6,808	-	Appropriation	Pending formation of WCWT Trust
			- 27,933	- 27,933	- 27,933			
			963,569	1,046,762	919,657	22,551		

Report



DATE: 31 March 2016

TO: Mayor and Councillors

FROM: Group Manager: District Assets

SEWELL STREET STORMWATER PUMP STATION FAILURE – RETROSPECTIVE APPROVAL FOR EMERGENCY PUMP REPLACEMENT

1 SUMMARY

- 1.1 The purpose of this report is to seek retrospective approval for works undertaken to replace the failed pump at Sewell Street Stormwater Pump Station.
- 1.2 This issue arises as a result of one of the two pumps failing at Sewell Street Stormwater Pump Station.
- 1.3 The options considered were to rebuild the existing infrastructure or to procure new infrastructure and replace the damaged components. A replacement pump has been ordered and has an expected 12-18 week delivery time.
- 1.4 This report recommends that Council retrospectively approves the unbudgeted expenditure of \$90,000 for the replacement pump for Sewell Street Stormwater Pump Station.

2 BACKGROUND

- 2.1 On 17 November 2015 the maintenance contractors noticed unwarranted noise and vibrations from one of the submersible pumps at Sewell Street.
- 2.2 Upon lifting and inspection of the noisy pump it was identified that severe corrosion and damage had occurred. The pump was no longer in an operational state.

- 2.3 As a standard practice any pump station on a piped network is provided with two sets of pumps. These are commonly termed as a duty pump and a standby pump. Sewell Street pump station has this configuration.
- 2.4 The pump station is part of the Stormwater network for Hokitika and the maintenance scope is included in the annual maintenance contract.
- 2.5 This pump station has been identified for upgrade in the recent Stormwater catchment management plan report.
- 2.6 Council's materials damage insurance is not applicable here as the failure is the result of wear and tear.

3 CURRENT SITUATION

- 3.1 The current pump station is due for an upgrade in Year 4 of the current LTP at an estimate of \$380,000. The estimates include ancillary works around the chambers. This project will now be removed from the programme.
- 3.2 The remaining operational pump is still in place and capable of operating at full efficiency. It was refurbished in 2010.
- 3.3 For emergency back-up a temporary pump has also been installed at the station.
- 3.4 A replacement 30kW pump was ordered on 13 January 2016 and has an expected delivery time of up to 18 weeks.
- 3.5 The improvements to this pump station was also identified in the Storm Water Management Plan study undertaken recently.
- 3.6 The works were approved under the delegated authority for Group Manager – District Assets for emergency works. Quotes were requested from two suppliers however a price was only received from one. The serviceability of the pump that was priced by this supplier was a key factor in proceeding with ordering the pump.

4 OPTIONS

- 4.1 **Option 1:** Status Quo – Do nothing

- 4.2 **Option 2:** Council gives retrospective approval for the unbudgeted emergency replacement of the Sewell Street Stormwater Pump.

5 SIGNIFICANCE AND ENGAGEMENT

- 5.1 In accordance with Council's policy on Significance and Engagement the approval for any capital works are considered to be of medium significance. The works will retain the current levels of service.
- 5.2 The level of financial investment associated with the replacement works was considered to be emergency works. The Pump station was due for an upgrade in Year 4 of the current Long Term Plan. This project will not be required after these emergency works.

6 ASSESSMENT OF OPTIONS (INCLUDING FINANCIAL IMPLICATIONS)

An assessment of options was carried out and the various risk components included in the decision making process.

- 6.1 **Option 1:** Status Quo – Do nothing.
This option is not considered appropriate as it exposes Council to liability risk and decreases the level of service to an unacceptable standard.
- 6.2 **Option 2:** Council gives retrospective approval for the unbudgeted emergency replacement of the Sewell Street Stormwater Pump.

The works are estimated to cost \$90,000.

The procurement of a new pump will ensure the risk issues of a pump failure with the remaining pump are avoided.

The works were estimated at a higher cost in the current LTP- which now won't be required. A full refurbishment is not needed as the scope has changed due to other works identified in the Storm Water Management Plan.

7 PREFERRED OPTIONS AND REASONS

- 7.1 Option 2 is the preferred option.
- 7.2 Replacing the pump and shaft will ensure the functionality of equipment is maintained and the best life cycle cost is achieved.
- 7.3 The risks associated with only one pump in action and its failure is mitigated.

8 RECOMMENDATIONS

- A) **THAT** Council retrospectively approves the unbudgeted expenditure of \$90,000 for the replacement pump for Sewell Street stormwater pump station.

Vivek Goel

Group Manager: District Assets

Report



DATE: 31 March 2016

TO: Mayor and Councillors

FROM: Chief Executive

Hokitika Swimming Pool Boiler Replacement

1 SUMMARY

- 1.1 The purpose of this report is to recommend that Council replace the boiler at the Hokitika Swimming Pool.
- 1.2 This issue arises following ongoing concerns regarding the deteriorating condition of the current coal fired boiler and the need for an agreed course of action prior to boiler replacement.
- 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 that Council replace the coal fired boiler with a diesel boiler immediately.

2 BACKGROUND

- 2.1 The existing coal-fired boiler, built in 1988, was purchased second-hand from Westland Hospital in 1997. Prior to its installation at the pool, the boiler had been abandoned for 3 years, it had not been stored well and was damaged due to water being left in the pipes. It was originally marketed with a 30-year life.
- 2.2 There are no early maintenance records, however since 2005 the boiler has had an annual winter strip down, grease and clean. During the past 10 years it has suffered 3 major breakdowns requiring repairs:
 - February 2006: crucible collapsed and was rebuilt.

- September 2009: internal water leak caused significant corrosion of internal piping which was fully replaced.
 - August 2015: internal water leak caused significant corrosion of internal piping (different from 2009). Faulty piping was patched.
- 2.3 The boiler is rapidly aging, becoming increasingly vulnerable to major problems and is approaching the end of its marketed life.
- 2.4 In March 2014 ECO Systems undertook a heating review for Westland District Property Ltd (WDPL), who manages the pool on Council's behalf, to address the issues around the boiler. In their report they recommended that alternative heating options are investigated. See **Appendix 1**.

3 CURRENT SITUATION

- 3.1 The boiler steel structure is badly rusted, with metal flaking off internally and thinning underneath the stoker tube entry to the boiler. At the last maintenance shutdown, the service engineer advised that, in his opinion, the boiler would only last 1-2 more years.
- 3.2 In addition to the boiler issues, the coal handling system is poor. It is labour intensive with the hopper having to be loaded by hand, adding labour expense. Also, the hopper is uncovered so rain waterlogs the coal, corrodes the coal feed auger steelwork and reduces the heat value of the coal.
- 3.3 Council has signalled in its Long Term Plan 2015-25 that the Hokitika Swimming Pool in its entirety is an asset that is ageing. In partnership with Westland High School an application has been sent to the Lottery Grants Board for funding that includes a condition assessment and feasibility study around the future of the pool. While it might be tempting to defer any replacement of the boiler, any future planning for the pool could take years to come to fruition.
- 3.4 The risk in not replacing the boiler now and instead running it to failure is that the lead in time for a new heating system is estimated to be 8 – 10 weeks with one week allowance for installation. Council would still be in a position of having to meet the cost of replacement but would also have to deal with reputational risk and negative publicity around the closure of a significant and well used community asset as well.
- 3.5 Since WDPL took over in 2012 there has been a significant increase in pool usage. The 'learn to swim' classes are full and there are now 4 trained (or in

training) swim teachers. There is now a much wider demographic of users in particular within the elderly and special needs groups.

4 OPTIONS

- 4.1 Option 1: Do nothing, i.e. repair and maintain the boiler until it fails.
- Option 2: Replace boiler now, in the short term, with the coal boiler ex Beachfront Hotel, to allow time to evaluate other heating options.
- 4.2 Option 3: Replace boiler now with a new coal fired boiler.
- 4.3 Option 4: Replace boiler now with a new diesel boiler.
- 4.4 Option 5: Replace boiler now with a heat pump system.

5 SIGNIFICANCE AND ENGAGEMENT

- 5.1 The Swimming Pool is a Council Strategic Asset; however, the ultimate purchase of a new boiler is deemed of low significance as it will only replace a piece of existing equipment. However, this replacement has not been budgeted for in the Long Term Plan, thus this decision is before Council.
- 5.2 Engagement between the affected parties - Council, Council management and WDPL - has taken place on several occasions and wider public consultation is not considered necessary at this stage.

6 ASSESSMENT OF OPTIONS (INCLUDING FINANCIAL IMPLICATIONS)

- 6.1 **Option 1:** Do nothing, i.e. repair and maintain the boiler until it fails.

The boiler is unlikely to last more than 1-2 years. In the past two years repairs and maintenance have cost over \$16,000; indeed, repairs are being re-repaired.

Annual operating cost (coal)	\$20,000
Annual labour cost (loading coal, ash removal)	<u>\$48,000</u>
Total annual operating cost	\$68,000
This does not include any estimate for repairs & maintenance	

This option only delays the inevitable. When the boiler fails, the pool will close for several months and cause a severe disruption to Council's level of service to the community.

6.3 Option 2: Replace the pool boiler now with the old coal fired boiler from the Beachfront Hotel.

This is a short term option to allow time to strategically evaluate long term options. This boiler is already 28 years old and has not been used for 8 years. Its condition cannot be confirmed until it has been inspected and to do so the boiler must first be removed from the Beachfront Hotel and made operable at the pool. There is a reasonable risk it may not be suitable.

This option includes the cost of a new automated bunker to get coal into the furnace, to save labour costs of manually shovelling coal.

Total Capital cost (purchase, installation & bunker)	\$63,800
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Annual operating cost (coal)	\$20,000
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Annual labour cost (ash removal, cleaning)	<u>\$19,000</u>
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Total annual operating cost	\$39,000
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See appendix 2 for details.

6.2 Option 3: Replace the pool boiler now with a new coal fired boiler.

An estimate has been obtained from Anchor Engineering Ltd, Nelson for a 200KW coal fired boiler. This option includes the cost of a new automated bunker to get coal into the furnace, to save labour costs of manually shovelling coal.

Total Capital cost (purchase, installation & bunker)	\$186,800
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Annual operating cost (coal)	\$20,000
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Annual labour cost (ash removal, cleaning)	<u>\$19,000</u>
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Total annual operating cost	\$39,000
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See **Appendix 3** for details.

6.4 Option 4: Replace the boiler now with an automatic diesel fired boiler.

An estimate has been obtained from Anchor Engineering Ltd, Nelson for a YGNIS AY 200 automatic diesel fired boiler:

Total Capital cost (estimate)	\$58,450
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Annual operating cost (diesel)	\$30,000
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Annual labour cost	(minimal)
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See **Appendix 4** for details.

6.5 **Option 5:** Replace the boiler now with an air to water pool heat pump.

An estimate has been obtained through Ian Coombes Ltd, on behalf of Hot Water Heat Pumps Ltd, Auckland.

Total Capital cost (estimate)	\$200,000+
Extensive upgrade of the electrical system*	\$65,650
Annual operating cost (electricity)	\$40,000
Annual labour cost	(minimal)

*The electricity upgrade does not include external trenches for mains cable, remove and replace footpath, and power upgrade to outside toby from transformer. This could exceed an additional \$50,000. Estimate obtained from Chris Howard Electrician, Hokitika.

A 40% funding contribution from EECA is available, subject to confirmation. Even with funding, the capital cost of a heat pump system is double that of diesel and annual operating cost 30% more. See **Appendix 5** for details.

7 **PREFERRED OPTION AND REASONS**

7.1 At this stage WDPL has obtained reasonable estimates for capital costs for each option; for final decision-making they will obtain three written quotes for the preferred option.

7.2	Option	Capital Cost	Annual Operating Cost
	1. Status quo		\$68,000
	2. Beachfront boiler	\$63,800	\$39,000
	3. New coal fired boiler	\$196,800	\$39,000
	4. New diesel boiler	\$58,450	\$30,000
	5. New Heat Pump	\$300,000+	\$40,000

7.3 Based on estimates, the recommended option is to purchase and install a new diesel boiler towards the end of June 2016 when the pool closes for winter cleaning and maintenance. This option has the lowest capital cost of the 5 options in 7.2 and the lower operating costs.

7.4 The reasons for this are that the boiler is nearing the end of its useful life. When it fails completely Council will need to make a decision anyway on its replacement. Making that decision now will avoid any further costly repairs

and also mitigate the risk that the boiler fails and the pool has to close, with the associated negative publicity that would generate.

8 RECOMMENDATIONS

A. THAT Council approves the replacement of the coal fired boiler with a diesel boiler at the Hokitika Swimming Pool.

B. THAT this be purchased immediately and be funded from debt.

Tanya Winter
Chief Executive

Appendix 1: ECO Systems Report: Hokitika Pool, Preliminary Heating Investigation (March 2014)
Appendices 2-5: Detail of the various heating options

Appendix 1.

ECO Systems Report: Hokitika Pool, Preliminary Heating Investigation (March 2014)

Executive Summary

This preliminary heating investigation is intended to address the issues around the existing coal boiler and other technical or energy related issues. There has been a brief site inspection and preliminary calculation of heating loads and energy options.

The boiler needs replacing as soon as possible to opportunistically avoid the cost of another major boiler repair. Even if repaired, this coal boiler will still fail again from corrosion due to the heating water piping system and wetness of the coal. The boiler pipework and pool water temperature control must be upgraded as part of any new heating plant to prevent a reoccurrence of the current issues.

The Greymouth Aquatic Centre boiler is not suitable as a straight replacement of the existing boiler; it is too large for the pool heating load and can't be adapted to the existing system.

Any short term heating replacement should be evaluated with consideration of the remaining economic life of this pool facility. Hokitika Pool is deficient in some operational features and recreational opportunities.

It is necessary to inspect the building, pool structure and filtration plant to cost any repairs or upgrades for compliance. As part of this process, an evaluation can be undertaken of the cost to make the building and pool last for the medium to long term. NZS4441:2008 should be used as a guide to the provision of facilities and compliance.

This pool is low on patronage and is well below the comfort level of other municipal pools. This low level approach is reflected in the energy use indices where the pool uses a quarter of the energy of a typical pool. Comfort improvements will increase the operating costs but should also increase patronage.

In the long term, the existing site is very limited. We recommend you enquire if Westland Milk Products have waste heat from their refrigeration plant that could be used to heat a new pool facility. Should that not be possible, consider sharing a boiler with the Westland District Library building. Such a boiler could be contained in a new building that includes a Community meeting room for the swimming club and other community groups.

We recommend the evaluation of pool hall ventilation and space heating as a separate project. Some provision should be allowed in the boiler size for space heating. Heat recovery could be incorporated into the ventilation option very easily. A detailed energy analysis would size the ventilation plant and verify the acceptable payback from heat recovery to qualify this for EECA Grant support. Most of any ventilation plant should be transferable to another facility.

The pool covers need to be replaced as soon as possible. There is a medium term energy cost payback but the unseen benefit is a reduction in condensation induced corrosion.

There are several viable options for new heating plant including air-cooled heat pumps and boilers fired by coal and wood chip. A detailed analysis is required to select the appropriate unit to match the heating and ventilation load profile of the facility through all seasons.

Coal is the cheapest energy source available but there is no cost payback on energy alone. Maintenance and boiler attendance costs are the most expensive for coal boilers. It is therefore necessary to consider the life cycle costs of plant options including the first cost, labour, maintenance and energy.

As a short term option (1-2 years only) in case of premature boiler failure; a diesel boiler provides the lowest first cost replacement heating option with substantially higher life cycle costs.

Depending on the street electrical capacity, an air cooled heat pump could provide low life cycle costs similar to coal boilers. It is easy to use multiple heat pumps to match the eventual load whereas it is less economic to do this with boilers. Large commercial heat pumps can be relocated to another site should that opportunity arise.

There could be an opportunity to share the supply of good quality wood chips with Westland High School. They have good experience of the local suppliers.

Obviously there are a number of issues to be considered, all of which could be deemed relatively urgent due to the ongoing impact on the building and the pool. When funding is limited, it is important to correctly prioritise the issues of most importance and understand the costs and benefits of proposed solutions.

To achieve this, ECO Systems recommends a detailed analysis of the solutions for the heating, ventilation and pool cover issues is undertaken. This would include:

- Pool cover insulation – pricing, energy saving calculation, payback and identification of potential for EECA funding assistance of replacement pool covers
- Pool water boiler replacements – investigate the feasibility of the preferred heat pump replacement option for the heating of the pool water. This would include a feasibility analysis, life cycle cost analysis, pricing, energy calculations and assessment of potential for EECA funding assistance
- Pool hall ventilation and space heating – investigate the ability for a heat pump solution to provide pool hall ventilation and space heating. This would address comfort issues and the ongoing building corrosion

We believe it is essential that any proposed solutions are properly investigated before investment decisions are made. ECO Systems would be happy to undertake this analysis which can be capped at a cost of \$9,750 + GST.

Appendix 2.

Costs Option 2. Replace the current coal fired boiler with the boiler from Beachfront Hotel.

Plans/consents/consultants	\$3,500
Coal Bunker	
Concrete 16m ³	\$6,000
Steelwork	\$6,800
Walls & roof 120m ²	\$6,000
Timber 100 linear metres	\$2,300
Plant	\$15,000
Hokitika Pool Boiler	
Take out old boiler	\$1,200
Put in replacement boiler	\$1,200
Contingencies	\$5,000
Beachfront Hotel	
Remove boiler	\$1,600
Fix hole in wall	\$1,200
Hiab hire	\$1,000
Extra labour & check new boiler	\$8,000
Boiler purchase price	\$5,000
CAPITAL COST ESTIMATE (incl. GST)	\$63,800

(Estimates supplied by Les Singer)

In addition to the capital cost, coal related annual operating expenses are:

Annual coal purchases	\$20,000
Annual boiler labour costs (with automatic system)	\$14,000
Ash removal	<u>\$5,000</u>

ANNUAL OPERATING COST ESTIMATE \$39,000

Appendix 3.

Costs Option 3. Replace the current boiler with a new coal fired boiler.

200KW automatic feed coal fired boiler	\$135,000
Install labour & materials	\$16,000
Coal Bunker	
Concrete 16m ³	\$6,000
Steelwork	\$6,800
Walls & roof 120m ²	\$6,000
Timber 100 linear metres	\$2,300
Plant	\$15,000
subtotal	\$187,100
Other Costs	
Plans/consents/consultants	\$3,500
Contingency	\$5,000
Remove old boiler	\$1,200
subtotal	\$9,700
CAPITAL COST ESTIMATE (incl. GST)	\$196,800

(Estimate supplied by Anchor Engineering Ltd, Nelson)

In addition to the capital cost, coal related annual operating expenses are:

Annual coal purchases	\$20,000
Annual boiler labour costs (with automatic system)	\$14,000
Ash removal	<u>\$5,000</u>

ANNUAL OPERATING COST ESTIMATE \$39,000

Appendix 4.

Costs Option 4. Replace the current boiler with a diesel boiler.

YGNIS AY 200 automatic diesel fired boiler	\$20,800
Automatic 3-way valve for pool temp control	\$3,100
3000LTR double skin fuel tank	\$13,600
200mm diam. stainless steel insulated flue	\$4,400
Fuel fire cut off valve	\$250
Install labour & materials	\$6,000
Freight	\$600
subtotal	\$48,750
Other Costs	
Plans/consents/consultants	\$3,500
Contingency	\$5,000
Remove old boiler	\$1,200
subtotal	\$9,700
CAPITAL COST ESTIMATE (excl. GST)	\$58,450

(Estimate supplied by Anchor Engineering Ltd, Nelson)

In addition to the capital cost, diesel related annual operating expenses are:

Annual diesel purchases \$28,000

Annual boiler labour costs nominal

ANNUAL OPERATING COST ESTIMATE \$28,000

Appendix 5.

Costs Option 5. Replace the current boiler with a heat pump system.

Supply of 7GP350-3WT heat pump	\$155,335.00
Plumbing and connection to existing system	Not provided for
Connection to existing power supply	Not provided for
subtotal	\$155,335.00
Other Costs	
Plans/consents/consultants	\$3,500
Contingency	\$5,000
Remove old boiler	\$1,200
New concrete slab for heat pump	Not provided for
Security fencing	Not provided for
Upgrade of power supply to pool building*	Not provided for
CAPITAL COST ESTIMATE (excl. GST)	\$200,000+??

(Estimate supplied by Hot Water Heat Pumps Ltd, per Ian Coombes Ltd)

*Chris Howard Electrical estimates:

New main switchboard	\$15,000
New sub switchboard	\$8,000
New mains cable	\$3,700
New sub mains cable	\$7,750
Sundries	\$1,200
labour	\$30,000
subtotal	\$65,650
Other Costs	
Plans/consents/consultants	\$3,500
Contingency	\$5,000
Digging of trench for mains cable	Not provided for
Removal & replacement of footpath	Not provided for
Power upgrade outside toby to transformer	Not provided for
CAPITAL COST ESTIMATE (excl. GST)	\$100,000+??

In addition to the capital cost, heat pump related annual operating expenses are:

Annual electricity charge	\$42,000
Labour charge	<u>nominal</u>

ANNUAL OPERATING COST ESTIMATE **\$42,000**

Report



DATE: 31 March 2016

TO: Mayor and Councillors

FROM: Group Manager: Planning, Community and Environment

PROPOSED AMENDMENT TO POLICY ON DOGS

1 SUMMARY

- 1.1 The purpose of this report is to seek Council approval of a 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.
- 1.2 This issue arises primarily from the need to amend the current Policy on Dogs in order to implement two new registration classes (working dogs and selected dog owners). It has also provided an opportunity to generally update the Policy to clarify it and bring it in line with current Council practice. A Policy on Dogs is required by Section 10 of the Dog Control Act 1996.
- 1.3 Council seeks to meet its obligations under the Local Government Act 2002 and the achievement of the District Vision adopted by Council as part of the Long Term Plan 2015-25. These are stated on Page 2 of this agenda.
- 1.4 This report concludes by recommending that Council approves 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.

2 BACKGROUND

- 2.1 A Policy on Dogs is required by Section 10 of the Dog Control Act 1996. The Council's current Policy was last reviewed in 2010.
- 2.2 During the preparation of the Long Term Plan last year, some members of the public questioned the rationale for the level of Council's dog registration fees. Part of the response was a statement on the Council website that, as part of the

preparation for the 2016/17 Draft Annual Plan, Council staff would investigate potential amendments to the Dog Policy to allow for lower fee classes such as those for selected / responsible dog owners.

3 CURRENT SITUATION

- 3.1 As explained in the attached Statement of Proposal, there are currently only two classes of dog / dog ownership in Westland. The proposal is to pro-actively promote the responsible ownership of dogs and recognise the minimal negative impact of working dogs through new fee categories for Selected Dog Owners and working dogs, both of which would be lower than the standard Urban and Rural dog registration fees.
- 3.2 Selected Dog Owners would qualify by meeting criteria outlined in the Statement of Proposal, relating to on-time registration, neutered and microchipped dogs, fenced properties, and absence of justified complaints, impounding or infringement notices.
- 3.3 Working dogs would be defined as those kept solely or principally for the purpose of herding or driving stock.
- 3.4 Fees would be set or confirmed every year, but the intent is that the working dog and Selected Dog Owner fees would remain lower than the standard fees. For example, for 2016/17 the following fees are proposed:

Urban dog (Hokitika and Kaniere)	\$74.00
Rural dog	\$58.50
Working dog	\$30 for the first dog and \$20 every subsequent dog
Selected Dog Owner	\$45

- 3.5 There are also some outdated references to Council dog control practice (including references to contract arrangements) that have been updated in the revised Policy on Dogs. The opportunity has been taken to generally clarify the Policy and update it so that it is consistent with current Council practice.

4 OPTIONS

- 4.1 **Option One: Adopt the changes as proposed in this document with new classes of working dog and selected dog owner.** Council would adopt four different classes of dog ownership being urban, rural, working dog and Selected Dog Owner. This would mean providing financial incentives by way of lower fees for dog owners who met the criteria for Selected Dog Ownership or owned working dogs (dogs used solely or principally for the herding or driving of stock).
- 4.2 **Option Two: Keep the status quo with urban and rural dog fees.** Council would retain the current two classes of dog ownership being rural and urban.
- 4.3 **Option Three: Adopt the changes as proposed in the document with amendments.** Council would still adopt four different classes of dog ownership being rural, urban working dog and Selected Dog Owner, but Council may wish to alter, remove or indeed add new criteria to the proposed list of criteria.

5 SIGNIFICANCE AND ENGAGEMENT

- 5.1 This decision is of moderate significance as there are over 1000 dog owners in Westland District, and the proposal would give many of them the opportunity to lower their annual dog registration fees.
- 5.2 Consultation is required to be undertaken via the Special Consultative Procedure, and this will occur alongside the consultation on the Annual Plan 2016/17. This issue will be highlighted in the Annual Plan's Consultation Document.
- 5.3 The Dog Control Act also requires every dog owner to be notified of the review of the Policy on Dogs, so letters and/or e-mails will need to be sent to advise dog owners of the Statement of Proposal.
- 5.4 Favourable discussions have been held already with the Council's dog control contractor to ensure that the proposal is feasible from an implementation standpoint.

6 ASSESSMENT OF OPTIONS (INCLUDING FINANCIAL IMPLICATIONS)

- 6.2 **Option One** has numerous advantages. The new fee structure will reward those dog owners who look after and control their dogs. In this way Council will demonstrate a commitment to act in a pro-active manner in terms of dog control and to be supportive of good dog ownership. The vast majority of Council across New Zealand have adopted some form of scheme that recognises and incentivises good dog ownership.
- 6.3 Financially, this is the ideal time to make this change. The Council currently has reserves in the dog account which means that any shortfall in income can be subsidised from the reserves for at least the next year. In addition, it is anticipated that the number of newly discovered dogs will rise sharply over the next year.
- 6.4 To explain the potential financial implications further: if the proposed changes were adopted there would be a theoretical shortfall in the budget for first year of the scheme of around \$18,000 if no additional dogs were registered, but it is estimated that the above deficit would be completely eradicated within the first year by finding an additional 200 dogs throughout the Westland region. From 1 January 2016 – 18 March 2016 alone, Council officers have located 54 dogs that were previously unknown to Council. The number of dogs currently unregistered in the Westland area is estimated to be quite significant.
- 6.5 Another advantage to this option is that outdated or unclear references to Council dog control practice from the 2010 Policy can be revised.
- 6.6 One temporary disadvantage is that the Council will have to alter its dog registration timetable for the first year to enable dog owners to apply for the new classes of dog ownership. This simply involves changing the late payment date in order for officers to complete a check on applications for the new classes of dog ownership.
- 6.7 **Option Two** is administratively simpler but could be seen as unfair and not best practice. Under this regime all dog owners are treated in a similar manner. Good dog owners who always control their dog appropriately and register their dog on time are treated, in terms of dog registration, in exactly the same way as a bad dog owner who doesn't register their dog on time and lets their dog roam causing a nuisance or danger to neighbours.
- 6.8 Keeping the current classes of dog ownership and fee structure will result in a break-even dog budget next year and then surpluses in the dog account particularly as more and more currently unknown dogs are discovered and

registered. Surpluses are not ideal, as all registration revenue can only be used for dog control purposes.

- 6.9 A disadvantage to this option is that outdated references to Council's dog control practice from the 2010 version of the Policy would remain.
- 6.10 **Option Three** allows the Council to amend the attached Policy in any number of ways. This could include the Selected Dog Owner criteria. Council may decide that some of these criteria are unfair and need to be amended or removed or might like to add additional criteria to the list.
- 6.11 The advantage to Option Three is that it would reflect any amendments sought by the Council at this time. The main disadvantage is that the criteria proposed already are considered an appropriate basis for public consultation. They focus on issues that would assist with either the control of the dog, such as the provision of a fenced section on the dog owners property and requiring the dog to be neutered, or would demonstrate a good history of behaviour for the dog owner, such as not receiving infringement notices for two years or not having their dog impounded for two years etc.
- 6.12 In terms of financial considerations there are no differences between Option Three and Option One.

7 PREFERRED OPTION AND REASONS

- 7.1 The preferred option is Option One: to adopt the changes in the attached Statement of Proposal and Amended Policy on Dogs, including new classes of working dog and Selected Dog Owner.
- 7.2 This option is preferred because it will provide a best practice fee structure that incentivises dog registration and responsible dog ownership and recognises the value and minimal negative impact of working dogs. It lowers the relevant fees for working dogs and selected dog owners without increasing fees for other dogs or dog owners, while maintaining revenue through increased registrations. It also provides for updated and clarified references to Council's current dog control practice.

8 RECOMMENDATION(S)

- A) **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.

Jim Ebenhoh

Group Manager: Planning, Community and Environment

Appendix 1: Summary Statement of Proposal

Appendix 2: Statement of Proposal

Appendix 3: Proposed Amended Policy on Dogs

Appendix 4: Proposed Amended Policy on Dogs (showing tracked changes against current Policy)

DOG POLICY REVIEW

INCLUDING CHANGES TO THE CLASSES OF DOG OWNERSHIP

SUMMARY STATEMENT OF PROPOSAL

MARCH 2016

This proposal is open for submission

4 April 2016 - 5 May 2016

The full statement of Proposal can be found at

www.westlanddc.govt.nz

Why the need to change the classes of dog ownership?

Currently Council has two classes of dog owner, urban and rural, paying different fees for dog registration.

The proposed change will add two new classes of dog ownership, being Selected Dog Owner and working dogs.

Currently all dog owners are treated in a similar manner. Good dog owners who always control their dog and register their dog on time are treated, in terms of dog registration fees, in exactly the same way as a bad dog owner who doesn't register their dog on time and lets their dog roam causing a nuisance or danger to neighbours.

This seems inherently unfair.

Council has a commitment to pro-actively promoting the responsible ownership of dogs.

Council intends to reward those dog owners who meet the criteria for Selected Dog Ownership with reduced dog registration fees provided the dog owner meets certain criteria.

Similarly the dog registration fees for working dogs (namely those dogs kept primarily or solely for the herding or driving of stock) will be offered reduced dog registration rates. The vast majority of working dogs have value to their owner, are well cared for, kept under good control and have little impact on our service.

Why is the Policy on Dogs being reviewed?

The current Policy on Dogs does not reflect the proposed categories above so needs to be revised if the new fee structure is to proceed. Council also proposes to revise other aspects of the Policy to clarify it, update it and bring it in line with current Council practice.

We look forward to hearing from you

If you wish to speak to someone about these changes please contact Wayne Knightbridge, Environmental Health/Regulatory Officer, at 03 756 9037 or 0800 474 834.

You can pick up a full Statement of Proposal at the Council office at 36 Weld Street, Hokitika.

Please refer to the Council's website for information including an on-line submission form at **www.westlanddc.govt.nz**

Proposal to review the Dog Policy

1. Introduction

Under section 10 of the Dog Control Act 1996 every Council must adopt, in accordance with the special consultative procedure set out in section 83 of the Local Government Act 2002, a policy in respect of dogs in the district of the territorial authority.

Section 83(1)(e) of the Local Government Act 2002 requires Council to give notice of the draft policy to every person who is, according to the dog register, the owner of a dog.

2. Proposal

Council proposes to specify two new classes of dog or dog ownership these being Working dogs and Selected Dog Owner. Council will also set new fees for these classes of dog. The Council also proposes to revise other aspects of the Policy to clarify it, update it and bring it in line with current Council practice.

The dog control fees payable to a territorial authority shall be reasonable fees prescribed by resolution of that Council for the registration and control of dogs.

3 Changes to the classes of dog/dog ownership

The current policy was last reviewed in 2010. That policy had two classes of dog ownership, rural dog owners and urban dog owners.

While our current policy was for the most part adequate it needed to be changed to include these new classes of dog ownership.

The current proposal is to add two new classes of dog ownership being working dogs and Selected Dog Owner.

4 Proposed fees

Council proposes the following fees for the 2016/2017 dog reregistration year.

Urban dog	\$74.00
Rural dog	\$58.50
Working dog	\$30 for the first dog and \$20 every subsequent dog
Selected Dog Owner	\$45

5. Reasons for the proposed changes to the dog fees

Council has a commitment to pro-actively promoting the responsible ownership of dogs.

Council intends to reward those dog owners who meet the criteria for Selected Dog Ownership by establishing a separate category of dog fee which offers a financial incentive to responsible dog owners.

In a similar manner the owners of working dogs, namely those dogs kept solely or principally for the purpose of herding or driving stock, will be offered reduced rates for dog registration. The vast majority of working dogs are of some considerable value to their owner and are very well cared for and controlled on their property. They have very little impact on our dog control service.

6. The criteria for Selected Dog Ownership

The suggested criteria to qualify for selected Dog ownership includes:

- (a) The dog was registered by 31 July in the year when the application for Selected Dog Owner status was made and was also registered by 31 July in the previous dog registration year
- (b) The dog must be neutered

- (c) The property where the dog resides is either fully fenced or has a fenced portion of the property within which the dog can be secured.
- (d) No justified complaints registered against the dog in the last two years.
- (e) The dog is microchipped
- (f) The dog has not been impounded in the last two years
- (g) The dog owner has not received an infringement notice in the last two years

Dog owners meeting these criteria have demonstrated that they comply with the requirements of the Dog Control Act 1996 and they have very little impact on the dog control service.

It is important that the criteria are not set too easy so that the vast majority of dog owners comply and the status loses its value but at the same time the criteria should be attainable for good dog owners and sit comfortably with Councils position on responsible dog ownership.

If a dog owner were to lose their Selected Dog Owner status they would be ineligible to apply for the status for 2 years.

7. Implementation issues

The new dog registration fee structure will be approved as part of the annual plan process for fee setting which means that the fees will not be approved until late June 2016. Traditionally the new fees are advertised in early July with dog owners being able to register at the standard rate until 31 July 2016. From 1 August late payment fees are applicable.

If people decide to register as a selected dog owner they will need to undergo administrative checks and a property visit if necessary. This will take time.

For that reason it is proposed that applications for Selected Dog Ownership be accepted until 31 July 2016. Application will be vetted for the criteria that can be checked by administration staff and those that require property visits will be inspected until 31 August. Payment of the

Selected Dog Owner fee would then be received until 30 September 2016. Payment received from 1 October would result in the applicant losing their status and be reclassified as rural or urban dogs.

All other dog owners applying for urban, rural or working dog classes would still have a payment due date of 31 July.

It is envisaged that the normal arrangement in terms of payment of dog registration fees by 31 July and late payments starting on 1 August would recommence for the 2017/2018 dog registration year.

8. Options

Adopt the changes as proposed in this document with new classes of working dog and Selected Dog Owner

Council would adopt four different classes of dog ownership being urban, rural, working dog and Selected Dog Owner. This would mean providing financial incentives by way of lower fees for dog owners who met the criteria for Selected Dog Ownership or owned working dogs (dogs used solely or principally for the herding or driving of stock).

The new fee structure will reward those dog owners who look after and control their dogs. In this way Council demonstrates a commitment to act in a pro-active manner in terms of dog control and is supportive of good dog ownership. The vast majority of Council across New Zealand have adopted some form of scheme that recognises and incentivises good dog ownership.

Financially, this is the ideal time to make this change. The Council currently has reserves in the dog account which means that any shortfall in income can be subsidised from the reserves for at least the next year. In addition, it is anticipated that the number of newly discovered dogs will rise sharply over the next year. The number of dogs currently unregistered in the Westland area is estimated to be quite significant.

To explain the potential financial implications further: if the proposed changes were adopted there would be a theoretical shortfall in the budget for first year of the scheme of around \$18,000 if no additional dogs were registered, but it is estimated that the above deficit would be

completely eradicated within the first year by finding an additional 200 dogs throughout the Westland region. From 1 January 2016 – 18 March 2016 alone, Council officers have located 54 dogs that were previously unknown to Council. Extrapolating the above figures out over a year would result in over 200 new dogs being located in Westland during the next year.

Council will have to alter the dog registration timetable to enable dog owners to apply for the new classes of dog ownership this year. This simply involved changing the late payment date for those applying for Selected Dog Ownership in order for officers to complete checks on applications for the new classes of dog ownership.

Keep the status quo with urban and rural dog fees

Council would retain the current two classes of dog ownership being rural and urban.

Under this regime all dog owners are treated in a similar manner. Good dog owners who always control their dog appropriately and register their dog on time are treated, in terms of dog registration, in exactly the same way as a bad dog owner who doesn't register their dog on time and lets their dog roam causing a nuisance or danger to neighbours. This seems inherently unfair.

Keeping the current classes of dog ownership and fee structure will result in a break even dog budget next year and then surpluses in the dog account particularly as more and more currently unknown dogs are discovered and registered.

Adopt the changes as proposed in the document with amendments

Council would adopt four different classes of dog ownership being rural, urban, working dog and Selected Dog Owner. This would mean lower fees for owners of working dogs or selected dog owners who met a changed criteria for obtaining that status.

The main area of debate may well centre on the Selected Dog Owner criteria. Council may decide that some of these criteria are unfair and

need to be amended or removed or might like to add additional criteria to the list.

The criteria that have been proposed have focussed on issues that would assist with either the control of the dog such as the provision of a fenced section on the dog owners property and requiring the dog to be neutered or would demonstrate a good history of behaviour for the dog owner such as not receiving infringement notices for two years or not having their dog impounded for two years etc.

In terms of financial consideration there are no differences between this option and the option to adopt the changes as proposed.

9. Making a submission

Those that wish to discuss the proposed changes in the dog policy and the new classes of dog ownership are invited to contact Wayne Knightbridge, Environmental Health/Regulatory Officer phone 03 756 9037.

Formal submissions to the changes to the dog policy and proposed new classes of dog ownership must be in writing and will be taken between 4 April 2016 and 5 May 2016. Submitters must advise Council if they wish to be heard by the Council in support of their submission. If a hearing is necessary it will be held on 25 May 2016.

Please submit your feedback to Council by:

- (1) Delivery to the Customer Service Centre, 36 Weld Street, Hokitika
- (2) Post to Group Manager Planning, Community and Environment, Private Bag 704, Hokitika
- (3) Email to consult@westlanddc.govt.nz

You can also complete submissions on-line at www.westlanddc.govt.nz

POLICY ON DOGS

Prepared pursuant to section 10 of the Dog Control Act 1996.

Introduction

The Dog Control Act 1996 places obligations on dog owners to register their dogs, ensure that dogs are kept under control and ensure that they do not cause nuisance to any person, do not cause damage to property or injure, endanger or cause distress to any person, stock, poultry, domestic animal or protected wildlife.

Council has powers under the Act to assist dog owners meet these obligations and to address situations where those obligations are not being met.

The Dog Control Act 1996 requires Council to adopt a policy on dogs within its district, and review this policy regularly, so that these powers are used effectively and form part of Council's approach to the management of dogs.

Council must also be mindful of the need to minimise adverse impacts of dogs on the community. In adopting this policy Council must have regard to:

The need to minimise danger, distress and nuisance to the community generally; and

The need to avoid the inherent danger in allowing dogs to have uncontrolled access to public places that are frequented by children, whether or not the children are accompanied by adults; and

The importance of enabling to the extent that is practicable, the public (including families) to use streets and public amenities without fear of attack or intimidation by dogs; and

The exercise and recreational needs of dogs and their owners.

1. Council's approach

Council's objective is to keep dogs as a positive part of people's lives in Westland by adopting measures that minimise the problems caused by dogs

while at the same time maintaining dog owner's rights to enjoy recreational opportunities with their dogs.

In undertaking dog registration and dog control functions, Council has historically sought to meet the minimum requirements prescribed in the Dog Control Act 1996. However, our current agreement requires our dog control contractor to conduct proactive patrols and visits to properties. Monitoring will be carried out as a direct result of complaints received and to ensure that appropriate remedial action has been taken.

Dog Welfare is not a priority for Council as the Dog Control Act 1996 does not require the Council to undertake programmes or provide services that promote or protect the welfare of dogs. That is the domain of the welfare branch of the SPCA who are warranted to provide such services under the Animal Welfare Act 1999. Council has limited powers in the welfare area under the Dog Control Act 1996.

2. Appointment of specialist staff

Under section 11 of the Dog Control Act 1996 Council is required to either appoint one or more dog control officer or enter into an agreement with an agent for the provision of dog control services in its area.

3. Safer Communities

Council recognises dog owners as users of public places and seeks to integrate (not separate) dogs and their owners with other users of public places.

Council will ensure that obligations imposed on dog owners in terms of the care and control of their dogs under the Dog Control Act 1996 and the Westland Dog Bylaw are maintained and enforced if necessary.

Council's primary and preferred method is through encouragement and education of the dog owner where possible in order to ensure public safety and comfort.

Council seeks to change the attitudes and behaviours of irresponsible dog owners and where appropriate penalise irresponsible dog ownership. Other enforcement options such as infringement notices, menacing / dangerous dog classifications, probationary dog ownership, disqualification as a dog owner

and prosecution are available if required. Infringement notices are generally issued for failure to register a dog or for a dog wandering at large in a public place not under adequate control.

Incidents involving dog attacks on people or animals will result in decisive action being taken to address the issue and to prevent further incidents.

Council supports a graduated enforcement system starting from a warning for a first minor offence through to a potential prosecution in the District Court for a serious offence.

Council acknowledges that dog control is important across the whole district but public expectation is such that the majority of dog control work is associated with Hokitika, Kaniere, Kumara and Ross and to a more limited extent Franz Josef, Fox Glacier and Haast.

4. Dog Control in Public Places

Council recognises that dogs should not be allowed in any public place unless the dog is controlled on a leash or is accompanied and under the direct control of a person by means of voice command or other effective means. Under the Dog Control Act 1996 the person in charge of a dog in a public place is required to carry a leash.

There are particular requirements relating to the control or prohibition of dogs within conservation land or national parks. Details of such land areas are available from the Department of Conservation.

Council will prohibit dogs on any mown playing surfaces of sports fields.

Council will require all dogs to be controlled on a leash within the Hokitika central business district.

On the dog owner's property, dogs must either be under the direct control of a responsible person or confined in such a manner that they cannot freely leave the property.

5. Impounding

Any dog found wandering at large will be impounded in the Council pound.

Pound fees will be set to cover operational costs including sustenance, and, as permitted under the Dog Control Act 1996, will be structured to discourage repeat offences.

When dogs are not claimed within the statutory time frame, ownership of the dog will be transferred to the welfare branch of the SPCA who will endeavour to rehome any suitable dog.

All impounded dogs must be registered prior to release of the dog to the owner.

Any dog declared menacing and subsequently impounded will only be released to its owner when all the criteria for menacing dog classification have been met.

6. Dog ownership and classifications

The Council will ensure that the provisions of the Dog Control Act 1996 are met in terms of probationary dog ownership, disqualified dog owners, menacing dog classifications and dangerous dog classification.

The Council must classify as menacing, any dog that Council has reasonable grounds to believe belongs to a breed or type listed in Schedule 4 of the Act.

Council will have a policy of requiring all dogs declared menacing to be neutered.

Council will monitor menacing and dangerous dogs and their owners to ensure that the owners continue to comply with the criteria for their dog's classification status.

A dog can be classified as dangerous after a moderate to serious incident of aggression where a prosecution in court is not warranted or where there has been an ongoing pattern of aggressive behaviour by the dog against people or animals.

7. Dog Registration

Council accepts that regular contact with dog owners is an important way of promoting the proper care and control of dogs. It also enables Council to assess existing standards and to check on dog registration.

Dog control officers will be required to both carry out patrols, and make visits to properties to ensure compliance with the Act. These visits will be dependent on the importance of other priorities and staff availability.

Where previously unknown dogs are detected Council will ensure that all steps are taken to ensure that the dog becomes registered.

Council will keep a register of dogs and attempt to identify the owner of every dog.

All dog registration data will be maintained on the national dog data base.

8. Classes of dog ownership

Council will proactively promote the responsible ownership of dogs, including the care and control of dogs around people and animals, property, protected wildlife and natural habitats.

In addition to the traditional urban and rural classes of dog Council will also reward those classes of dog that have little financial impact on our dog control service.

Council will reward those dog owners who meet the criteria for Selected Dog Ownership by establishing a separate category of fees which provides a financial incentive to those dog owners. The criteria will include:

- (a) Dog was currently registered by 31 July when application for Selected Dog Owner status was made and was also registered by 31 July for the previous year
- (b) Dog is de-sexed
- (c) No justified complaints registered against the dog in the last two years
- (d) Dog has not been impounded in the last two years
- (e) Dog is microchipped
- (f) Property where dog resides is fully fenced or has a fenced portion of the property within which the dog can be secured.
- (g) Dog owner has not received an infringement notice in the last two years

Working dogs, namely those dogs kept solely or principally for the herding or driving of stock, will also be incorporated in a new fee category. This class of dog has very little impact in terms of being the focus of our service. The vast majority of working dogs are of some considerable value to the farmer and they are well cared for and controlled on their property.

9. Funding

All dog control activities will be funded through dog registration fees, infringement fees, impounding fees and a contribution from the general rate which recognises there is a wider public good resulting from effective dog control. Infringement fees are set by regulation and dog registration fees and impounding fees are set through the public consultative process each year as part of the Annual Plan process.

10. Dog Bylaw

Under section 20 of the Dog Control Act 1996 Council will adopt a Dog Bylaw covering such things as the control of dogs generally, the requirements for dogs to be on leash in specific public areas, limiting the number of dogs that may be kept on land or premises etc.



POLICY ON DOGS

Appendix 4

[This is a 'tracked changes' version showing 2016 proposed changes underlined and proposed deletions in ~~striketrough~~. A 'clean' unchanged version of the current 2010 Policy is available from the Council or on the Council website: www.westlanddc.govt.nz/policies.]

Prepared pursuant to section 10 of the Dog Control Act 1996.

Introduction

The Dog Control Act 1996 places obligations on dog owners to register their dogs, ensure that dogs are kept under control and ensure that they do not cause nuisance to any person, do not cause damage to property or injure, endanger or cause distress to any person, stock, poultry, domestic animal or protected wildlife.

Council has powers under the Act to assist dog owners meet these obligations and to address situations where those obligations are not being met.

The Dog Control Act 1996 requires Council to adopt a policy on dogs within its district, and review this policy regularly, so that these powers are used effectively and form part of Council's approach to the management of dogs.

Council must also be mindful of the need to minimise adverse impacts of dogs on the community. In adopting this policy Council must have regard to:

The need to minimise danger, distress and nuisance to the community generally; and

The need to avoid the inherent danger in allowing dogs to have uncontrolled access to public places that are frequented by children, whether or not the children are accompanied by adults; and

The importance of enabling to the extent that is practicable, the public (including families) to use streets and public amenities without fear of attack or intimidation by dogs; and

The exercise and recreational needs of dogs and their owners.

1. Council's approach:

Council's objective is to keep dogs as a positive part of people's lives in Westland by adopting measures that minimise the problems caused by dogs while at the same time maintaining dog owner's rights to enjoy recreational opportunities with their dogs.

In undertaking dog registration and dog control functions, Council has historically sought to meet the minimum ~~standards~~requirements prescribed ~~by~~in the Dog Control Act 1996. ~~Any emphasis has been on dealing with dogs that have caused a nuisance or danger. Surveillance has been~~ However, our current agreement requires our dog control contractor to conduct proactive patrols and visits to properties. Monitoring will be carried out ~~from time to time~~ as a direct result of complaints received and to ensure that appropriate remedial action has been taken. ~~Surveillance and inspection has generally been carried out as a result of complaints and enquiries.~~

Dog ~~welfare has~~Welfare is not ~~been~~ a priority for ~~the~~ Council as the Dog Control Act 1996 does not require the Council to undertake ~~programmes or provide services that promote~~ or protect the welfare of dogs. ~~This situation is changing as the Council sees an opportunity to enter in to a strategic alliance with~~ That is the domain of the welfare branch of the SPCA. ~~Preliminary discussions have been encouraging and Council provides some limited funding to the SPCA to assist in its animal welfare work. Council views a changed emphasis on animal welfare as appropriate because an overall improvement in animal welfare knowledge and practice could lead to an improvement in dog control. In addition, it is likely that an alliance between the Council and the SPCA could~~ who are warranted to provide ~~a shared expertise that is of public benefit.~~

2. APPOINTMENT OF SPECIALIST STAFF:

~~Council will either appoint a Dog Control Officer to the full-time staff or enter into a contract for service delivery from an individual or organisation for the~~

~~purposes of undertaking dog control, dog ranging duties and undertaking animal welfare functions.~~

such services under the Animal Welfare Act 1999. Council has limited powers in the welfare area under

~~3.~~ **DOG CONTROL GENERALLY:**

~~Council will enforce standards of dog care and control through the provisions of the Dog Control Act 1996 (the Act) and a Bylaw. Options for enforcement include infringement notices (instant fines) and summary proceedings (Court action).~~

2. Appointment of specialist staff

Under section 11 of the Dog Control Act 1996 Council is required to either appoint one or more dog control officer or enter into an agreement with an agent for the provision of dog control services in its area.

3.

Safer Communities

Council recognises dog owners as users of public places and seeks to integrate (not separate) dogs and their owners with other users of public places.

Council will ensure that obligations imposed on dog owners in terms of the care and control of their dogs under the Dog Control Act 1996 and the Westland Dog Bylaw are maintained and enforced if necessary.

Council's primary and preferred method is through encouragement and education of the dog owner where possible in order to ensure public safety and comfort.

Council seeks to change the attitudes and behaviours of irresponsible dog owners and where appropriate penalise irresponsible dog ownership. Other enforcement options such as infringement notices, menacing / dangerous dog classifications, probationary dog ownership, disqualification as a dog owner and prosecution are available if required. Infringement notices are generally issued for failure to register a dog or for a dog wandering at large in a public place not under adequate control.

Incidents involving dog attacks on people or animals will result in decisive action being taken to address the issue and to prevent further incidents.

Council supports a graduated enforcement system starting from a warning for a first minor offence through to a potential prosecution in the District Court for a serious offence.

Council acknowledges that dog control is important across the whole ~~of the District~~ district but public expectation is such that the majority of ~~the~~ dog control work is associated with Hokitika ~~and~~, Kaniere, Kumara and Ross and to a more limited extent, ~~Kumara~~ Franz Josef, Fox Glacier and ~~Ross~~ Haast.

~~Council also acknowledges that there is a public expectation that where dogs attack animals or people then early and decisive action will be taken. Sections 57-60 of the Act apply and there is sufficient discretion and adequate scope for action within the Act.~~

~~Council will ensure, as far as possible, that neglected or persistently barking dogs will be the subject of appropriate control intervention as variable circumstances warrant.~~

~~Owners must ensure that their dogs are under direct control of a person or are confined within premises in such a manner that they cannot freely leave the owners premises.~~

~~Owners are required to immediately remove their dog faeces from public places.~~

4. Dog Control in Public Places:

~~For the purposes of this part of this policy, dogs used for hunting or wilderness, avalanche or water search are "working dogs" pursuant to section 2 of the Act.~~

~~The Council will~~ recognises that dogs should not ~~allow~~ be allowed in any ~~dog in a~~ public place unless the dog is controlled on a leash or is accompanied and under ~~continuous~~ the direct control ~~to the satisfaction of a~~ person by means of

voice command or other effective means. Under the Dog Control Act 1996 the person in charge of a dog must use or in a public place is required to carry a leash ~~at all times while he or she is with the dog in a public place.~~

There are particular requirements relating to ~~controlled dog areas~~ the control or prohibition of dogs within conservation land ~~and/or~~ national parks. Details of such land areas are available from the Department of Conservation, ~~Private Bag 701 Hokitika 7842.~~

~~In addition:~~

~~Council~~ Council will prohibit dogs ~~from the~~ on any mown playing surfaces of ~~any public sports ground~~ fields.

Council will require all dogs to be controlled on a leash within the Hokitika central business ~~area, in the area zoned as Commercial Core in the District Plan and including all the land constituting fore dune between Camp Street and Stafford Street.~~ district.

~~5.~~ IMPOUNDING:

~~The Council will have any~~ On the dog owner's property, dogs must either be under the direct control of a responsible person or confined in such a manner that they cannot freely leave the property.

5. Impounding

Any dog found wandering at large will be impounded in ~~a suitably designed and maintained dog~~ the Council pound.

Pound fees will be set to cover ~~capture and pound~~ operational costs including sustenance, and as permitted under the Dog Control Act 1996, will be structured to discourage repeat offences.

~~Where impounded~~ When dogs are not claimed, within the assistance statutory time frame, ownership of the dog will be transferred to the welfare branch of the SPCA is sought for the rehoming of who will endeavour to rehome any suitable dogs. An annual financial contribution to The SPCA is made in recognition dog.

All impounded dogs must be registered prior to release of this work the dog to the owner.

~~Registered dogs~~ Any dog declared menacing and subsequently impounded more than once, after 1 July 2006, will only be micro-chipped before being released to its owner when all the criteria for menacing dog classification have been met.

~~6..~~ OWNERSHIP, DANGEROUS DOGS AND MENACING DOGS:

6. Dog ownership and classifications

The Council will ensure that the provisions of the Dog Control Act 1996 are met in ~~respect~~ terms of probationary dog ownership, disqualified dog owners, disqualification of owners, menacing dog classifications and dangerous dogs and menacing dogs.

~~7..~~ MENACING DOGS:

~~The Council may classify a dog as a menacing dog in accordance with the provisions of the Act. Written notice of the dog's classification must be given to the owner immediately. The dog owner has a right to object to the~~ dog classification.

~~If a dog is classified as a menacing dog the owner of the dog must not allow the dog to be at large or in any public place or in any private way except when confined within a vehicle or cage, or being muzzled. The Council may require that the dog be neutered. The owner of a menacing dog must advise any other person in possession of the dog of the requirement to muzzle and leash the dog in public.~~

The Council must classify as menacing, any dog that ~~the~~ Council has reasonable grounds to believe belongs to ~~thea~~ breed or type ~~of dog~~ listed in Schedule 4 of the Act.

~~8~~ DOGS ATTACKING PERSONS OR ANIMALS:

~~The Council recognises that dogs are territorial and that under the Act, dog owners must ensure their dog is kept under control at all times. From time to time dogs will exercise their territorial rights and in dealing with any complaints the Council will recognise the difference between an "attack" and a dog exercising its rights on private land.~~

~~_____~~ Council will have a policy of requiring all dogs declared menacing to be neutered.

Council will monitor menacing and dangerous dogs and their owners to ensure that the owners continue to comply with the criteria for their dog's classification status.

A dog can be classified as dangerous after a moderate to serious incident of aggression where a prosecution in court is not warranted or where there has been an ongoing pattern of aggressive behaviour by the dog against people or animals.

7. Dog Registration

~~9~~ DOG REGISTRATION SURVEILLANCE:

~~The~~ Council accepts that regular contact with dog owners is an important way of promoting the proper care and control of dogs. It also enables ~~the~~ Council to assess existing standards and to check ~~upon on~~ dog registration. ~~The frequency of visits shall be reviewed periodically in light of staff availability and priorities.~~

~~The Council shall~~ Dog control officers will be required to both carry out patrols, and make visits to properties to ensure compliance with the Act. These visits will be dependent on the importance of other priorities and staff availability.

Where previously unknown dogs are detected Council will ensure that information required for all steps are taken to ensure that the dog becomes registered.

Council will keep a register of dogs and attempt to identify the owner of every dog.

All dog registration data will be maintained on the national dog control information database is maintained and provided data base.

8. Classes of dog ownership

Council will proactively promote the responsible ownership of dogs, including the care and control of dogs around people and animals, property, protected wildlife and natural habitats.

In addition to the traditional urban and rural classes of dog Council will also reward those classes of dog that have little financial impact on our dog control service.

Council will reward those dog owners who meet the criteria for Selected Dog Ownership by establishing a separate category of fees which provides a financial incentive to those dog owners. The criteria will include:

(a) Dog was currently registered by 31 July when application for in accordance of the provisions of the Act.

Selected Dog Owner status was made and was also registered by 31 July

~~10.~~ for the previous year

(b) Dog is de-sexed

(c) No justified complaints registered against the dog in the last two years

(d) Dog has not been impounded in the last two years

(e) Dog is microchipped

(f) Property where dog resides is fully fenced or has a fenced portion of the property within which the dog can be secured.

(g) Dog owner has not received an infringement notice in the last two years
Working dogs, namely those dogs kept solely or principally for the herding or driving of stock, will also be incorporated in a new fee category. This class of dog has very little impact in terms of being the focus of our service. The vast majority of working dogs are of some considerable value to the farmer and they are well cared for and controlled on their property.

9. MICROCHIPPING:

~~Any dog that is registered for the first time on or after 1 July 2006 must be implanted with a microchip transponder. Any dog that is classified as dangerous or menacing on or after 1 December 2003 must be implanted with a microchip transponder. Any dog that has been impounded more than once, after 1 July 2006, must be implanted with a microchip transponder before their release.~~

11. FUNDING:

Funding

All dog control activities will be funded through dog registration fees, infringement fees ~~and~~, impounding fees. and a contribution from the general rate which recognises there is a wider public good resulting from effective dog control. Infringement fees are set by ~~the Act~~ regulation and dog registration fees and impounding fees ~~will be established~~ are set through the public consultative ~~procedures~~ process each year as part of the Annual Plan process. ~~In the recognition that there is a wider public good relating to effective dog control, the Council may from time to time partly fund dog control from the general rates. Council may adopt a graduated scale of registration fees.~~

~~Microchipping of dogs that have been impounded more than once will be undertaken by the Council. Such dogs will not be released until the cost of microchipping has been recovered.~~

12. INFRINGEMENTS:

10. Dog Bylaw

Under ~~the Act there are a series of offences for which the Council's~~section 20 of the Dog Control Officer can issue infringement notices. The following table details the ~~infringement offences and fees.~~

Infringement Offences and Fees

Section	Description of Offence	Infringement Fee
18	Wilful obstruction of dog control officer or dog ranger	\$1000
19(2)	Failure or refusal to supply information or wilfully stating false particulars	\$1000
20(5)	Failure to comply with any bylaw authorised by section 20	\$500
28(5)	Failure to comply with effects of disqualification	\$1000
32(4)	Fraudulent sale or transfer of dangerous dog	\$1000
36A	Failure to implant microchip transponder in dog	\$500
41	False statement relating to registration	\$1000
42	Failure to register dog	\$300
46(4)	Fraudulent attempt to procure replacement label or disc	\$1000
48(3)	Failure to advise change of ownership	\$100
49(4)	Failure to advise change of address	\$100
51(1)	Removal or swapping of labels or discs	\$1000
52A	Failure to keep dog controlled or confined	\$300
53(1)	Failure to keep dog under control	\$300
52A	Failure to use or carry leash in public place	\$100
62(1)	Allowing dogs known to be dangerous to be at large unmuzzled	\$1000

13. ENFORCEMENT:

~~Where the Council's Dog Control Officer has reasonable cause to believe a person has committed an infringement offence under the Act a written warning may be issued by the Council's Dog Control Officer at their discretion, thereafter any further offences will result in the issuing of an infringement notice in accordance with the provisions of the Act.~~

14. BYLAWS:

~~The Council will continue to have a Dog Control Bylaw~~Act 1996 Council will adopt a Dog Bylaw covering such things as the control of dogs generally, ~~impounding, prohibited places, the requirements of this policy and restricting~~for dogs to be on leash in specific public areas, limiting the number of dogs ~~on properties outside of the rural areas.~~that may be kept on land or premises etc.

15. ANNUAL REPORT ON DOG CONTROL POLICY AND DOG CONTROL PRACTISES:

~~Under section 10A of the Act, the Council must report on the administration of its policy on dogs and its dog control practises. The report must include information relating to—~~

- ~~— the number of registered dogs in the district;~~
- ~~— the number of probationary owners and disqualified owners in the district;~~
- ~~— the number of dogs classified as dangerous or menacing in the district;~~
- ~~— the number of infringements notices issued by the Council;~~
- ~~— the number of dog related complaints received by the Council;~~
- ~~— the number of prosecutions taken by the Council under the Act.~~

~~Public notice of the report must be given and a copy of the report must be sent to the Secretary for Local Government.~~

Adopted 8th April 2010

Report



DATE: 31 March 2016

TO: Mayor and Councillors

FROM: Group Manager: Planning, Community and Environment

PROPOSAL TO SET FOOD ACT 2014 FEES FOR THE 2016/17 FINANCIAL YEAR

1 SUMMARY

- 1.1 The purpose of this report is to seek Council approval of a Statement of Proposal to set fees under the Food Act 2014 (the Act) for the 2016/2017 financial year, subject to the Special Consultative Procedure to be run in parallel with consultation on the Draft Annual Plan 2016/17.
- 1.2 This issue arises from the requirement of Section 205 of the Food Act 2014 for Council to undertake the Special Consultative Procedure prior to setting fees for its various services under the Act.
- 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 approve the attached Statement of Proposal to set fees under the Food Act 2014 (the Act) for the 2016/2017 financial year, subject to the Special Consultative Procedure to be run in parallel with consultation on the Draft Annual Plan 2016/17

2 BACKGROUND

- 2.1 Council's environmental health staff provide food licensing and inspection services for nearly 100 food providers in the Westland District. The legislative framework around these services changed with the introduction of the Food Act 2014, which replaces much of the food-related content of the Health Act 1956 and associated regulations. The previous focus on inspections against rigid national standards is now largely replaced with a focus on auditing food premises against an approved Food Control Plan within a risk-based approach.

- 2.2 The Act allows Councils to set fees and charges for the services it delivers in this area. Under section 205 of the Food Act 2014 Council can set fees to recover the direct and indirect cost of any of the following functions of Council:
- (a) Registration
 - (b) Verification (audit)
 - c) Compliance and monitoring activities

3 CURRENT SITUATION

- 3.1 Council proposes to set a new range of fees under section 205 of the Food Act 2014. Currently Council has a single fee for the entire food registration process, plus a flat re-inspection fee. This encompasses registration, inspections, administration costs and monitoring and compliance. This means that all premises within a certain category pay the same fee (unless they are charged for re-inspections).

- 3.2 Current annual fees for the entire process are:

Category 1 (minimal food preparation)	\$380 per year
Category 2	\$480 per year
Category 3	\$580 per year
Re-inspection Fee (if required)	\$380
Food Safety Programme or Food Control Plan Auditor Fees	\$200 flat fee plus \$200 per hour

- 3.3 Note that the Food Safety Programme or Food Control Plan Auditor Fees were set as a temporary measure in the Long Term Plan before the new guidance for fee-setting under the Food Act 2014 was finalised.

4 OPTIONS

- 4.1 Option One is to approve the proposed fees below for the Special Consultative Procedure. Under the new proposal individual fees will be specified and those premises that require more work, particularly in terms of extra visits to confirm that compliance issues have been actioned and implemented, will be subject to the compliance and monitoring fee whereas complying premises will not.

4.2 In simple terms those premises that require more attention in respect of officer or administration time will pay more than those premises where compliance is straightforward.

4.3 The proposed fees for the 2016/2017 financial year are as follows:

Registration of food premises (under the Food Act 2014)

\$200 per premises (initial registration) per year

\$100 per premises (renewal of registration) per year

Verification (Audit)

\$200 fee plus \$150 per hour (\$100 per hour administration time after the first 30 minutes)

Compliance and Monitoring

\$150 per hour (\$100 per hour administration time)

4.4 Option Two is to amend the fees in some way before approving them for the Special Consultative Procedure. This may include raising or lowering any of the proposed fees, or structuring them in a different way (e.g. altering the split between flat fees and hourly rates).

4.5 Option Three is the status quo. As explained below, this would be illegal as fees under the Food Act 2014 must be based on the categories of registration, verification (audit), and compliance and monitoring activities, and must be subject to the Special Consultative Procedure.

5 SIGNIFICANCE AND ENGAGEMENT

- 5.1 This decision is considered to be of low significance. While it affects hundreds of businesses, the difference in the magnitude of fees for most of those businesses will be minimal as explained below.
- 5.2 Consultation is required to be undertaken via the Special Consultative Procedure, and this will occur alongside the consultation on the Annual Plan 2016/17. This issue will be highlighted in the Annual Plan's Consultation Document.

6 ASSESSMENT OF OPTIONS (INCLUDING FINANCIAL IMPLICATIONS)

- 6.1 Option One will comply with legislative requirements and allow more targeted cost recovery from businesses that require more attention. For most businesses, the fees that are proposed to be charged are similar to what were charged under the Health Act; for example, a previous Category II food premise previously paying an annual fee of \$480 will now pay an initial \$200 registration fee and a \$350 audit fee for an hour of officer time (total \$550), and this will reduce to a total of \$450 in renewal years.
- 6.2 No additional net revenue is expected from this proposal as it is intended to cover costs. Any increased revenue per premise is likely to be offset by a reduction in the number of premises going through the Council-administered process (as some businesses will go through a process directly administered by the Ministry for Primary Industries).
- 6.3 Option Two would have the advantage of allowing the Council to amend the fees as it sees fit. For example, the Council may wish to increase the flat fees and reduce or remove the hourly rates. A disadvantage to this would be that it would penalise businesses that did not require as much Council assistance. It should also be noted that the Food Act does not allow Council to set fees higher than what is required to provide the Food Act services. Therefore any changes to the proposed fees should be balanced in such a way as to not alter total revenue significantly.
- 6.4 Option Three is not a legal option. Fees under the Food Act 2014 must be based on the categories of registration, verification (audit), and compliance and monitoring activities, and must be subject to the Special Consultative Procedure

7 PREFERRED OPTION(S) AND REASONS

- 7.1 Option One is preferred because it achieves legal compliance with the Food Act 2014, covers expected costs with no impact on the Long Term Plan budgets, and allows cost recovery to focus on those businesses requiring more attention.

8 RECOMMENDATION(S)

- A) **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.

Jim Ebenhoh

Group Manager: Planning, Community and Environment

Appendix 1: Statement of Proposal

4 April 2016



Proposal to set fees under the Food Act 2014 for the 2016/2017 financial year.

1. Introduction

The Food Act 2014 allows Councils to set fees and charges for the services it delivers.

Under section 205 of the Food Act 2014 Council can set fees to recover the direct and indirect cost of any of the following functions of Council:

- (a) Registration
- (b) Verification (audit)
- (c) Compliance and monitoring activities

2. Proposal

Council proposes to set a new range of fees under section 205 of the Food Act 2014. Currently Council has a single fee for the entire food registration process, plus a flat re-inspection fee. This single fee encompasses registration, inspections, administration costs and monitoring and compliance. This means that all premises within a certain category pay the same fee (unless they are charged for re-inspections).

Under the new proposal individual fees will be specified and those premises that require more work, particularly in terms of extra visits to confirm that compliance issues have been actioned and implemented, will be subject to the compliance and monitoring fee whereas complying premises will not.

In simple terms those premises that require more attention in respect of officer or administration time will pay more than those premises where compliance is straightforward.

3. Legal requirements

In making any resolution under this section, Council must use the special consultative procedure as provided in section 83 of the Local Government Act 2002.

Any fee fixed under this section must be for a function specified in section 205 sub section (1) of the Food Act 2014, namely registration, verification (audit) or compliance and monitoring and Council must not provide for the recovery of more than reasonable costs incurred by Council in performing that function.

Any increase in fee for any financial year may not come into effect other than at the commencement of that financial year.

4. Current and Proposed fees

Current fees:

Category 1 Food premises Registration (minimal food preparation)	\$380
Category 2 Food Premises Registration	\$480
Category 3 Food Premises Registration	\$580

The vast majority of food premises in Westland fall within the Category 2 class.

In addition, there is a re-inspection fee (if required) of \$380, and there is a fee for “Food Safety Programme or Food Control Plan Auditor Fees” of \$200 flat fee plus \$200 per hour. This fee was set as a temporary measure in the Long Term Plan before the new guidance for fee-setting under the Food Act was finalised.

Proposed Fees (for 2016/2017 financial year)

Registration of food premises (under the Food Act 2014)

\$200 per premises (initial registration) per year

\$100 per premises (renewal of registration) per year

Verification (Audit)

\$200 fee plus \$150 per hour (\$100 per hour administration time after the first 30 minutes)

Compliance and Monitoring

\$150 per hour (\$100 per hour administration time)

5. The Food Act 2014

The purpose of the Food Act 2014 is to-

- (a) Restate and reform the law relating to how persons trade in food; and
- (b) Achieve the safety and suitability of food for sale; and
- (c) Maintain confidence in New Zealand’s food safety regime; and
- (d) Provide risk based measures that –
 - (i) minimise and manage risks to public health
 - (ii) protect and promote public health; and

- (e) Provide certainty for food businesses in relation to how the requirements of this Act will affect their activities; and
- (f) Require persons who trade in food take responsibility for the safety and suitability of that food.

6. Council's obligations

Council must deliver services that achieve the purpose of the Act including, contributing to the implementation and delivery of risk based measures for the safety and suitability of food, performing the functions of a registration authority and carrying out enforcement and other regulatory responsibilities under the Act.

Council has strict obligations under the Act and this proposal seeks to set fees for carrying out those duties and responsibilities.

7. Targeted consultation

Council is advertising this proposal through the Consultation Document for the Annual Plan 2016/17 and providing this Statement of Proposal. In addition, registered food premises operators that are likely to be affected directly by these new fees will be contacted directly and their views sought.

8. Making a submission

Those that wish to discuss the proposed changes in fees under the Food Act 2014 are invited to contact Wayne Knightbridge, Environmental Health/Regulatory Officer phone 03 756 9037.

Formal submissions on the proposed fee changes must be in writing and will be taken between 4 April 2016 and 6 May 2016. Submitters must advise Council if they wish to be heard by the Council in support of their submission. If a hearing is necessary it will be held on 25 May 2016.

Please submit your feedback to Council by:

- (1) Delivery to the Customer Service Centre, 36 Weld Street, Hokitika**
- (2) Post to Group Manager, Planning, Community and Environment, Private Bag 704, Hokitika**
- (3) Email to consult@westlanddc.govt.nz**
- (4) You can also complete submissions on-line at www.westlanddc.govt.nz**

Report



DATE: 31 March 2016

TO: Mayor and Councillors

FROM: Group Manager: Corporate Services

ADOPTION OF DRAFT ANNUAL PLAN 2016/17

1 SUMMARY

- 1.1 The purpose of this report is to propose the adoption of the Draft Annual Plan for the financial year ending 30 June 2017 appended as an annex to the agenda.
- 1.2 This issue arises from the requirements of Section 95 of the Local Government Act 2002 (LGA).
- 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 adopts the Draft Annual Plan for the financial year ending 30 June 2017.

2 BACKGROUND

- 2.1 S95(1) LGA requires Council to adopt an annual plan for each financial year.
- 2.2 The purpose of an annual plan is to contain the proposed annual budget and funding impact statement for the year to which the annual plan relates [S95(5)(a)] and identify any variation from the financial statements and funding impact statement included in the local authority's long-term plan [LTP] in respect of the year [S95(5)(b)].
- 2.3 An annual plan must contain appropriate references to the long-term plan in which the local authority's activities for the financial year covered by the annual plan are set out [S95(6)(c)].

- 2.4 S95(2) requires Council to undertake public consultation, in accordance with S82, in respect of any significant or material differences between the proposed annual plan and the content of the long-term plan for the financial year to which the annual plan relates.
- 2.5 The content of an annual plan is prescribed by Part 2 of Schedule 10 LGA.

3 CURRENT SITUATION

- 3.1 The Draft Annual Plan 2016/17 corresponds to year 2 of the LTP 2015-25 and is appended as a separate document to the agenda.
- 3.2 The overall proposed Rates strike is \$16,891,987 inc GST. This represents an increase of 5.9% compared to 2015/16. The proposed increase is more than \$150,000 lower than that forecast in the LTP, which shows a forecast increase of 6.8%.
- 3.3 The proposed increase in General Rates is \$299,464, which equates to 4%. In the LTP the increase was forecast to be 6.6%.
- 3.4 Capital expenditure in the Draft Annual Plan is \$11.8 million compared to \$8.1 million in the LTP, while public debt is \$22.6 million compared to \$19.1 million. Substantially this is entirely due to the proposal to bring forward the upgrade of the Franz Josef Waste Water Treatment Plant.
- 3.5 The consultation period is proposed to commence on 4 April 2016 and continue until 6 May 2016. The Draft Annual Plan will be made publicly available from the commencement of this period.
- 3.6 Variations from the corresponding year of the LTP are identified and explained in the Draft Annual Plan. Material variations will be highlighted and discussed in a Consultation Document that will be released at the same time.

4 OPTIONS

- 4.1 Option 1: Do nothing
- 4.2 Option 2: Instruct the Chief Executive to make amendments to the Draft Annual Plan.
- 4.3 Option 3: Adopt the Draft Annual Plan

5 SIGNIFICANCE AND ENGAGEMENT

- 5.1 In accordance with Council's policy on Significance and Engagement the adoption of a Draft Annual Plan is administrative and of low significance.
- 5.2 The variations to the LTP contained in the Draft Annual Plan have been made in response to community engagement. The significant variations will be subject to public consultation via a consultation document.

6 ASSESSMENT OF OPTIONS (INCLUDING FINANCIAL IMPLICATIONS)

- 6.1 Option 1: The adoption of an annual plan is a statutory requirement, without which Council cannot strike Rates. If no changes were proposed, Council could adopt year 2 of the LTP as its Annual Plan without consultation. This is not the case and without appropriate consultation the proposed changes cannot be incorporated.
- 6.2 Option 2: Council may wish to make editorial amendments. The budgets and variations contained in the Draft Annual Plan have been drafted in response to community engagement with input from Council. It is now appropriate that the community has the opportunity to comment on these changes and that Council considers submissions before making further revisions.
- 6.3 Option 3: Adoption of the Draft Annual Plan with consultation on material and significant departures from the LTP enables Council to fulfil its obligations to provide integrated decision making and co-ordination of the resources of the local authority [S95(5)(c)] and contribute to the accountability of the local authority to the community [S95(5)(d)].

7 PREFERRED OPTION AND REASONS

- 7.1 The preferred Option is 3: Adopt the Draft Annual Plan. In addition to meeting its statutory obligations this option enables Council to continue to demonstrate its commitment to its vision, in particular 'involving the community and stakeholders'. The variations contained in the Draft Annual Plan demonstrate that Council is responding to community expectations while maintaining sound fiscal stewardship.

8 RECOMMENDATION

- A) **THAT** Council adopts the Draft Annual Plan 2016/17 appended to the agenda as **Annex 1**.
- B) **THAT** Council instructs the Chief Executive makes the Draft Annual Plan available to the community from 4 April 2016.

Gary Borg

Group Manager: Corporate Services

Annex 1: Draft Annual Plan 2016/17

Our Way Forward 2016 /17

WESTLAND
DISTRICT COUNCIL



This draft Annual Plan was released in combination with a Consultation Document on 4 April 2016.

This is the Westland District Council's Draft Annual Plan as prescribed by the Local Government Act, section 95

This draft plan must be read in combination with the Council's Long Term Plan 2015 – 25 (LTP), as information already included in the LTP has not been duplicated



COUNCIL'S VISION 2015+

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.



Contents

Message from the Mayor and Chief Executive	5
Significant changes, from the Long Term Plan, that are proposed for 2016/17	6
Other changes, from the Long Term Plan, that will occur in 2016/17	6
Forecast financial statements	7
Prospective Funding Impact Statement for the year ended 30 June 2017	14
Rating base information as at 30 June 2016.....	Error! Bookmark not defined.
Reserve Funds	27
Proposed Fees and Charges 2016/17	32

Message from the Mayor and Chief Executive

Welcome to Council's 2016/17 draft Annual Plan.

This is Year 2 of the 2015-25 Long Term Plan (LTP) which was extensively consulted on in 2015. This means that all the hard work was done preparing the LTP and therefore Council are mainly taking a business as usual approach to the 2016-17 year. Staff and elected members have reviewed budgets, with particular focus on fees and charges in some areas, and more work has been completed on two major infrastructure projects.

A separate Consultation Document outlines the key matters we are seeking your feedback on. They are:

- Proposed changes to some fees and charges in the regulatory area – dog control, food licencing, stock control, mobile shops and hawkers licences
- Progressing the stormwater infrastructure in the Hokitika area (to address the inability of the existing systems to cope with recent storm events)
- Advancing the new Franz Josef/Waiau wastewater plant (a solution to this wastewater issue was not known at the time of the LTP being produced, so a likely budget and timeframes were factored in and spread across Years 2 to 6 of the LTP)

We look forward to hearing your feedback.

A handwritten signature in black ink, appearing to read "Mike Havill".

Mike Havill

Mayor

A handwritten signature in black ink, appearing to read "Tanya Winter".

Tanya Winter

Chief Executive

Significant changes, from the Long Term Plan, that are proposed for 2016/17

Going into Year 2 of Council's Long Term Plan; we propose new timeframes for installing some significant infrastructure and alternative ways to collect some of our existing fees and charges.

The following significant changes are identified in our Consultation Document and more detailed financial information is contained in this draft Annual Plan.

The timing for installing infrastructure:

- * The new Franz Josef wastewater treatment plant
- * Stormwater system improvements in Hokitika

Alternatives are proposed to the levels and ways of collecting some fees and charges:

- * Food Act inspection regime*
- * Hawkers/mobile shops licenses
- * Dog registration*
- * Stock control fees

*A Statement of Proposal for each of these matters is available from Council and on our website

Other changes, from the Long Term Plan, that will occur in 2016/17

In this draft Annual Plan, all other/minor changes from what is shown in the Council's Long Term Plan are also stated, or otherwise highlighted.

The final version of the Annual Plan will be produced after consultation and final decision-making is completed.

Forecast financial statements

Prospective statement of comprehensive revenue and expense
for the year ended 30 June 2017

Prospective changes of net assets/equity
for the year ended 30 June 2017

Prospective statement of financial position
as at 30 June 2017

Prospective statements of cashflows
as at 30 June 2017

Prospective reconciliation of net surplus to operating activities
for the year ended 30 June 2017

Prospective statement of comprehensive revenue and expense, for the year ended 30 June 2017

Prospective statement of comprehensive revenue and expense, for the year ended 30 June 2017			LTP	LTP	Annual Plan
			30 June 2016 \$	30 June 2017 \$	30 June 2017 \$
Notes					
<u>Operating Revenue</u>					
Rates			13,873,643	14,821,661	14,688,684
Rates penalties	1		160,000	164,000	186,572
Finance revenue	2		547,000	560,675	599,425
Fees and charges	3		2,000,348	2,058,673	1,909,648
External recoveries			91,445	118,312	111,157
Commissions			78,600	80,488	78,350
NZTA subsidy			3,017,625	3,903,876	3,903,876
Petrol tax			120,000	121,680	120,000
Grants and subsidies	4		43,000	1,069,038	3,083,500
Rentals	5		119,440	124,696	113,788
Contributions			-	-	-
Forestry harvest			-	-	-
Assets vested in council			-	-	-
Profit on sale of assets			-	-	-
Share revaluation			-	-	-
Revaluation gains	6		-	-	137,788
Miscellaneous revenue			42,900	43,959	101,000
Total operating revenue			20,094,001	23,067,058	25,033,788
<u>Operating Expenditure</u>					
Leadership			1,352,698	1,251,791	1,251,817
Transportation	7		5,931,450	6,059,349	5,740,318
Water Supply			3,189,034	3,346,289	3,256,419
Wastewater	8		1,035,660	1,132,289	1,190,252
Stormwater	9		483,507	503,576	399,155
Solid Waste	10		2,349,692	2,422,121	2,278,571
Community Services			991,400	988,961	994,040
Leisure Services & Facilities	11		3,122,816	3,186,505	3,363,132
Planning & Regulatory	12		1,978,136	2,019,641	2,144,988
Bad debts			-	-	-
Loss on sale of assets			-	-	-
Revaluation losses			-	-	-
Total operating expenditure			20,434,392	20,910,522	20,618,692
Surplus/(deficit) before tax			(340,391)	2,156,536	4,415,096
Taxation expense			-	-	-
Surplus/(deficit) after tax			(340,391)	2,156,536	4,415,096
Note: Total expenditure includes -					
Depreciation			5,468,077	5,582,778	5,346,123
Finance expenditure			882,473	851,836	807,364

Notes to the prospective statement of comprehensive revenue and expense, for the year ended 30 June 2017:

These notes explain differences between the Long Term Plan and the Annual Plan 2016/17

- 1 This has increased in line with rates increases from previous years
- 2 Improved cash flow management and retention of higher yield bonds
- 3 Reduced i-SITE revenue due to online bookings, and changes to fee structure for inspection & compliance
- 4 Budgeted subsidy for the whole Franz Joseph/Waiiau Wastewater treatment Plant project, the project is phased in the LTP
- 5 Reduced rental revenue from the Carnegie building
- 6 Council will undertake annual revaluations of its assets on a rotation in order to maintain current asset information. These are planned as three yearly for all assets at once in the LTP
- 7 Depreciation savings due to improved condition and lifecycle information on Council assets
- 8 Finance costs for proposed loan funding of Franz Josef/Waiiau Waste Water project
- 9 Depreciation savings due to improved condition and lifecycle information on Council assets
- 10 Reduced aftercare requirements on capped landfills and savings on management contracts
- 11 Increased cost of repairs & maintenance contracts for Parks & Reserves, Library system upgrade one-off fee brought forward, additional hours in the Museum
- 12 Additional building inspection officer, cost of radio licenses for Emergency Management

**PROSPECTIVE STATEMENT OF COMPREHENSIVE REVENUE AND EXPENSE
FOR THE YEAR ENDED 30 JUNE 2017**

	LTP 30 June 2016 \$	LTP 30 June 2017 \$	Annual Plan 30 June 2017 \$
Surplus/(deficit) after tax	(340,391)	2,156,536	4,415,096
Increase/(decrease) in restricted reserves	-	-	-
Increase/(decrease) in revaluation reserves	3,730,371	-	4,122,622
Financial assets at fair value through other comprehensive revenue	-	-	-
Total other comprehensive revenue	3,730,371	-	4,122,622
Total comprehensive revenue	3,389,980	2,156,536	8,537,718

Prospective changes of net assets/equity,
for the year ended 30 June 2017

	LTP 30 June 2016 \$	LTP 30 June 2017 \$	Annual Plan 30 June 2017 \$
Equity at start of year	377,945,141	381,335,121	400,209,543
Total comprehensive revenue	3,389,980	2,156,536	8,537,718
Equity at end of year	381,335,121	383,491,657	408,747,261
Components of equity			
Retained earnings at start of year	153,594,646	152,759,395	152,256,570
Surplus/(deficit) after tax	(340,391)	2,156,536	4,415,096
Transfers (to)/from restricted/council created reserves	(494,860)	(1,806,266)	6,152,398
Retained earnings at end of year	152,759,395	153,109,665	162,824,064
Revaluation reserves at start of year	221,111,495	224,841,866	243,460,930
Revaluation gains	3,730,371	-	4,122,622
Revaluation reserves at end of year	224,841,866	224,841,866	247,583,552
Restricted/council created reserves at start of year	3,239,000	3,733,860	4,492,043
Transfers (to)/from reserves	494,860	1,806,266	(6,152,398)
Financial asset revaluation gains	-	-	
Restricted/council created reserves at end of year	3,733,860	5,540,126	(1,660,355)
Equity at end of year	381,335,121	383,491,657	408,747,261

Prospective statement of financial position,
as at 30 June 2017

	LTP 30 June 2016 \$	LTP 30 June 2017 \$	Annual Plan 30 June 2017 \$
ASSETS			
Current assets			
Cash and cash equivalents	2,582,046	2,580,678	4,112,735
Debtors and other receivables	2,238,072	2,542,874	2,754,175
Inventory	-	-	
Investments	-	-	
Non-current assets held for sale	-	-	
Total current assets	4,820,118	5,123,552	6,866,910
Non-current assets			
Property, plant and equipment	389,064,789	389,025,044	419,290,215
Forestry assets	2,000	2,000	2,000
Investment property	-	-	
Derivative financial instruments	160,000	160,000	
Other financial assets	57,000	57,000	39,000
Council controlled organisations	8,695,000	8,695,000	8,695,000
Intangible assets	46,000	46,000	71,000
Investments	1,320,000	1,320,000	1,092,023
Total non-current assets	399,344,789	399,305,044	429,189,238
Total assets	404,164,907	404,428,596	436,056,148
LIABILITIES			
Current liabilities			
Creditors and other payables	2,270,712	2,336,083	2,330,810
Borrowings	1,712,330	1,799,538	3,750,000
Employee entitlements	236,000	240,484	296,000
Provisions	-	-	
Tax payable	3,000	3,075	3,000
Other current liabilities	193,000	197,825	193,000
Total current liabilities	4,415,042	4,577,005	6,572,810
Non-current liabilities			
Provisions	1,666,000	1,666,000	1,644,000
Borrowings	16,471,744	14,415,946	18,872,865
Employee entitlements	52,000	52,988	29,000
Derivative financial instruments	135,000	135,000	160,212
Deferred tax	90,000	90,000	30,000
Other non-current liabilities	-	-	-
Total non-current liabilities	18,414,744	16,359,934	20,736,077
Equity			
Public equity	152,759,395	153,109,665	155,011,311
Restricted reserves	3,733,860	5,540,126	6,152,398
Asset revaluation reserves	224,841,866	224,841,866	247,583,552
Other reserves	-	-	-
Total equity	381,335,121	383,491,657	408,747,261
Total liabilities and equity	404,164,907	404,428,596	436,056,148

Prospective statement of cashflows,
for the year ended 30 June 2017

	LTP 30 June 2016 \$	LTP 30 June 2017 \$	Annual Plan 30 June 2017 \$
CASH FLOWS FROM OPERATING ACTIVITIES			
Cash was received from:			
Receipts from rates revenue	14,033,643	14,985,661	14,875,256
Grants, subsidies and donations	3,060,625	4,972,914	6,987,376
Petrol tax	120,000	121,680	120,000
Finance revenue	5,793,551	5,572,814	5,701,091
Regional council rates	-	-	-
Receipts from other revenue	547,000	560,675	599,425
	23,554,819	26,213,743	28,283,148
Cash was applied to:			
Payments to suppliers & employees	17,121,020	17,851,652	17,906,719
Regional council rates	-	-	-
Finance expenditure	882,473	851,836	807,364
	18,003,493	18,703,488	18,714,082
Net cash flow from operating activities	5,551,326	7,510,256	9,569,065
CASH FLOWS FROM INVESTING ACTIVITIES			
Cash was received from:			
Sale of property, plant & equipment	-	-	-
Term investments, shares and advances	-	-	-
Forestry investment	-	-	-
	-	-	-
Cash was applied to:			
Purchase of property, plant and equipment	4,104,000	5,543,033	11,761,500
Term investments, shares and advances	-	-	-
Forestry capital expenditure	-	-	-
	4,104,000	5,543,033	11,761,500
Net cash flow from investing activities	(4,104,000)	(5,543,033)	(11,761,500)
CASH FLOWS FROM FINANCING ACTIVITIES			
Cash was received from:			
Proceeds from borrowings	801,000	3,743,740	5,110,000
	801,000	3,743,740	5,110,000
Cash was applied to:			
Repayment of borrowings	2,472,280	5,712,330	1,610,830
	2,472,280	5,712,330	1,610,830
Net cash flow from financing activities	(1,671,280)	(1,968,590)	3,499,170
Net increase/(decrease) in cash held	(223,954)	(1,367)	1,306,735
Add cash at start of year (1 July)	2,806,000	2,582,046	2,806,000
Balance at end of year (30 June)	2,582,046	2,580,679	4,112,735
REPRESENTED BY:			
Cash, cash equivalents and bank overdrafts	2,582,046	2,580,679	4,112,735
	2,582,046	2,580,679	4,112,735

Prospective reconciliation of net surplus to operating activities, for the year ended 30 June 2017

			LTP 30 June 2016 \$	LTP 30 June 2017 \$	Annual Plan 30 June 2017 \$
Surplus/deficit after tax			(340,391)	2,156,536	4,415,096
Add/(Less) non cash expenses					
Revaluation (gains)/losses			-	-	(137,788)
Depreciation & amortisation			5,468,077	5,582,778	5,346,123
Increase/(decrease) provisions					(22,000)
Bad debts			-	-	-
Assets vesting in council			-	-	-
			5,468,077	5,582,778	5,186,335
Add/(Less) items classified as investing or financing activities					
(Gains)/losses on sale of property, plant and equipment			-	-	-
(Gains)/losses in fair value of forestry assets			-	-	-
(Gains)/losses in fair value of investment properties			-	-	-
			-	-	-
Plus/(less) movements in working capital					
(Increase)/decrease in inventories			-	-	
(Increase)/decrease in debtors and other receivables			214,928	(298,914)	(301,175)
Increase/(decrease) in creditors and other payables			208,712	65,371	268,810
Increase/(decrease) in employee entitlements			-	4,484	-
Increase/(decrease) in provisions			-	-	-
			423,640	(229,058)	(32,365)
Net cashflow from operating activities			5,551,326	7,510,256	9,569,065

Projected Rating Base Information as at 30 June 2016

Number of rating units:	6,642
Rateable land value:	\$1,360,216,900
Rateable capital value:	\$2,391,538,700

Prospective Comprehensive Funding Impact Statement for the year ended 30 June 2017

The Funding Impact Statement contains the following information:

- Rates Information for 2016/17. This section describes the types of rates that Council utilises, the factors and differentials, bases of calculation, and the activities to which the funds are applied. Rates are set in accordance with Council's Revenue and Financing Policy.
- Rates Calculations, as determined by Council's Rating Policy. The amount for each rate is calculated per unit and in total.
- Rates Samples for 2016/17. Indicative Rates for a sample of rating units compared to 2015/16.
- The Whole of Council Statement for 2015-25. This schedule identifies and quantifies all of Council's expected sources of revenue and how these are to be applied.

The Funding Impact Statement is effected by Council's Rating Policy and should be read in conjunction with the Financial Statements and Council's Revenue and Financing Policy (which is included the LTP 2015 -2025, pages 170 – 179).

The rates information and Rates Samples are GST inclusive; the Whole of Council Funding Impact Statement is GST exclusive.

Rating Information for 2016/17

Council sets the following rates under the Local Government (Rating) Act 2002

General Rates:

- General Rate
- Uniform Annual Charge

Targeted Rates:

- | | | |
|--------------------------------------|---------------------------------|---|
| • Kumara Community Rate | • Haast Community Rate | • Kokatahi Community Rates |
| • Hokitika Community Rate | • Water rates | • Kanieri Sewerage Capital Contribution Rate |
| • Ross Community Rate | • Metered Water Rates | • Hannah's Clearing Water Supply Capital Repayment Rate |
| • Harihari Community Rate | • Sewerage Rates | • Emergency Management Contingency Fund Rate |
| • Whataroa Community Rate | • Refuse Collection Rates | |
| • Franz Josef Glacier Community Rate | • Tourism Promotion Rate | |
| • Fox Glacier Community Rate | • Hokitika Area Promotions Rate | |

Details of the activities these rates fund and the rating categories liable for the rates are listed below. This is followed by a table which shows how the rates are calculated and total revenue sought for each rate.

General Rates

General Rate	<p>A general rate is set and assessed on the capital value of all rateable land in the district.</p> <p>The general rate is set differentially based on the location of the land and use to which the land is put.</p> <p>The differential categories are: Residential, Rural Residential, Commercial and Rural. The definitions of each category and differential factors are in the Rating Policy.</p>
Uniform Annual General Charge	<p>A uniform annual general charge is set and assessed on all rateable land in the district as a fixed amount per rating unit.</p> <p>The general rate and uniform annual general charge fund part of the following activities: democracy, corporate services, inspections and compliance, resource management, emergency management, animal control, community development and assistance, library, museum, public toilets, land and buildings, cemeteries, transportation and solid waste.</p>

Targeted Rates

Kumara Community Rate	<p>The Kumara community rate is set and assessed as a fixed amount per rating unit, on all rateable land in the Kumara community rate zone (as mapped in the Rating Policy). Within that area the rate is set differentially based on the location of the land and the use to which the land is put.</p>
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	<p>The differential categories are: Residential, Rural Residential, Commercial and Rural. The definitions of each category and differential factors are in the Rating Policy. The Kumara community rate funds all or part of the following activities: Transportation, township development fund, and parks and reserves.</p>
Hokitika Community Rate	<p>The Hokitika community rate is set and assessed as a fixed amount per rating unit, on all rateable land in the Hokitika community rate zone (as mapped in the Rating Policy). Within that area the rate is set differentially based on the location of the land and the use to which the land is put.</p> <p>The differential categories are: Residential, Rural Residential, Commercial and Rural. The definitions of each category and differential factors are in the Rating Policy.</p> <p>The Hokitika community rate funds all or part of the following activities: Transportation, stormwater, township development fund, parks and reserves, land and buildings (Carnegie Building, RSA Building, Custom House and Band rooms), community development and assistance (Regent Theatre), and swimming pools (Hokitika pool).</p>
Ross Community Rate	<p>The Ross community rate is set and assessed as a fixed amount per rating unit, on all rateable land in the Ross community rate zone (as mapped in the Rating Policy). Within that area the rate is set differentially based on the location of the land and the use to which the land is put.</p> <p>The differential categories are: Residential, Rural Residential, Commercial and Rural. The definitions of each category and differential factors are in the Rating Policy.</p> <p>The Ross community rate funds all or part of the following activities: Transportation, township development fund, parks and reserves, community halls (Ross Memorial and Waitaha) and swimming pools (Ross pool).</p>
Harihari Community Rate	<p>The Harihari community rate is set and assessed as a fixed amount per rating unit, on all rateable land in the Harihari community rate zone (as mapped in the Rating Policy). Within that area the rate is set differentially based on the location of the land and the use to which the land is put.</p> <p>The differential categories are: Residential, Rural Residential, Commercial and Rural. The definitions of each category and differential factors are in the Rating Policy.</p> <p>The Harihari community rate funds all or part of the following activities: Transportation, township development fund, and parks and reserves.</p>
Whataroa Community Rate	<p>The Whataroa community rate is set and assessed as a fixed amount per rating unit, on all rateable land in the Whataroa community rate zone (as mapped in the Rating Policy). Within that area the rate is set differentially based on the location of the land and the use to which the land is put.</p> <p>The differential categories are: Residential, Rural Residential, Commercial and Rural. The definitions of each category and differential factors are in the Rating Policy.</p> <p>The Whataroa community rate funds all or part of the following activities: Transportation, township development fund (including Okarito), and parks and reserves.</p>
Franz Josef Glacier Community Rate	<p>The Franz Josef Glacier community rate is set and assessed as a fixed amount per rating unit, on all rateable land in the Franz Josef Glacier community rate zone (as</p>

mapped in the Rating Policy). Within that area the rate is set differentially based on the location of the land and the use to which the land is put.

The differential categories are: Residential, Rural Residential, Commercial and Rural. The definitions of each category and differential factors are in the Rating Policy.

The Franz Josef Glacier community rate funds all or part of the following activities: Transportation, stormwater, township development fund, parks and reserves and community development & assistance (Glacier Country Promotions).

Fox Glacier Community Rate

The Fox Glacier community rate is set and assessed as a fixed amount per rating unit, on all rateable land in the Fox Glacier community rate zone (as mapped in the Rating Policy). Within that area the rate is set differentially based on the location of the land and the use to which the land is put.

The differential categories are: Residential, Rural Residential, Commercial and Rural. The definitions of each category and differential factors are in the Rating Policy.

The Fox Glacier community rate funds all or part of the following activities: Transportation, stormwater, township development fund, parks and reserves and community development & assistance (Glacier Country Promotions).

Haast Community Rate

The Haast community rate is set and assessed as a fixed amount per rating unit, on all rateable land in the Haast community rate zone (as mapped in the Rating Policy). Within that area the rate is set differentially based on the location of the land and the use to which the land is put.

The differential categories are: Residential, Rural Residential, Commercial and Rural. The definitions of each category and differential factors are in the Rating Policy.

The Haast community rate funds all or part of the following activities: Transportation, stormwater, township development fund (Haast, Hannahs Clearing and Neils Beach), parks and reserves and community halls (Haast and Okuru).

Water Rates

Water rates are set and assessed as a fixed amount per connection, on all land, situated in specified locations, to which is provided or is available a council funded water supply service that is not metered.

The rate is set differentially depending on the nature of the connection to the land and the use to which the land is put. Commercial properties are defined as they are for the general rate (see Rating Policy).

The locations and differential categories are:

Hokitika and Kaniere Treated water – Connected (all rating units other than commercial ones)

Hokitika and Kaniere Treated water – Commercial connected

Hokitika and Kaniere Treated water – Unconnected

Rural Townships Treated water – Connected (all rating units other than commercial ones)

Rural Townships Treated water – Commercial connected

Rural Townships Treated water - Unconnected

Rural Townships Untreated – Connected (all rating units other than commercial ones)

Rural Townships Untreated –Commercial connected

Rural Townships Untreated – Unconnected

Water rates fund part of the water supply activity.

Metered Water Rates	<p>Water rates are set and assessed as a fixed charge per unit of water supplied on all properties located in a specified location and where the nature of the connection is a metered water supply.</p> <p>The locations are: Hokitika and Kaniere metered water Rural Townships metered water</p> <p>Metered water rates fund part of the water supply activity.</p>
Water Supply Capital Repayment Rate	<p>Water rates are set and assessed on the property used as a milk treatment plant in Hokitika for the quantity of water provided on a scale of charges. Hokitika Milk Treatment Plant metered water 0 to 2,000,000 m3 Hokitika Milk Treatment Plant metered water greater than 2,000,000 m3</p> <p>Hokitika Milk Treatment Plant Metered water rates fund part of the water supply activity and as part of the first 2,000,000 m3 includes the cost of finance for the upgrade of the Hokitika Water Supply include the river intake, plant and new trunk main.</p>
Sewerage Rates	<p>Sewerage rates are set and assessed as a fixed amount per water closet or urinal on all land, to which is provided or has available to the land a council funded sewerage supply service.</p> <p>The rates are: Sewerage Connected Sewerage Unconnected</p> <p>Sewerage rates fund part of the wastewater activity.</p>
Refuse Collection Rates	<p>Refuse collection rates are set and assessed as a fixed amount per bin on all land, located in specific locations, which is provided with a refuse collection service and according to where the land is situated.</p> <p>The locations are: Hokitika refuse collection area Rural refuse collection area</p> <p>A property may choose to have more than one supply and will pay a full refuse collection rate for each supply. Refuse collection funds part of the solid waste activity.</p>
Tourism Promotion Rate	<p>The tourism promotion rate is set and assessed as an amount per rating unit on all rateable properties in the district.</p> <p>The tourism promotion rate is set differentially based on the use to which the land is put and for commercial use properties on the capital value of the rateable properties.</p> <p>The differential categories are: Commercial: Greater than \$10m Greater than \$3m and up to \$10m</p>

Greater than \$1m and up to \$3m
\$1m or less

Residential, Rural Residential and Rural

The definitions of each category are the same as those in the Rating Policy for the general rate.

The tourism and promotions rate funds part or all of the following activities: West Coast Wilderness Trail, i-SITE and community development & assistance (Tourism West Coast grant).

Hokitika Area
Promotions Rate

The Hokitika area promotions rate is set and assessed as a fixed amount per rating unit on all rateable properties defined as commercial use properties (using the same definition as for the general rate) and located in the Hokitika area promotions zone (as mapped in the Rating Policy).

The Hokitika area promotions rate funds the community development & assistance activity (Enterprise Hokitika grant).

Kokatahi
Community Rates

Kokatahi community rates are set and assessed on all rateable properties located in the Kokatahi Community area.

The Kokatahi community rate is set as a fixed rate per rating unit and as a rate on the capital value per rating unit.

The Kokatahi community rate funds the community development & assistance activity (Kokatahi community grant).

Kaniere Sewerage
Capital
Contribution Rate

The Kaniere sewerage capital contribution rate is set and assessed as a fixed rate per rating unit on all rateable properties that are connected to the Kaniere sewerage scheme and have not repaid the capital amount.

The Kaniere Sewerage Capital Contribution Rate funds part of the Waste water activity (Kaniere sewerage upgrade loan).

Hannah's Clearing

The Hannah's Clearing water supply capital repayment rate is set and assessed as a fixed rate rating unit on all rateable properties located in Hannahs Clearing where the nature of the connection is a Council funded water supply.

The Hannahs Clearing water supply capital repayment rate funds part of the water supply activity.

Emergency
Management
Contingency Fund
Rate

The emergency management contingency fund rate is set and assessed on the land value of all rateable properties in the district.

The emergency management contingency fund rate funds part of the emergency management & rural fire activity.

Council will accept lump sum contributions equivalent to the capital portion of the rate outstanding on the following rates:

- Kaniere Sewerage Capital Contribution Rate

- Hannah's Clearing Water Supply Capital Repayment Rate.

Prospective Comprehensive Funding Impact Statement: Rates Calculations for the year ended 30 June 2017

General rates

Rate	Factor	Sector				Totals		
		Rural	Rural Residential	Residential	Commercial	Units	Revenue	
							Inc GST	Ex GST
							\$	\$
General Rate	Capital Value	1,087,632,100	363,114,000	567,911,600	389,379,500	2,408,037,200		
	Per \$ Capital Value	0.0014926	0.0011194	0.0014926	0.0029852			
	Revenue	1,623,563	406,415	847,617	1,162,359		4,039,954	3,513,003
Uniform Annual General Charge	Rateable Units	1,436	1,270	2,484	333	5,523		
	Each	663.70	663.70	663.70	663.70			
	Revenue	953,073	842,899	1,648,631	221,012		3,665,614	3,187,491
Total General Rates		2,576,636	1,249,314	2,496,248	1,383,371		7,705,568	6,700,494

Targeted rates

		Sector				Totals		
Rate	Factor	Rural	Rural Residential	Residential	Commercial	Units	Revenue	
							Inc GST	Ex GST
<i>Community Rates</i>							\$	\$
Kumara	Rateable Units	111	125	175	10	421		
	Each	172.70	172.70	172.70	172.70			
	Revenue	19,169	21,587	30,222	1,727		72,705	63,222
Hokitika	Rateable Units	600	668	1,675	171	3,114		
	Each	350.10	350.10	466.90	933.80			
	Revenue	209,885	233,762	781,824	159,960		1,385,431	1,204,723
Ross	Rateable Units	124	23	167	10	324		
	Each	319.30	319.30	319.30	319.30			
	Revenue	39,593	7,344	53,323	3,193		103,453	89,959
Harihari	Rateable Units	106	33	94	12	245		
	Each	99.10	99.10	99.10	99.10			
	Revenue	10,504	3,270	9,315	1,189		24,278	21,111
Whataroa	Rateable Units	100	88	56	16	260		
	Each	134.80	134.80	134.80	134.80			
	Revenue	13,480	11,862	7,549	2,157		35,048	30,477
Franz Josef	Rateable Units	82	43	155	48	328		
	Each	263.20	263.20	350.90	701.90			
	Revenue	21,582	11,318	54,389	33,691		120,980	105,200
Fox Glacier	Rateable Units	77	55	86	31	249		
	Each	262.60	262.60	350.10	700.20			
	Revenue	20,220	14,443	30,109	21,706		86,478	75,198
Haast	Rateable Units	176	219	78	21	494		
	Each	91.60	91.60	91.60	91.60			
	Revenue	16,122	20,060	7,145	1,924		45,251	39,349
Total Community Rates	Rateable Units	1,376	1,254	2,486	319	5,435		
	Revenue	350,555	323,646	973,876	225,547		1,873,624	1,629,238

Other targeted rates

						Totals		
Rate	Factor	Unit Amounts				Units	Revenue	
		\$	\$	\$	\$		\$	\$
Refuse Collection Rates								
Hokitika Refuse Collection	Per bin				292.70	1,572	460,124	
Rural Refuse Collection	Per bin				266.10	1,393	370,677	
Total Refuse Collection Rates						2,965	830,802	722,436
Water Supply Rates		<u>Connected non commercial</u>	<u>Connected Commercial</u>	<u>Unconnected</u>				
Rural Township Untreated Water	Each	385.00	667.40	192.50		199/5/0		
Rural Township Treated Water	Each	513.40	898.40	256.70		596/37/0		
Hokitika/Kaniere Water	Each	513.40	898.40	256.70		1826/4/0	1,360,588	
Hannah's Clearing Capital	Each				575.00	12	6,900	
Hokitika Milk Treatment Plant Fixed Water Rate					3,236,100	1	3,236,100	
Metered Water Rates	Volumetric						189,750	
Total Water Supply Rates							4,793,338	4,168,120
Sewerage Rates								
Connected	Each				309.10	3,729	1,152,634	
Unconnected	Each				154.50	146	22,557	
Total							1,175,191	
Kaniere Sewerage Capital	Each				417.00	57	23,769	
Total Sewerage Rates							1,198,960	1,042,574
Kokatahi Community Rate								
Land Value	Per \$ Value				0.0000422	233,657,000	9,849	
Uniform Basis	Rateable Units				51.10	180	9,198	
Total Kokatahi Community Rates							19,047	16,563
Hokitika Area Promotions Rate	Rateable Units				325.00	138	44,850	39,000
Tourism Promotions Rates								
Non Commercial	Each				11.20	5,190	58,125	
Commercial within Capital Value Range:		<u>Over \$10 million</u>	<u>\$3 - 10 million</u>	<u>\$1 - 3 million</u>	<u>\$0 - 1 million</u>			
	Units	5	12	70	246	333.3		
	Each	7,408.70	3,704.40	1,481.70	740.80			
	Revenue	37,044	44,453	103,719	182,459		367,674	
Total Tourism Promotions Rates						5,523	425,799	370,259
Total Other Targeted Rates							7,312,796	6,358,952
Total Rates							16,891,988	14,688,684

Prospective Comprehensive Funding Impact Statement: Rates Samples for the year ended 30 June 2017

Example property	Capital value	Rates in 2015/16	Proposed rates for 2016/17	The dollar movement from 2015/16
	\$	\$	\$	\$
Kumara residential	245,000	1,676	1,864	\$188
Awatuna rural-residential	475,000	1,744	1,823	\$79
Keogan's Road rural-residential	490,000	1,760	1,840	\$80
Brickfield Road residential	460,000	2,385	2,608	\$223
Kaniere residential	255,000	2,349	2,611	\$262
Hokitika residential	325,000	2,473	2,742	\$269
Hokitika residential	210,000	2,304	2,570	\$266
Hokitika Beachfront residential	310,000	2,451	2,720	\$269
Ross residential	180,000	1,825	2,042	\$217
Whataroa residential	175,000	1,419	1,584	\$165
Okarito rural- residential	300,000	1,108	1,145	\$37
Franz Josef residential	325,000	2,111	2,333	\$222
Okuru rural- residential	240,000	1016	1,035	\$19
Kowhitirangi Farm	3,500,000	6,257	6,410	\$153
Waitaha Farm	1,850,000	3,627	3,755	\$128
Hokitika Shop	290,000	4,593	4,953	\$360
Hokitika Motel	1,320,000	11,437	12,274	\$837
Hari Hari commercial	850,000	4,628	4,939	\$311
Franz Josef Hotel	12,400,000	82,166	88,756	\$6,590
Haast commercial	1,750,000	7,369	7,461	\$92

WHOLE OF COUNCIL Prospective Funding Impact Statement for the year ended 30 June 2017			LTP 30 June 2016 \$	LTP 30 June 2017 \$	Annual Plan 30 June 2017 \$
OPERATING FUNDING					
Sources of operating funding					
General rates, UAGC and rates penalties			6,676,879	7,113,397	6,436,240
Targeted rates			7,356,764	7,872,264	8,439,016
Grants, subsidies and donations			1,571,965	1,694,979	1,720,096
Fees and charges			2,000,348	2,058,673	1,909,648
Interest and dividends from investments			547,000	560,675	599,425
Local authorities fuel tax, fines, infringement fees and other			3,698,275	3,940,623	4,212,618
Total operating funding			21,851,231	23,240,612	23,317,043
Applications of operating funding					
Payments to staff and suppliers			17,329,732	17,927,396	18,153,528
Finance costs			882,473	851,836	807,364
Other operating funding applications			-	-	-
Total applications of operating funding			18,212,205	18,779,232	18,960,892
Surplus/(deficit) of operating funding			3,639,026	4,461,380	4,356,151
CAPITAL FUNDING					
Sources of capital funding					
Grants, subsidies and donations			1,488,660	3,277,934	5,267,280
Development and financial contributions			-	-	-
Increase/(decrease) in debt			(671,280)	2,031,410	3,499,170
Gross proceeds from sale of assets			-	-	-
Lump sum contributions			-	-	-
Other dedicated capital funding			-	-	-
Total capital funding			817,380	5,309,344	8,766,450
Applications of capital funding					
Capital expenditure - meet additional demand			76,500	71,238	69,500
Capital expenditure - improve level of service			208,000	3,804,980	6,915,000
Capital expenditure - replace existing assets			3,819,500	4,229,316	4,777,000
Increase/(decrease) in reserves			352,406	1,665,191	1,361,101
Increase/(decrease) of investments			-	-	-
Total applications of capital funding			4,456,406	9,770,724	13,122,601
Surplus/(deficit) of Capital Funding			(3,639,026)	(4,461,380)	(4,356,151)
Funding balance			-	-	-

Annual Plan disclosure statement

The purpose of this statement is to disclose the council's planned financial performance in relation to various benchmarks to enable the assessment of whether the council is prudently managing its revenues, expenses, assets, liabilities, and general financial dealings. The council is required to include this statement in its annual plan in accordance with the Local Government (Financial Reporting and Prudence) Regulations 2014 (the **regulations**). Refer to the regulations for more information, including definitions of some of the terms used in this statement.

Benchmark	Limit	Planned	Met (Yes/No)
Rates affordability benchmark			
- Income	\$18,039,248	\$14,688,684	Yes
- Increases	5%	5.9%	No
Debt affordability benchmark	\$55,872,123	\$22,622,865	Yes
Balanced budget benchmark	100%	102%	Yes
Essential services benchmark	100%	250%	Yes
Debt servicing benchmark	10%	4%	Yes

Notes

1 Rates affordability benchmark

(1) For this benchmark,—

- (a) The council's planned rates income for the year is compared with the limit on rates contained in the financial strategy included in the council's long-term plan; and
- (b) The council's planned rates increases for the year are compared with the limit on rates increases for the year contained in the financial strategy included in the council's long-term plan.

(2) The council meets the rates affordability benchmark if—

- (a) Its planned rates income for the year equals or is less than each quantified limit on rates; and
- (b) Its planned rates increases for the year equal or are less than each quantified limit on rates increases.

2 Debt affordability benchmark

(1) For this benchmark, the council's planned borrowing is compared with the limit on borrowing contained in the financial strategy included in the council's long-term plan.

(2) The council meets the debt affordability benchmark if its planned borrowing is within each quantified limit on borrowing.

3 Balanced budget benchmark

(1) For this benchmark, the council's planned revenue (excluding development contributions, vested assets, financial contributions, gains on derivative financial instruments, and revaluations of property, plant, or equipment) is presented as a proportion of its planned operating expenses (excluding losses on derivative financial instruments and revaluations of property, plant, or equipment).

(2) The council meets the balanced budget benchmark if its revenue equals or is greater than its operating expenses.

4 Essential services benchmark

(1) For this benchmark, the council's planned capital expenditure on network services is presented as a proportion of expected depreciation on network services.

(2) The council meets the essential services benchmark if its planned capital expenditure on network services equals or is greater than expected depreciation on network services.

5 Debt servicing benchmark

(1) For this benchmark, the council's planned borrowing costs are presented as a proportion of planned revenue (excluding development contributions, financial contributions, vested assets, gains on derivative financial instruments, and revaluations of property, plant, or equipment).

(2) Because Statistics New Zealand projects that the council's population will grow slower than the national population growth rate, it meets the debt servicing benchmark if its planned borrowing costs equal or are less than 10% of its planned revenue.

Reserve Funds

		Annual Plan 30 June 2017 \$
Council Created Reserve Funds	Purpose of each reserve fund	
Kumara Township Fund	Township funding for the purpose of community related projects	
Opening Balance		112
Deposits		14,000
Withdrawals		(14,000)
Closing Balance		112
Harihari Township Fund	Township funding for the purpose of community related projects	
Opening Balance		15,080
Deposits		14,543
Withdrawals		(14,000)
Closing Balance		15,623
Whataroa Township Fund	Township funding for the purpose of community related projects	
Opening Balance		1,500
Deposits		14,054
Withdrawals		(14,000)
Closing Balance		1,554
Ross Township Fund	Township funding for the purpose of community related projects	
Opening Balance		300
Deposits		14,300
Withdrawals		(14,000)
Closing Balance		600
Haast Township Fund	Township funding for the purpose of community related projects	
Opening Balance		11,000
Deposits		14,396
Withdrawals		(14,000)
Closing Balance		11,396
Franz Township Fund	Township funding for the purpose of community related projects	
Opening Balance		20,000
Deposits		35,720
Withdrawals		(35,000)
Closing Balance		20,720
Fox Township Fund	Township funding for the purpose of community related projects	
Opening Balance		1,000
Deposits		35,036
Withdrawals		(35,000)
Closing Balance		1,036
Kokatahi/Kowhitirangi Community Rate	Township funding for the purpose of community related projects	
Opening Balance		151
Deposits		8,005
Withdrawals		(8,000)
Closing Balance		156

Continued

Foreshore Protection Fund	Foreshore Protection for groin replacement on the foreshore.	
Opening Balance		26,000
Deposits		936
Withdrawals		-
Closing Balance		26,936
Glacier Country Promotions	Targeted rates collected from Glacier Country to provide funding for marketing projects.	
Opening Balance		-
Deposits		65,000
Withdrawals		(65,000)
Closing Balance		-
The Preston Bush Trust	Mr Preston donated the reserve to Council. This fund was for the community to beautify the bush with tracks and interpretation	
Opening Balance		8,400
Deposits		302
Withdrawals		-
Closing Balance		8,702
Harihari Community Complex	The Harihari Pony Club land was sold and the funding was to go towards a new community complex. (Another \$100,000 is allocated from the Reserve Development Fund.)	
Opening Balance		317,000
Deposits		11,412
Withdrawals		-
Closing Balance		328,412
Guy Menzies Day	Surplus from Guy Menzies Day Event.	
Opening Balance		1,200
Deposits		43
Withdrawals		-
Closing Balance		1,243
Cycleway	Road Reserve sold to Westland Diaries allocated to fund towards construction of Wilderness Trail.	
Opening Balance		265,600
Deposits		9,562
Withdrawals		-
Closing Balance		275,162
Cycle Partner Contributions	Contributions from commercial partners towards upkeep of the Wilderness Trail	
Opening Balance		43,400
Deposits		1,562
Withdrawals		-
Closing Balance		44,962
Emergency Contingency Fund	Rates collected to support Westland in a Civil Defence	
Opening Balance		50,000
Deposits		1,800
Withdrawals		-
Closing Balance		51,800

Continued

Transportation Asset Renewal	For funding the renewal of roads and bridges.	
Opening Balance		-
Deposits		-
Withdrawals		-
Closing Balance		-
Water Renewal	For funding the renewal of water supplies networks	
Opening Balance		491,000
Deposits		17,676
Withdrawals		-
Closing Balance		508,676
Wastewater Renewal	For funding the renewal of sewerage and sewage networks	
Opening Balance		788,000
Deposits		28,368
Withdrawals		-
Closing Balance		816,368
Stormwater Renewal	For funding the renewal of stormwater systems	
Opening Balance		677,000
Deposits		24,372
Withdrawals		-
Closing Balance		701,372
Solid Waste Renewal	For funding the renewal of Refuse transfer Stations and landfills.	
Opening Balance		-
Deposits		-
Withdrawals		-
Closing Balance		-
Parks Renewal	For funding Parks, Reserves, Public Toilets, Ross Pool and Cemeteries Asset Renewal	
Opening Balance		-
Deposits		-
Withdrawals		-
Closing Balance		-
Buildings Renewal	For renewal of all Council operational buildings.	
Opening Balance		255,000
Deposits		9,180
Withdrawals		-
Closing Balance		264,180
Administration Renewal	For renewal of office equipment, furniture, technical equipment, vehicles and technology	
Opening Balance		126,000
Deposits		4,536
Withdrawals		-
Closing Balance		130,536
Library Books Renewals	To replace library books	
Opening Balance		(3,000)
Deposits		(108)
Withdrawals		-
Closing Balance		(3,108)

Continued

Council Created Reserve Funds - Summary		
Opening Balance		3,094,743
Deposits		324,695
Withdrawals		(213,000)
Closing Balance		3,206,438
Restricted Reserve Funds	Purpose of each reserve fund	
Offstreet Parking	Collected from developments in town to pay for off-street parking. Imposed by RMA/District Plan	
Opening Balance		31,000
Deposits		1,116
Withdrawals		-
Closing Balance		32,116
Reserve Development	Monies collected from developments. Imposed by RMA/District	
Opening Balance		552,000
Deposits		19,872
Withdrawals		(100,000)
Closing Balance		471,872
Museum Assistance Fund	Originally the Museum Bequest Fund (\$8,458) & Carnegie Furnishings (\$3,929)	
Opening Balance		20,000
Deposits		720
Withdrawals		-
Closing Balance		20,720
Kumara Endowment Fund	Proceeds from sale of Endowment land. Our brief research has not identified the specific terms of the endowment.	
Opening Balance		483,000
Deposits		17,388
Withdrawals		-
Closing Balance		500,388
Euphemia Brown Bequest	Interest earned on funds administered by Public Trust Offices for the estates of Euphemia & William E Brown.	
Opening Balance		22,500
Deposits		810
Withdrawals		-
Closing Balance		23,310
Hokitika War Memorial	For Maintenance of car parks	
Opening Balance		28,800
Deposits		1,037
Withdrawals		-
Closing Balance		29,837
Mayors Trust Funds	Contributions from James & Margaret Isdell Trust; Coulston	
Opening Balance		12,600
Deposits		454
Withdrawals		-
Closing Balance		13,054
Three Mile Domain	To fund three mile domain costs.	
Opening Balance		196,400
Deposits		7,070
Withdrawals		-
Closing Balance		203,470
Ross Endowment Land	Various endowment land parcels in Ross sold over time.	
Opening Balance		51,000
Deposits		1,836
Withdrawals		-
Closing Balance		52,836
Big Brothers Big Sisters	Grant funding Received	
Opening Balance		(1,000)
Deposits		(36)
Withdrawals		-
Closing Balance		(1,036)

Community Patrol	Grant funding Received	
Opening Balance		-
Deposits		-
Withdrawals		-
Closing Balance		-
Graffiti	Grant funding Received	
Opening Balance		1,000
Deposits		36
Withdrawals		-
Closing Balance		1,036
Taxi Chits	Grant funding Received	
Opening Balance		-
Deposits		-
Withdrawals		-
Closing Balance		-
Restricted Reserve Funds - Summary		
Opening Balance		1,397,300
Deposits		50,303
Withdrawals		(100,000)
Closing Balance		1,347,603
Depreciation Reserve Funds - Summary		
Opening Balance		-
Deposits		13,360,142
Withdrawals		(11,761,500)
Closing Balance		1,598,642
Special Funds Reserves - Summary		
Opening Balance		4,492,043
Deposits		13,735,140
Withdrawals		(12,074,500)
Closing Balance		6,152,683

Proposed Fees and Charges 2016/17

All Fees and Charges are GST inclusive unless otherwise stated

Council proposes to lower its hourly rates for planning and regulatory services. If adopted, the current charge-out rate of \$200/hour would be reduced to \$150/hour, and \$100/hour for administrative staff. These changes build on recommendations from a review of the Council's resource management function and comparison with other Councils' regulatory rates.

Corporate Service charges	
Black & White Photocopying	
Single Sided - A4	\$0.30
Single Sided - A3	\$0.50
Double Sided - A4	\$0.40
Double Sided - A3	\$0.60
Single Sided - A2	\$2.60
Single Sided - A1	\$3.60
Single Sided - A0	\$5.10
Overheads - A4	\$0.50
Colour Photocopying	
Single Sided - A4	\$2.60
Single Sided - A3	\$4.10
Double Sided - A4	\$3.60
Double Sided - A3	\$5.10
Laminating	
A4 - Per Page	\$3.10
A3 - Per Page	\$4.10
Binding	
Small - less than 100 pages	\$4.10
Large - more than 100 pages	\$6.10
Scanning and scanning to email	
Large scale format scanning	\$3.00 per scan
Document scanning via photocopy machine	\$1.00 per scan
Faxes	
Domestic	\$3.00
International	\$5.00
Received	\$1.00
Council Chambers	
Full day - maximum charge	\$307.00
Half day - maximum charge	\$102.00
Equipment Hire	
Data Projector- per day	\$51.00
Overhead Projector - per day	\$21.00
Requests under the Local Government Official Information and Meetings Act (LGOIMA)	

First hour of staff costs	Free
First 20 black and white copies	Free
Additional time	\$38 per ½ hour
Other charges as per fees and charges schedule	

Marriage services	
No longer offered: all enquiries regarding Births, Deaths, or Marriages please free phone 0800 225 252	

Westland Library	
Overdue Charges - per day (Adults)	\$0.30 (Max \$9.00)
Overdue charges - per day (Children)	\$0.10 (Max \$3.00)
DVDs	\$3.00
Adult music CDs	\$2.00
Book reserve fee	\$1.00
Replacement cards	\$5.00
Lost / Damaged Items	Replacement Cost
Visitors from other NZ Districts - Subscription charges –	\$20.00 per card per month \$25.00 for 3 Months \$50.00 for 6 Months
No subscription charges for those holding a library card from Buller or Grey Districts	
No subscription charge is made for exchange students staying with families in the District for six months or more	
Interlibrary loans (per item)	\$7.00 - \$21.00
Corporate Interlibrary Loans (per Item)	\$41.00
Book Covering	\$4.00 - \$6.00
Computer print outs: single sided A4	\$0.30
Computer print outs: double sided A4	\$0.40
Hokitika Museum	
Admission	
Adults	\$6.00
School age children (under 5 years old free)	\$3.00
Westland Residents	Free

Research	
In person enquiry first half hour	\$5.00
Additional hours thereafter	\$15.00 per half hour
Written research service (per hour)	\$60.00
Minimum charge	\$30.00
Special project research	By negotiation
Copies and Reproduction Fees	
Photographs (depending on size plus postage and packaging)	\$18.00 - \$40.00
Photocopying- Black and white A4 and A3	Refer to charges as set out in Corporate Services Section
Books - reproduction fee	\$20.00 per item
Greeting cards- reproduction fee	\$100.00 per item
Advertising, display or publicity	\$125.00 per item
Reproduction of books, manuscripts, fine art or other material in collection	5% of the recommended retail price of entire print run
Filming of items in collection (per item)	\$22.50
Filming (excluding advertising) under supervision (per hour or part thereof)	\$75.00
Newspaper articles, news broadcasts	No fee
Family History publications	Negotiable
Commercial display	\$225.00
Venue Hire	
Carnegie Gallery Hire (per week)	\$60.00
Commission on sales	20%
Museum Hire for events (by negotiation)	by negotiation
Meeting room hire (per meeting)	\$25.00

Sports field charges	
Cass Square (season hire)	
Touch Rugby per season	\$165.00
Softball per season	\$165.00
Rugby - per season	\$900.00
Cricket per season	\$165.00
Soccer per season	\$900.00
Cass Square (casual use)	

Daily	\$60.00
Hourly	\$25.00
Wildfoods Festival	\$5,750.00
Showers and Changing Rooms	\$40.00
Changing Rooms Only	\$20.00
Commercial Operators.	To be negotiated depending on type of usage

Cemetery Charges - Hokitika	
Hokitika	
New Grave (includes plot, interment and maintenance in perpetuity)	\$1,620.00
Ashes Plot Purchase and Interment (includes plot in Ashes Garden area and opening of plot)	\$454.00
Pre-purchase new Plot	\$1,236.00
Dig Grave site to extra depth	\$118.00
Interment on Saturday, Sunday or Public Holiday	\$256.00
Additional Cost to excavate grave on Saturday, Sunday or Public Holiday	\$332.00
Reopen a grave site	\$650.00
Intern Ashes in an existing grave	\$132.00
New grave in RSA area	\$613.00
Reopen a grave in the RSA Area	\$613.00
Intern a child under 12 in Lawn Area	\$1,620.00
Intern a child under 12 in children's section	\$368.00
Intern a child under 18 months in the children's section	\$172.00
Research of cemetery records for family trees etc. (per hour)	\$35.00
Minimum Charge	\$37.00

Ross and Kumara	
New Grave (includes plot, interment and maintenance in perpetuity)	\$854.00
Inter a child under 18 months in a new grave	\$429.00
Pre-purchase new plot	\$245.00
Bury Ashes (including registration)	\$368.00
Reopen a grave site	\$419.00
Research of cemetery records for family trees etc. (per hour)	\$35.00

Minimum Charge	\$35.00
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Land Information Services	
Land online Search—CT or Plan Instrument	\$10.00
Land Information	
GIS Map—A4	\$10.00
GIS Map- A4 with aerial photos	\$15.00
GIS Map - A3	\$20.40
GIS Map - A3 with aerial photos	\$31.00
GIS Client Services (per hour)	\$51.00

Land information memoranda	
Land Information Memoranda	\$210.00
Urgent - within 48 hours	\$330.00

Animal Control	
Dog control	
Standard Registration	
Registration Fee: Hokitika and Kaniere township (urban)	\$74.00
Registration Fee: Other Areas	\$58.50
Selected Owners	
Registration Fee: all areas	\$45.00
Working Dogs	
Registration Fee: all areas	\$30 for first, \$20 for subsequent
Dangerous dogs	
Registration Fee: all areas	Standard registration fee plus 50%
Late Registration	
Registration Penalty - 1 August	50% of applicable registration fee
Dog Impounding Fees	
First Impounding Offence	\$82.00
Second Impounding Offence	\$164.00
Third Impounding Offence	\$245.00
Feeding per day	\$26.00

Second & Third Impoundings will apply if occurring within 12 months of the first impounding date.	
Call-out for Dog Reclaiming	\$78.00
Impounding Act	
Stock Control Callout Fees	\$225.00 per callout
Stock poundage and sustenance Fees	Cattle, horse, deer, mule: \$25.00/head/day Sheep, goats, pigs, other animals: \$5.00/head/day

Health Act and Food Act	
Food Act 2014 – registration fee	\$200.00 (initial registration) \$100.00 (renewal of registration)
Food Act 2014 – verification fee (audit)	\$200.00 flat rate plus \$150 per hour (\$100 per hour administration time after first 30 minutes)
Food Act 2014 – Compliance and Monitoring fee	\$150 per hour (\$100 per hour administration time)
Hairdressers Registration	\$388.00
Offensive Trade Registration	\$388.00
Mortuary Registration	\$388.00
Camping Ground Registration	\$388.00
Camping Ground - fewer than 10 sites	\$286.00
Transfer of Registration	50% of registration fee

LGA Activities	
Trading in Public Places (Hawkers and Mobile Shops)	
Full Year	\$500
1 October to 31 March only	\$350

Activities under other Legislation	
Amusement Devices	

For one device, for the first seven days of proposed operation or part thereof.	\$11.50
For each additional device operated by the same owner, for the first seven days or part thereof.	\$2.30
For each device, for each further period of seven days or part thereof.	\$1.12
Class 4 Gaming	
Class 4 Gambling Venue	\$287.50

Resource Management

NOTE: All fees and charges below, unless specified as a Fixed Fee, are deposits and minimum fees paid as initial charges on application. Staff time will be calculated at the hourly rates below. Under Section 36 of the Resource Management Act 1991, the costs of staff time and costs incurred processing the consent over the deposit will be invoiced, and where a charge is inadequate to enable the recovery of actual and reasonable costs the Council may require payment of any additional charge.

Printed copy of the District Plan	\$154.00
Preparation & change to the District Plan (deposit)	\$5,000.00
Pre-application enquiries that exceed 30 minutes	Rate \$150.00/Hour
New Designations	\$1,000.00
Notified Resource Consents (in addition to consent deposit)	\$1,000.00
Variations to Designations	\$500.00
Land use activities (not listed elsewhere)	\$600.00
Mining consents	\$800.00
Land use: setback reductions	\$400.00
Subdivisions	\$800.00
Variations to Resource Consents	\$350.00
Subdivision Consents - including land use	\$900.00
Certificates of Compliance and Existing Use Certificates	\$300.00
Extension of time (S 125)	\$300.00
Survey Plan Approval (S 223) : Fixed Fee	\$100.00
S 224 approval deposit	\$200.00
Certification: Fixed Fee	\$200.00

Notices of Requirements & Heritage Orders	\$1000.00
Monitoring charges	\$150/hour
Monitoring fee charged upon issue of each consent (fixed fee)	\$100.00
Administration fee charged on each consent	\$100.00
Approval of Outline Plan	\$350.00
Consideration of Waiving of Outline Plan	\$150.00
Issue of abatement notice: Fixed Fee	\$300.00
Return of items seized pursuant to Section 328 of the Resource Management Act 1991: Fixed Fee	\$150.00
Release of Covenants : Fixed Fee	\$100.00
Planning staff processing time for resource management activities	\$150/hour
Administration Planning staff time	\$100.00/hour
In-house Engineering Services that exceed 15 minutes	\$150/hour
Councillor Hearing Commissioner (Chair)	\$100/hour
Councillor Hearing Commissioner (Committee)	\$80/hour
Independent commissioner	At cost

Recreation contribution

5% of the value of each new allotment or the value of 4,000m² of each new allotment, whichever is the lesser. The minimum charge is \$1,000.00 per new allotment and the maximum charge is \$3,000.00 per new allotment, both GST-inclusive.

Performance Bonds

Performance bonds may be put in place from time to time with the amount to be established on a case by case basis. Lodgement fee \$250.00

Relocated buildings

In addition to building consent fees, and the building Research levy, a minimum deposit of up to \$10,000 is required for buildings being relocated.

Building Consent Activity

1) Total fees will vary according to the extent of processing required to grant a building consent and the number of inspections that may need to be undertaken. An estimated number of inspections will be charged for at the outset, but refunds will be available for any unused inspections.

Free-standing Fire Places	
Project Information Memorandum	At cost \$200.00/hour
Consent	\$31.00 Fee plus \$150.00 per hour (\$100 per hour for administrative staff)
BCA Accreditation Levy	\$56.00
Inspection Fee	\$205.00 each
Code Compliance Certificate	\$31.00 Fee plus \$150.00 per hour (\$100 per hour for administrative staff)
Accessory Buildings	
Project Information Memorandum	\$75 Fee plus \$150.00 per hour (\$100 per hour for administrative staff)
Compliance Check	\$61.00
Consent	\$184.00 Fee plus \$150.00 per hour (\$100 per hour for administrative staff)
BCA Accreditation Levy	\$56.00
Inspection Fee	\$205.00 each
Code Compliance Certificate	\$61.00 Fee plus \$150.00 per hour (\$100 per hour for administrative staff)
Alterations/Renovations (Minor)	
Project Information Memorandum	\$75 Fee plus \$150.00/hour (\$100 per hour for administrative staff)
Compliance Check	\$61.00
Consent	\$184.00 Fat Fee plus \$150.00 per hour (\$100 per hour for administrative staff)
BCA Accreditation Levy	\$56.00
Inspection Fee	\$205.00 each
Code Compliance Certificate	\$61.00 Fee plus \$150.00 per hour (\$100 per hour for administrative staff)
Alterations/Renovations (Major)	
Project Information Memorandum	\$75 Fee

	plus \$150.00 per hour (\$100 per hour for administrative staff)
Compliance Check	\$61.00
Consent	\$409.00 Fat Fee plus \$150.00 per hour (\$100 per hour for administrative staff)
BCA Accreditation Levy	\$56.00
Inspection Fee	\$205.00 each
Code Compliance Certificate	\$511.00 Fee plus \$150.00 per hour (\$100 per hour for administrative staff)
Temporary Buildings	
Project Information Memorandum	\$150 per hour (\$100 per hour for administrative staff)
Compliance Check	\$61.00
Consent	\$102.00 Fee plus \$150.00 per hour (\$100 per hour for administrative staff)
BCA Accreditation Levy	\$56.00
Inspection Fee	\$205.00 each
Code Compliance Certificate	\$61.00 Fee plus \$150.00 per Hour (\$100 per hour for administrative staff)
Marquees Only	
Consent	\$61.00 Fee plus \$150.00 per Hour (\$100 per hour for administrative staff)
BCA Accreditation Levy	\$56.00
Inspection Fee	\$205.00 each
Reports	
Monthly building consent reports	\$49.10
Signs	
Project Information Memorandum	At cost \$150.00/hour (\$100 per hour for administrative staff)
Compliance Check	\$61.00

Consent	\$123.00 Fee plus \$150.00 per Hour (\$100 per hour for administrative staff)
BCA Accreditation Levy	\$56.00
Inspection Fee	\$205.00 each
Code Compliance Certificate	\$31.00 Fee plus \$150.00 per hour (\$100 per hour for administrative staff)
Election Signs	
Up to 3 signs	\$307.00
Up to 6 signs	\$613.00
For each additional sign in excess of 6. signs	\$20.00
Housing - Average (<120m2)	
Project Information Memorandum	\$75 Fee plus \$150.00 per hour (\$100 per hour for administrative staff)
Compliance Check	\$61.00
Consent	\$409 Fee plus \$150.00 per hour (\$100 per hour for administrative staff)
BCA Accreditation Levy	\$56.00
Inspection Fees	\$205.00 each
Code Compliance Certificate	\$511.00 Fee plus \$150.00 per hour (\$100 per hour for administrative staff)
Housing Executive (>120m2)	
Project Information Memorandum	\$75 Fee plus \$150.00 per hour (\$100 per hour for administrative staff)
Compliance Check	\$61.00
Consent	\$613.00 Fee plus \$150.00 per hour (\$100 per hour for administrative staff)
BCA Accreditation Levy	\$56.00
Inspection Fees	\$205.00 each
Code Compliance Certificate	\$613.00 Fee

	plus \$150.00 per hour (\$100 per hour for administrative staff)
Drainage & Plumbing - Public System	
Project Information Memoranda	At cost \$150.00 per hour (\$100 per hour for administrative staff)
Consent- Public Sewerage System	\$123.00 Fee plus \$150.00 per hour (\$100 per hour for administrative staff)
BCA Accreditation Levy	\$56.00
Inspection Fee	\$205.00 each
Code Compliance Certificate	\$51.00 Fee plus \$150.00 per hour (\$100 per hour for administrative staff)
Drainage & Plumbing – Stand Alone System	
Project Information Memorandum	At cost \$150.00 per hour (\$100 per hour for administrative staff)
Consent – Stand Alone System	\$184.00 Fee plus \$150.00 per hour (\$100 per hour for administrative staff)
BCA Accreditation Levy	\$56.00
Inspection Fee	\$205.00 each
Code Compliance Certificate	\$51.00 Fee plus \$150.00 per hour (\$100 per hour for administrative staff)
Commercial/Industrial/Multi Unit Development	
Project Information Memorandum	\$125 Fee plus \$150.00 per hour (\$100 per hour for administrative staff)
Compliance Check	\$61.00
Consent	\$664.00 Fee plus \$150.00 per hour (\$100 per hour for administrative staff)
BCA Accreditation Levy	\$56.00
Inspection Fee	\$205.00 each
Code Compliance Certificate	\$664.00
Other	

Building Consent Amendment	\$123.00 Fee plus \$150.00 per hour (\$100 per hour for administrative staff)
Extension of time for exercise of building consent	\$123.00
Extension of time for obtaining CCC	\$123.00
Building Consent Holding Fee (not uplifted within 10 working days)	\$72.00
Road Damage Deposit – Refundable deposit	\$716.00
Building Research Levy	
In addition to the Building Consent fee, a Building Research levy based upon \$1.00 per \$1,000 or part thereof of total value is required to be paid. Consents of lesser value than \$20,000 are exempt from this levy.	
Building MBIE Levy	
In addition to the Building Consent, a Building Industry levy based upon \$2.01 per \$1,000 or part thereof of total value is required to be paid. Consents of lesser value than \$20,000 are exempt from this levy.	
Independent Building Consent Authority (BCA)	
Where the services of a Building Certifier are used, the fee will be established on a case by case basis to ensure full cost recovery.	
Demolition (if not exempt work under Schedule 1 of Building Act 2004)	
Consent	\$123.00 Fee plus \$150.00 per Hour (\$100 per hour for administrative staff)
Inspection Fee (where necessary)	\$205.00 each
Receiving and Checking Building Warrant of Fitness	
On or before due date	\$90.00, plus \$40.00 for 3 systems or less, plus \$15.00 for each additional system in excess of 3
After due date	\$180.00, plus \$40.00 for 3 systems or less, plus \$15.00 for each additional system in excess of 3

Other Building Charges	
Soakage Tests	\$205.00
Certificate of Acceptance	\$511.00 Fee plus \$150.00 per Hour (\$100 per hour for administrative staff) Plus applicable Building Consent Fee
Certificate of Public Use	\$256.00 Fee plus \$150.00 per hour (\$100 per hour for administrative staff)
Compliance Schedules	\$286.00
Duplicate Schedules	\$143.00
Amendment to Compliance Schedule	\$92.00
Preparation of Certificates for Lodgement	\$358.00
Preparation of Sec 37 Certificate	\$153.00
Receipt and checking of Schedule 1 advice	\$123.00
Notices to Fix	\$256.00 fee for first \$512.00 Fee for second \$768.00 Fee for third Plus \$200.00 per hour
Additional Inspections	\$205.00
Application for PIM only	
Residential	\$75.00 fee plus \$150.00/hour (\$100 per hour for administrative staff)
Commercial/Industrial	\$125.00 Fee plus \$150.00/hour (\$100 per hour for administrative staff)
Stock Underpass	Levies Only
Solar water heating installations	Levies Only
Where any building charge is inadequate to enable the recovery of the actual and reasonable costs, a further charge may be payable.	

Hokitika Swimming Pool	
Single Admission	
Adult	\$5.00
Senior Citizen (60+)	\$4.00

Child at school	\$3.00
Pre Schooler	\$1.50
Pre Schooler and Parent	\$3.00
Family (2 adults / 2 children)	\$13.00
Spectator	Free
Concession Ticket - 10 Swims	
Adult	\$40.00
Senior Citizen (60+)	\$32.00
Child at school	\$24.00
Pre Schooler	\$12.00
Pre Schooler and Parent	\$24.00
Family (2 adults / 2 children)	\$104.00
Season Ticket	
Adult	\$280.00
Senior Citizen (60+)	\$224.00
Child at school	\$168.00
For information: management@westlanddistrictproperty.co.nz Westland District Property Ltd (03) 755 8497	

Baches on Unformed Legal Road	
Annual Site Fee	\$2,050.00
For information: management@westlanddistrictproperty.co.nz Westland District Property Ltd (03) 755 8497	

Operations
Water Supply Connections
Actual cost recovery relating to the installation of water supply connections.
Sewerage & Stormwater Connections
Actual cost recovery relating to the installation of sewerage and stormwater connections.
Vehicle Crossings
Actual cost recovery relating to the installation of vehicle crossings.
Sewerage Supply

Trade Waste charges are levied separately according to waste volume and utilisation of sewerage system.	Minimum fee of \$500 per annum
Water Supply Annual Charges	
Hokitika/Kaniere Water Supply	Commercial metered supply per cubic metre \$1.30
Council reserves the right to negotiate metered charges with significant users.	
Treated Supplies—Rural Towns Fox Glacier/Franz Josef/Whataroa/Harihari	Commercial metered supply per cubic metre \$1.20

Property Rentals
Council property rentals are regularly reviewed to ensure they are set at fair market value.

Temporary Road Closures	
Non-refundable application fee	\$100.00
Additional Information request (from applicant)	\$100 per hour
Public Notification on approval	At cost
Management of temporary road closure	At cost
Call Out / Audit of Traffic Management Plan	\$225.00 per hour
Not for Profit Organisations	Exempt

Hokitika Transfer Station	
Refuse Site Gate Fees	
General Waste	
Per tonne	\$475.00
60L bag	\$4.00
Green Waste	
Green Waste per tonne	\$46.00
60L bag Green Waste uncompacted	\$0.50
Accepted Recyclable Items* *Colour sorted glass will be accepted free of charge, unsorted glass will be charged at the general waste rate	Free

Non Weighbridge Sites	
Uncompacted General Waste	
Per Cubic Metre small loads < 0.5m ³	\$65.00
Per Cubic Metre large loads > 0.5m ³	\$95.00
60L bag	\$4.00
120L Wheelie Bin	\$8.00
240L Wheelie Bin	\$16.00
Small Trailer /Ute (0.68m ³)	\$65.00
Medium Trailer (0.91m ³)	\$90.00
Cage or Large Trailer (2.7m ³)	\$260.00
Accepted Recyclable Items* <i>*Colour sorted glass will be accepted free of charge, unsorted glass will be charged at the general waste rate</i>	Free
Uncompacted Green Waste	
Per Cubic Metre	\$10.00
60L bag	\$0.50
Small Trailer /Ute (0.68m ³)	\$6.00
Medium Trailer (0.91m ³)	\$10.00
All Sites: Other Items	
Whiteware (Fridges must be degassed, per item)	\$10.00
Tyres (Based on average weight of 7.5kg, per item)	\$3.50
Cars Prepared (Conditions apply, per item)	\$45.00

Any legislative charges under the Waste Management Act will be imposed as a levy if required. Note: Government requires Council to charge a levy of \$10.00 per tonne, or equivalent volume at non weighbridge sites, on all waste disposed of to landfill. This is included in the above fees.

For non-standard loads, the Transfer Station Operators reserve the right:

- To measure the waste and charge the per cubic metre rate or;
- To measure the load and use the Ministry for the Environment Conversion Factors for compacted or dense waste.

Jackson Bay Wharf Charges (prices exclude GST)

Commercial Fishing Vessels operating from the Wharf for discharge of wet fish and/or crayfish must have a licence to occupy.

Annual Charge

Vessels over 13.7 metres (45 feet)	\$4,000.00
Vessels between 9.1 metres and 13.7 metres (30-45 feet)	\$1,500.00
Vessels up to 9.1 metres (30 feet)	\$1,000.00
Casual users landing tuna (per tonne)	\$23.00

Other Vessels (not discharging) must pay a daily charge (24 hours) as below

Vessels over 13.7 metres (45 feet)	\$250.00
Vessels between 9.1 metres and 13.7 metres (30-45 feet)	\$200.00
Vessels up to 9.1 metres (30 feet)	\$100.00

For information: management@westlanddistrictproperty.co.nz
Westland District Property Ltd (03) 755 8497

SALE AND SUPPLY OF ALCOHOL

On, Off or Club Licence

Applications and renewals for On, Off or Club Licence are assessed using a cost/risk rating system. The cost/risk rating of the premises is the sum of the highest applicable weighting for the type of premises and type of licence, the hours of operation and any enforcement holdings in the last 18 months.

In addition an annual fee is payable which will be due on the anniversary date of the licence.

Cost/risk rating	Fees category	Application fee \$inc GST	Annual fee \$ inc GST
0-2	Very low	\$368.00	\$161.00
3-5	Low	\$609.50	\$391.00
6-15	Medium	\$816.50	\$632.50
16-25	High	\$1,023.50	\$1035.00
26 plus	Very High	\$1,207.50	\$1437.50

The cost/risk rating used to set the fees above is calculated using the tables below.

Latest alcohol sales time allowed for premises

Type of Premises	Latest trading time allowed (during 24 hour period)	Weighting
Premises for which an on-licence or club-licence is held or sought	2.00 am or earlier	0
	Between 2.01 and 3.00 am	3
	Any time after 3.00 am	5
Premises for which an off-licence is held or sought (other than remote sales)	10.00 pm or earlier	0
	Any time after 10.00 pm	3
Remote sales premises	Not applicable	0

Type of premises

Type of Licence	Type of Premises	Weighting
On-licence	Class 1 restaurant, night club, tavern, adult premises	15
	Class 2 restaurant, hotel, function centre	10
	Class 3 restaurant, other premises not otherwise specified	5
	BYO restaurants, theatres, cinemas, winery cellar doors	2
Off-Licence	Supermarket, grocery store, bottle store	15
	Hotel, Tavern	10
	Class 1, 2 or 3 club, remote sale premises, premises not otherwise specified	5
	Winery cellar doors	2
Club-licence	Class 1 club	10
	Class 2 club	5
	Class 3 club	2

Enforcement holdings

Number of enforcement holdings in respect of the premises in the last 18 months	Weighting
None	0
One	10
Two or more	20

Definitions for types of premises

Type	Class	Description
Restaurants	1	A restaurant that has or applies for an on-licence and has, in the opinion of the Territorial Authority, a significant bar area and operates that bar area at least one night a week in the manner of a tavern.
	2	A restaurant that has or applies for an on-licence and has, in the opinion of the Territorial Authority, a separate bar area and does not operate that bar area in the manner of a tavern at any time.

	3	A restaurant that has or applies for an on-licence and, in the opinion of the Territorial Authority, only serves alcohol to the table and does not have a separate bar area.
	BYO	A restaurant for which an on-licence is or will be endorsed under section 37 of the Act.
Clubs	1	A club that has or applies for a club licence and has at least 1,000 members of purchase age and in the opinion of the territorial authority, operates any part of the premises in the nature of a tavern at any time.
	2	A club that has or applies for a club licence and is not a class 1 or class 3 club
	3	A club that has or applies for a club licence and has fewer than 250 members of purchase age and in the opinion of the territorial authority, operates a bar for no more than 40 hours each week.
Remote sales premises		Premises for which an off-licence is or will be endorsed under section 40 of the Act.
Enforcement holding		A holding as defined in section 288 of the Act, or an offence under the Sale of Liquor Act 1989 for which a holding could have been made if the conduct had occurred after 18 December 2013.

Other Licence Fees

Type	Description of activity	Application fee \$ incl GST
Temporary Authority	Fee payable to the territorial authority under s.136(2) of the Act for a temporary authority to carry on the sale and supply of alcohol	\$296.70
Temporary Licence	Fee payable to the territorial authority by a person applying under section 74 of the Act to sell alcohol pursuant to a licence from premises other than the premises to which the licence relates	\$296.70
Permanent Club Charter	Annual fee payable to the territorial authority in which the club's premises are situated by the holder of a permanent club charter as described in section 414 of the Act.	\$632.50
Extract from register	Fee payable to a licensing committee under section 66(2) of the Act for an extract from a register.	\$57.50
	Fee payable to ARLA under section 65(2) of the Act for an extract from a register.	\$57.50
Appeals	Fee payable to ARLA under section 154 of the Act (against a decision of a licensing committee)	\$517.50
	Fee payable to ARLA under section 81 of the Act (against a local alcohol policy)	\$517.50
Manager's Certificate	New or Renewal	\$316.20

Special Licenses

The fee payable for a Special Licence is assessed using a cost/risk rating system depending on the size of the event and the number of events applied for.

Large event: Means an event that the territorial authority believes on reasonable grounds will have patronage of more than 400 people.

Medium event: Means an event that the territorial authority believes on reasonable grounds will have patronage of between 100 and 400 people.

Small event: Means an event that the territorial authority believes on reasonable grounds will have patronage of fewer than 100 people.

Class	Issued in respect of	Application fee \$ inc GST
1	1 large event: More than 3 medium events: More than 12 small events	\$575.00
2	3 to 12 small events: 1 to 3 medium events	\$207.00
3	1 or 2 small events	\$63.20

Westland District Council

36 Weld Street
Private Bag 704
Hokitika 7842
New Zealand
Phone 03 756 9010 or 0800 474 834 www.westlanddc.govt.nz

Hokitika i-SITE Visitor Information Centre

36 Weld Street
Private Bag 704
Hokitika 7842
New Zealand
Phone: 03 755 6166 or 0800 474 834
Email enquiries@hokitikainfo.co.nz

Westland Library

20 Sewell Street
Hokitika 7810
New Zealand
Phone 03 755 6209 or 0800 474 834
www.westlib.co.nz

Hokitika Museum

The Carnegie Building
Corner of Tancred and Hamilton Streets
Private Bag 704
Hokitika 7842
New Zealand
Phone 03 755 6898 or 0800 474 834

Hokitika Swimming Pool

53 Weld Street
Hokitika
New Zealand
Phone 03 755 8119

Council Controlled Organisations:**Westland District Property Company**

PO Box 22
Hokitika 7842
New Zealand
Phone 03 7558497

Westroads Limited

267 Kanieri Road
Hokitika 7811
New Zealand
Phone 03 75

Report



DATE: 31 March 2016

TO: Mayor and Councillors

FROM: Group Manager: Corporate Services

ADOPTION OF THE CONSULTATION DOCUMENT FOR THE DRAFT ANNUAL PLAN 2016/17

1 SUMMARY

- 1.1 The purpose of this report is to propose the adoption of the Consultation Document for the Draft Annual Plan for the financial year ending 30 June 2017, appended as an annex to the agenda.
- 1.2 This issue arises from the requirements of Sections 95 and 95A of the Local Government Act 2002 (LGA).
- 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 adopts the Consultation Document for the Draft Annual Plan for the financial year ending 30 June 2017.

2 BACKGROUND

- 2.1 S95(1) LGA requires Council to adopt an annual plan for each financial year.
- 2.2 S95(2) requires Council to undertake public consultation, in accordance with S82, in respect of any significant or material differences between the proposed annual plan and the content of the long-term plan for the financial year to which the annual plan relates.
- 2.3 The purpose and content of a consultation document is defined by S95A LGA.

- 2.4 S95A(1) stipulates:
The purpose of the consultation document under section 82A(3) is to provide a basis for effective public participation in decision-making processes relating to the activities to be undertaken by the local authority in the coming year, and the effects of those activities on costs and funding, as proposed for inclusion in the annual plan, by—
- (a) identifying significant or material differences between the proposed annual plan and the content of the long-term plan for the financial year to which the annual plan relates; and
 - (b) explaining the matters in paragraph (a) in a way that can be readily understood by interested or affected people; and
 - (c) informing discussions between the local authority and its communities about the matters in paragraph (a).
- 2.5 Section 95A(4) requires that the local authority must adopt the information that is relied on by the content of the consultation document before it adopts the consultation document.

3 CURRENT SITUATION

- 3.1 The Draft Annual Plan 2016/17 contains variations to the corresponding year 2 of the LTP. In most case these variations are neither significant not material and do not require consultation.
- 3.2 There are two exceptions, being the timing of the replacement Wastewater Treatment Plant in Franz Josef and the timing and extent of improvements to the Stormwater system in Hokitika.
- 3.3 In addition to these variations the Draft Annual Plan reflects proposed changes to Council's policy on dogs and a proposal to set fees under the Food Act 2014. These proposals are subject to separate and concurrent Special Consultative Procedures and are referenced in the Consultation Document.
- 3.4 Finally the Consultation Document explains proposals to adjust the fee structures for hawkers and mobile shops, stock control and food premise licensing, also contained in the Draft Annual Plan.
- 3.5 The changes to fees are proposed within the framework of Council's Revenue and Financing Policy.
- 3.6 The consultation period is proposed to commence on 4 April 2016 and continue until 6 May 2016, supported by the Consultation Document.

4 OPTIONS

- 4.1 Option 1: Do nothing
- 4.2 Option 2: Instruct the Chief Executive to make amendments to the Draft Annual Plan and update the Consultation Document.
- 4.3 Option 3: Adopt the Consultation Document.

5 SIGNIFICANCE AND ENGAGEMENT

- 5.1 In accordance with Council's policy on Significance and Engagement the adoption of a Draft Annual Plan is administrative and of low significance.
- 5.2 The adoption of a Consultation Document itself does not require consultation. The matters contained in the Consultation Document will be the subjects of public consultations commencing 4 April 2016.

6 ASSESSMENT OF OPTIONS (INCLUDING FINANCIAL IMPLICATIONS)

- 6.1 Option 1: Council cannot adopt an annual plan that incorporates material variations from its LTP or proposals to introduce or amend statutory policies without public consultation. The residual position under Option 1 would be one of:
 - 6.1.1 Adopt Year 2 of the LTP without amendment as its Annual Plan 2016/17 and without any changes or implementations of policies and fee structures. This would mean that the rates requirement for the Annual Plan 2016/17 would be higher than that proposed in the Draft Annual Plan.
 - 6.1.2 Not to adopt an Annual Plan.
- 6.2 Option 2: The matters contained in the Consultation Document are the product of community engagement and legislative changes and the exclusion of any of these may carry the risk of Council not fulfilling its obligations under S95. In arriving at the proposed changes Council has exercised fiscal and political governance. Insertion of additional projects or budgetary increments would have implications for Council's funding requirements.
- 6.3 Option 3: Adoption of the Consultation Document enables Council to satisfy its statutory obligation and demonstrate its commitment to engaging with and responding to the community.

7 PREFERRED OPTION AND REASONS

- 7.1 The preferred Option is 3: Adopt the Consultation Document. This would contribute towards the achievement of Council's vision and provide a platform for Council to deliver on its objectives and commitments.

8 RECOMMENDATION

- A) **THAT** Council adopts the Consultation Document for the Draft Annual Plan 2016/17, appended to the agenda as Annex 1.
- B) **THAT** Council instructs the Chief Executive to release the Consultation Document for public consultation commencing 4 April 2016.

Gary Borg
Group Manager: Corporate Services

Annex 1: Consultation Document: Draft Annual Plan 2016/17

Consultation Document

Draft Annual Plan 2016/17

Please provide us with your feedback

4 April - 6 May 2016

www.westlanddc.govt.nz

WESTLAND
DISTRICT COUNCIL



This is a Consultation Document. Its purpose is to seek feedback from you about significant changes (from the Long Term Plan 2015 –25) that Council proposes for 2016/17.

We need your feedback before we can finalise the Annual Plan.

If you would like to obtain more detail about the proposals in this document, a draft Annual Plan is also available:

www.westlanddc.govt.nz

Or, from the Council offices in Hokitika.

Our Way Forward: Annual Plan 2016/17

Going into Year 2 of Council's Long Term Plan; we propose new timeframes for installing infrastructure, an increased use of reserve funds and alternative levels and ways to collect some of our fees and charges.

Proposed changes to the Long Term Plan

Two key changes to the delivery of infrastructure are proposed for 2016/17 (Year 2 of the LTP).

An increased use of reserve funds is proposed.

There are also alternatives levels and ways proposed for the collection of some of our fees and charges.

Other minor amendments are identified in the draft Annual Plan document itself.

The two key changes to the delivery of infrastructure are:

- * The timing for installing the new Franz Josef wastewater treatment plant
- * The timing and options for stormwater system improvements in Hokitika

An increased use of reserve funds is proposed

To continue to enhance the Hokitika waterfront

Alternative levels and ways to collect are proposed for these fees and charges:

The Food Act inspection regime (a Statement of Proposal is available)

Hawkers/mobile shops licenses

Dog registration (an amendment to the Dog Control Policy is available)

Stock control fees

1. Key consultation matter:

The new Franz Josef wastewater treatment plant

The new wastewater treatment plant will cost up to \$6.1 million. This anticipated cost is included in the Council's Long Term Plan, and phased over several years. However for the well-being of the community and the environment it is proposed that this project be brought forward to 2016/17.



The reasons for introducing a new wastewater treatment plant at Franz Josef are set out in the LTP [pages 115-118]. Primarily it is because the current location of the plant has resulted in Council finding it difficult to meet compliance standards in regard to unregulated discharges into the Waiho River.

Project planning is near completion but we need to ensure there is a funding plan in place before commencing the capital works.

Council plans to explore a mixed funding approach, consistent with the funding principles established in its Revenue and Financing Policy on page 170 of the LTP.

It will be discussing this with the Government; to try to obtain a subsidy for 50% of the project cost. If this eventuates then the borrowing requirement will be lower, as will the impact on ratepayers. It is intended that the remaining \$3 million will be funded by a mixture of voluntary capital contributions from major users of the scheme and the balance to be funded by debt.

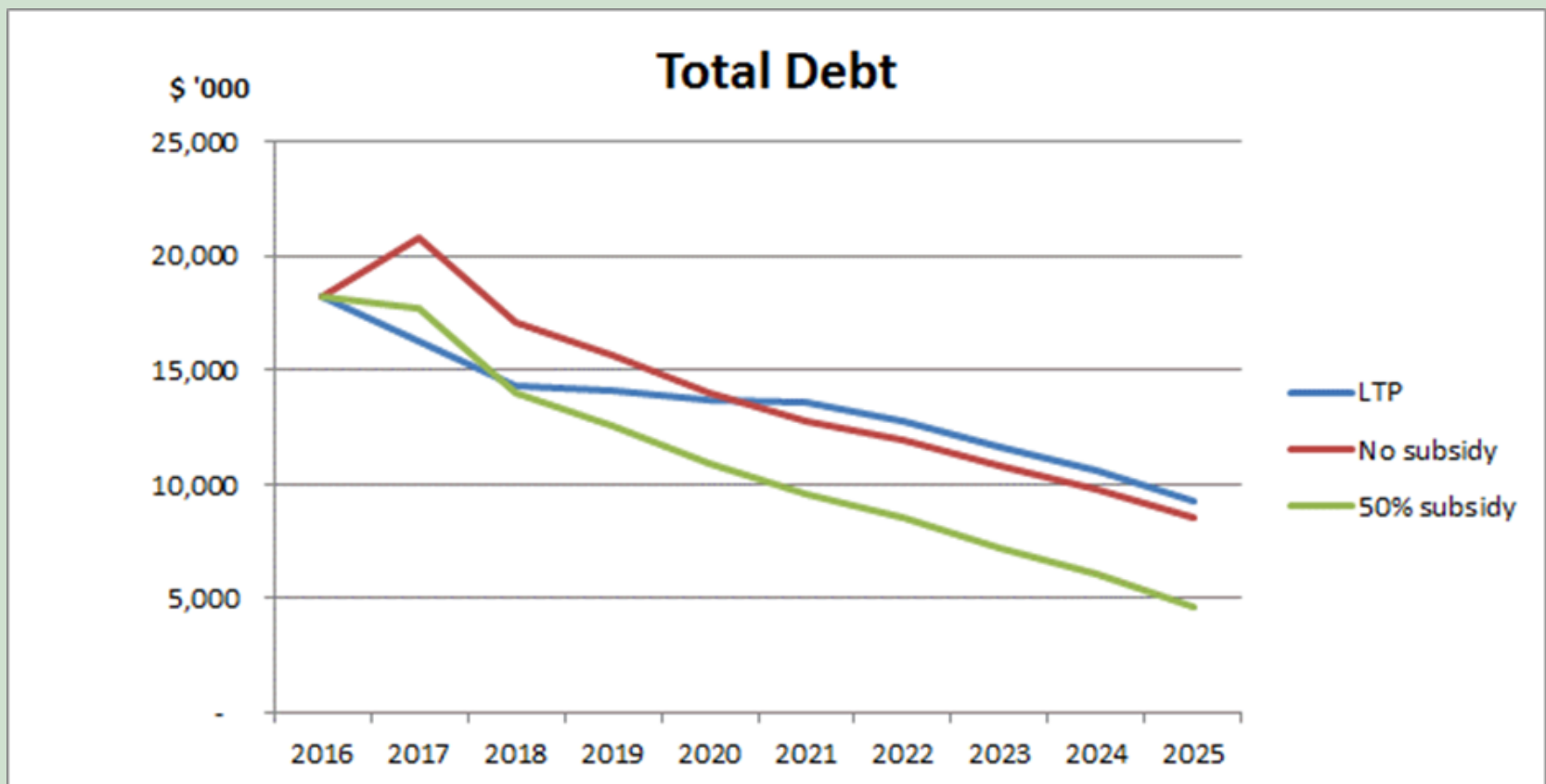
Council is conscious that if a central subsidy cannot be secured, the loan amount and consequentially rates in future years will be higher to service ongoing finance costs and debt repayment.

The sewerage rate is harmonised across all connections in the district.

The financial implications

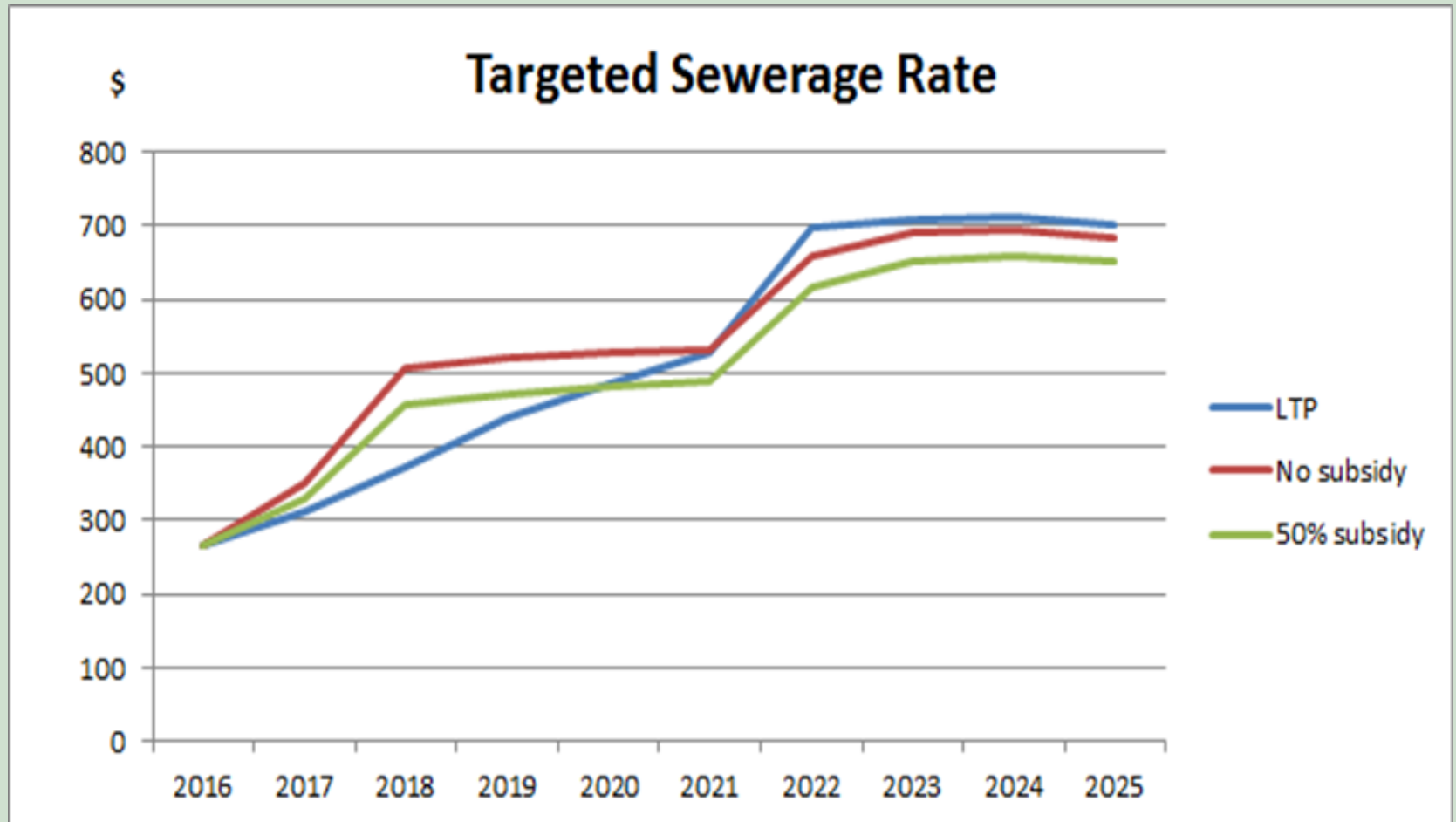


The proposed change is about timing. The cash flows relating to the project are already contained in the LTP, but by bringing it forward the changes to Council debt and rates will happen earlier.



In the LTP the project is phased over 5 years and Council's total debt is repaid at a rate faster than new debt is drawn. By bringing the project forward to 2016/17 Council's debt will peak at \$17.8m, or \$20.8m without Government support.

What ratepayers will pay (the effect on the targeted rate:)



With debt drawn earlier than forecast in the LTP, sewerage rates would increase more sharply sooner, but would not reach the same levels in the long term.

For the Annual Plan 2016/17 this would mean (for those connected to any sewerage scheme across the district), your rate would increase to \$331 per connection with Government subsidy, or \$349 without, compared to \$313 in the LTP.

Do you support Council bringing this project forward and initiating it in 2016/17?

A photograph of a storm drain in a paved area. The drain has a black metal grate with a diamond pattern. Water is flowing over the grate, and some brown and yellow debris is caught in it. The surrounding pavement is grey and wet. In the background, there is a white circular marking on the pavement.

2. Key consultation matter:



Hokitika stormwater system upgrade

At the request of the community, Council proposes a new program to improve the Hokitika stormwater network.

The current networks have proved to be unable to deal with 1 in 2 year storm events which in combination with natural low lying areas in parts of Hokitika, has resulted in flooding of streets and properties.

Significant work is required in order to drain away 1 in 50 year types of flooding. This level of work is not set out in the LTP. Some spending on the Hokitika stormwater system is already in the LTP but this proposal is to replace corresponding work by introducing one extensive program, phased over 6 years.

It is proposed that the order of work be undertaken as per the table on pages 12 and 13 of this document. The proposed works are a combination of improvements to the pipe networks as well as overland flows during the storm events. Options are shown on the table, as best fit solutions are still being investigated.

	Year 1 [\$440,000]	Year 2 [\$449,000]	Year 3 [\$770,000]
Tancred Street	Option 1 Provide two larger capacity pumps in existing pump station, a new large capacity sump to enable more surface water to enter the pump station and direct the existing 450mm pipeline into the existing pump station. Increases the pump capacity at Tancred Street pump station. Increases the pipeline and over-land flow (road surface drainage) downstream of Hamilton Street . The current overland flow path remains. Cost Estimate = \$140,000. Addresses downstream of Hamilton Street.		
Bealey Street		Option 2 Upgrade 190m of existing 450mm gravity main to a 900mm diameter pipe with new high capacity sump intakes at the low point in Weld Street. Upgrade both of the pumps in the existing pump station. Increases pump station and gravity main capacity. Cost Estimate = \$329,000. Compared to Option1, Option 2 has no change to 1500mm diameter pipeline and manages potential overflows from that pipe by increases the gravity capacity with a parallel 900mm diameter main.	
Rolleston Street	Option 1 Replace exiting smaller diameter pipeline with a 900mm pipe over a distance of 250m and provide improved sumps to enable additional flow to enter pipe. Upgrade one pump in the existing pump station (option assumes that one pump upgrade has been allowed for elsewhere in Council planned works / budget). Increases pump station and gravity main capacity. Cost Estimate = \$300,000. Provides flow capacity to allow the pumps to effectively drain the low point.		
Hoffman Street			Option 1 Upgrade existing gravity mains to 550m of 1050mm diameter pipeline and 100m of 900mm diameter pipeline and provide large capacity sumps at the two low points. Provide two larger capacity pumps in the existing pump station. Increases pump station and gravity main capacity. Cost Estimate = \$700,000. Provides flow capacity to allow the pumps to effectively drain the low point.
Livingstone Street			
Richards Drive			
Kaniere Road		Option 1 Inspect, clean and repair existing pipelines. Cost Estimate = \$7,000 Option 2 Install flap gates and sump intakes. Cost Estimate = \$34,000 Maximises performance of existing pipelines. Option 3 Install upgraded pipelines – 80m of 750mm and 25m of 900mm diameter and re-grade channels. Cost Estimate = \$79,000	

Year 4 [\$860,000]	Year 5 [\$730,000]	Year 6 [\$317,000]
	Option 3 Only feasible once Option 1 has been implemented as Option 3 is an add-on that requires those improvements to be in place. Increases the whole length of Tancred Street. Increases the gravity main capacity by upgrading the existing mains with 750mm to 1050mm diameter pipelines over 950m. Increase storm-water pipeline capacity, improves pump station performance. An overland flow path is retained.	
Option 3 Provide a new 1050mm diameter gravity pipeline and two new pump stations at river end (one on each of the 1050mm gravity pipelines). Increases pump station and gravity main capacity. Cost Estimate = \$860,000. No sealing of the existing main – provides a duplicate main to increase the gravity flow capacity.		
		Option 1 Provide new 675mm diameter pipeline over 200m length with sumps and manholes. Re-shape driveways and provide a low bund wall. Increases gravity main capacity. Cost Estimate = \$197,000 New urban pipeline system.
		Option 4 Install two pump stations – one in south and one in north Kaniere. Cost Estimate = \$120,000.

This table is available from
Council and is on our website

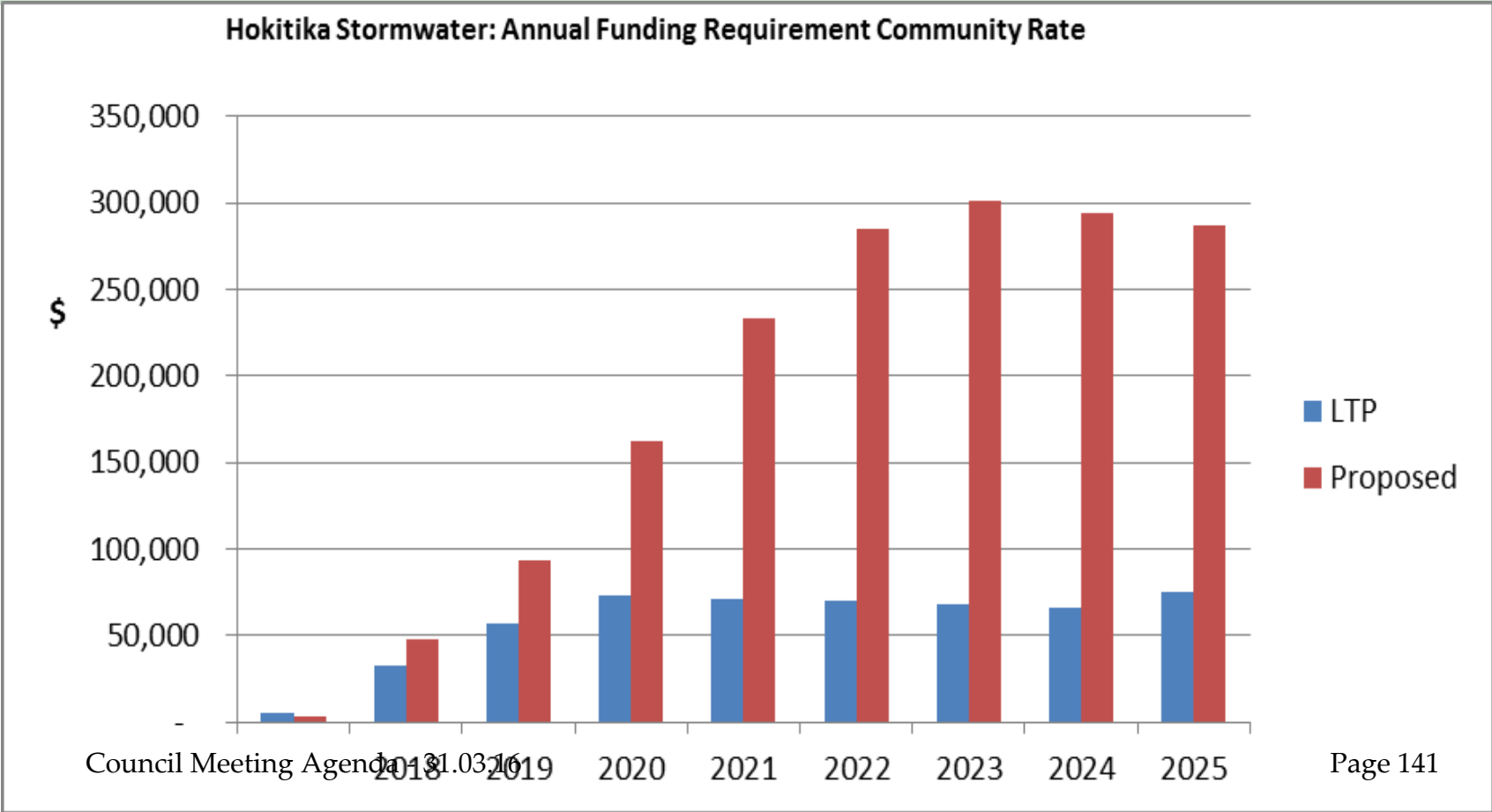
www.westlanddc.govt.nz

The financial implications

A total of \$3.56 million is required to bring the Hokitika stormwater networks up to a reasonable standard. i.e. to be able to handle a minimum of 1 in 10 year event and in some cases also be able to handle a 1 in 50 year event.

If the program is initiated in 2016/17 it will change the Hokitika Community Rates from what is shown in Year 2 of the LTP, due to the associated debt servicing requirements.

The total expenditure for the proposed program exceeds the amount contained in the LTP by \$2.1m, and the amount proposed for 2016/17 is \$146,850 higher than the corresponding expenditure in Year 2 of the LTP. As a result of lower interest costs, the financial implications for 2016/17 are virtually negligible. However if the full program is undertaken Council's debt requirement for stormwater projects will reach \$3.1m in 2022, compared to a peak of \$0.83m in 2024 per the LTP, and in later years of the program this would translate into higher increases in the Hokitika Community Rates.



The tables below illustrate the effect on the Hokitika Community Rate for individual rating units. This is based on the current rating information and differentials in Council’s Rating Policy.

Annual amount to be included in Hokitika Community Rate for Stormwater

Sector		2018	2019	2020	2021	2022	2023	2024	2025
Rural / Rural Res	\$	12.18	23.70	41.11	59.09	72.30	76.28	74.51	72.74
Residential	\$	16.23	31.60	54.82	78.79	96.39	101.70	99.35	96.99
Commercial	\$	32.47	63.20	109.64	157.57	192.79	203.41	198.69	193.97

Annual increase in Hokitika Community Rate for Stormwater

Sector		2018	2019	2020	2021	2022	2023	2024	2025
Rural / Rural Res	\$	12.18	11.52	17.41	17.98	13.21	3.98	-1.77	-1.77
Residential	\$	16.23	15.37	23.22	23.97	17.60	5.31	-2.35	-2.36
Commercial	\$	32.47	30.73	46.44	47.93	35.22	10.62	-4.72	-4.72

Do you support Council introducing this extensive program ?



The Hokitika Waterfront

The proposal for 2016/17 is to further support the implementation of the waterfront plan. It is proposed that \$100,000 be added to this with funds coming from the existing Reserve Development Fund.

In the Long Term Plan, the Council agreed to provide \$30,000 from the Reserve Development Fund towards further work on the Hokitika Waterfront Development Concept Plan. Work is being undertaken presently to refine the concept plan into a more detailed blueprint for on-the-ground improvements.

The Reserve Development Fund is funded by financial contributions for recreation purposes from new subdivisions.

A further \$100,000 from the same fund is being proposed. Not funding this work at all could appear to be a lost opportunity for a Council contribution to a visionary project that has been consulted on with the community and which is taking place entirely on Council land. There would be a risk that the project would stall due to lack of funds, and the goodwill and potential volunteer hours that would support the project would dissipate.

The financial implications

The Reserve Development Fund is considered by Council to be the best funding option because it is set up to improve recreational facilities in the District.

It is continually replenished through contributions from subdivision, and it was used to provide \$30,000 to this project in the 2015/16 financial year.

Alternative options include funding the work through rates rather than through contributions from subdivision; reducing the contribution from Council; or not funding this work at all.

Reducing the contribution from Council is a feasible option however it would mean the project would progress more slowly and/or would need to attract other external funding.

Do you think we should use reserves funding? If yes, how much?

Fees and charges

We are proposing alternative ways to how we collect some of our fees and charges

In addition to the proposals in this Consultation Document, Council proposes to lower its hourly rates for planning and regulatory services. These changes are identified in the draft Annual Plan document, under the section "Fees and Charges for 2016/17". If adopted, the current charge-out rate of \$200/hr would be reduced to \$150/hr, and \$100/hr for administrative staff.

These changes build on recommendations from a review of the Council's resource management function and comparison with other Councils' regulatory rates.



The Food Act

The Food Act 2014 is now in force and requires a different system of managing food licensing and inspections. There are new fees which are split into separate parts for registration, auditing, compliance and monitoring.

Previously, under the Health Act 1956, Council had a single registration fee that covered inspection, registration and compliance and monitoring along with any administration costs.

This meant that all premises within a category paid the same fee regardless of the time and effort officers had to go to in order to seek compliance which resulted in safe and suitable food being supplied to the public.

The new regime will mean that a person who runs a good business and complies with all the relevant requirements will pay less than the food operator where more time and visits are required to ensure the quality and safety of the food being produced meets the relevant standard. In simple terms; good food operators will pay less and less capable food operators will pay more and get more attention from health officers.

This proposal will not change the level of service provided but will achieve more targeted cost recovery from those food operators that require more attention. In practice it will allow Council officers to spend more time with those food operators without penalising other operators or ratepayers. No additional spending by Council is proposed.

Full details of the proposed changes are available in a Statement of Proposal (refer to the back cover of this document)



The financial implications

The fees that are proposed are similar to what were charged under the Health Act; for example, a previous Category II food premise previously paying an annual fee of \$480 will now pay an initial \$200 registration fee and a \$350 audit fee for an hour of officer time (total \$550), and this will reduce to a total of \$450 in renewal years.

No additional net revenue is expected from this proposal as it is intended to cover costs.

Any increased revenue per premise is likely to be offset by a reduction in the number of premises going through the Council-administered process (as some businesses will go through a process directly administered by the Ministry for Primary Industries).

There is therefore no proposed departure from the LTP financial statements or Funding Impact Statement.

Do you think the proposed food inspection charges are fair?

Hawkers and Mobile Shops

The proposal is to have both hawkers and mobile shops pay the same fee as each other for Trading in Public Places, to require mobile food shops to pay separately for licensing under the Food Act, and to increase annual fees to better align these businesses' contributions with those made by ratepaying businesses on private land.

Businesses trading in public places currently pay \$250 per year for hawkers and \$429 per year for mobile shops . The higher charge for mobile food shops covers the costs of food premise licensing. Council now proposes to have both hawkers and mobile shops pay the same fee, with mobile shops selling food needing to separately pay for food premise licensing .

In addition Council proposes to increase the base charge to \$500 per year (with a lesser half-year option of \$350). This increase is intended to move towards a more level playing field with other commercial operators on private land who pay commercial rates.

This proposal will not alter service levels, and there is no additional spending proposed as a result of this proposal.



The financial implications

The proposal is to increase the fee for both Hawkers and Mobile Shops to \$500 per year.

A half-year option (1 October to 31 March) of \$350 is proposed to acknowledge that some businesses do not operate year-round.

No additional revenue is expected from this proposal as it is expected that some businesses trading in public places will cease to do so or will move to the half-year option as a result of the fee changes.

There is therefore no proposed departure from the LTP financial statements and/or Funding Impact Statement.

Do you think the proposed fee changes are fair ?

Dog Control

It is proposed that the owners of 'working dogs' be offered reduced dog registration rates.

And that Council reward dog owners who meet the criteria for 'Selected Dog Ownership' with reduced dog registration fees.

Council also proposes to revise other aspects of the Policy to clarify it, update it and bring it in line with current Council practice.

Currently Council has two classes of dog owner, urban and rural, and dog owners pay different registration based on these classes. A 'Rural Dog' does not have to be a working dog; the fee is lower because ratepayers do not generally require that dog wandering issues in rural areas receive as much attention as in urban areas.

It is proposed that these categories be added to by introducing 'Selected Dog Owner' and owner of a 'Working dog'. Registration fees for Working Dogs and Selected Dog Owners will be lower than the normal Urban and Rural Dog categories.

Currently all dog owners are treated in a similar manner. That is, those who always control their dog and register their dog on time are treated, in terms of dog registration fees, exactly the same way as a dog owner who doesn't register their dog on time and lets their dog roam causing a nuisance or danger to neighbours. It is proposed that the registration fees be changed to reward responsible owners. In addition, it is proposed that working dogs have lower fees because of their lesser impact on the dog control service.

Full details of the proposed changes to the Council's Dog Control Policy are available in a Statement of Proposal (refer to the back cover of this document)



The financial implications

The following fees are proposed for the 2016/17 registration year:

Urban dog	\$74.00 (same as current fee)
Rural dog	\$58.50 (same as current fee)
<i>Working dog (NEW)</i>	<i>\$30 for the first dog and \$20 every subsequent dog</i>
<i>Selected Dog Owner (NEW)</i>	<i>\$45</i>

The cost of the proposal could be up to \$18,000 if no new dogs were registered, however it is expected that dog registration numbers will increase as a result of increased patrols and the lower financial barriers to registration as a result of the lower-fee options.

As a result, this proposal is expected to be cost-neutral for 2016/17 onwards when compared with the revenue budgeted in the LTP. If there is a revenue shortfall, it will be covered by the surplus revenue from previous years that must be spent on dog control.

There is therefore no projected impact on the financial statements in the LTP, the Funding Impact Statement or the Council's financial strategy.

Do you think the proposed new categories and fee levels are fair ?

Stock Control

The proposal is to reduce the burden to ratepayers of the stock control service by moving to more of a user-pays system.

Currently the Council only charges a stock impounding fee, rather than a callout fee. This approach does not cover costs, as in many cases although work is done to move or secure stock, the stock are not actually impounded, so there is no charge made. The impounding fee is currently "actual costs" with a minimum of \$51. We are proposing higher fees.

Stock control callout fees are proposed to be \$225 per callout, and stock poundage and sustenance fees of \$25 per head per day (cattle, horse, deer, mule) are proposed if the stock have to be impounded. A lesser rate of \$5 per head per day is proposed for sheep, goats, pigs or other animals.

This proposal will not increase service levels but will increase cost recovery and reduce ratepayer burden. It will better cover the cost of contractors' travel and time in dealing with stock control callouts, as well as any follow-up administration such as communication with stock owners regarding fencing obligations.



The financial implications

Only a modest revenue increase is expected to result from this proposal, as callout numbers are already quite low (generally two or less per month) and it is expected that the increased fees will provide a further incentive for owners to contain their stock.

The most that could be expected to be recovered would be \$5000 per year, which would be near the total expected cost of the stock control contract. For the 2016/17 Annual Plan the expected revenue has been projected to increase from \$205 to \$2000; this is a conservative estimate until the actual impact on stock callouts and cost recovery can be seen.

There is therefore only a modest departure from the LTP financial statements and no material impact on the Funding Impact Statements.

Do you think the new charges are fair?

The draft Annual Plan 20016/17 and the Statement of Proposals for the Dog Control Policy & the Food Act fee changes are available from Council and at **www.westlanddc.govt.nz**

The closing date for submissions is 6 May 2016, 5pm

Complete a submission online: www.westlanddc.govt.nz

Email: consult@westlanddc.govt.nz

Send or deliver a written submission to: Westland District Council, Private Bag 704,
36 Weld Street, Hokitika

Submission forms are available on the Council website, at the Council office and at the Westland District Library. You do not have to use the Council submission form however you must provide your name, contact details, signature and specify if you wish to speak to your submission at a Council Hearing.



Report



DATE: 31 March 2016

TO: Mayor and Councillors

FROM: District Planner

Submission on West Coast Regional Council Proposed Coastal Plan

1 SUMMARY

- 1.1 The purpose of this report is to seek Council support for the proposed submission on the West Coast Regional Council's (WCRC) Proposed Regional Coastal Plan.
- 1.2 The Council Delegations manual retains the delegation to make submissions to the Government with the full Council. Making submissions on Regional Plans is delegated to the Group Manager: Planning, Community and Environment with a note that *"It is anticipated that this delegation will be exercised on minor amendments and changes only. Any submission must be consistent with Council policy and any major change to a Plan or Policy Statement will be considered by the Council."* This submission requires Council approval as it relates to a major change to a Plan. Planning staff have worked with Operations staff to obtain comments on both the draft and notified Coastal Plan and to produce the proposed submission on behalf of Council.
- 1.3 The submission seeks that the WCRC amend their proposed Coastal Plan to ensure that the broader coastal environment is managed on both sides of the Mean High Water Spring, which has previously been requested through Westland District Council's submission on the Regional Policy Statement. It is also requested that the process to amend the Regional Policy Statement is completed prior to further progress on the amendments to the Regional Coastal Plan to avoid further duplication of submissions that have been required to be made on both documents. Staff have focussed on the issues of management of areas of known hazard and the use of hard protection structures, and support provisions that affect our infrastructure provision.

- 1.3 Council seeks to meet its obligations under the Local Government Act 2002 and the achievement of the District Vision adopted by Council as part of the Long Term Plan 2015-25. These are stated on Page 2 of this agenda.
- 1.4 This report concludes by recommending that Council approves the submission.

2 BACKGROUND

- 2.1 The West Coast Regional Council is required to review its Regional Coastal Plan every 10 years. The existing Plan was made operative in February 2001. The West Coast Regional Council commenced its review of the Coastal Plan in 2010.
- 2.2 Westland District Council took part in a joint regional project to identify the extent of the coastal environment and to identify landscapes considered to be “outstanding” under the RMA and landscapes considered to have “high natural character” throughout the region. The proposed Coastal Plan includes the outstanding landscapes and areas of high natural character identified within the coastal environment during this process as a schedule to the plan and includes specific policies for the consideration of works within these areas.
- 2.3 Council staff provided comment on a circulated draft in May 2015. Two meetings have also been held with West Coast Regional Council staff in July and September 2015 to discuss specific aspects of our submission on the draft Coastal Plan in further detail. The WCRC resolved to notify its finalised Coastal Plan for public submission at its January meeting.

3 CURRENT SITUATION

- 3.1 The West Coast Regional Council notified the Regional Coastal Plan on 25 January 2016 for submissions, closing 21 March 2016. The Westland District Council has been granted an extension until 1st April 2016 to enable this submission to be considered by Council at its regular meeting.
- 3.2 As this is a submission on a plan change, the Council can support any aspects of the plan change or provide comments on any amendments sought or omissions. Following the submission process, the Council will be given the opportunity to submit on any other lodged submissions, and then a hearing date will be set by the Regional Council to hear and decide on the submissions and the Coastal Plan.

- 3.3 The submission requests that the WCRC delay further progress on the Coastal Plan until the amendment to the Regional Policy Statement is complete. WDC has made a number of submissions to the Regional Policy Statement that specifically relate to the alignment of Regional and District Council functions in relation to the management of the coastal environment, and that the need for the District and Regional Council to work together to better identify and manage hazard areas, including areas of coastal erosion and inundation. The WCRC progressing changes to the Regional Policy Statement and Regional Coastal Plan in parallel has meant that the relevant submission points that Westland District Council have made on the Regional Policy Statement have had to be duplicated within the submission on the Regional Coastal Plan.
- 3.4 The proposed submission also focuses on the use of Mean High Water Spring as a boundary for the management of hazards and other matters within the Coastal Plan. The submission seeks that the Plan be amended to manage activities that create effects across the Mean High Water Spring, to enable efficient and effective management of hazards and development within the coastal environment and to avoid duplication for Councils and landowners. Amendments to the Plan are sought to clarify that protection works proposed for single properties may require technical hazard assessment to avoid the creation of further effects on neighbouring properties or infrastructure. We also clarify that the encouragement of centralised effluent disposal systems is more appropriately led by the Regional Council within their plans. The submission seeks the addition of District Councils to the proposed permitted rules relating to discharge and occupation of coastal space by protection works constructed by NZTA.
- 3.5 The proposed submission supports the recognition of the necessity to site infrastructure and the importance of use of the coastal environment. Amendments to rules relating to mixing zones for discharges are also supported.

4 OPTIONS

- 4.1 Approve the draft prepared by staff for submission to the West Coast Regional Council.
- 4.2 Direct amendments to the draft and approve the amended draft for submission.
- 4.3 Elect not to make a submission on the Regional Coastal Plan.

5 SIGNIFICANCE AND ENGAGEMENT

- 5.1 The Regional Coastal Plan controls development within the coastal environment under the Resource Management Act. As a district with the coastline forming an entire boundary, the plan will impact upon the shape that development within the Westland District will take. It is important for the Westland District Plan and Regional Coastal Plan to align to ensure that development occurring within the coastal environment that requires consent from both the West Coast Regional Council and Westland District Council is efficiently managed. The Westland District Plan must not be inconsistent with the provisions of any Regional Plan, so the proposed will directly affect the review of the Westland District Plan in relation to provisions within the coastal environment. In addition, the Westland District Council is required to comply with the Coastal Plan as we construct coastal protection works, sewer and stormwater discharges and structures within the coastal environment.
- 5.2 Making a submission on the proposed changes to the Coastal Plan is optional, and the impact of the submission is not certain; therefore the significance is assessed as low in accordance with Council's Policy on Significance and Engagement.
- 5.3 Westland District Council staff have previously provided comments and met with Regional Council staff following submission of comments on the draft Coastal Plan. Comments provided by staff have been based on feedback from Councillors and our community, drafting the submission on the Regional Policy Statement, hearings on resource consents and feedback from members of the public to Council officers.

6 ASSESSMENT OF OPTIONS (INCLUDING FINANCIAL IMPLICATIONS)

- 6.1 In terms of Option 1: Council staff have drafted the attached submission following an assessment against the Resource Management Act, the New Zealand Coastal Policy Statement, and the District Plan. The submission mirrors comments made by Westland District Council on the proposed Regional Policy Statement, in relation to the management of land above the Mean High Water Spring and compliance with the New Zealand Coastal Policy Statement.
- 6.2 If the Council elected not to make a submission on the RPS, it is considered that the Council would not be providing leadership to its community and the region. The coastal environment is an important part of the West Coast's character and the location of much privately owned land and therefore

potential future development. The Westland District Plan is required to be consistent with the Regional Coastal Plan.

- 6.3 Option 2 involves Council directing staff to make amendments to the submission. This enables Westland to continue to provide a submission on the Coastal Plan whilst ensuring that the wording of the submission accurately reflects the view of the Westland District Council.
- 6.4 Option 3 is for Council to choose not to make a submission. It is considered that this would be a lost opportunity to provide feedback on an important planning document for our region. The Coastal Plan has a direct effect on the facilitation and management of development and on the future of our District.
- 6.5 There are no direct financial implications associated with any of the options above, i.e. whether to make a submission and how to do so. Some of the specific points within the submission state that the implementation of the Coastal Plan may have financial implications on Council as an applicant and the public, but these are not implications of this report or its recommendation.

7 PREFERRED OPTION AND REASONS

- 7.1 The preferred option is Option 1. Planning staff have drafted the attached submission to provide input on how the proposed changes will impact on our Council and the community. It is important for Westland to engage in the creation of planning documents for our region to ensure that they accurately reflect Westland's desires for future development and our District Plan.

8 RECOMMENDATION

- A) **THAT** the Council approves the draft submission to the proposed Regional Coastal Plan attached as Appendix 1.

Rebecca Beaumont
District Planner

Appendix 1: Draft submission on the Regional Coastal Plan.

The specific provisions of the proposal that my submission relates to are:	Our submission is that:	Westland District Council seeks the following amendments from Council
Whole plan - Timing of notification	The Coastal Plan process should be postponed until the current proposed Regional Policy Statement (RPS) process is completed. The RPS is the critical RMA document for the West Coast and sets out the management framework for the four territorial authorities, including the management of cross boundary issues. The RPS also sets the objectives and policies for the region as a whole. By notifying the Coastal Plan prior to the hearing and decision on the proposed RPS, parties who have submitted on cross boundary issues in relation to the management of the Coastal Environment and also in relation to the specific objectives and policies for the coastal environment, are forced to make the same submissions through this process. This is not considered to be efficient for any parties.	Postpone further progress on the coastal plan until a decision is released on the proposed Regional Policy Statement.
Whole plan - Amend to comply with amendments sought by Westland District Council to Proposed Regional Policy Statement	<p>As discussed above, in order to protect our submission on the proposed Regional Policy Statement, WDC submits that the following amendments proposed by WDC to the RPS are given effect to within the Coastal Plan.</p> <p>This includes: Methods 3, 4, 8, 11, 12 and 13 within the Natural Hazards chapter of the RPS:</p> <p>Method 3 :<i>"The Regional Council shall, with the support of District Councils, develop or support programmes, where necessary, to investigate the following:</i></p> <p><i>a. Identify areas subject to coastal erosion;</i></p> <p><i>b. Identify areas subject to coastal inundation including at risk from a tsunami;</i></p> <p><i>.... "</i></p> <p>Method 4: <i>"The Regional and District Councils will work together to investigate and define potential high hazard areas where information is uncertain or insufficient."</i></p> <p>Method 8: <i>"The Regional and District Councils will promote the development and use of guidelines to guide the design and assessment of new development</i></p>	<p>Postpone further work on the Coastal Plan until decision is released on Regional Policy Statement.</p> <p>Amend the Coastal Plan to comply with new suggested provisions within the RPS</p>

	<p><i>in relation to hazards. "</i></p> <p>Method 11: <i>" Both the Regional and District Councils request applicants for privately initiated plan changes or resource consents, where relevant, to provide baseline information or fund investigation on risks or impacts of natural hazards such as flooding, land instability, coastal hazards or active faults at a local scale, in order that the environmental effects of the proposal or change can be adequately assessed at an appropriate level of detail. This may include the applicant working with the West Coast Regional Council to gather information."</i></p> <p>Method 12: <i>"Initiate, coordinate and promote activities that assist communities to build resilience to the effects of natural hazards "</i></p> <p>Method 13: <i>"Assist vulnerable communities to adapt to the consequences of natural hazards, including those that are likely to be adversely affected by climate change and resultant sea level rise."</i></p> <p>Also proposed Method 5 in Section 5 Coastal Environment of the RPS: <i>"Review and amend the Coastal Plan and the Land and Water Plan to ensure that the area influenced by the coastal environment is addressed by both document including direct connections and overlap between the two documents."</i></p> <p>The Coastal Plan should be amended to ensure that the plan gives effect to these proposed provisions.</p>	
<p>Section 1.1 and 1.2 : Area of coverage of the Coastal Plan: The scope of the Coastal Plan should extend to manage the entire Coastal Environment</p>	<p>The Coastal Plan clearly manages the Coastal Marine Area from the Mean High Water Spring out to sea. This is not considered to provide for integrated management as required by Policy 4 of the New Zealand Coastal Policy Statement (NZCPS).</p> <p>Through managing effects only on the seaward side of Mean High Water Springs, land uses immediately adjoining the CMA that is within the “Coastal Environment” as defined by the NZCPS, and has an effect on the coastal environment above and below the Mean High Water Spring are unable to be considered and managed in a holistic way. This is particularly in relation to greenfields development where a decision is required to be made as to whether the development should occur in that location at all, rather than</p>	<p>Broaden out to manage the full coastal environment through this plan.</p>

	<p>assessing the effects of individual components below mean high water spring as is provided for in the current Plan. It can also lead to a requirement for consent from the West Coast Regional Council and the Westland District Council when if effects were managed across Mean High Water Spring the activity may require consent from WCRC only providing a clearer and more efficient process for the applicant and Councils alike.</p>	
<p>Schedule 3C Coastal Hazard Areas</p>	<p>Limiting the hazard areas to end at Mean High Water Spring only significantly limits the applicability of the hazard assessment, by requiring landowners adjoining the coastal hazard areas to obtain further reports to determine if their land is entirely or partially affected over a 100 year timeframe, and therefore where to locate potential development. Policy 24 of the NZCPS requires an assessment of erosion, inundation, cumulative storm conditions, human influence, climate change and sea level rise.</p> <p>The Coastal Plan specifically states that “<i>District Councils should also take account of the Coastal Hazard Areas and hazard risk when assessing land use and subdivision consent applications on land adjoining or close to a CHA.</i>” As the landward extent of these hazards is not clear, this will create a requirement for the District Council, or individual landowners to obtain technical advice on the extent of the coastal hazard in each location and on an individual consent basis, rather than having it mapped as part of a Coastal Hazard Area within the coastal environment.</p> <p>It is not considered that the current plan provisions can be considered to be "risk based" as stated within the section 32 analysis, as no information is supplied on what risks are present, or the level or assessment required. It does not provide any certainty to developers as to whether their proposed development may be subject to coastal hazard risk over the long term, or the ability to make decisions about siting of buildings or infrastructure.</p>	<p>Define the landward extent of the Coastal Hazard Areas in order to better provide for their management, and allow landowners to make informed decisions.</p>
<p>Whole plan - Implementation of the New Zealand Coastal Policy Statement</p>	<p>Related to the comments above, it is not considered that the draft Coastal Plan implements the NZCPS in its entirety. Specifically, the following policies need to be addressed in greater detail:</p> <ul style="list-style-type: none"> • Policy 4 promoting integrated management of the coastal environment, • Policy 6 in relation to the alteration of character of the coastal 	<p>Amend the Coastal Plan to implement the NZCPS.</p>

	<p>environment, coastal settlements, visual effects, set backs for development,</p> <ul style="list-style-type: none"> • Policy 7 strategic planning, in relation to providing for future development and areas inappropriate for development, and areas at risk, • Policy 11, indigenous biological diversity, • Policy 13 Preservation of natural character • Policy 15 Natural Features and Landscapes • Policy 17, historic heritage identification and protection • Policy 21 enhancement of water quality • Policy 24 identification of coastal hazards in relation to land potentially affected by hazard and in particular the potential for inundation and tsunami risk • Policy 25 in relation to the treatment of the above areas in relation to subdivision, use and development • Policy 27 in relation to promoting long term risk reduction, the costs of permitting hard protection structures and identifying transition mechanisms <p>The Westland District Council does not consider that these matters are solely District Council functions, or that they are addressed in the Regional Coastal Plan in a manner that would meet the NZCPS. Further assessment of the existing proposed provisions or the addition of further policies or rules would address this.</p>	
Section 3: Natural and Human Use Values	WDC supports the recognition within the plan that some uses and development within the coastal environment have positive effects and that other activities are required to locate within the CMA. The requirement for new development to consider our infrastructure within the CMA is supported.	Retain the plan provisions that recognise the necessity of occupation of the coastal environment by infrastructure and the positive effects of use and development

Section 3: Natural and Human Use Values	Support the introduction of Policy 3.3.6(2) and 3.3.7(2) which require the consideration of the creation or exacerbation of natural hazard risk for any activity within the CMA.	Retain Policy 3.3.6(2) and 3.3.7(2).
Section 5: Coastal Structures	<p>The specific ranking of values contained within Policy 5.3.6 is not necessary and erodes any requirement to consider effects on landscape or biodiversity. Policy 5.3.5 specifically addresses the safety of people and communities and the positive impacts of the protection works. Plan users will be able to balance the requirements of the two policies during the assessment of any consent application.</p> <p>There are limited provisions within the coastal plan requiring avoiding or mitigating effects on landscape and biodiversity and the most significant effects on landscape and biodiversity will potentially be brought about by the introduction of coastal protection structures. The section 32 analysis states the intent of the clause within policy 5.3.6 was to avoid delays when urgent hazard protection works were required. It is considered that any urgent protection works would proceed under emergency works provisions rather than requiring specific policy creation.</p>	Remove Policy 5.3.6. Sufficient provision is made elsewhere to provide for the mitigation and avoidance of coastal hazard risk, and the ability to consider the positive effects of protection of infrastructure, people and townships.
Section 5: Coastal Structures	It is not considered that the amendments to the introduction and explanation of Policy 5.3.5 go far enough to encourage alternative protection mechanisms than hard protection structures. Policy 25 and 27 of the NZCPS require the provision of guidance as to whether an area is suitable for development at all, and the reduction of risk. The Coastal Plan should be seeking to avoid the social, economic and environmental effects of coastal hazard by addressing alternatives to hard protection structures, including avoidance, within the policy itself, rather than in the surrounding explanation.	Amend policy 5.3.5 to include consideration of <ul style="list-style-type: none"> - <u>Assessment of available alternatives to hard protection structures</u>
Section 8: Discharges : Policy 8.4.1 Other Methods	The Council supports the introduction of a policy (Policy 8.4.1) relating to the encouragement of reticulated or centralised systems to avoid adverse effects on the CMA. However, the reference to this function being carried out by District Councils should be amended. As any potential discharges are	Amend Policy 8.4.1 to refer to the West Coast Regional Council rather than District Councils. Create an

	<p>managed through this proposed plan, and the Land and Water Plan, it is more appropriate that the encouragement of centralised systems be undertaken by the West Coast Regional Council.</p> <p>Centralised systems can provide greater long term environmental benefits and reduction in the risk of individual on site effluent disposal failure, however can incur greater upfront financial costs on developers. The Westland District Council has direct experience in encouraging a centralised system in a sensitive receiving environment during a subdivision, only to be provided an assessment of the compliance of individual onsite systems with the relevant rules of the Land and Water Plan. Consent applicants often take the view that the West Coast Regional Land and Water Plan sets the “permitted baseline” or “environmental bottom line” and therefore no further improvement in management of onsite discharge is required.</p> <p>At the very least, this provision should be amended to refer to the West Coast Regional Council.</p> <p>This provision could be strengthened by the creation of a rule, or the amendment of the discharge rules within the Land and Water Plan over time to be able to implement this policy.</p>	<p>associated rule within the Coastal Plan or Land and Water Plan setting out when centralised systems will be required due to sensitive receiving environment, high water table or coastal hazard risk.</p>
Section 12: Rules 12 and 23	<p>It is noted that there are specific plan provisions relating to disturbance and deposition associated with State Highway structures (Rules 12 and 23). The Westland District Council is required or may be likely to be required to undertake protection works along the Haast – Jackson Bay Road over the next ten years and it may be appropriate to also recognise the District Councils as parties who may also be undertaking this work, given that the effects would be of a similar nature.</p>	<p>Amend rules to specifically allow protection works undertaken by Westland District, Grey and Buller District Councils as well as NZTA in relation to State Highway Structures.</p>

<p>Section 13: Information requirements: 13.3.2 Structures</p>	<p>13.3.2 specifically states that applications for structures will not necessarily require engineering design when the works relate to a “small-scale, single, residential-size property”, are not located adjoining a hazard area, outstanding landscape or natural area, and “has minimal potential for erosion effects at the end of the wall”.</p> <p>This is not supported as it is not considered efficient resource management to have structures encouraged for single properties, and it is highly likely that these works will have more likelihood of end effects due to the focus being on protecting one specific property rather than alter an erosion process at a wider location. It is also questioned how plan users will implement part c) and determine when there is “minimal potential for erosion effects at either end of the wall”.</p> <p>As a land owner and infrastructure owner within the CMA and the coastal environment, the District Council would expect that any assessment of a coastal protection structure includes an assessment to ensure that the structure is adequately constructed, and that it will not create effects on our property. As a potential protection works constructor ourselves, we would not construct protection works without undertaking this assessment ourselves anyway, to ensure the efficiency of our structures. It is not considered overly onerous to require this work to be undertaken.</p> <p>The statement within the section 32 that “<i>Activities that have no or low risk of causing or exacerbating a coastal hazard do not have to pay the extra cost of having an independent assessment done by a coastal geotechnical hazard expert</i>” is not accepted. The effects of single residential property protection works require assessment to ensure that adjoining land is not affected, or if development should occur in that location at all, if the location is subject to hazard risk over the long term.</p> <p>If end effects are created by protection works that have not been designed, it shifts the costs to the adjoining landowners, who then must obtain advice and potentially construct their own protection works. These effects may have been due to a design fault that could have been addressed during the design of the original works and the end effects avoided.</p>	<p>Remove reference to engineering design not being required for small scale protection works.</p> <p>Provide further information as to how protection works can be designed to create ‘minimal’ end effects and insert this detail into section 13.3.2, or remove this statement.</p>
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Section 14: Financial contributions	It is noted that the current provisions of the Resource Management Act Reform Bill 2015 remove the ability of Council to impose financial contributions. If this provision remains within the Resource Management Act, despite the submission from the West Coast Region, then this entire section will require amendment.	Consider alternative methods to address matters within section 14 if the proposed Resource Management Reform Bill is approved. Continue to oppose the removal of financial contributions through the submission on behalf of West Coast Councils.
Definition section : Mean High Water Springs	The definition of Mean High Water Spring as "the average line of spring high tide" is a variable measure. The definition does not include a time period over which the average is to be taken, or whether alternative methods such as the landward vegetation line, or the toe of any protection works, often also used to define Mean High Water Spring can be used. The current definition does not allow a landowner to readily define where Mean High Water Spring is within the Coastal Environment. A further detailed definition, or an amended definition of the landward extent of the coastal environment, should be utilised to ensure that the boundary of the CMA can be clearly located and understood.	Liaise with Territorial Authorities, Department of Conservation and coastal management specialists to provide either a further detailed definition of Mean High Water Spring, or an alternative definition of the landward extent of the CMA.