

AGENDA

Ordinary Council Meeting

**Council Chambers,
36 Weld Street
Hokitika**

**Thursday 24 January 2019
Commencing at 11.00 am**

His Worship the Mayor R.B. Smith
Deputy Mayors Cr H.M. Lash and Cr L.J. Martin
Crs D.L. Carruthers, Gray Eatwell, D.M.J. Havill ONZM,
J.A. Neale, G.L. Olson, D.C. Routhan
Kw. Francois Tumahai, Te Rūnanga o Ngāti Waewae
Kw. Tim Rochford, Te Rūnanga o Makaawhio



ORDINARY COUNCIL MEETING

AGENDA FOR AN ORDINARY MEETING OF THE WESTLAND DISTRICT COUNCIL, TO BE HELD IN THE COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA ON THURSDAY 24 JANUARY 2019 COMMENCING AT 11.00 AM

18 January 2019

COUNCIL VISION

We work with the people of Westland to grow and protect our Communities, our Economy and our unique natural environment.

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.

Health & Safety Snapshot

	Accidents	Incidents	Near Misses
December 2017	0	1	0
January 2018	0	0	0
February 2018	0	1	0
March 2018	0	1	0
April 2018	0	0	0
May 2018	0	0	0
June 2018	0	0	0
August 2018	0	0	0
September 2018	0	0	0
October 2018	0	0	0
November 2018	0	0	0
December 2018	0	0	0
To 18 January 2019	0	0	0

1. MEMBERS PRESENT, APOLOGIES AND INTEREST REGISTER:

1.1 Apologies & Leave of Absence

1.2 Interest Register

2. CONFIRMATION OF MINUTES:

2.1 Ordinary Council Meeting – 13 December 2018

Pages 5-11

3. PRESENTATIONS:

3.1 11.30 am - China Visit

Trevor Willcock, Chief Executive, Destination Westland and Mike Keenan, Westland's Ambassador to the Chinese Community will be in attendance at 11.30 am to provide a presentation on the visit to China.

3.2 12 noon - Community Service Awards

Two recipients will be in attendance at the meeting at 12 noon to receive Community Services Awards.

Lunch from 12.30 pm to 1.00 pm.

4. ACTION LIST:

The Action List is attached.

Page 12

5. REPORTS FOR INFORMATION:

5.1 Chief Executive's Report

Pages 13-25

6. REPORTS FOR DECISION:

6.1 China Travel Costs for Deputy Mayor Martin and Sister City Exploratory Trip to Huanggang City – China

Pages 26-32

6.2 Ordering of Candidate Names on Voting Papers

Pages 33-35

6.3 Transfer of Land at Kaniere – Harper Park

Pages 36-38

6.4 Projects and Carry Forwards

Pages 39-45

7. DISCUSSION ITEMS:

7.1 Living Wage

7.2 Green Waste Collection

7.3 Hokitika Beachfront and Potential Upgrade

8. 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:

8.1 Confidential Minutes – 13 December 2018

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
8.1	Confidential Minutes -13 December 2018	Confidential Minutes	Good reasons to withhold exist under Section 7	Section 48(1(a) & (d)

**Date of next Ordinary Council Meeting – 28 February 2019
Council Chambers, 36 Weld Street, Hokitika**

MINUTES OF AN ORDINARY MEETING OF THE WESTLAND DISTRICT COUNCIL, HELD IN THE COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA ON THURSDAY 13 DECEMBER 2018 COMMENCING AT 11.00 AM

1 MEMBERS PRESENT, APOLOGIES AND INTEREST REGISTER

1.1 Members Present

His Worship the Mayor R.B. Smith (Chair)

Deputy Mayor Cr L.J. Martin

Crs D.M.J. Havill (ONZM), J.A. Neale, G.L Olson, D.C Routhan, Cr Gray Eatwell, Cr D.L Carruthers, Cr G.L. Olson

Apologies and Leave of Absence

Deputy Mayor H.M. Lash

Kw. Francois Tumahai, Te Rūnanga o Ngāti Waewae

Moved Deputy Mayor Martin, seconded Cr Neale and **Resolved** that the apology from Deputy Mayor Lash and Kw. Tumahai be received and accepted.

Absent:

Kw. Tim Rochford Te Rūnanga o Makaawhio

Staff in Attendance:

S.R. Bastion, Chief Executive; L.A. Crichton, Group Manager: Corporate Services; D.M. Maitland, Executive Assistant; E. Bencich, Operations Manager; D. Inwood, Group Manager: District Assets.

1.2 Interest Register

His Worship the Mayor circulated the Interest Register and no amendments were made.

2. CONFIRMATION OF MINUTES:

2.1 Ordinary Council Meeting – 22 November 2018

Moved Cr Havill, seconded Deputy Mayor Martin and **Resolved** that the Minutes of the Ordinary Meeting of Council, held on the 22 November 2018 be confirmed as a true and correct record of the meeting.

2.2 Extraordinary Council Meeting – 29 November 2018

Moved Deputy Mayor Martin, seconded Cr Havill and **Resolved** that the Minutes of the Extraordinary Meeting of Council, held on the 29 November 2018 be confirmed as a true and correct record of the meeting, subject to the following amendments:

Page 19 – Franz Josef

“...with the Franz community ~~where there~~ whether there is somewhere...”

Page 19 – Lake Kaniere from Kaniere Forks, including Sunny Bight and Hans Bay to Dorothy Falls including Geologists Creek

“...should be encouraged to use.” ~~and run the trial period of 6 months.~~

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

4. ACTION LIST:

The Chief Executive noted that the Action has been reduced quite considerably with only five remaining actions for the year which are being progressed as well.

His Worship the Mayor congratulated Westland Sportshub, West Coast Riding for the Disabled and the Westland Industrial Heritage Park who were successful recipients of Lottery Grant Applications.

Moved Deputy Mayor Martin, seconded Cr Neale and **Resolved** that the Action List be received.

5. REPORTS FOR INFORMATION:

Nil.

6. REPORTS FOR DECISION:

6.1 2019 Council Meeting Schedule

Moved Cr Routhan, seconded Cr Neale and **Resolved** that the schedule of Council Meetings for 2019 be adopted.

6.2 Fraud Framework and Draft Fraud Policy

The Group Manager: Corporate Services advised that the purpose of the report is to resolve on the preferred recommendation by the Finance, Audit and Risk Committee on the Fraud Control Framework (FCF) and updated Fraud Policy.

The Finance, Audit and Risk Committee Meeting at their meeting in the "Public Excluded Section" had reviewed the Fraud Control Framework (FCF) and updated Fraud Policy as part of Council's Internal Control Framework, and had made a recommendation to Council that they adopt both the Fraud Framework and associated Fraud Policy.

Moved Cr Havill, seconded Cr Neale and **Resolved** that as per the recommendation from the Finance, Audit and Risk Committee Meeting, that Council adopt the Fraud Control Framework and updated Fraud Policy as part of the Council's Internal Control Framework.

The Group Manager: Corporate Services advised that the next steps would be that the Fraud Control Framework and updated Fraud Policy would be circulated to All Staff and advised that there is a substantial amount of work that sits behind both documents.

7. ADMINISTRATIVE RESOLUTION

The Chief Executive spoke to this item and advised that the two names to be confirmed for Warrants of Appointments as Enforcement Officers are Darcy Mark LUCAS and Mark DAVIES.

Moved Cr Carruthers, seconded Cr Neale and **Resolved** that Council confirm its Seal being affixed to the Warrants of Appointments for Darcy Mark LUCAS, Mark DAVIES and also an amended Warrant of Appointment for Mark William DIXON.

Name	Requirement	Details
Darcy Mark LUCAS	Warrant of Appointment - Enforcement Officer	<p>To act in the Westland District as:</p> <ul style="list-style-type: none"> • District Environmental Health Officer pursuant to s.28 Health Act 1956 • Local Authority Inspector pursuant to s.2 Food Act 1981 • Food Act Officer and/or accredited auditor to Ministry of Primary Industries pursuant to Food Act 2014 • Chief Licensing Inspector (or Licensing Inspector) pursuant to s.197 Sale and Supply of Alcohol Act 2012 • Litter Control Officer pursuant to s.5 Litter Act 1979 • Enforcement Officer and District Hazardous Substances Officer pursuant to s.98 and s.100 – Hazardous Substances and New Organisms Act 1996 • Officer under Housing Improvement Regulations 1947 • Enforcement Officer pursuant to s.38 – Resource Management Act 1991 • Authorised Officer pursuant to s.332 and s.333 – Resource Management Act • Authorised Officer pursuant to s.174 – Local Government Act 2002 • Enforcement Officer pursuant to s.177 – Local Government Act 2002 for all offences under this Act, all offences against bylaw made under this Act and all infringement offences provided for by regulations made under s.259 of this Act • Inspector and Authorised Officer to enforce Westland District Council Bylaws. • Dog Control Officer and/or Dog Control Ranger pursuant to s.11 and s.12 of Dog Control Act 1996 • Officer under s.63 of Impounding Act 1955 • Authorised Officer pursuant to s. 222 of the Building Act 2004 • Enforcement Officer pursuant to Section 371b of the Building Act 2004. • Enforcement officer pursuant to s.32 of the Freedom Camping Act.
Mark William DIXON	Warrant of Appointment - Amendment	<p>Additional clause:</p> <ul style="list-style-type: none"> • Enforcement officer pursuant to s.32 of the Freedom Camping Act.
Mark DAVIES	Warrant of Appointment – Enforcement Officer	<p>To act in the Westland District as:</p> <ul style="list-style-type: none"> • District Environmental Health Officer pursuant to s.28 Health Act 1956 • Local Authority Inspector pursuant to s.2 Food Act 1981 • Food Act Officer and/or accredited auditor to Ministry of Primary Industries pursuant to Food Act 2014 • Chief Licensing Inspector (or Licensing Inspector) pursuant to s.197 Sale and Supply of Alcohol Act 2012 • Litter Control Officer pursuant to s.5 Litter Act 1979 • Enforcement Officer and District Hazardous Substances Officer pursuant to s.98 and s.100 – Hazardous Substances and New Organisms Act 1996 • Officer under Housing Improvement Regulations 1947

Name	Requirement	Details
		<ul style="list-style-type: none"> • Enforcement Officer pursuant to s.38 – Resource Management Act 1991 • Authorised Officer pursuant to s.332 and s.333 – Resource Management Act • Authorised Officer pursuant to s.174 – Local Government Act 2002 • Enforcement Officer pursuant to s.177 – Local Government Act 2002 for all offences under this Act, all offences against bylaw made under this Act and all infringement offences provided for by regulations made under s.259 of this Act • Inspector and Authorised Officer to enforce Westland District Council Bylaws. • Dog Control Officer and/or Dog Control Ranger pursuant to s.11 and s.12 of Dog Control Act 1996 • Officer under s.63 of Impounding Act 1955 • Authorised Officer pursuant to s. 222 of the Building Act 2004 • Enforcement Officer pursuant to Section 371b of the Building Act 2004. • Enforcement officer pursuant to s.32 of the Freedom Camping Act.

8. MATTERS TO BE CONSIDERED IN THE ‘PUBLIC EXCLUDED SECTION’:

Moved Deputy Mayor Martin seconded Cr Olson and **Resolved** that Council exclude the public in accordance with Section 48, Local Government Official Information and Meetings Act 1987 at 11.32 am.

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:

8.1 Confidential Minutes – 22 November 2018

8.2 WHS New Outdoor Shelter RFP Recommendation

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
8.1	Confidential Minutes -22 November 2018	Confidential Minutes	Good reasons to withhold exist under Section 7	Section 48(1)(a) & (d)
8.2	Confidential Report – WHS New Outdoor Shelter RFP Recommendation	Confidential Report	Good reasons to withhold exist under Section 7	Section 48(1)(a) & (d)

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

No.	Item	Section
8.1, 8.2	Protect the privacy of natural persons, including that of deceased natural persons.	Section 7(2)(a)
	Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).	Schedule 7(2)(i)

Moved Deputy Mayor Martin, seconded Cr Neale and **Resolved** that the business conducted in the “Public Excluded Section” be confirmed, and accordingly, the meeting went back to the open part of the meeting at 11.41 am.

The meeting adjourned at 11.41 am to 12 noon for a break.

The meeting resumed at 12 noon with a presentation from Zoe Watson Enviroschools.

3. PRESENTATIONS:

3.1 Enviroschools

Zoe Watson, Enviroschools Regional Coordinator attended the meeting and provided a presentation on Enviroschools.

Enviroschools is:

- **A kaupapa** fostering a generation of people who instinctively think and act sustainably.
- **A holistic framework** designed by a community- council partnership to achieve a wide range of community and sustainability outcomes.

- **A community building programme** aiming to create more healthy, peaceful, resilient communities.

There are 13 Enviroschools on the West Coast; with 8 schools and 5 Early Childhood Education Centres and two facilitators.

Westland District has five Enviroschools which are:

- Kidsfirst Kindergartens Hokitika
- Kaniere School
- Hokitika Primary School
- Active Explorers Pre-School
- Kokatahi-Kowhitirangi School

Zara Brockenshire and Austin Ross were in attendance from the Kidsfirst Kindergarten Hokitika which has just become a Bronze Envirocentre and showed “no wraps lunchboxes” to the Councillors.

Olivia Carter, Sam Nicholls and Alanna Nicholls from Kokatahi-Kowhitirangi School then provided a presentation on their Enviroschools Programme. The Kokatahi-Kowhitirangi School had been an Enviroschool since the beginning of 2017 and had obtained a successful application to Conservation Volunteers New Zealand and Enviroschools to have a native nursery built at the school. Nursery seedlings had been used for riparian planting in the community. The school children then shared what work has been underway at their school and in the community and acknowledged the support from parents, the community, Conservation Volunteers New Zealand, Department of Conservation, and Westland Milk Products.

His Worship the Mayor thanked Ms Watson and the children from Kidsfirst Kindergarten Hokitika and Kokatahi-Kowhitirangi School for their presentation to Council and invited the group to have lunch with Councillors.

**Date of next Ordinary Council Meeting – 24 January 2019
Council Chambers, 36 Weld Street, Hokitika**

MEETING CLOSED AT 12.24 AM

Confirmed by:

Mayor Bruce Smith
Chair

Date

Council Meetings - Action List

Date of Meeting	Item	Action	Officer	Status
28.06.18	Kaniere School Students – Cycletrail	Council staff to get back to the Kaniere School Students regarding the proposal	GMDA	Options are being considered.
28.06.18	Fish on Drains	Council allowed additional blue fish to be installed on the drains in the Hokitika CBD. Council staff to get back to the Kaniere School Students and let them know.	GMDA	Fish delivered to Kaniere School. Project will be completed in the New School Year.
27.09.18	Draft Accessible Te Tai Poutini West Coast Strategic Plan	Council endorsed and supported the Draft Accessible Te Tai Poutini West Coast Strategic Plan 2018-2021 with Mayor Bruce Smith adding his signature to it at the next Mayors and Chairs meeting.	CE	Agenda items Mayors and Chairs Meeting.
13.12.18	Fraud Control Framework	Council adopted the Fraud Control Framework and Policy and advised that it would be circulated to All Staff.	GMCS	Completed. This has been circulated to All Staff.
13.12.18	Warrants of Appointments	Warrants printed for staff.	EA	Completed.

Report



DATE: 24 January 2019
TO: Mayor and Councillors
FROM: Chief Executive

CHIEF EXECUTIVE'S QUARTERLY REPORT

1 SUMMARY

- 1.1 The purpose of this report is to:
 - 1.1.1 Provide an update on the positive aspects that are happening in the Westland District.
 - 1.1.2 Updates on any Matters of Significance & Priority.
- 1.2 Council seeks to meet its obligations under the Local Government Act 2002 and the achievement of the District Vision which is set out in the Council's Long Term Plan 2018-28. These are stated on Page 2 of this agenda.
- 1.3 This report concludes by recommending that Council receive the Chief Executive's report dated 24 January 2019.

2 MATTERS OF SIGNIFICANCE & PRIORITY LIST

2.1 Franz Josef Wastewater Treatment Plant (WWTP) and Water Intake

The wastewater tender was awarded to Westroads for construction of a new treatment pond and ancillary items. WDC has purchased some equipment which will be free issued to the project. There has been significant delay in the resource consent process which has now caused further delay for the start date of the project, which in turn places risk on the due completion date. This has been informed to both the Environment Court and Regional Council. We expect works to start late January.

The new water intake system Stage 1 was successfully completed in December and Stage 2 is now underway to ensure maximum raw water flow capacity is delivered to the water treatment plant. The township also had flow and pressure monitoring logged over the peak holiday period and results are awaited to determine future prioritisation of capital works.



2.2 Franz Josef Wastewater Treatment Plant (WWTP) Prosecution

On the 18 September 2018 Westland District Council (WDC) was served notice by the West Coast Regional Council of a potential violation of the Resource Management Act due to its activities in discharging treated effluent from the Franz Josef Waste Water Treatment Plant into the Waiho River on the 14th February 2018.

As previously informed to Council we have passed this onto insurers, they have appointed solicitors to work on their behalf. They are handling all matters and all decisions which of course is expected.

Council staff are working with the solicitors to ensure the best outcome for council.

2.3 Hokitika Wastewater Treatment Plant

A new operations management plan has been completed and submitted as part of resource consent compliance.

Further investigations and planning has been undertaken to determine best value for money solutions that will meet expected changes in compliance monitoring.

Desludging of the ponds and conversion from working in parallel to series is the first priority to be actioned this year.

2.4 Kumara & Whataroa Water Treatment Plant (WTP) upgrades

The Kumara WTP upgrade government subsidised project has been completed and is currently in compliance test mode.. Further work is required on the Kumara reservoir flow monitoring to better determine nightflow use and peak consumption for future projects.

The Whataroa WTP upgrade targeted completion date has been pushed out further due to the prioritisation of work on the Kumara WTP project.

2.5 Current & Future Tourism Infrastructure Funding (TIF) applications

Sunset Point

A lot of the backfill has been established but further enhancements will be available once free material becomes available i.e. (WMP Ocean Outfall Project). Resource consent has been applied to source fill material from the beach – yet to be granted.

Rockwall work due to start within the next month to lift the rock level on both sides of the proposed carpark.

Infrastructure works for the toilets and parking will start once the above works have been completed. Final works will be sealing of carpark along establishing a walkway around the point plus landscaping.

Bruce Bay toilets

The toilet unit is built and awaiting installation. The building pad and carpark have been completed. There have been multiple delays between government departments (DOC and NZTA) requiring approvals and negotiating access, setback and now car parking. Estimated completion end of Feb 19.

Haast toilets

The units for the Haast toilets has been built and are sitting at Westroads yard. Staff are now working on consenting documentation and planning the installation process. Unfortunately there will be disruption during installation as the old toilets are removed for the new. Estimate completion date end of April.

Kumara, Ross and Whataroa toilets

Preliminary discussions have taken place with suppliers and some communities to progress the installation of Kumara, Ross and Whataroa toilets are in the planning phase with council working with the toilet supply on concepts which should be approved by mid-February.

We are preparing new applications for the TIF Round 3 due to be announced in March.

2.6 Responsible Camping Initiatives

Since the last CE report council has adopted the Freedom Camping Bylaw and we have been busy implementing the physical infrastructure post the MBIE funding announcements.

Three northern sites have been open so far and feedback has been positive. The Sites are generally nice and clean with no damage reported.

Bruce Bay constructed is underway with the site at the Salmon farm Café at Paringa next in the list. Jackson Bay is progressing and the shed has been demolished and construction should will start soon depending on West Roads availability. Hannah's Clearing is awaiting confirmation from DOC to proceed.



Acre Creek

2.7 West Coast Wilderness Trail - Enhancements.

With our quest to ensure we optimise the West Coast Wilderness Trail we have sought additional funding to improve cyclist safety by removing cyclist from dangerous road sections. We have been successful with two enhancements – Old Christchurch Rd where we will build a new off-road section along the old Waimea water race, and Lake Kaniere Rd Stage 1 where we will create a 3km off-road trail. Both of these enhancements come with funding of \$213,563 from Maintaining the Quality of Great Rides Fund. Council will contribute 25% of the total cost which is budgeted.

The 10 year enhancement plan is also being reviewed and updated and it is wonderful to see the progress that has been made to get the trail to sign-off stage and the enhancements that will follow.

2.8 Franz Josef – Future Planning

With the announcement from MBIE that our application for funding has been declined WDC will look at future options with the Franz Josef Governance Group and Franz Josef Working Group.

2.9 Westland Economic Strategy

Our two significant PGF applications are still under evaluation through the PGF process. A West Coast Culture and Heritage Regional workshop

was conducted with other West Coast councils on the 21st January where we discussed the merits of our application to get regional support to progress through to MBIE. It is fair to say that the process has been very frustrating considering the application was lodged back in August '18. We have been working with many stakeholders on this project including local Iwi and Heritage NZ.

To support these applications the Feasibility Study funded by the Lotteries Committee has been completed by Gurden Consulting on the New Zealand Pounamu Centre, Museum, Cultural and Visitor Hub. This document looks into the merits and challenges of the proposed projects and makes the recommendation to proceed through to concept design planning to enable more in-depth planning across each of the disciplines to determine the nature, scale, capital and operational costs of the facility.

At this stage we are awaiting an announcement in regards to the application.

The Geothermal PGF application for Stage 2 of the project has now been spearheaded through West Coast Iwi.

2.10 Operational Management Plans, Asset Management Plans and Reserves Assets Forms.

This work continues to address shortcomings on our documentation and asset information. Field data capture devices have been commissioned and significant progress has been made with the support of an external consultant on our reserves AMP and various Operation Plans as part of resource consent compliance.

2.11 Hokitika Gorge

All major construction work has been completed and the carpark was sealed and line marked in December. There are two outstanding matters to be completed relating to the toilet extension and drainage field extension. Both items are being managed and undertaken by DoC.

The newly completed carparks have been a near capacity over the holiday period.

2.12 Westland Milk Products Ocean Outfall

WDC staff have been in discussions with WMP in regards to WMP's Ocean Outfall project. There is potential that Westland District Council

could co-share an ocean outfall. The issues and options are currently being considered.

2.13 DWC Westland Sports Hub

The tender was awarded in December for the 1st stage of the project which is to build covers over the existing covered courts. The successful tenderer is working with the project team to finalise the contract. A kick off meeting was held in January with the governance group of the project to ensure full oversight is provided.



Concept only

2.14 Carnegie Building

The structural upgrade design has been completed and the works have been quality surveyed. The next phase is for the tender to go out which we expect will happen by end of February. In the interim we will be applying for a Lotteries Application in the March round of funding. We will work with Museum staff to minimise the impact of the construction process.

3.0 OTHER ACTIVITIES

3.1 Building

The building department have a steady amount of consents being processed, on par with the previous six months. A new compliance and enforcement initiative has been launched to give more structure to our building control obligations.

Agreements are being formalised for provision of services to Greymouth for inspection supervision.

3.2 Planning

Resource consents are steady with a rise to 67 consent applications received in the past six months compared to 49 for the same period in 2017.

General public enquiries and LIMs have escalated and indicate good investment, development and growth opportunities in Westland.

3.3 Environment

New procedures have been implemented to ensure timeframes are reasonable for processing liquor licences with a strong focus on good customer service. Feedback indicates that this is deemed as successful by the public.

3.4 Animal control

Bringing dog control back in to Council has had positive results with unregistered dogs being more readily identified. The public have commented that they appreciate that there is a real presence of the dog rangers in the community.

An emphasis is being put on trying to seek owners as soon as possible to avoid unnecessary impoundment and rehoming as many unclaimed dogs as possible as quickly as possible.

3.5 District Library

Library staff participated in October's Mental Health Awareness Workplace Challenge, using Library Social Media channels to promote Mental Health Awareness Week, participate in the national media campaign and demonstrate how libraries, and library programmes can support Health and Wellbeing.

Two members of staff have attended training in the use of the new WorldShare Inter-Library Loan platform being used by New Zealand Libraries from December 2018. The Library Manager attended the annual Kotui Library Managers meeting, a chance to share trends and innovations, ask questions and learn from Public Library Managers from all over New Zealand. Westland District Library has, together with Buller and Grey District Libraries, held initial conversations with Dementia Canterbury, discussing the need for and feasibility of introducing programmes in Libraries for people with Dementia and how the three West Coast Libraries can work together to implement the programmes.

Improving Library Services for seniors is an area we are looking to improve upon.

We have been able to implement a new category of library membership, a Digital Only Membership. This type of membership allows access to our Digital Collections (E-books, E-Audiobooks, E-Magazines, E-Newspapers and on-line database subscriptions) only, is open to any Westland District resident and does not require a proof of address, ID or a parent guardian. This will make it easier for some to access library services, e.g. rural residents who visit Hokitika infrequently or seasonal workers with no permanent address.

With the assistance of a new library volunteer, we have been able to start a new drop in programme, Device Advice. This service offers customers help with their own device on a one to one basis, for example, moving photos from their smart phone to the cloud, attaching documents to an email, downloading and using a Library App.

Digital Learning Centre update, the fixtures and furniture are in place and the room is now being used for library functions and programmes. It is also available to Community Groups to hire as a meeting space. However, the final completion, which includes the installation of ICT equipment has been delayed until December-January. Technology had moved on since the plan was originally drawn up (August 2017) and the original specification has been reviewed and updated.

Our Lego, Children's Book Club and Code Club have finished for the school year and will be starting again in February. Story-time will take a break after Christmas and will also start back in February. We have held 8 events in the library this quarter, Community Film – An Edible Paradise, Local Author Book Launch - Phil Walsh, Library Talks with Barbara Bull, Community Talk - Mike Higgins from FamilySearch (Co-hosted with Hokitika Museum), Mental Health Awareness Week family craft activities, Mr Yipadee Children's author and entertainer, visit from West REAP Parenting Group and our Christmas Community Celebration.

Our Youth Librarian has visited all Primary schools in the District and Westland High School, speaking to over 700 pupils about the Summer Reading Challenge. We have received a grant of \$2500.00 from the Lion Foundation towards the book prizes. Every child who completes the challenge wins a brand new book. Library staff have been asked by customers for an Adult Reading Challenge, so this year, we have an Adult Reading Challenge. We hope this will encourage whole families to participate in the Challenge, improving literacy levels, benefiting from improved wellbeing and creating a lifelong habit of reading for pleasure.

Ten volunteers support our Community Libraries which continue to receive regular exchanges of books from Westland District Library. Following a recruitment campaign we have increased the number of volunteers helping at the Westland District Library from six to nine, together, they contribute over 28 hours to the library.

3.6 Information Strategy

IS staff are continuing to work together with the other West Coast Councils to look at generic systems as much as possible, the idea is that with generic systems and processes, staff can assist any of the other Councils as necessary and can also obtain cost savings through shared tenancies.

3.7 Fraud Framework

The fraud framework and associated fraud policy was adopted by Council at the December Council meeting. This was the first stage of the work that is required around fraud and ethics.

Further work will be ongoing as policies are updated or written where there is no policy, these will continue to be brought to the Council for adoption.

An external Whistleblower hotline and email address has been set up for staff to use if they have concerns over the ethics or fraud in line with the requirements of the protected disclosure policy.

The whistleblower hotline and email will be advertised to staff once the protected disclosure policy has been updated and adopted by Council.

As part of the continuing fraud control work, staff training will be put in place, hopefully utilising the new HR system. This training will be mandatory for all new staff with refresher training every 2 years for all staff.

3.8 EDRMS

The project to implement an eDRMS system is progressing, with the Business Analyst now spending 50% of his time on this project.

The project team visited another Council that uses the system that has been selected together with the MagiQ core ERP system that WDC use. This gave the team comfort that the systems integrate well.

The team were impressed by the way this system works in practice, and the Council that the team visited have offered their expertise in the implementation of the system having been through this themselves. This

project spans 2 reporting years and is therefore not expected to be completed this financial year.

3.9 New Financial Reporting System

The implementation of this system started at the end of September, with IBIS taking the lead, there will be a lot of work over the next quarter to get the accounts mapped and the system ready to use by end of January. It is expected that finance staff will be using this system initially, then training will be provided to budget managers.

This system should be able to produce all of Councils financial documents, from monthly reporting right through to the Long Term Plan. This will provide time savings, and also consistency in the documents therefore making them easier to produce and read.

3.10 The Office of the Auditor-General

The Inquiry into the Procurement for Works for Wastewater Plant at Franz Josef is ongoing and information has been forwarded to the Office of the Auditor-General.

4.0 STAFFING UPDATE

4.1 Office of the Chief Executive

With Derek Blight's departure in December, Sarah Brown is the new Community Development Officer. They will be big shoes to fill but Sarah has hit the ground running and had a three week handover with Derek.

4.2 District Assets

A new Capital Projects Manager has been appointed and I would like to announce that Dominique Tharandt has been successful. Dominique has an extensive background in Project Management in the mining sector & water/wastewater treatment and more recently as a Lead Technologist with Westland Milk Products.

District Assets have also recruited Vicki Price as the new Business Support Officer following the departure of Sarah Hawkins.

4.3 Corporate Services

The strategy and communications advisor is currently working on a communications strategy and updating the media policy.

A member of the finance team will be retiring at the end of January and a replacement for the position is currently being advertised.

The finance team are also currently working with budget managers to provide revenue and costs for the 2019-20 annual plan. Once these costs are provided, finance will produce a draft plan which will firstly be workshopped by the executive team and then Council.

The annual plan is based on the Long Term Plan 2018-28 (LTP), and staff are required to provide full explanation of any detour from the LTP.

The IS officer has resigned to take up a position at the West Coast Regional Council in a dedicated GIS position, WDC wish him well in his chosen career, and a replacement for the position is currently being advertised. This vacancy means there will be some pressure on the remaining staff until the vacancy is filled.

4.4 Building, Planning and Environment

The new position of Regulatory Services Manager has been filled by Te Aroha Cook. Te Aroha joins us from the Hawkes Bay region and has extensive experience in the Regulatory & Environmental portfolio. She will also be councils Maori Liaison Officer going forward and has skills in Civil Defence that will be fully utilised.

Two roles of Compliance Officers have joined the team for a fixed term to cover the Freedom Camping bylaw.

The Planning Department has made an offer to a potential candidate for a Policy Planner/Planner role. This role will play a significant part of the One District Plan review.

Further Information

4.5 Westland Update from the Rural Connectivity Group

The West Coast has been identified as a priority area for new telecommunications infrastructure under the Government's Rural Broadband Initiative 2 and Mobile Black Spot programmes.

The Rural Connectivity Group (RCG) has been busy making excellent progress in the Westland region with new mobile towers built and operational in Lake Wahapo and Haast, and plenty more underway. NZ Transport Agency contractors have also installed a new short-range cell site at the Department of Conservation's Pleasant Flat Campsite – adding another "island" of mobile coverage along State Highway 6.

The RCG is continuing to identify ideal build locations so that services can reach the greatest possible number of rural households and improve mobile coverage on state highways and at key tourist destinations. Currently, over 30 sites are under active acquisition, with seven new leases signed in various locations across the West Coast.



4.6 Tsunami Warnings - LONG or STRONG: GET GONE.

Civil Defence is launching new signage across the region in regards to tsunami warnings. New signage is making an appearance at coastal locations the full length of the West Coast. From the Kohaihai north of Karamea, to Jacksons Bay in the south, 125 signs provide a reminder to people in the area that if they feel an earthquake that is either long or strong: get gone.

6 RECOMMENDATION

- A) THAT the Quarterly Report from the Chief Executive dated 24 January 2019 be received.

Simon Bastion
Chief Executive

Report

DATE: 24 January 2019

TO: Councillors

FROM: Mayor Bruce Smith



CHINA TRAVEL COSTS FOR DEPUTY MAYOR MARTIN

1 SUMMARY

- 1.1 The purpose of this report is for the Council to approve payment of the travel costs of \$1,895.78 including GST, for Deputy Mayor Martin for the trip to China to explore sister city relationship with Huanggang City China.
- 1.2 Council seeks to meet its obligations under the Local Government Act 2002 and the achievement of the District Vision adopted by the Council in May 2018, which are set out in the Long Term Plan 2018-28. These are stated on Page 2 of this agenda.
- 1.3 This report concludes that the Council approve payment of the travel costs of \$1,895.78 including GST, for Deputy Mayor Martin for the trip to Huanggang City China.

2 BACKGROUND

- 2.1 Three delegates from the Westland region were invited to China to foster a possible sister city relationship with Huanggang City, China.
- 2.2 The relationship could result in significant benefits to the Westland region in areas such as education, cultural/tourism and Commerce.

3 CURRENT SITUATION

- 3.1 The trip consisted of a busy 4 day schedule, which included meeting with a senior official of Huanggang City, who was very excited at the prospect of a sister city relationship with a New Zealand region. He advised that they had sister city relationships with 5 other cities around the world.

- 3.2 The Westland delegation also visited a range of businesses, tourism attractions and schools.
- 3.3 The direct result of the trip include;
 - 3.3.1 A signed letter of intent to progress a sister city relationship.
 - 3.3.2 A return visit to Westland by six officials of Huanggang City, (proposed for March to coincide with the Wildfoods Festival).
 - 3.3.3 A newly established relationship with the Bureau of Commerce allowing for trade and investment opportunities.
 - 3.3.4 Newly established relationships with the city museums to exchange cultural information and leading edge museum processes.
 - 3.3.5 Both middle schools, one of them among the top 10 in China, have agreed to send short stay students to Westland High School in the near future, with return exchanges proposed.
- 3.4 If and when the sister city relationship is confirmed, the parties will begin to discuss the mutually beneficial exchanges of information through the establishment of sub-committees on the following;
 - 3.4.1 Education
 - 3.4.2 Cultural/Tourism
 - 3.4.3 Commerce
- 3.5 The delegates are expected to provide a full report on the trip at a future Council meeting.

4 OPTIONS

- 4.1 Option 1: Council approve payment of the travel costs of \$1,895.78 including GST for Deputy Mayor Martin for the trip to Huanggang City China.
- 4.2 Option 2: Council do not approve the travel costs of \$1,895.78 including GST for Deputy Mayor Martin.

5 SIGNIFICANCE AND ENGAGEMENT

- 5.1 Approval of unbudgeted travel costs are administrative in nature and therefore assessed as having low level of significance. The value of the travel costs is deemed insignificant.
- 5.2 Wider community engagement is not necessary.

6 ASSESSMENT OF OPTIONS

- 6.1 Option 1: The travel costs to China are reasonable in value, the outcome of the trip was a success, and if confirmed will be of benefit to the Westland region. The expenditure is unbudgeted and would be funded from general reserves.
- 6.2 Option 2: The travel costs would need to be paid for personally by Deputy Mayor Martin, however the reason for the trip is to benefit the Westland region on behalf of Council, and does not benefit Deputy Mayor Martin personally.

7 RECOMMENDATION

- 7.1 **THAT** Council approve payment of the travel costs of \$1,895.78 including GST for Deputy Mayor Martin for the trip to Huanggang City China.

Bruce Smith
Mayor

Appendix 1: Report and Recommendation from Sister City Exploratory Trip to Huanggang City

SISTER CITY EXPLORATORY TRIP TO HUANGGANG CITY - CHINA

The Sister City exploratory trip to Huanggang City (in the Hubei province of China) was a huge success. The delegation consisting of Latham Martin (Deputy Mayor), Trevor Willcock (Chief Executive - Destination Westland), Michael Keenan (Westland Ambassador to the Chinese Community), Steven Ma (Chairman - New Zealand China Exchange Incorporated), Yuejin Feng (Member - New Zealand China Exchange Incorporated) spent 4 days in Huanggang City discussing partnership opportunities between Westland and Huanggang City.

The very busy 4-day schedule opened with a meeting with the Party Secretary Mr Liu Xuerong, the most senior official in Huanggang city (more senior than the Mayoress). Mr Liu Xuerong was excited by the prospects of establishing a sister city relationship with a New Zealand Region and advised that they had sister city relationships with 5 other cities around the world. There was an exchanging of gifts ceremony at the meeting which was televised live on the regional television station. This meeting set the tone for subsequent meetings with other city dignitaries including The Mayoress of Huanggang, The Deputy Mayor of Huanggang, The Bureau of Education and The Bureau of Commerce.

The delegation also visited a range of businesses, tourism attractions and schools, including a guided tour of the Yili Company Factory (The Biggest Milk Manufacturer in China), Yi'ai Lake Park and Dabie Mountain Geopark Museum, Huanggang Middle School and Wen Yiduo Middle School. The delegation was also invited to the Wuhan Racing Club, where a race was named after Westland and the delegation presented the trophies to the winners. The mayoress also surprised the delegation by inviting us to a Chinese Opera Performance at the city's magnificent opera venue.

The direct results of the trip include:

- a signed letter of intent to progress a sister city relationship
- newly established, strong relationships with Huanggang city officials
- a return visit to Westland by six officials of Huanggang City (this is confirmed for March to coincide with the Wildfoods Festival)
- A newly established relationship with the Bureau of Commerce allowing for trade and investment opportunities
- Cultural exchange opportunities such as food festivals and other events
- Newly established relationships with the city museums to exchange cultural information and leading-edge museum processes
- Both middle schools, one of them among the top 10 in China, have agreed to send short stay students to Westland High School in the near future, with return exchanges proposed.

Next steps in the process:

- Huanggang city will send a delegation of 6 officials to Westland from 7th to 10th March 2019 for a reciprocal visit
- If the reciprocal visit is successful, a sister city relationship agreement will be drafted for consideration by both parties
- If the agreement is acceptable to both parties, a formal signing ceremony will be conducted. Both Mayors will be required to sign the agreement at this point.

Advantages of a sister city relationship with Huanggang City:

1. Huge business and trade opportunities with a city of this size (8 million)
2. They are interested in financing new business opportunities in our region
3. They are interested in exchanging technical expertise eg milk factory, museums, airport etc
4. A number of their businesses are interested in partnership and joint venture opportunities with NZ companies
5. Vast tourism opportunities for Westland
6. Education – exchange of students between the region

RECOMMENDATION:

1. **THAT** the Sister City opportunity with Huanggang City continues to be developed as we believe there are definite short, medium and long term benefits to Westland. China's economy continues to grow steadily and having a door into their markets will be of great benefit to local companies and other organisations.

In addition to the above, Huanggang City would appear to be a very good match for the Westland region as this part of China is in the heart of their new economic zone and the city has a strong food, beverage and tourism focus which is similar to ours.

Cr Latham Martin Trevor Willcock

Deputy Mayor

CE – Destination Westland Ltd

Mike Keenan

Westland Ambassador to the Chinese Community





Report



DATE: 24 January 2019
TO: Mayor and Councillors
FROM: Group Manager: Corporate Services

ORDERING OF CANDIDATE NAMES ON VOTING PAPERS

1 SUMMARY

- 1.1 The purpose of this report is for Council to consider the order of Candidate names on the voting papers for the 2019 elections.
- 1.2 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 2018-28. These are stated on Page 2 of this agenda.
- 1.3 This report concludes by recommending that Council resolve that the names of candidates at the 2019 Westland District elections and any intervening by elections be arranged in random order.

2 BACKGROUND

- 2.1 Regulation 31(1) of the Local Electoral Regulations 2001 allows Council to determine by Council resolution the order of Candidate names on the voting papers.
- 2.2 Historically Westland District have used alphabetical order in the triennial district council elections.
- 2.3 West Coast DHB have used random order.
- 2.4 West Coast Regional have used alphabetical order.
- 2.5 Development West Coast have used pseudo random.
- 2.6 If Council do not resolve the default will be alphabetical order.

3 CURRENT SITUATION

- 3.1 The voting papers for the 2019 election will contain elections for the following
 - 3.1.1 Mayoral election
 - 3.1.2 Election of ward councillors
 - 3.1.3 Election of constituency councillors for Westland District Regional Council.
 - 3.1.4 Election of members of West Coast District Health Board.
 - 3.1.5 Election of members of Development West Coast.
- 3.2 Council need to determine the voting order for 3.1.1 and 3.1.2 above.
- 3.3 Approximately 50% of Councils and other agencies are now using random order.
- 3.4 There are three options on the order names on voting papers
 - 3.4.1 **Alphabetical.** This needs no explanation
 - 3.4.2 **Pseudo-random order.** Under this option, the candidates' names for each issue are placed in a receptacle, mixed together and then drawn out of the receptacle, with candidates' names being placed for all voting documents for that issue in the order they are drawn.
If this method of ordering is used, the Electoral Officer must state, in the public notice required to be given, the date, time, and place in which the order of the candidates' names will be arranged. Any person is then entitled to attend while the draw is in progress.
 - 3.4.3 **Random order.** Under this option the names of the candidates for each issue are shown in a different order on each and every voting document, utilising software which enables the names of candidates to be printed in a different order on each paper.

4 OPTIONS

- 4.1 **Option 1:** Random order
- 4.2 **Option 2:** Pseudo-random order
- 4.3 **Option 3:** Alphabetical

5 SIGNIFICANCE AND ENGAGEMENT

- 5.1 The decision to determine voting order of candidate names is administrative in nature.

5.2 Wider community engagement is not necessary on this matter.

6 ASSESSMENT OF OPTIONS (INCLUDING FINANCIAL IMPLICATIONS)

6.1 Option 1: Random order;

Recent research on voting patterns has indicated that candidates with a surname starting at the top of the alphabet may have a slight advantage over others with a lower alphabetical ranking.

Random order for voting papers has been increasingly adopted by local councils and other agencies, with now approximately 50% using random order.

With technological developments for printing ballot papers having improved, there is no difference in cost or quality for the printing between alphabetical and randomised voting papers.

6.2 Option 2: Pseudo-random order;

Although the drawing of the names is random, all voting papers would then be in the same order.

There are extra administrative burdens on using pseudo-random order, there are approximately 7.5% of councils and other agencies using this method.

6.3 Option 3: Alphabetical order;

Council historically has used alphabetical ordering of candidate names, however as recent research has indicated, there may be perceived preferences to candidates being ordered alphabetically.

7 PREFERRED OPTIONS AND REASONS

7.1 The preferred option is **Option 1**; using random order will provide consistency with best electoral practice, and remove the perceived preference to candidates being ordered alphabetically.

8 RECOMMENDATIONS

A) **THAT** Council resolve that the names of candidates at the 2019 Westland District elections and any intervening by elections be arranged in random order.

Lesley Crichton

Group Manager: Corporate Services

Report



DATE: 24 January 2019
TO: Mayor and Councillors
FROM: Chief Executive - Destination Westland Ltd

TRANSFER OF LAND FOR MANAGEMENT TO DESTINATION WESTLAND

1 SUMMARY

- 1.1 The purpose of this report is to seek approval from Council to transfer a property for management purposes to Destination Westland Ltd.
- 1.2 This issue arises from a request from a local person in Hokitika to clear the section and turn it into grazing land for her horses.
- 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 May 2018, which will be set out in the next Long Term Plan 2018-28. These are stated on Page 2 of this agenda.
- 1.4 This report concludes by recommending that Council transfer the property to Destination Westland for management purposes.

2 BACKGROUND

- 2.1 This narrow vacant property, SEC 4141 BLK I KANIERE-HARPER PARK, is located at 252 Park Street, Hokitika. The narrow 0.6ha partly swampy section, adjacent to the Hokitika Racecourse, is undeveloped land covered in high grass; it is NIL rated.

3 CURRENT SITUATION

- 3.1 Local resident Paulette Arnold wishes to lease the land to clear and use it for grazing her horses.

4 OPTIONS

- 4.1 Option 1 – Do nothing, retain the property within Council.
- 4.2 Option 2 – Transfer the property to Destination Westland for management purposes.

5 SIGNIFICANCE AND ENGAGEMENT

- 5.1 This matter is assessed as being of low significance. Transfer of the property to Destination Westland for management purposes will enable it to be tidied up and generate a small revenue to eventually cover the cost of fencing.
- 5.2 No consultation is required.

6 ASSESSMENT OF OPTIONS (INCLUDING FINANCIAL IMPLICATIONS)

- 6.1 Option 1: Do Nothing. Status quo remains and Council retains the property.
- 6.2 Option 2: Transfer the property to Destination Westland, for management purposes. This option will enable the land to be tidied at no cost to Council and revenue from rental earned to eventually construct a fence. A lease fee of \$250 per annum is proposed.

7 PREFERRED OPTION(S) AND REASONS

- 7.1 The preferred option is Option 2. Transfer the property to Destination Westland to enable the land to be tidied and used.

8 RECOMMENDATION

- A) **THAT** Council transfers SEC 4141 BLK I KANIERE-HARPER PARK to Destination Westland for management purposes so that it can be leased for horse grazing.

Trevor Willcock
Chief Executive – Destination Westland Ltd

Appendix 1: Aerial map showing location of SEC 4141 BLK I KANIERE-HARPER PARK

252 Park St Hokitika

Created By:
Print Date: 17/12/2018
Print Time: 2:42 PM



Scale: 1:1118
Original Sheet Size A4

Projection: NZGD2000 / New Zealand Transverse Mercator 2000
Bounds: 1434696.45033882,5268250.88343483
1434903.21219418,5268507.93071997

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The information shown on this plan may not be accurate and is indicative only.
The Westland District Council accepts no responsibility for incomplete or inaccurate information.

Report



DATE: 24 January 2019
TO: Mayor and Councillors
FROM: Finance Manager

PROJECTS AND CARRY FORWARDS TO 2018-19

1 SUMMARY

- 1.1 The purpose of this report is to:
 - 1.1.1 Seek Council approval for the carry forward of funding for projects that were scheduled for previous financial years, but were not completed by 30 June 2018,
 - 1.1.2 seek Council approval for the future allocation of funds that were generated for specific purposes and were in surplus as at 30 June 2018, and
 - 1.1.3 provide Council with a forecast for proposed project activity during the year ended 30 June 2019.
- 1.2 This issue arises because Council is accountable for the application of its revenues and other funding sources to service levels and infrastructure in accordance with its Long Term Plan 2018-28.
- 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 2018-28. These are stated on Page 2 of this agenda.
- 1.4 This report concludes by recommending that Council approve the carry forward to 2018-19 of funds totalling \$3,038,725 for the projects itemised in **Appendix 1**,

2 BACKGROUND

- 2.1 Council approves its annual budget based on planned levels of service and capital works for the financial year.

- 2.2 It is common that certain undertakings will be partially complete, committed but not started or deferred as at the end of the financial year.
- 2.3 These items will appear as favourable variances in the financial year 2017-18 in which their funding was recognised as revenue, or where debt was planned to be drawn.
- 2.4 Council has an obligation to deliver on its commitments, but where projects and expenditure are carried forward they will be reported as adverse variances against the budget for the financial year in which they are completed.
- 2.5 Typically, the types of items carried forward are:
 - 2.5.1 Capital projects partially completed.
 - 2.5.2 Projects funded by third parties.
 - 2.5.3 Long term operational projects.
 - 2.5.4 Activities whose frequency is less than annual but for which the funding is phased evenly over more than one financial year.

3 CURRENT SITUATION

- 3.1 Council is expecting to report a favourable variance in its external debt position for the year ended 30 June 2016. This in part relates to the non-completion of the items proposed for carry forward in **Appendix 1**.
- 3.2 Any variances against Council's operating budget will be addressed in the Annual Report for the year ending 30 June 2019.
- 3.3 The amounts proposed to be carried forward are estimated by deducting expenditure to date from the original budget and adjusted by any known variations; as advised by activity managers.
- 3.4 Where projects have been cancelled or superseded in the budget for 2018-19, they have been excluded from the carry forward schedule.
- 3.5 Council has previously expressed concern regarding the backlog of projects, the exposure to unrealistic commitments and the consequential reputational risk.
- 3.6 The proposed carry forward schedule (**Appendix 1**) has been drafted after consideration of these commitments alongside those included in the long term plan 2018-19.

- 3.7 As in 2017-18, progress on completion of these items will be communicated through Council's monthly financial report during 2018-19.

4 OPTIONS

- 4.1 **Option 1** - Approve the carry forward to 2018-19 of funds totalling \$3,038,075 for the projects itemised in **Appendix 1**.
- 4.2 **Option 2** - Approve amended schedules, adding or deleting items.
- 4.3 **Option 3** – Reject all carry forwards

5 SIGNIFICANCE AND ENGAGEMENT

- 5.1 In accordance with Council's policy, this matter is of low significance; insofar as it relates to existing circumstances that have been reported throughout the financial year, and any decision will not materially impact on levels of service, strategic assets or funding arrangements.
- 5.2 All of these items were consulted on when they were included in the Long Term Plan 2015-25, or previous annual plans. Some communities may consider a project important to them and be disappointed if a project is not carried forward.

6 ASSESSMENT OF OPTIONS (INCLUDING FINANCIAL IMPLICATIONS)

- 6.1 **Option 1** will generate adverse operating variances and additional debt requirements of in the financial year 2018-19. However, these are merely the inversion of favourable variances in 2017-18, and are therefore essentially timing differences. Option 1 is financially prudent because it ensures that Council's revenues and funding sources are applied to their intended purposes. It would also meet community expectations as Council will deliver on its commitments undertaken in the Long Term Plan 2015-25.
- 6.2 **Option 2** would invoke some departures from the Long Term Plan 2015-25 and may cause some adverse community reaction. This may be appropriate if Council determines that alternative applications of these funds are more prudent or of higher priority, or that the requirements have substantially changed.
- 6.3 **Option 3** would mean that some commitments made by Council in adopting the Long Term Plan 2015-25 are not fulfilled. In addition to potential adverse community reaction this would not be financially prudent, particularly

because some of the expenditure associated with these items was included in the rates calculation for 2017-18 and any previous relevant financial years. The adverse variances described in 6.1 would be avoided.

7 PREFERRED OPTION AND REASONS

7.1 The preferred option is Option 1 - Approve the carry forward of items contained in **Appendix 1** to the financial year 2018-19. This will demonstrate Council's resolve to deliver on its commitments and will ensure that revenues and other sources of funds are applied to their intended purposes.

8 RECOMMENDATIONS

A) **THAT** Council approve the carry forward to 2018-19 of funds totalling \$3,038,725 for the projects itemised in **Appendix 1**.

Lavinia Hamilton
Finance Manager

Appendix 1: Proposed carry forward schedule 2018-19

Activity	Detail	Funded by	Requested Amount	Variance	Status	Year	Notes
Township Development	Upgrade footpaths and driveways over next three years	Depreciation	5,000	Capital	Replacement upgrade of chip sealed footpath by 100m sections, Hokitika. On- going 2018 & 2019	From 2015-16 Budget Year	Replacement upgrade of chip sealed footpath by 100m sections, Hokitika. On- going 2018 & 2019
Township Development	Repairs and Maintenance to Hokitika Statues	Depreciation	5,000	Capital	Statue upgrades of lighting etc. commenced -Budget required for this. 2018 - 19.	From 2015-16 Budget Year	Statue upgrades of lighting etc. commenced - Budget required for this. 2018 - 19.
Water Supply	Kumara - Water treatment plant - seismic valves	Depreciation	30,000	Capital	Ordered & to be installed this year - Dec 2018	From 2016-17 Budget Year	Ordered & to be installed this year - Dec 2018
Water Supply	Whataroa - Water treatment plant	Depreciation	153,008	Capital	Now under construction - was delayed. Expected operational Nov 2018	From 2016-17 Budget Year	Now under construction - was delayed. Expected operational Nov 2018
Water Supply	Whataroa - Seismic valves	Depreciation	20,000	Capital	To be included / installed early 2019	From 2016-17 Budget Year	To be included / installed early 2019
Wastewater	Hokitika - Mains upgrade	Depreciation	126,856	Capital	One project completed (Z-line)- others underway - completions march 2019.	From 2016-17 Budget Year	One project completed (Z-line)- others underway - completions march 2019.
Wastewater	Haast - Mains upgrade	Depreciation	20,000	Capital	General works programmed in next 8 months.	From 2016-17 Budget Year	General works programmed in next 8 months.
Wastewater	Haast - De-sludge oxidation ponds	Depreciation	150,000	Capital	Planned for March / April 2019	From 2016-17 Budget Year	Planned for March / April 2019
Township Development	New footpaths - Franz	Depreciation	25,000	Capital	Cron Street - planned 2019	From 2016-17 Budget Year	Cron Street - planned 2019
Township Development	Footpath upgrades - Hokitika	Depreciation	27,000	Capital	Resealing footpaths and driveways Hoffman Street, Hokitika. Late 2018	From 2016-17 Budget Year	Resealing footpaths and driveways Hoffman Street, Hokitika. Late 2018
Township Development	Footpath upgrades - Kumara	Depreciation	5,000	Capital	Repairs and maintenance footpaths, Kumara. Planned early 2019	From 2016-17 Budget Year	Repairs and maintenance footpaths, Kumara. Planned early 2019
Township Development	Footpath upgrades - Franz	Depreciation	15,000	Capital	Business area development, Cron Street upgrade. DOC/Ngai Tahu. April 2019	From 2016-17 Budget Year	Business area development, Cron Street upgrade. DOC/Ngai Tahu. April 2019
Parks & Reserves	Reserves - Cass Square - Repairs to Statues	Depreciation	5,000	Capital	Lighting & upgrades of Cass Squ. Statues & bases. - mid- 2019	From 2016-17 Budget Year	Lighting & upgrades of Cass Squ. statues & bases. - mid- 2019
IT Equipment Renewals	IT Equipment Renewals	Depreciation	86,848	Capital		From 2017-18 Budget Year	
Water Supply	Hokitika - Mains Upgrades	Depreciation	81,507	Capital	general works being completed	From 2017-18 Budget Year	Works in the pipeline -
Water Supply	Ross - Water Treatment Plant - Seismic Valves	Depreciation	30,000	Capital	On order	From 2017-18 Budget Year	Will be installed at the same time as Whataroa
Water Supply	Whataroa - Pump Upgrades	Depreciation	35,000	Capital	planned with Plant upgrade	From 2017-18 Budget Year	Expected with new plant
Water Supply	Fox Glacier - Seismic Valves	Depreciation	30,000	Capital	to be undertaken with prior upgrade works	From 2017-18 Budget Year	Will be installed with new plant upgrade
Cemeteries	Cemetery - Hokitika Upgrade & Expansion	Depreciation	10,000	Capital	Forward works planned.	From 2017-18 Budget Year	Trees removal and development planned
Township Development	Township Maintenance - Kumara Rubbish Bins	Depreciation	3,000	Capital	on-going upgrades	From 2017-18 Budget Year	
Township Development	Township Maintenance - Hokitika Rubbish Bins	Depreciation	7,000	Capital	on-going upgrades	From 2017-18 Budget Year	
Township Development	Township Maintenance - Fox Rubbish Bins	Depreciation	3,000	Capital	on-going upgrades	From 2017-18 Budget Year	
Township Development	Township Maintenance - Haast Rubbish Bins	Depreciation	2,000	Capital	on-going upgrades	From 2017-18 Budget Year	

Reserves	Reserves - Cass Square - Repairs To Statues	Depreciation	5,000	Capital	See previous notes. - works planned.	From 2017-18 Budget Year	
Reserves	Reserves - Lazar Park Upgrade	Depreciation	45,000	Capital	Funds needs retaining for community project	From 2017-18 Budget Year	
Township Development	Footpath Upgrades	Depreciation	45,000	Capital	Works now scoped - ready to proceed.	From 2017-18 Budget Year	
Buildings	Council HQ Refurbishment	Loan Funding	104,767	Capital	Works underway need to retain funds.	From 2017-18 Budget Year	
Township Development	Bruce Bay	Loan Funding	23,024	Capital		From 2017-18 Budget Year	Under way - implementation in November
Township Development	Haast Township- New Toilet Facilities, Dump Station, Shelter, Bus Depot & Carpark	Loan Funding	262,880	Capital	Planning underway - programmed to start in Dec 2018.	From 2017-18 Budget Year	In design and planning. Constructing in Nov - March 2018
Township Development	Sunset Point - New Toilets, Shelter & Carparks	Loan Funding	500,000	Capital	Works now progressing - design being finalised.	From 2017-18 Budget Year	Works underway. Will take over 12 months to complete.
Solid Waste	Franz Josef Landfill	Loan Funding	25,000	Capital	Expected to occur in March 2019	From 2014-15 Budget Year	Expect this to be undertaken in conjunction with Franz WWTP project.
Solid Waste	Intermediate Capping for Butlers	Loan Funding	50,000	Capital	about to be undertaken - October 2018.	From 2015-16 Budget Year	Part of resource consent requirements - reshaping & cover works required.
Solid Waste	Landfill- Haast - Digout new Cell	Loan Funding	3,740	Capital	About to be undertaken - November 2018.	From 2015-16 Budget Year	The waste did not reach the current cell capacity but will still require this money to undertake the work to enable the Landfill to operate under the resource consents that are currently in place for this facility.
Solid Waste	Haast intermediate cap current cell	Loan Funding	10,000	Capital	Development scoping underway with new team / Mgr.	From 2015-16 Budget Year	This work will still be required and is part of the ongoing cost of operating a Landfill as such the money needs to be carried over.
Water Supply	Kumara - Water treatment plant	Loan Funding	346,004	Capital	Now underway.	From 2016-17 Budget Year	Contract now awarded, project completion approximately 8 weeks. (Dec 2018)
Wastewater	Franz Josef - New WWTP	Loan Funding	60,836	Capital	Project in tendering / design process	From 2016-17 Budget Year	Utilised for consultancy & design process. Expected
Transportation	Hokitika Gorge & Whitcombe Valley Road - Upgrade Of Existing Toilet Facilities, Carparks, Road Widening, Seal & Extension.	Loan Funding	68,056	Capital	Work now nearing completion - weather dependent	From 2016-17 Budget Year	Tourism Infrastructure Funding \$388,545, WDC loan funded contribution \$500,000, NZTA contribution \$900,000. - expect completion Dec 2018.
Water Supply	Hokitika - River Water Intake Upgrade	Loan Funding	25,322	Capital	Final works completed - Invoices & close off being processed.	From 2017-18 Budget Year	Final works completed - Invoices & close off being processed.
Water Supply	Fox Glacier - Water Treatment Plant Upgrade	Loan Funding	50,000	Capital	Planned for new year	From 2017-18 Budget Year	Under planning expected to be delivered in March 2019
Wastewater	Hokitika - WWTP Upgrade	Loan Funding	298,333	Capital	Items on order - works underway	From 2017-18 Budget Year	Materials ordered
Wastewater	Fox Glacier - WWTP upgrade	Loan Funding	100,000	Capital	Items again on order - need to retain funds	From 2017-18 Budget Year	Planned
Township Development	Franz Josef Urban Revitalisation Plan	Reserves	100,000	Capital	Awaiting further study / work with community, regional council and central government on a "master plan" for the township before this streetscape / revitalisation work takes place.	From 2015-16 Budget Year	Com Assoc. wanted it held until decisions made. Still need to finalise future spatial plan of Franz Josef Township based on work of Franz Josef / Waiau working party, including infrastructure and hazard issues, before this streetscape / urban design plan is implemented.
Reserves	Reserves - Marks Road Reserve	Reserves	10,000	Capital	Works planned in this financial year. Prior to June 2019	From 2016-17 Budget Year	Requires community involvement.

Reserves	Reserves - Hokitika Waterfront Development	Recreation Contributions	72,045	Capital	Works planned in this financial year. Prior to June 2019	From 2016-17 Budget Year	
Reserves	Reserves - Hokitika Heritage Trail signs	Reserves	3,500	Capital	Works planned in this financial year. Prior to June 2019	From 2016-17 Budget Year	till under progression with Jackie Gurden
Total			3,083,725				
	Total Depreciation Funded Carryovers		970,219				
	Total Loan Funded Carry Overs		1,927,961				
	Total Reserve Funded Carryovers		185,545				
			3,083,725				