

A G E N D A

Ordinary Council Meeting

**Council Chambers,
36 Weld Street
Hokitika**

**Thursday 22 November 2018
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 22 NOVEMBER 2018 COMMENCING AT 11.00 AM

16 November 2018

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
17 November 2018	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 Extraordinary Council Meeting – 11 October 2018 Pages 5-9

2.2 Ordinary Council Meeting – 25 October 2018 Pages 10-16

2.3 Tenders Committee Meeting – 1 November 2018 Pages 17-18

3. PRESENTATIONS:

Nil.

Lunch from 12.30 pm to 1.00 pm.

4. ACTION LIST:

The Action List is attached. Pages 19-22

5. REPORTS FOR INFORMATION:

5.1 Partnership Agreement - Te Rūnanga O Ngāti Waewae and Te Rūnanga O Makaawhio Pages 23-36

6. REPORTS FOR DECISION:

6.1 Adoption of Annual Report 2017-2018 Pages 37-223

6.2 Class 4 Gambling Venue Policy Pages 224-230

6.3 Road Naming for Unnamed Road off Duffers Creek Road and Unnamed Road off Shwy 73 at opposite Kumara Racecourse Pages 231-236

6.4 District Speed Limits for Local Roads Pages 237-242

6.5 Adoption of the West Coast Regional Waste Minimisation and Management Plan Pages 243-299

7. 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:

7.1 Confidential Minutes – 25 October 2018

7.2 Tenders Committee Minutes – 1 November 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
7.1	Confidential Minutes – 25 October 2018	Confidential Minutes	Good reasons to withhold exist under Section 7	Section 48(1(a) & (d)
7.2	Tenders Committee Minutes – 1 November 2018	Confidential Minutes	Good reasons to withhold exist under Section 7	Section 48(1(a) & (d)

**Date of next Ordinary Council Meeting – 13 December 2018
Council Chambers, 36 Weld Street, Hokitika**

MINUTES OF AN EXTRAORDINARY MEETING OF THE WESTLAND DISTRICT COUNCIL, HELD IN THE COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA ON THURSDAY 11 OCTOBER 2018 COMMENCING AT 4.00 PM

1 MEMBERS PRESENT, APOLOGIES AND INTEREST REGISTER

1.1 Members Present

His Worship the Mayor R.B. Smith (Chair)
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, D.C. Routhan
Kw. Francois Tumahai, Te Rūnanga o Ngāti Waewae

Apologies

Kw. Tim Rochford, Te Rūnanga o Makaawhio
Cr G.L. Olson

Moved Deputy Mayor Martin, seconded Cr Neale and **Resolved** that the apologies from Kw. Tim Rochford and Cr G.L. Olson be received and accepted.

Also in Attendance:

S.R. Bastion, Chief Executive; L.A. Crichton, Group Manager: Corporate Services;
D.M. Maitland, Executive Assistant.

1.2 Interest Register

The Interest Register was circulated and no amendments were noted.

2. PROPOSED FREEDOM CAMPING BYLAW 2018

The Chief Executive spoke to this report and advised that the purpose of the report is to seek Council approval of a draft Freedom Camping Bylaw for public consultation, under the Special Consultative Procedure as per Section 83 of the Local Government Act 2002. The issue has arisen from concern that, under the Freedom Camping Act 2011, the Council

has no regulatory powers in relation to freedom camping without a bylaw. The Council's previous Freedom Camping Bylaw 2012 was revoked in 2013.

Additional information had been tabled at the meeting which consisted of 37 maps of proposed prohibited areas for freedom camping in Westland District. These areas had been identified in Table 1 of the report as follows:

Area	Reason
Legal road opposite 6440 Otira Highway, adjacent to Otira Hotel, Otira	Protection (kiwi habitat) and safety (link to railway sidings and rail corridor, natural hazards including flooding and landslips)
Serpentine Road and beach, Kumara Junction	Access and safety (narrow road and prone to coastal inundation)
One Mile Line Road, Hokitika	Access and safety (narrow, uneven road)
Three Mile Beach Access Road, Hokitika	Access and safety (narrow, uneven road)
Richards Drive (west of Revell Street), Hokitika	Access and safety (narrow, uneven road)
Unnamed road between 243 and 245 Revell Street, Hokitika	Access and safety (narrow, uneven road)
Tudor Street Beach Access west of Revell Street, Hokitika	Access and safety (narrow, uneven road)
Hampden Street Beach Access, west of Revell Street, Hokitika	Access and safety (narrow, uneven road)
Stafford Street, west of Revell Street, Hokitika	Access (high demand for locals and visitors)
Entirety of Beach Street, Hokitika	Access (high demand for locals and visitors)
Sunset Point, Hokitika	Access (high demand for locals and visitors)
Gibson Quay, west of Beach Street, Hokitika	Access (high demand for locals and visitors)
South Spit Road, Hokitika	Access and safety (narrow, uneven road)
Shanghai Road beach access west of SH 6, Ruatapu	Access and safety (narrow, uneven road)
Butlers Road beach access west of SH6, Ruatapu	Access and safety (narrow, uneven road)
Paiere Road, Ruatapu	Access and safety (narrow road, part of West Coast Wilderness Trail)
Ross Cemetery, Ross	Protection, access and safety (culturally sensitive site, with narrow, steep access road)
Ross Beach Road, Ross	Access and safety (narrow, uneven road)
Forks-Okarito Road and all of Okarito village except the Okarito Domain	Protection, access and safety (environmentally sensitive site (kiwi habitat), with narrow access road)
Forks-Okarito Road, Okarito	Protection, access and safety (environmentally sensitive site (kiwi habitat), with narrow access road)
Waiho Flat Road, Franz Josef Glacier	Access and safety (narrow, uneven road, and flood risk)
Docherty Creek Road (past any Council-provided responsible camping facility), Franz Josef	Access and safety (narrow, uneven road, and flood risk)

Area	Reason
Hunts Beach Road, Jacobs River	Protection, access and safety (culturally sensitive site, with narrow access road)
All beach access roads off Haast-Jackson Bay Road, between Haast Beach and Hannah's Clearing, including all roads in Okuru, aside from any Council-provided facility (6 maps)	Access and safety (narrow, uneven roads)
Okuru (all roads), Jackson Bay (2 maps)	Access and safety (narrow, uneven roads)
Beach Access, Haast-Jackson Bay Road (3 maps)	Access and safety (narrow, uneven roads)
Hannahs Clearing Beach Access, Jackson Bay	Access and safety (narrow, uneven roads)
Beach Access, Haast-Jackson Bay Road	Access and safety (narrow, uneven roads)
Entirety of Haast-Jackson Bay Road between Neils Beach and Jackson Bay Wharf, Jackson Bay	Safety (narrow road with rockfall risk)

Councillors then asked the Chief Executive to send out an update on where the freedom camping sites are going to be and that Reserves and Sportsfields be marked as being excluded in the bylaw.

Moved Deputy Mayor Lash, seconded Deputy Mayor Martin and **Resolved** that:

- A) Council adopt the Statement of Proposal for the Westland District Council Freedom Camping Bylaw 2018 as attached to the agenda; including the maps of Prohibited areas for freedom camping, subject to the following minor amendment:

Map 5 – Richards Drive (west of Revell Street), Hokitika – area to be identified on the Overview Map.

- B) Council undertake a Special Consultative Procedure as per Section 83 of the Local Government Act 2002 on the draft Westland District Council Freedom Camping Bylaw 2018, from 15 October 2018 to 16 November 2018; and
- C) Council note that the Freedom Camping Policy will need to be revised for consistency with any Freedom Camping Bylaw eventually adopted, and that the tracked-changes indicated are consistent with the Bylaw as currently drafted.

3. **ADMINISTRATIVE RESOLUTIONS**

Moved Deputy Mayor Martin, seconded Cr Neale and **Resolved** that Council confirm its Seal being affixed to the following documents:

3.1 **Iona Frances O'CONNOR**

To act in the Westland District as:

- An Officer pursuant to Section 174 of the Local Government Act 2002; AND
- An Authorised Officer pursuant to Section 222 of the Building Act 2004; AND
- An Enforcement Officer pursuant to Section 371b of the Building Act 2004; AND
- An Officer under the Westland District Council Bylaws; AND
- An Enforcement Officer pursuant to Section 38 of the Resource Management Act 1991; AND
- A Ranger and Pound keeper pursuant to Section 8 of the Impounding Act 1955; AND
- An authorised officer under the Local Government Act 1974; AND
- A Dog Control Officer pursuant to Section 11 of the Dog Control Act 1996; AND
- A Licensing Inspector pursuant to Section 197 of the Sale and Supply Act of Act 2012; AND
- An Officer under Section 5 under the Litter Act 1979

3.2 **Michael Peter NEWPORT**

To act in the Westland District as:

- An Officer pursuant to Section 174 of the Local Government Act 2002; AND
- An Authorised Officer pursuant to Section 222 of the Building Act 2004; AND
- An Enforcement Officer pursuant to Section 371b of the Building Act 2004; AND
- An Officer under the Westland District Council Bylaws; AND
- An Enforcement Officer pursuant to Section 38 of the Resource Management Act 1991; AND
- A Ranger and Pound keeper pursuant to Section 8 of the Impounding Act 1955; AND
- An authorised officer under the Local Government Act 1974; AND
- A Dog Control Officer pursuant to Section 11 of the Dog Control Act 1996; AND
- A Licensing Inspector pursuant to Section 197 of the Sale and Supply Act of Act 2012; AND
- An Officer under Section 5 under the Litter Act 1979.

3.3 **Natalia BLAIR**

To act in the Westland District as:

- An Officer pursuant to Section 174 of the Local Government Act 2002; AND
- An Officer under the Westland District Council Bylaws; AND
- An Enforcement Officer pursuant to Section 38 of the Resource Management Act

1991; AND

- A Ranger pursuant to Section 8 of the Impounding Act 1955.

3.4 Vivienne Catherine AYNSLEY

To act in the Westland District as:

- An Officer pursuant to Section 174 of the Local Government Act 2002; AND
- An Officer under the Westland District Council Bylaws; AND
- An Enforcement Officer pursuant to Section 38 of the Resource Management Act 1991; AND
- A Ranger pursuant to Section 8 of the Impounding Act 1955.

Moved His Worship the Mayor, seconded Deputy Mayor Martin and **Resolved** that the meeting be closed.

MEETING CLOSED AT 4.46 PM

Confirmed by:

Mayor Bruce Smith
Chair

Date

MINUTES OF AN ORDINARY MEETING OF THE WESTLAND DISTRICT COUNCIL, HELD IN THE COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA ON THURSDAY 25 OCTOBER 2018 COMMENCING AT 11.02 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.L. Carruthers, Gray Eatwell, D.M.J. Havill (ONZM), J.A. Neale, G.L. Olson, D.C. Routhan

Apologies

Deputy Mayor H.M. Lash

Kw. F.D. Tumahai, Te Rūnanga o Ngāti Waewae

Not in Attendance

Kw. T. Rochford, Te Rūnanga o Makaawhio

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

Staff in Attendance:

S.R. Bastion, Chief Executive; L.A. Crichton, Group Manager: Corporate Services;; D.R. Inwood, Group Manager: District Assets; F. Scadden, Planning Manager and Acting Regulatory Services Manager; D.M. Maitland, Executive Assistant.

1.2 Interest Register

His Worship the Mayor reminded Councillors regarding the Elected Members Interest Register.

Cr Carruthers sought clarification regarding declaring matters of interest that are in conflict with Westland District Council and asked that this matter be clarified for Councillors.

The Interest Register was circulated and no amendments had been noted.

Item 9.12 – Item of Business not on the agenda which cannot be delayed.

Moved Deputy Mayor Martin, seconded Cr Neale and **Resolved** that the following item be added to the Confidential Agenda:

Franz Josef Wastewater Treatment Upgrade – Contract 17/18/01

- A) The reason the item is not on the Agenda:
Due to the fact that Council had received only two valid tenders for Contract 17/18/01, the tenders will be able to be assessed and a recommendation made for Council to consider without having to hold a separate Tenders Committee meeting.
- B) The reason why the discussion of the item cannot be delayed until a subsequent meeting:
The project timeline for the Franz Josef WWTP requires timely resolutions to ensure the project proceeds without putting a stain on the overall project timeline. There is very little contingency in the project plan so by not delaying a decision provides room for any potential slippage later in the project.

2. CONFIRMATION OF MINUTES

2.1 Ordinary Council Meeting – 27 September 2018

Moved Cr Havill, seconded Cr Neale and **Resolved** that the Minutes of the Ordinary Meeting of Council, held on the 27 September 2018 be confirmed as a true and correct record of the meeting.

2.2 Dog Control Hearing Committee Meeting – 1 October 2018

Moved Deputy Mayor Martin, seconded Cr Havill and **Resolved** that the Minutes of the Dog Control Hearing Committee Meeting held on the 1 October 2018 be received.

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

4. ACTION LIST

The Chief Executive went through the Action List in the Agenda and various amendments and updates to the list were provided.

Moved Deputy Mayor Martin, seconded Cr Neale and **Resolved** that the items identified as being completed, be removed from the list and the updated Action List be received.

5. REPORTS FOR INFORMATION

5.1 Chief Executive

The Chief Executive went through the report to Council and provided an update on those matters that were matters of significance and the priorities.

Updated items:

- Responsible Camping Initiatives – Extraordinary Council Meeting to hear and consider submissions planned for Thursday 29 November 2018.
- West Coast Wilderness Trail (WCWT) – looking at an official opening at the end of the November 2018. Two enhancements for the WCWT are being planned for a section of the Old Christchurch Road and also part of Lake Kaniere Road.
- Dog Control – has come back in-house. All documentation is currently being reviewed.

Moved Cr Olson, seconded Deputy Mayor Martin and **Resolved** that the Report from the Chief Executive dated the 25 October 2018 be received.

6. REPORTS FOR DECISION

6.1 Road Naming for Lake Kaniere Developments Ltd Subdivision at Hans Bay and Unformed Road off State Highway at Taramakau.

The Transportation Manager and Group Manager: District Assets spoke to this report and advised that the purpose of the report is to officially allocate road names to two as yet unnamed roads within the Westland District.

Moved Cr Olson, seconded Cr Routhan and **Resolved** that the unnamed road at Hans Bay be named “Andrews Terrace” as per the suggestion of the developer and that the former section of State Highway 6 at Taramakau River be named “Gentle Annie Road”.

Cr Neale recorded her vote against the motion.

Deputy Mayor Martin recorded his vote against the motion.

6.2 Adoption of Reviewed Dangerous and Insanitary Buildings Policy and the new priority thoroughfares for potentially earthquake prone buildings.

The Planning Manager/Acting Regulatory Services Manager spoke to this report and advised the purpose of the report is to seek Council adoption of the revised policy for Dangerous and Insanitary Buildings and adopt a list of Priority Thoroughfares for Potentially Earthquake-prone buildings.

One submission had been received on behalf of four parties being Malcolm Walker, Diana Curtis, Kay Lyes and Vaughan Bradley, which related to the Proposed Priority Thoroughfares for Potentially Earthquake Prone Buildings.

Moved Cr Havill, seconded Deputy Mayor Martin and **Resolved** that:

- A) The Report from the Planning Manager and Acting Regulatory Services Manager be received.
- B) That Council received and considered the submission from Malcolm Walker, Diana Curtis, Kay Lyes and Vaughan Bradley.
- C) Council adopted the Dangerous and Insanitary Building Policy and the Proposed Priority Thoroughfares for Potentially Earthquake-prone Buildings.

Cr Routhan abstained from voting on this matter.

7. ADMINISTRATIVE RESOLUTIONS

Moved Deputy Mayor Martin, seconded Cr Olson and **Resolved** that Council confirm its seal being affixed to the following *amended* documents:

7.1 Amended Warrant of Appointment - Kurt Francois JOHNSTONE

- An Officer pursuant to Section 174 of the Local Government Act 2002; AND
- An Authorised Officer pursuant to Section 222 of the Building Act 2004; AND
- An Enforcement Officer pursuant to Section 371b of the Building Act 2004; AND
- An Officer under the Westland District Council Bylaws; AND
- An Enforcement Officer pursuant to Section 38 of the Resource Management Act 1991.

7.2 Amended Warrant of Appointment - Daniel Alan John SCHUMACHER

- An Officer pursuant to Section 174 of the Local Government Act 2002; AND
- An Authorised Officer pursuant to Section 222 of the Building Act 2004; AND
- An Enforcement Officer pursuant to Section 371b of the Building Act 2004; AND
- An Officer under the Westland District Council Bylaws; AND
- An Enforcement Officer pursuant to Section 38 of the Resource Management Act 1991.

3. PRESENTATIONS

3.1 West Coast Wilderness Trail

The Group Manager: District Assets advised that three new trail counters has been installed on the trail and there is very good data being received from the counters

Jackie Gurden, Trail Manager and Geoff Gabites, Chair of the West Coast Wilderness Trail Trust attended the meeting for a presentation regarding the West Coast Wilderness Trail Trust.

Mr Gabites provided Councillors with a copy of the new trail booklet that had been printed.

Ms Gurden advised that she is the day to day interface between the Trail Trust, the operators, Grey District and Westland District Councils and also the riders of the trail.

Mr Gabites advised he is the incoming chair of the West Coast Wilderness Trail Trust, an independent body that had been established and also involved in Cycle Journeys which operated from the Renton's Building in Hokitika.

Mr Gabites provided some background information to the Alps to Ocean Cycle Trail which is 310 km, from Mt Cook to Oamaru which goes through two individual Councils being the Mackenzie and Waitaki District Councils. Mr Gabites advised that the WCWT has led to a huge amount of pride in West Coasters and is ranking amongst the top 2-3 in the country.

The following items were then discussed: promotion of the trail including videos, photos, publications, management of the trail, surveys, economic assessment report, strategic planning, website automation, official partners, marketing campaigns and building a sustainable model.

Mr Gabites and Ms Gurden thanked Council for their support of the West Coast Wilderness Trail.

The meeting adjourned for lunch at 12.42 pm and reconvened at 1.05 pm.

8. MATTERS TO BE CONSIDERED IN THE 'PUBLIC EXCLUDED SECTION'

Moved Cr Carruthers, seconded Cr Olson and **Resolved** that Council exclude the public in accordance with Section 48, Local Government Official Information and Meetings Act 1987 at 1.05 pm.

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 – 27 September 2018.

8.2 Dog Control Hearing Committee Minutes – 1 October 2018.

8.3 Franz Josef Wastewater Treatment Upgrade – Contract 17/18/01

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 -Council Meeting – 27 September 2018	Confidential Minutes	Good reasons to withhold exist under Section 7	Section 48(1)(a) & (d)
8.2	Confidential Minutes – Dog Control Hearing Committee – 1 October 2018	Confidential Minutes	Good reasons to withhold exist under Section 7	Section 48(1)(a) & (d)
8.3	Franz Josef Wastewater Treatment Upgrade – Contract 17/18/01	Confidential Memo	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 and 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)
8.3	Would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information.	Schedule 7(2)(a)

Moved Cr Olson, seconded Deputy Mayor Martin and **Resolved** that the business conducted in the "Public Excluded Section" be confirmed, and accordingly, the meeting went back to the open part of the meeting at 1.27 pm.

**Date of next Ordinary Council Meeting – 22 November 2018
to be held in the Council Chambers, 36 Weld Street, Hokitika.**

MEETING CLOSED AT 1.27 PM

Confirmed by:

Mayor Bruce Smith
Chair

Date



TENDERS COMMITTEE

MINUTES OF A MEETING OF THE TENDERS COMMITTEE HELD IN THE COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA ON THURSDAY 1 NOVEMBER 2018 COMMENCING AT 4.00 PM

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

Apologies

Cr D.L. Carruthers
Cr G.L. Olson

Moved His Worship the Mayor, seconded Deputy Mayor Martin and **Resolved** that the apologies from Cr Carruthers and Cr Olson be received and accepted.

Also in Attendance:

D. Inwood, Group Manager: District Assets; D.M. Maitland, Executive Assistant.

1.2 Interest Register

The Interest Register was circulated and no amendments were noted.

2. MATTERS TO BE CONSIDERED IN THE 'PUBLIC EXCLUDED SECTION':

Moved Deputy Mayor Martin, seconded His Worship the Mayor and **Resolved** that Council exclude the public in accordance with Section 48, Local Government Official Information and Meetings Act 1987 at 4.02 pm.

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

2.1 Tender Recommendation – Contract 18/19/04 – Resealing of Carriageways

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
2.1	Confidential Report to Council	Tender Recommendation – Contract 18/19/04 – Resealing of Carriageways	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
2.1	Would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information.	Section 7(2)(a)

Moved His Worship the Mayor, seconded Deputy Mayor Martin and **Resolved** that the business conducted in the “Public Excluded Section” be confirmed, and accordingly, the meeting went back to the open part of the meeting at 4.07 pm.

MEETING CLOSED AT 4.07 PM

Confirmed by:

Mayor Bruce Smith
Chair – Tenders Committee

Date

Council Meetings - Action List

Date of Meeting	Item	Action	Officer	Status				
22.02.18	New Westland Sports Hub Covered Complex	Ownership of the covered courts being developed at WHS on the condition that a MOU be entered into on terms and conditions satisfactory to the Council	CE	Currently sitting with Westland High School.				
28.06.18	Draft Waste Assessment and Draft Waste Minimisation and Management Plan	Proceed to public consultation	GMDA	Council Meeting – 22 November 2018				
28.06.18	Kaniere School Students – Cycletrail	Council staff to get back to the Kaniere School Students regarding the proposal	GMDA	With District Assets				
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	District Assets working with Kaniere School				
26.07.18	Responsible Campers Bylaw	Draft for the 23 August Council Meeting	CE	Submission close on Friday 16 November 2018				
23.08.18	Representation Review 2018	A) Council adopt the representation arrangements as consulted. B) Council recognise Mana Whenua representation by inviting the Chairs of Te Rūnanga o Ngāti Waewae and Te Rūnanga o Makaawhio to attend and participate in Council Meetings and the Business of Council and a Memorandum of Understanding is developed to give effect to this partnership. C) MOU to be developed between Iwi and the Council.	GMCS Deputy Mayor Martin	MOU to be tabled at the 22 November 2018 Council Meeting.				
23.08.18	Sale and Purchase of Two Parcels of Land in Franz Josef	That approval be granted for the sale and purchase of the two parcels of land, Lot 5 DP 419200 and SEC 1 SO 11501 as follows: <table border="1" style="width: 100%; margin-top: 5px;"> <tr> <td style="width: 33%;">State Highway 6</td> <td style="width: 16.5%;">25800 489 02</td> <td style="width: 16.5%;">\$240,000</td> <td style="width: 34%;">2018 QV Valuation</td> </tr> </table>	State Highway 6	25800 489 02	\$240,000	2018 QV Valuation	CE	Documents have been signed.
State Highway 6	25800 489 02	\$240,000	2018 QV Valuation					

Date of Meeting	Item	Action				Officer	Status
		Waiho River	25800 493 01	\$45,000	2018 Preston Rowe Paterson		
23.08.18	Contribution to Establishment of First Permanent New Zealand War Memorial Museum in the French Town of Le Quesnoy	A)	Council contributes \$100.00 for each soldier from the Westland District that lost their lives in France to the New Zealand War Memorial Museum in Le Quesnoy, France.			CE	Feedback to the Hokitika Museum required from Te Rūnanga o Makaawhio
		B)	Council notes the contribution will be unbudgeted expenditure funded from general reserves.				
27.09.18	Call for Expressions of Interest – Christmas Decorations 2018	A)	Council call for Expressions of Interest (EOI's) for street decorations for Christmas 2018 from community groups and organisations throughout the Westland District with a closing date of 12 October 2018.			CE	Expressions of Interest closed.
		B)	Council instruct staff to allocate funds based on the EOI's received.				
		C)	To see as part of the process that Council look to encourage the communities to use the funds allocated as seed capital and seek to raise further funds against it from other organisations.				
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.
27.09.18	Class 4 Gambling Venues Review	Council adopted an amended draft Class 4 Gambling Venue Policy as set out in Appendix 5 of the Council Agenda for public consultation, the amendments consisting of the following.				CE	Special Consultative Procedure is underway.

Date of Meeting	Item	Action	Officer	Status
		<p>A) Clause 3.1 of the amended draft policy reads “The number of venues within the Westland District outside of Hokitika is capped at three, with two of these three venues being located in the Glacier Country.”</p> <p>B) Clause 3.3 of the amended draft policy reads “If an existing Hokitika venue closes and relinquishes machines, the permitted number of venues and machines would reduce as per a sinking lid policy, with the exception of a venue that is not funded by a nationwide trust or society. “</p> <p>C) Clause 3.6 of the amended draft policy reads “All venues must provide a restricted area for Class 4 Gambling.”</p> <p>D) Council undertake a Special Consultative Procedure as per S83 of the Local Government Act 2002 on the attached proposed policy in Appendix 5, with an opening date of 1 October and a closing date of 1 November 2018. See Appendix 6.</p>		
27.09.18	Kokatahi-Kowhitirangi Community Committee Request for Information and Funding Options to repair the Kokatahi Pavilion	<p>A) Council directed staff to consult with the community and committee to facilitate discussion between Development West Coast (DWC) and the Kokatahi-Kowhitirangi Community Committee for loan funding the repair of the Kokatahi Pavilion.</p> <p>B) If the above consultation is progressed, Council require the repayments of the loan, servicing costs and legal fees to be paid directly from the Kokatahi Township Development Fund to Development West Coast.</p> <p>C) The term of the agreement does not require annual repayment and service costs of greater than \$8,000.</p>	CE	Kokatahi-Kowhitirangi Community Committee liaising with Development West Coast
27.09.18	Whataroa Hall Committee		CE, GMCS	Whataroa Hall Committee to discuss

Date of Meeting	Item	Action	Officer	Status
				with Development West Coast
27.09.18	Administrative Resolutions	<p>Council confirmed the Seal being Affixed to the following documents:</p> <p>A) Warrant of Appointment – Warren Godfrey B) Warrant of Appointment – Ana Elizabeth Coleman C) Warrant of Appointment – Mark William Dixon</p> <p>New Warrant Cards are required to be ordered.</p>	EA	Underway
25.10.18	Ride the West Coast Wilderness Trail	Councillors to ride the West Coast Wilderness Trail	EA	Date to be confirmed with Geoff Gabites
25.10.18	Reviewed Dangerous and Insanitary Buildings Policy	Updated Policy to be entered into database and loaded on the Council Website	GMCS	
25.10.18	Warrants of Appointments	<p>Council confirmed the Seal being affixed to the following documents:</p> <p>A) Warrant of Appointment – Kurt Francois Johnstone B) Warrant of Appointment – Daniel Alan John Schumacher</p> <p>New Warrant Cards are required to be ordered.</p>	EA	Underway

Report



DATE: 22 November 2018

TO: Mayor and Councillors

FROM: Deputy Mayor Martin and Group Manager: Corporate Services

PARTNERSHIP AGREEMENT - TE RŪNANGA O NGĀTI WAEWAE AND TE RŪNANGA O MAKAAWHIO

1 SUMMARY

- 1.1 The purpose of this report is to receive the agreement with Te Rūnanga o Ngāti Waewae and Te Rūnanga o Makaawhio. The agreement sets out the framework for an ongoing relationship between Westland District Council and Te Rūnanga o Ngāti Waewae and Te Rūnanga o Makaawhio.
- 1.2 The agreement outlines the partnership objectives, principles, expectations and deliverables of the partnership between Te Rūnanga o Ngāti Waewae and Te Rūnanga o Makaawhio.
- 1.3 This issue arises from the 26 July 2018 Council Meeting whereby Council extended an invitation to the Chairs of Te Rūnanga o Ngāti Waewae and Te Rūnanga o Makaawhio to attend and participate in Council Meetings and the Business of Council, in acknowledgement of, and to further strengthen, Council's partnership with Mana Whenua of Westland.
- 1.4 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.
- 1.5 This report concludes by recommending that Council receive the partnership agreement with Te Rūnanga o Ngāti Waewae and Te Rūnanga o Makaawhio.

2 BACKGROUND

- 2.1 The Council at their meeting on the 26 July 2016 resolved to extend an invitation to the Chairs of Te Rūnanga o Ngāti Waewae and Te Rūnanga o Makaawhio to attend and participate in Council Meetings and the Business of

Council, in acknowledgement of, and to further strengthen, Council's partnership with Mana Whenua of Westland.

The purpose of the agreement is to formalise the current situation.

3 CURRENT SITUATION

3.1 The current situation is that the Chairs of Te Rūnanga o Ngāti Waewae and Te Rūnanga o Makaawhio are full members of the Finance, Audit and Risk Committee and are able to participate in Council Meetings. Accordingly, the Terms of Reference of the Finance, Audit and Risk Committee were amended.

4 OPTIONS

4.1 Option 1 is to receive the partnership agreement.

4.2 Option 2 is not receive the partnership agreement.

5 SIGNIFICANCE AND ENGAGEMENT

5.1 Under Council Significance and Engagement policy the receiving, of the report is deemed as administrative and accordingly is deemed as of low significance. Consultation is not required.

6 ASSESSMENT OF OPTIONS (INCLUDING FINANCIAL IMPLICATIONS)

6.1 Option 1 is the preferred option, to receive the partnership agreement. This option will formalise the arrangement between the parties. There will be some unbudgeted travel costs that will be funded through general reserves, however this option reiterates Council's commitment to consultation and engagement with Māori as laid out in Councils long term plan 2018-28 and adopted by Council.

6.2 Option 2 would mean that there is no formal agreement in place.

7 PREFERRED OPTION(S) AND REASONS

7.1 The preferred option is Option 1 as Council has statutory and legal obligations to improve communication, consultation and its relationship with Tangata Whenua and Māori, to recognise the Treaty of Waitangi and to facilitate participation by Māori in council decision-making processes.

Council believes that participation of local Papatipu Runanga representatives as full members of the Finance, Audit and Risk Committee and to participate in Council Meetings will not only strengthen the Council's partnership

relationship with iwi, hapu and rūnanga within Westland District, but will also bring social and economic benefits to the community.

The Chairs of Te Rūnanga o Ngāti Waewae and Te Rūnanga o Makaawhio have both reviewed the agreement.

The travel costs are insignificant compared to the benefit of the partnership as laid out above.

8 RECOMMENDATION(S)

- A) **THAT** Council receive the partnership agreement as attached to this Report as Appendix 1.

Cr Latham Martin
Deputy Mayor

Lesley Crichton
Group Manager: Corporate Services

Appendix 1: Partnership Agreement

**MANATU WHAKAAETANGA
PARTNERSHIP AGREEMENT ("PA")**

Mō (Between): Te Rūnanga o Ngāti Waewae, Te Rūnanga o Makaawhio and Westland District Council.

Rā Whakamana (Date of Agreement): November 2018

Whakatauki:

Naku te rourou nau te rourou ka ora ai te iwi
With your basket and my basket the people will live

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1. Te Kaupapa Matua (Purpose of this PA)

This agreement sets out the framework for an ongoing relationship between Westland District Council and Te Rūnanga o Ngāti Waewae and Te Rūnanga o Makaawhio. The purpose of this agreement is to

outline the partnership objectives, principles, expectations and deliverables of the partnership between Te Rūnanga o Ngāti Waewae, Te Rūnanga o Makaawhio, and Council.

2. Te Tahuhu o to Waka Hourua (Partnership Background)

2.1 Ngā Rōpu (Parties):

Te Rūnanga o Ngāti Waewae

XXX

Te Rūnanga o Makaawhio

XXX

Westland District Council

Westland District Council ("Council") is represented under this PA by the Mayor and Councillors of Council. The purpose of Council is to enable democratic local decision-making and action by, and on behalf of, the Westland district community; and to meet the current and future needs of the Westland district community 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.

2.2 Te Rohe (Area covered by PA)

This PA relates to the geographical area defined as the Westland District as per Schedule A.

2.3 Te Hanga o Te Waka Hourua (Establishment of the Partnership)

Poutini Ngāi Tahu are Tāngata Whenua of Westland district having being the first inhabitants of the lands here several hundred years ago. As such **Poutini Ngāi Tahu** have a deep connection and commitment to the environment, economy, people and communities of the district. To this end **Poutini Ngāi Tahu** have been consistent in their desire, as mana whenua, to be more involved in the planning and decision making of Westland District Council and believe a stronger partnership could achieve this.

Papatipu Rūnanga

In the case of Ngāi Tahu, 18 regional Papatipu Rūnanga exist to uphold the mana of their people over the land, the sea and the natural resources. Spread throughout Te Waipounamu each of the 18 rūnanga appoints a tribal member to represent its interests at Te Rūnanga o Ngāi Tahu, the governing council overseeing the tribe's activities. Te Rūnanga o Ngāti Waewae and Te Rūnanga o Makaawhio are Papatipu Rūnanga of the Westland rohe / takiwā **and together are Known as Poutini Ngāi Tahu.**

Council at their meeting on Thursday 26 July 2018 discussed inviting representatives from local Papatipu Rūnanga to participate in Council Meetings and also as full members of the Finance, Audit and Risk Committee of Council as follows:

1. Council extends an invitation to the Chairs **or (or nominees)** of Te Rūnanga o Ngāti Waewae and Te Rūnanga o Makaawhio to attend and participate in Council Meetings and the Business of Council, in acknowledgement of, and to further strengthen, Council's partnership with Mana Whenua of Westland.
2. Council includes the Chairs **or (or nominees)** of Te Rūnanga o Ngāti Waewae and Te Rūnanga o Makaawhio as full members of the Finance, Audit and Risk Committee, and the Terms of Reference of that Committee be amended."

Council has statutory and legal obligations to improve communication, consultation and its relationship with Tangata Whenua and Māori, to recognise the Treaty of Waitangi and to facilitate participation by Māori in council decision-making processes.

Council believes that participation of local Papatipu Rūnanga representatives as full members of the Finance, Audit and Risk Committee and to participate in Council Meetings will not only strengthen the Council's partnership relationship with iwi, hapu and rūnanga within Westland District, but will also bring social and economic benefits to the community.

3. **Te Pūnaha Waka Hourua (Partnership Model)**

The agreed model provides for the following mechanisms to enable Papatipu Rūnanga participation in council decision making:

- The Chairs of Te Rūnanga o Ngāti Waewae and Te Rūnanga o Makaawhio (or nominees) attend and participate in Council Meetings and the Business of Council.
- The appointment of the Chairs of Te Rūnanga o Ngāti Waewae and Te Rūnanga o Makaawhio (or nominees) as full members of the Finance, Audit and Risk Committee of Council.

4. **Ngā Whāinga (Goals of the Partnership)**

The parties commit to the following goals for the partnership under this PA:

- to provide a framework for the parties to work together towards improving Westland;
- to provide mechanisms and resources that assist Papatipu Rūnanga to participate in Council policy, planning, and other decision-making processes
- to facilitate the sharing of information to build a better understanding that enhances collaboration and strategic thinking about Westland's future
- identify strategic opportunities to work closely together for the betterment of Westland district; and
- build iwi capacity and capability to partner with local government

5. **Ngā Mātāpono me Ngā Uaratanga (Principles & Values of the Relationship)**

5i. Ngā Mātāpono (Partnership Principles)

All parties agree to honour the following principles in the conduct of the relationship.

- we work together in good faith to safeguard and promote the mutual interests of the parties in improving outcomes for the hapū of Papatipu Rūnanga, and people of the Westland district generally;
- we act in ways that enhance the mana of all parties;
- we create and foster a high trust relationship and environment that allows the parties to work together while growing within their own tikanga (customs, obligations and conditions) and pursuing their own interests and priorities;
- we work towards solutions with rationality and honesty of purpose;
- we resolve any differences simply, effectively and in a manner that supports a long term, intergenerational partnership;
- we seek opportunities to share skills, knowledge & information;

- we acknowledge Council's interest in the development and promulgation of strategy, policy and legislation on behalf of Westland ratepayers and residents and in managing the allocation of public financial resources.

All parties also acknowledge the Council's guiding principles of good governance for Elected Members to Council:

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

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

5.2 Ngā Uaratanga o Ngāi Tahu (Ngāi Tahu Values)

All parties agree to honour the following values in the conduct of the relationship:

- Whanaungatanga (family)

We will respect, foster and maintain important relationships within the organisation, within the iwi and within the community.

- Manaakitanga (looking after our people)

We will pay respect to each other, to iwi members and to all others in accordance with our tikanga (customs).

- Tohungatanga (expertise)

We will pursue knowledge and ideas that will strengthen and grow Ngāi Tahu and our community.

- Kaitiakitanga (stewardship)

We will work actively to protect the people, environment, knowledge, culture, language and resources important to Ngāi Tahu for future generations.

- Tikanga (appropriate action)

We will strive to ensure that the tikanga of Ngāi Tahu is actioned and acknowledged in all of our outcomes.

- Rangatiratanga (leadership)

We will strive to maintain a high degree of personal integrity and ethical behaviour in all actions and decisions we undertake.

5.3 Ngā XXX (Council Vision)

All parties respect the following Council Vision in the conduct of the relationship:

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

6. Ngā Pito Mata (Agreed Expectations)

The following outlines the expectations of each party across aspects of the partnership.

6.1 Westland District Council agrees to:

- Provide non-confidential information to the The Chairs or (or nominees) who acts on behalf of Papatipu Rūnanga to assist the operations of Papatipu Rūnanga and to build the capability of Papatipu Rūnanga and Maori to participate in Council decision making
- Provide governance support and training to members appointed to Council and Council committees
- Consider joint submissions to central government with Papatipu Rūnanga when appropriate
- Work together with Papatipu Rūnanga on the formulation, design and execution of work to implement the Council's statutory responsibilities towards Papatipu Rūnanga
- Work together with Papatipu Rūnanga to increase the participation of Maori in Council processes and initiatives generally
- Promote opportunities for Māori within Council

6.2 Ngā Pito Mata o Te Tatau (Te Tatau agrees to):

- Develop views and provide input on Council policy, plans, strategy and operations that may impact on Papatipu Rūnanga and Māori, and the Westland community
- Actively keep their members engaged - across multiple channels including direct engagement with Papatipu Rūnanga stakeholders monthly, on partnership related progress and to inform Papatipu Rūnanga input into Council decision making
- Provide non-confidential information to Council to assist the mutual goals of each party
- Consider joint submissions to central government with Council when appropriate
- Work with Council on the formulation, design and execution of work to implement the Council's statutory responsibilities towards Papatipu Rūnanga
- Promote the participation of Māori in Council processes and initiatives generally
- Promote opportunities for Māori within Council

7. Ngā Hua o Te Waka Hourua (Agreed Deliverables)

Nothing in this PA shall be understood to require Council to use Papatipu Rūnanga or to require Papatipu Rūnanga to provide any services to Council, except as may be set forth in any contractual agreement between the parties.

7.1 Westland District Council agrees to: 22.11.18 - Ordinary Council Agenda

- At its sole discretion, and subject to each nominee (i) in the Council's reasonable opinion having the necessary skills, attributes and knowledge and (ii) complying with any requirements of Council, including signing confidentiality undertakings, appoint The Chairs of Te Rūnanga o Ngāti Waewae and Te Rūnanga o Makaawhio (or nominees) as full members of the Finance, Audit and Risk Committee of Council.
- At its sole discretion, and subject to each nominee (i) in the Council's reasonable opinion having the necessary skills, attributes and knowledge and (ii) complying with any requirements of Council, including signing confidentiality undertakings, invite The Chairs of Te Rūnanga o Ngāti Waewae and Te Rūnanga o Makaawhio to attend and participate in Council Meetings and the Business of Council.

7.2 Ngā Hua o Te Tatau (Te Tatau agrees to):

- Upon request by Council, and pursuant to Schedule C, recommend suitable representatives from the members of the Papatipu Rūnanga for appointment on to Council committees, working groups and other advisory groups and procure that each representative has given their consent to sit on any such committee. Should at any time and for any reason there is no person nominated by the Board appointed to any Committee; the Board will promptly nominate a suitably qualified person for that Committee.
- Upon request by Council, recommend suitable representatives from Papatipu Rūnanga for appointment on to working groups and other advisory groups and procure that each representative has given their consent to sit on any such working group and other advisory group.

8. Ngā Whakaritenga (Terms of the PA)

8.1 Te Roa (Term of PA)

This PA commences upon signing by all parties.

This PA is considered significant by Council therefore this PA may only be terminated by the mutual agreement of the parties, after conducting the following processes:

- Papatipu Rūnanga to consult with its members to endorse or reject disestablishment of the partnership
- Council to secure a majority resolution from Councillors to disestablish the partnership subject to undertaking a Special Consultative Procedure.

8.2 Hunga Honohono (Lead Contacts)

To provide for consistent and effective communication between Papatipu Rūnanga and Council, each Rūnanga will appoint a Lead Contact to serve as its central point of contact on matters relating to this PA. For the purposes of the PA this will be the Chairs of Te Rūnanga o Ngāti Waewae and Te Rūnanga o Makaawhio.

8.3 Ngā Whakaturetanga (Statutory and Contractual Obligations)

The parties acknowledge that Westland District Council's relationship with and obligations to Papatipu Rūnanga are subject always to the statutory responsibilities, functions and powers of the Council and that this PA will not require the Council to act in any way contrary to its obligations pursuant to Council or under its statutory responsibilities, or pursuant to any contractual obligations it has established with other parties. Also, nothing in this PA will preclude Papatipu Rūnanga from furthering the interests of its members as it sees fit.

8.4 He Whanaungatanga Whanui (Non-exclusive Relationship)

The parties acknowledge that agreements under this PA do not create an exclusive relationship and each party may develop other appropriate relationships.

8.5 Te Mana Māngai (Representations)

The parties agree that they will not make any statement on the other's behalf to any third party without the express authorisation of the other party.

8.6 Kōrero Muna (Confidentiality)

The parties agree that unless otherwise required by law or by mutual agreement, all information shared in the partnership will be open to the public unless the information is of a sensitive nature and either party requests (in writing) it remains confidential.

The parties also acknowledge that information relating to or produced by the relationship may be required to be released under the Local Government Official Information and Meetings Act 1987. In the event that information is requested under this Act, all parties will cooperate to make the information available.

8.7 Panonitanga (Review and Variation of PA)

This PA records a commitment to a long-term ongoing relationship. The parties acknowledge that over time the nature and focus of the relationship will evolve to reflect changing circumstances. Therefore, the parties will meet solely for the purpose of reviewing this PA every three years and within 3 months of the start of a new Council triennium, or otherwise as mutually agreed.

The parties may at any time and by mutual agreement amend this agreement to reflect:

- changes to the goals of the relationship as they reflect changing circumstances; and
- any other changes all parties agree are necessary.

8.8 Whakatau Nawe (Dispute Resolution)

The parties will act at all times in good faith and with the goal of preserving their relationship. However, in the event of a dispute the parties agree to the following process:

- 1) in the first instance the agreed representatives of the parties will meet and attempt to resolve the dispute;
- 2) if following 1) the dispute is not resolved the parties will engage in mediation through an agreed process.

SCHEDULE C: COUNCIL COMMITTEE APPOINTMENTS

1. Appointment of members to Committees

- a. After **Papatipu Rūnanga Chairs** have been elected in accordance with their **trust deed**, **Papatipu Rūnanga** will provide the Council with nominations to Council and other bodies ("**Committees**").
- b. At the time that the Committees are reconstituted following the Council's triennial elections, the Council will treat all persons sitting on the prior Committees as being renominated by **Papatipu Rūnanga**, unless **Papatipu Rūnanga** provide new nominations to Council at that time.

2. Filling vacancies

If, at any time and for any reason:

- a. the Council requests in writing that **Papatipu Rūnanga** nominate a person for appointment to a Committee;
- b. the Council has not appointed, or has removed, any person nominated by **Papatipu Rūnanga** for appointment to a Committee; or
- c. **Papatipu Rūnanga** has requested that a representative nominated by it be removed from a Committee,

Papatipu Rūnanga will promptly nominate to Council a suitably qualified person from the its members for addition to that committee or other body.

3. No obligation to appoint

The Council will not be obligated to appoint any person nominated to a Committee, in particular, if:

- a. the person is not suitably qualified for the Committee; or
- b. the person does not sign a confidentiality agreement on terms approved by the Council

4. No tenure once appointed

The Council may remove, at any time and at its sole discretion, any person that has been appointed to a Committee. However, any such removal of any **Papatipu Rūnanga nominated appointee** will be undertaken in accordance with the objectives, principles and values of the Partnership Agreement.

5. Assurance

Papatipu Rūnanga will procure and ensure that each person nominated by it to sit on a Committee:

- a. effectively represents the **Papatipu Rūnanga** partnership on the Committee;
- b. appropriately prepares for any Committee meeting;
- c. attends and contributes to all Committee meetings, except where there is a valid reason for their absence; and

d. comply with the obligations and standards generally imposed by Council on members of the Committees, including:

- i. meetings and decision-making requirements;
- ii. any applicable code of Conduct;

- iii. Local Government Official Information and Meetings Act 1987;
- iv. standing orders;
- v. rules regarding conflict of interests and pecuniary interests.

Report



DATE: 22 November 2018
TO: Mayor and Councillors
FROM: Group Manager: Corporate Services

ADOPTION OF ANNUAL REPORT 2017-18

1 SUMMARY

- 1.1 The purpose of this report is to present the Annual Report 2017-18 for adoption.
- 1.2 This issue arises from the requirements of the Local Government Act 2002.
- 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 adopt the Annual Report 2017-18 as provided in **Appendix 1**.

2 BACKGROUND

- 2.1 Section 98 of the Local Government Act 2002 requires the Annual Report to be formally adopted by Council, within 4 months after the end of the financial year to which it relates.
- 2.2 Council met the statutory deadline for adoption of an Annual Report for the first time in 4 years in 2015, Council then met the statutory deadline each year thereafter.
- 2.3 The purpose of the Annual Report is to inform the community on Council's financial performance and service delivery, compared to objectives contained in the Annual Plan and Long Term Plan.

3 CURRENT SITUATION

- 3.1 Council did not meet the statutory deadline for adoption of the Annual Report this year, there were several individual items that held up the adoption, some items were not under Council's control.
 - 3.1.1 Inconsistency with how Audit NZ interpret the Accounting Standards around the calculation of the landfill provision. This year Audit was under a new director who disagreed with previous audit directors on the calculation of the provision. This resulted in a prior year recalculation and disclosure, and capitalisation of some of the expense.
 - 3.1.2 OAG investigation, there was consideration as to whether the annual report should refer to any OAG findings, the decision was made that the findings will be reported separately.
 - 3.1.3 Audit of the CCO's, there was a delay in the sign-off of Destination Westland Limited (DWL) which resulted in a delay of sign-off in Westland Holding Limited (WHL), this in turn held up the Council annual report consolidation.
- 3.2 The Draft Annual Report 2017-18 is attached with the agenda as **Appendix 1**. Although no material changes are anticipated, at the time of publishing the agenda the audit opinion has not been included as it is going through final review and the contents page will be updated. The Final Annual Report 2017-18, complete with Audit Opinion will be tabled at Council meeting as **Appendix 2**.
- 3.3 This Annual Report measures performance against the Annual Plan and third year of the Long Term Plan 2015-25.
- 3.4 Council and the Group meet the criteria as a Tier 1 entity under the Public Benefit Entity Accounting Standards, and the Annual Report 2017-18 has been prepared in accordance with Tier 1 reporting requirements.
- 3.5 Summary:
 - 3.5.1 Council reports a surplus after tax of \$238,000, which is \$2.3 million unfavourable to budget. There is a deficit of \$134,000 in Total comprehensive revenue and expense, which is \$19.6 million variance to budget. It should be noted that the total revenue and expense does

not represent cash or ratepayer funding. The variance includes the following items:

Description	Actual	Budget	Variance	Cash	Non Cash
Refuse aftercare provision	(117)	-	(117)		(117)
Loss on disposals	(473)	-	(473)		(473)
NZTA Subsidy	3,763	4,113	(350)	(350)	
Contractors	(684)	(375)	(309)	(309)	
Loss on Swaps	(33)	176	(208)	(208)	
Water Repairs & maintenance	(824)	(484)	(340)	(340)	
Rates	14,934	15,215	(281)	(281)	
Depreciation	(5,919)	(5,808)	(112)		(112)
All other revenue & Expenditure Variances	(10,409)	(10,302)	(107)		(107)
	238	2,535	(2,297)		
Loss on Asset Revaluation	(341)	16,977	(17,318)		(17,318)
Movement in Land fill provision	(31)	-	(31)		(31)
	(134)	19,511	(19,645)	(1,488)	(18,157)

3.5.2 The NZTA subsidy was not received in full, mostly due to Whitcombe Valley Road being uncompleted at the end of the financial year. The subsidy is part of a three-year plan that finished at the end of the 2017/18 financial year and unfinished work not claimed cannot be into future years, however NZTA granted an exemption for the Whitcombe Valley Road project to carry over the subsidy into the 2018/19 financial year.

3.5.2 There was a significant variation of expenditure within the water supply network. This was due to increased maintenance activities from drought conditions, increased water quality standards and an underperforming network that required additional expenditure.

- 3.5.3 Contractor costs were significantly higher than budget due to unfilled staff vacancies, were Council needed to contract external services to cover those vacancies.
- 3.5.4 The variance in swaps is due to market factors, this is difficult to forecast and is an unfunded non cash variance.
- 3.5.5 Council approved unbudgeted expenditure includes \$2,888 for remedial work at Sunset Point, \$30,000 for Hokitika Regent Theatre, \$20,000 contribution to the SPCA fit-out of the dog pound, \$61,699 heating for the Harihari community pool and \$40,000 for management of the Carnegie building.
- 3.5.6 Land and Building Assets were revalued at the end of the 2017/18 financial year. Revaluations were budgeted as an increase, however there was a decrease in value. This was mainly due to lower than expected property value increase, impairments of some buildings due to being assessed as earthquake prone, and reserve land values being retained at carrying value as this class of land is not easy to sell and the costs of sale would negate any increase in value.
- 3.5.7 The landfill provision is an Accounting entry for Councils estimate of aftercare required on the landfills. With the updated Asset management plans, Council staff have better information and have updated the assumptions that form the basis of the provision. The landfill provision is offset by budgeted work each year on the landfills. The landfill provision is unbudgeted and unfunded.
This was a particular focus for the new audit team throughout this audit, and resulted in some elements of the provision being capitalised straight onto the balance sheet. This reduced the expected loss.
- 3.5.8 Public debt has increased by a net \$1.22 million. This is made up of debt repayments of \$1.8 million and further drawdown of debt funding of \$3.02m. Debt was budgeted to be an increase of \$5.8 million over the previous financial year.
- 3.5.9 Debtors and other receivables are \$2.6 million higher than budgeted, mainly due to \$2 million accrual of the NZTA subsidy expected but not yet received and other timing differences. Creditors and other payables are not significantly different from budgeted, and are expected to be timing differences. The balance of rates debtors is \$203,000 lower than in 2017, and the ageing profile has improved markedly.

- 3.5.10 Cash and Cash receivables are \$4.7 million lower than budget, this is due to the NZTA timing difference of \$2 million and unbudgeted/unfunded expenditure using up cash reserves.
- 3.5.11 The Annual Report also contains Statements of Service Performance (SSP) for each activity, with KPIs assessed against the measures that were included in the Long Term Plan 2015-25
- 3.5.12 Council achieved 51% (2017: 65%) of its targets in service delivery. This is a 14 per cent decrease on last year. However, this outcome continues to be compromised by a number of KPIs that could not be reliably measured, particularly in Transportation, Water Supply and Wastewater.
- 3.5.13 Of the KPIs assessed there was little change in the outcomes, however the large reduction in percentage achieved was mainly due to incomplete data.
- 3.5.14 Staff are aware of the issues with data collection and will be reviewing how KPI information is collected and measured going forward.

4 OPTIONS

- 4.1 The following options are available to Council:
- 4.5.1 Do nothing.
- 4.5.2 Adopt the final Annual Report 2017-18 as provided, **Appendix 1**.
- 4.5.3 Defer adoption until Council has taken time to consider the Audit Opinion and further review the report.
- 4.5.4 Adopt the Annual Report 2017-18 subject to editorial changes recommended by Council.

5 SIGNIFICANCE AND ENGAGEMENT

- 5.1 The adoption of an Annual Report is administrative and of low significance.
- 5.2 No public consultation is required. The Annual Report is intended to inform the community.

6 ASSESSMENT OF OPTIONS (INCLUDING FINANCIAL IMPLICATIONS)

6.1 There are no direct financial implications for any of the options

6.5.1 Do nothing:

Adoption of an Annual Report is a statutory requirement.

6.5.2 Adopt the final Annual Report 2017-18 as provided in Appendix 1

Council must adopt an Annual Report, and the report has been through a rigorous audit by Audit NZ.

6.5.3 Defer adoption until Council has taken time to consider the Audit Opinion and further review the report.

The Annual Report as presented has been subject to rigorous review and material misstatements are unlikely. The report is the aggregation of activities and decisions undertaken by Council throughout the year and departures and variances have been explained.

6.5.4 Adopt the Annual Report 2017-18 subject to changes recommended by Council

Council may wish to amend or edit the report in light of new information, observations or recommendations. Material amendments would require further audit work and a deferred adoption.

7 PREFERRED OPTION AND REASONS

7.1 The preferred option is 2: Adopt the final Annual Report 2017-18 as provided, **Appendix 1**. The community need to be informed of Council's position in a timely manner, the delay in audit has already delayed the adoption and making public of the Annual Report 2017-18.

8 RECOMMENDATION

A) **THAT** Council adopts the Annual Report 2017-18 as provided in **Appendix 1**.

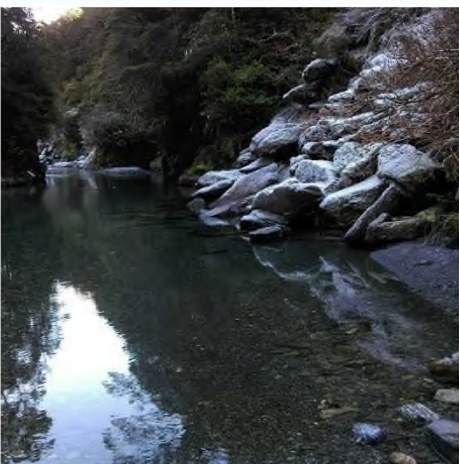
Lesley Crichton

Group Manager: Corporate Services

Appendix 1: Attached to agenda: Draft Annual Report 2017-18

Appendix 2: Presented separately: Annual Report 2017-18

WESTLAND DISTRICT COUNCIL



ANNUAL REPORT 2017 / 2018

Westland District's Profile

*District Office
Postal Address
Communications*

36 Weld Street, Hokitika
Private Bag 704, Hokitika
Phone: (03) 756 9010
Fax: (03) 756 9045
Email: council@westlanddc.govt.nz
Website: www.westland.govt.nz

*Date of Constitution of District
Population – Census Night (2013)
Resident in District*

1 November 1989
11,136
8,307

Total Area

1,186,272 ha

Rateable Area

127,933 ha

No. of Rateable Assessments

6678

No. of Non-rateable Assessments

742

Rateable Capital Value as at 30 June 2017

\$2,432,936,200

Non-rateable Capital Value as at 30 June 2017

\$593,396,500

Rateable Land Value as at 30 June 2017

\$1,913,585,000

Non-rateable Land Value as at 30 June 2017

\$540,571,600

Date of Last Valuation (by Quotable Valuation Limited)

1 September 2017

Date of Next Valuation (by Quotable Valuation Limited)

1 September 2020

Auditor

Audit New Zealand, on behalf of the Auditor-General

Bankers

Westpac Bank

Insurance Brokers

Aon New Zealand

Cover photo –Christmas Tree credit Tony Maitland



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INTRODUCTION

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Reporting Guidelines

Council Vision

Statement of Compliance

Elected Members and Council Committees

Executive Team

Māori Contribution to Decision-making

Mayor and Chief Executive's Report

Financial Statistics

Financial Performance Summary

Financial Prudence

Reporting Guidelines

The Local Government Act 2002 (the LGA) requires all local authorities to develop a Long Term Plan (LTP) for their districts. These plans identify the direction and services chosen by the community and the role of Council in delivering these services. The Plan also details the cost of Council's activities over the next 10 years.

Council adopted a Long Term Plan on 30 June 2015, so this Annual Report is based on the provisions and planning framework of the Long Term Plan 2015-2025.

We prepare an Annual Report to communicate to the community how we performed financially and whether we delivered the services we had agreed with the community in the Long Term Plan. Comparing our actual performance with that planned in the Long Term Plan 2015-2025 is how we show this. For service delivery this remains a legitimate comparison and any departures are explained in the statements of service performance.

This report is prepared in observance of new Local Government (Financial Reporting and Prudence) Regulations 2014 along with the Local Government Act 2002 Amendment Act provisions, which bring additional disclosure requirements.

In certain circumstances, particularly with financial prudence benchmarks and funding impact statements for groups of activities, the regulations require comparisons against LTP.

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.



Statement of Compliance

Westland District Council hereby confirms that all statutory requirements contained in the Local Government Act 2002, in relation to the Annual Report 2017/18 have been complied with except the adoption of the Annual Report.

Council adopted this Annual Report on 22 November 2018, therefore did not meet the statutory deadline for adoption.

Bruce Smith
MAYOR

Simon Bastion
CHIEF EXECUTIVE

Elected Members 2017/18



Back row (L-R): Cr Graeme Olson, Cr Desmond Routhan, Cr Durham Havill, Cr Gray Eatwell

Front row (L-R): Cr David Carruthers, Deputy Mayor Helen Lash, Mayor Bruce Smith, Deputy Mayor Latham Martin, Cr Jane Neale

Photo Credit: Katrina Thornley Photography

Mayor

Mayor Bruce Smith mayor.smith@westlanddc.govt.nz

Hokitika Ward

Cr Desmond Routhan cr.routhan@westlanddc.govt.nz

Cr David Carruthers cr.carruthers@westlanddc.govt.nz

Deputy Mayor Latham Martin cr.martin@westlanddc.govt.nz

Northern Ward

Cr Graeme Olson cr.olson@westlanddc.govt.nz

Cr Jane Neale cr.neale@westlanddc.govt.nz

Cr Durham Havill cr.havill@westlanddc.govt.nz

Southern Ward

Deputy Mayor Helen Lash cr.lash@westlanddc.govt.nz

Cr Gray Eatwell cr.eatwell@westlanddc.govt.nz

Council Committees and appointments

Finance, Audit and Risk Committee	Deputy Mayor Latham Martin (Chair), His Worship the Mayor, all other elected members
Dog Control Hearing Committee	Cr Carruthers (Chair). Cr Olson (Deputy Chair), His Worship the Mayor
Tenders Sub-Committee	His Worship the Mayor (Chair), Deputy Mayor Martin, Cr Olson, Cr Carruthers
Hokitika CBD Masterplan Working Group	His Worship the Mayor, Deputy Mayor Martin, Cr Neale
West Coast Civil Defence Emergency Management Joint Standing Committee	His Worship the Mayor (Westland's representative), Chief Executive Simon Bastion

Elected Member Liaison Roles with Community Associations

Enterprise Hokitika	Deputy Mayor Martin, Cr Eatwell
Fox Glacier Community Association	Deputy Mayor Lash to have a liaison role with the Fox Glacier Community Association
Franz Inc.	Cr Eatwell to have a liaison role with Franz Inc
Franz Josef/ Waiau Community Forum	Deputy Mayor Lash to have a liaison role with Franz Josef/ Waiau Community Forum
Glacier Country Tourism Group	Cr Eatwell to have a liaison role with the Glacier Country Tourism Group
Haast Promotions Group	Deputy Mayor Lash to have a liaison role with the Haast Promotions Group
Harihari Community Association	Cr Eatwell to have a liaison role with the Harihari Community Association
Heritage Hokitika	Cr Carruthers to have a liaison role with Heritage Hokitika
Heritage West Coast	Cr Carruthers to have a liaison role with Heritage West Coast
Kokatahi/Kowhitirangi Community Association	Cr Olson to have liaison role with the Kokatahi/ Kowhitirangi Community Association
Kumara Residents Association	Cr Havill to have a liaison role with the Kumara Residents Association
Ōkārito Community Association	Deputy Mayor Lash to have a liaison role with the Ōkārito Community Association

Ross Community Society	Cr Olson and Cr Neale to have liaison role with the Ross Community Society
Safe Community Coalition	Cr Neale to have a liaison role with the Safe Community Coalition
Whataroa Community Association	Deputy Mayor Lash and Cr Eatwell to have a liaison role with the Whataroa Community Association.

Other Appointments

Creative Communities Local Assessment Committee	Deputy Mayor Lash, Deputy Mayor Martin, Sally Richardson, Sue Asplin, Michelle Bunt, Reilly Burden, Ian Boswell
Development West Coast – Appointment Panel	His Worship The Mayor
District Licencing Committee Appointment Of Deputy Chair	Cr Olson
Hokitika Joint Seawall Committee	Cr Carruthers, Cr Routhan, Cr Neale, Cr Eatwell
Hokitika Reserves & Environs Group	Rob Daniel (Chair), Derek Blight (Secretary), Russell Gugich, Sue Asplin, Barry Pearson, Bruce And Barbara Erickson, Helen Love, Ian Gilbertson, Sue Tuffnell
Accredited Resource Management Hearing Advisors	Deputy Mayor Martin, Deputy Mayor Lash, Cr Neale
Sport NZ Rural Travel Fund – Allocation Committee	Cr Neale, Pavel Bares
Trustpower Community Awards – Judging Panel	His Worship The Mayor, Deputy Mayor Martin, Cr Eatwell
West Coast Civil Defence Emergency Management Group	His Worship The Mayor, Chief Executive Simon Bastion
West Coast Regional Transport Committee	Cr Havill

Council Controlled Organisations (CCOs)

Westland Holdings Limited	Albert Brantley (Chair), Joanne Conroy, Chris Gourley, Chris Rae
Destination Westland	Deputy Mayor Martin, Ian Hustwick (Chair), Pauline Cox, Richard Benton
Westroads Limited	Peter Cuff (Chair), Durham Havill, Ross Pickworth, Bryce Thomson

Other Council Organisations

Westland Wilderness Trust (This is a Council Organisation and is the governance body for the West Coast Wilderness Trail. As required in the constitution two Council representatives are required).	Deputy Mayor Lash, Cr Neale
Tourism West Coast	Cr Eatwell

Executive Team



Back: Jim Ebenhoh, David Inwood
Front: Diane Maitland, Simon Bastion, Lesley Crichton
Photo Credit: Katrina Thornley Photography

Simon Bastion

Chief Executive

Telephone: 03 756 9010

Email: ce@westlanddc.govt.nz

As Chief Executive, Simon has the overall responsibility to ensure that Westland District Council:

- Receives good policy advice
- Delivers all services to the desired standard
- Complies with the law

Simon also oversees economic development, advocacy, mining, sport and recreation and tourism strategy portfolios in conjunction with Westland District Councillors.

Lesley Crichton

Group Manager: Corporate Services

Telephone: 03 756 9081

Email: lesley.crichton@westlanddc.govt.nz

Lesley's primary responsibility is to provide effective financial management within the policies adopted by Council and to develop Council's financial strategy. Lesley's team deliver the Annual Report, Annual Plan and Long Term Plan. Lesley's team also provides Business Analysis and information management services including IT.

Jim Ebenhoh

Group Manager: Planning, Community & Environment

Telephone: 03 756 9035

Email: jim.ebenhoh@westlanddc.govt.nz

Jim is responsible for the Council department that deals with resource and building consents, liquor licensing, environmental health, animal control and other registration and licensing. Jim is also responsible for the District Library, Museum, Events and Community Development and maintaining the District Plan.

David Inwood

Group Manager: District Assets

Telephone: 03 756 9034

Email: david.inwood@westlanddc.govt.nz

David's primary responsibility is to oversee the operation, maintenance and improvement Council's infrastructural assets. These include roading, water and wastewater services, recreational assets, cemeteries, land and buildings, rural fire and solid waste disposal. David is also responsible for the development of Asset Management/Activity Management Plans and long-term infrastructure strategies.

Diane Maitland

Executive Assistant

Telephone: 03 756 9038

Email: diane.maitland@westlanddc.govt.nz

Diane provides the Chief Executive, Mayor and Councillors with a comprehensive and efficient administrative and secretarial service. Diane facilitates and maintains a professional link between the Mayor, Councillors, Chief Executive and Executive Team.

Māori Contribution to Decision-making

Section 81 of the Local Government Act 2002 sets out the obligations for Council under clause 35, schedule 10 LGA, to both consult Māori and encourage Māori involvement in the Council's decision making processes. Section 35 of the Act requires Council to report on the activities that have been undertaken in the year to establish and maintain processes to enable Māori to contribute.

The Long Term Plan 2015-2025 includes a statement of commitment to consultation and engagement with Maori, particularly mana whenua.

The statement expresses the desire of Council and Poutini Ngāi Tahu (Te Rūnanga o Ngai Tahu, Te Rūnanga o Makaawhio and Te Rūnanga o Ngāti Waewae) to maintain good communication and working relationships. In particular all parties wish to evolve our relationships to ensure that contribution to decision making continues to occur.

As an example of a current method of providing an opportunity for Poutini Ngāi Tahu to contribute to the decision-making processes of Council, a quarterly meeting is held with representatives of Te Rūnanga o Makaawhio to discuss strategic matters largely in relation to the Resource Management Act 1991. This arrangement has proven to be a successful way of engaging on other topics such as the Annual Plan, and planning for major infrastructure projects.

Council also has other committees and working parties in place which include Makaawhio and Ngāti Waewae representatives and the minutes from the meetings are forwarded to the Runanga. This includes the Safer Community Council (which has changed into the 'Safer Community Coalition'), the Westland Wilderness Trust and the Franz Josef / Waiau working group.

Mayor and Chief Executive's Report 2017/18



From left to right: Bruce Smith, Simon Bastion
Photo Credit: Katrina Thornley Photography

Kia Ora Kotou

Westland District Council's focus over the last year has been to improve the District's infrastructure and value to rate payers. By creating a solid foundation in road maintenance, three waters, and parks and reserves we will be well placed to build on this in future years.

We have worked with Central Government to utilize funding opportunities as they become available and we have made a number of applications for projects under the Tourism Infrastructure Fund and Provisional Growth Fund. The quality of the applications has been exceptional and we have successfully received \$725 thousand dollars in the 2017/18 financial year from these funds, with further applications awaiting decision in the next financial year. Using these funds, we have been able to continue the rebuild of Sunset Point, and improve facilities at the Hokitika Gorge, Okarito, and Franz Josef, among others.

Our thanks go to both the previous government and the current government for recognising the impact that large tourist numbers have on a small ratepayer base and more importantly acting quickly to give councils the tools and the capital needed to upgrade our infrastructure.

Between May and June 2018 Council consulted on and developed a Westland Economic Development Strategy, which is providing the catalyst for future projects – it is exciting to see that we have a number of opportunities to grow our regional economy with the support of Central Government.

The West Coast Wilderness Trail has now been included as a Major Great Ride, part of Nga Haerenga, The New Zealand Cycle Trail, and is highly rated by trail users. The fact that it is a grade 2 in terms of accessibility means we are seeing the majority of riders over 50 years old. We have plans to enhance the experience further

dependant on further funding. There have been very positive results for our economy with a number of new businesses arising due to the popularity of the trail.

In-house the focus has been to improve value for money for rate-payers, by reducing consultant spending and focussing on core council functions. This is being achieved with new recruitment and bringing services back under Council control.

Westland community resilience was demonstrated at the beginning of 2018 during ex-cyclones Fehi and Gita, which caused serious storm damage to the West Coast. Our communities rallied to help not only local residents but also tourists visiting our region. Council staff were able to get into the community and assist with disaster relief, while also maintaining essential Council services. The storms highlighted areas where we need to improve our preparedness and we have a clear roadmap for this going forwards.

Finally, we were thrilled to work with community partners to bring a colourful and enjoyable Christmas Lights display to Hokitika. It was truly outstanding and created a tremendous amount of goodwill for the festive season. Particular thanks to the Hokitika Lions Club who donated the town Christmas Tree.

Nā māua noa, nā

Bruce Smith
MAYOR 2017/18

Simon Bastion
CHIEF EXECUTIVE

Financial Statistics

	2017/18	2016/17	2015/16	2014/15	2013/14
Proportion of general rates to total revenue	29%	33%	29%	36%	31%
Average general rates per rateable property	\$1,019	\$1,073	\$1,010	\$981	\$913
Public debt (as a percentage of property, plant & equipment)	4%	4%	4%	4%	4%
Public debt (per rateable property)	\$2,698	\$2,514	\$2,650	\$2,519	\$2,232

Financial Performance Summary

	2017/18 \$000	2016/17 \$000	2015/16 \$000	2014/15 \$000	2013/14 \$000
Rates – general	6,808	7,166	6,711	6,373	6,034
Net surplus/(deficit)	238	(1,325)	764	(1,935)	1,107
Working capital	1,176	3,993	4,004	4,189	3,994
Public debt	18,018	16,790	17,600	16,660	14,760
Total assets	449,336	447,632	449,597	418,884	392,498

Annual Report Disclosure Statement

The following information is the annual report disclosure statement for year ended 30 June 2018.

The purpose of this statement is to disclose the Council's financial performance in relation to various benchmarks, to enable the assessment of whether we are prudently managing our revenues, expenses, assets, liabilities, and general financial activity.

We are required to include this statement in this annual report in accordance with the Local Government (Financial Reporting and Prudence) Regulations 2014 (the regulations). You can refer to these regulations on the Council website.

Rates affordability

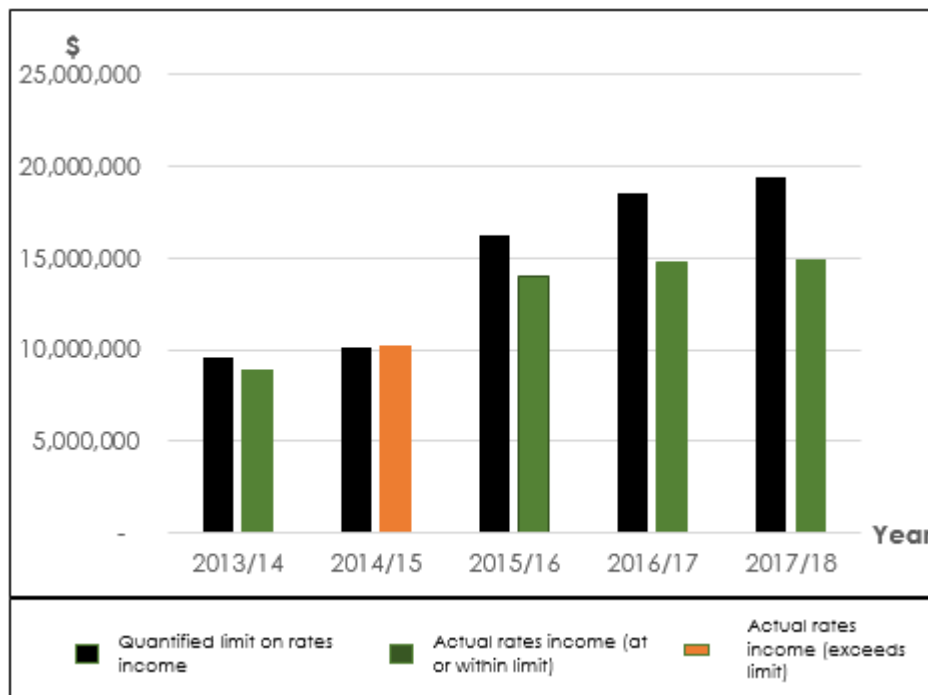
Council meets the rates affordability benchmark if -

- Its actual rates income equals or is less than each quantified limit on rates; and
- Its actual rates increases equal or are less than each quantified limit on rates increases.

In the current Long Term Plan for 2015-2025, the overall limit for rates revenue is aggregate of the maximum Council has prescribed for each of its activities (as per the Revenue and Financing Policy).

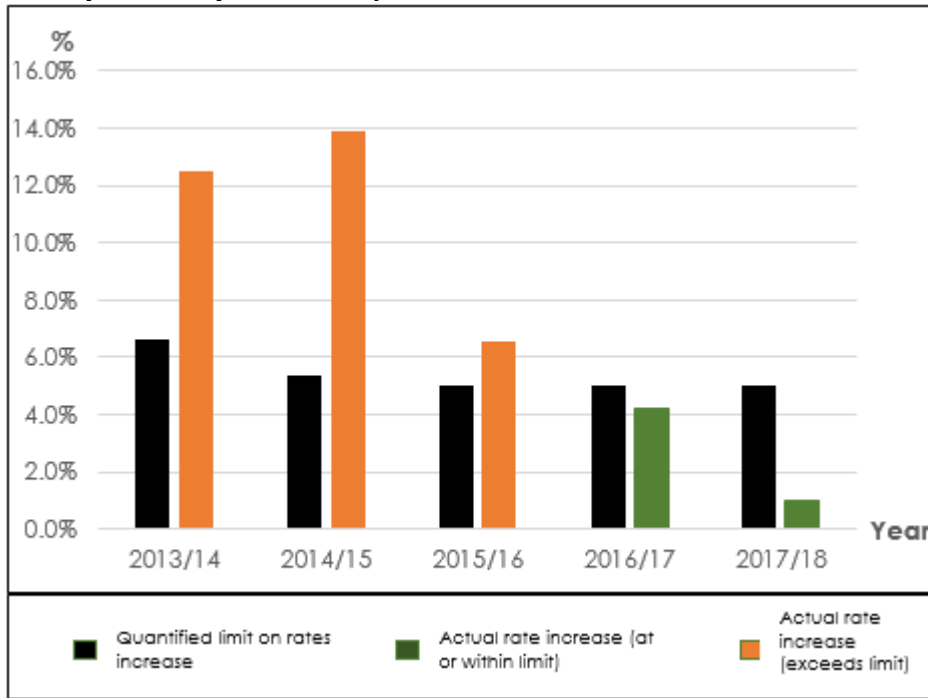
Council has met this measure in the 2017/18 financial year: rates do not exceed the rates affordability benchmark.

Rates (income) affordability



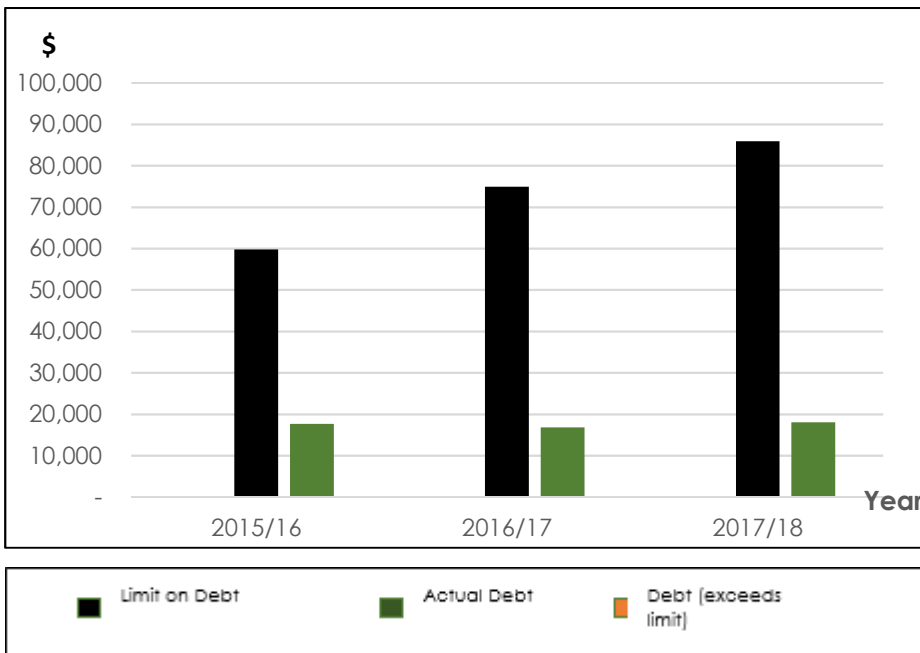
The following graph compares Council's actual rates increases with the quantified limit on rates increases included in the financial strategy in the Long Term Plan. The quantified limit is 5%; it was forecast that this limit in the three years from 2015/2016 to 2017/18 would be exceeded as a result of increased depreciation costs following additional capital expenditure, the reversal of deferred debt repayment, and the return to full recovery of depreciation costs. However, the quantified limit has not been exceeded from the 2015/16 year to the 2017/18 year and this measure has been met.

Rates (increases) affordability

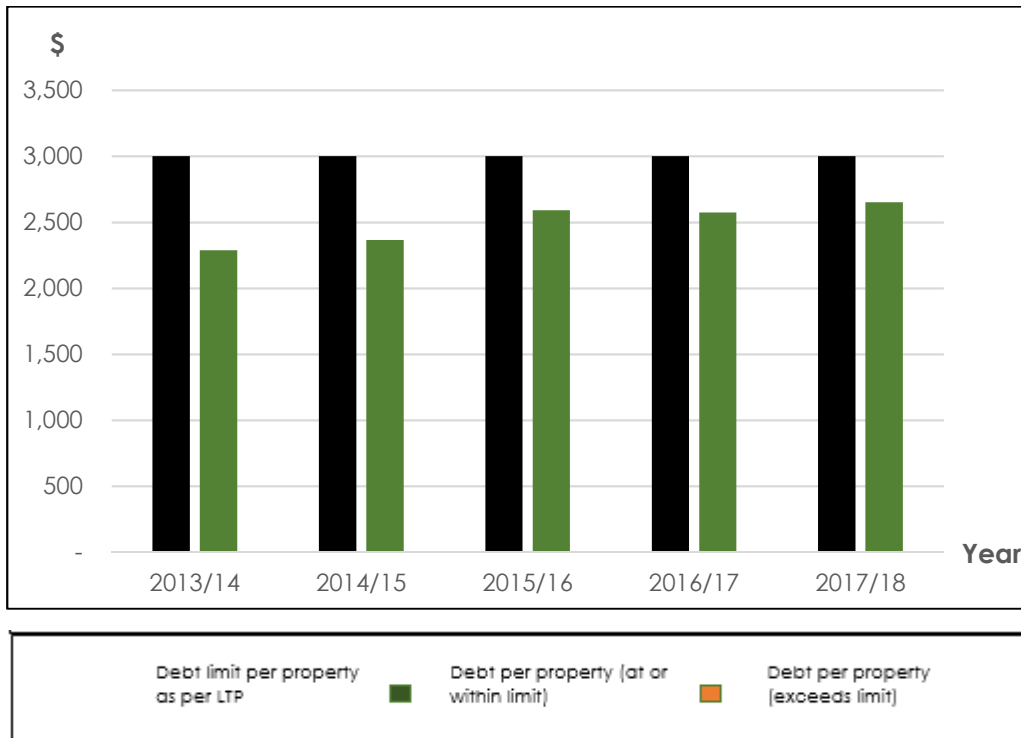


Debt affordability benchmark

Council meets the debt affordability benchmark if its actual borrowing is within each quantified limit on borrowing. Council’s limit for debt is linked to debt serviceability and is therefore set so that finance costs will not exceed 10% of revenue. Council meets this benchmark.

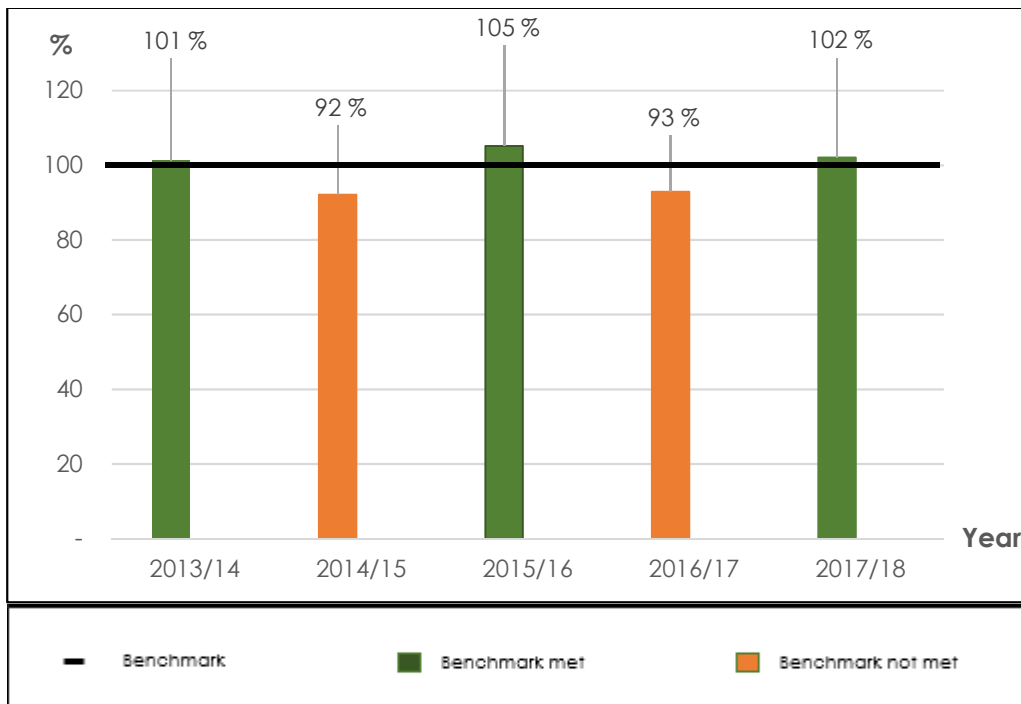


The following graph shows the limits included in the LTP 2012-2022 (which completes the 5-year reporting requirement). The quantified limit is that average debt will not exceed \$3,000 per rateable property. The actual average debt was \$2,698 therefore this measure has been met.



Balanced budget benchmark

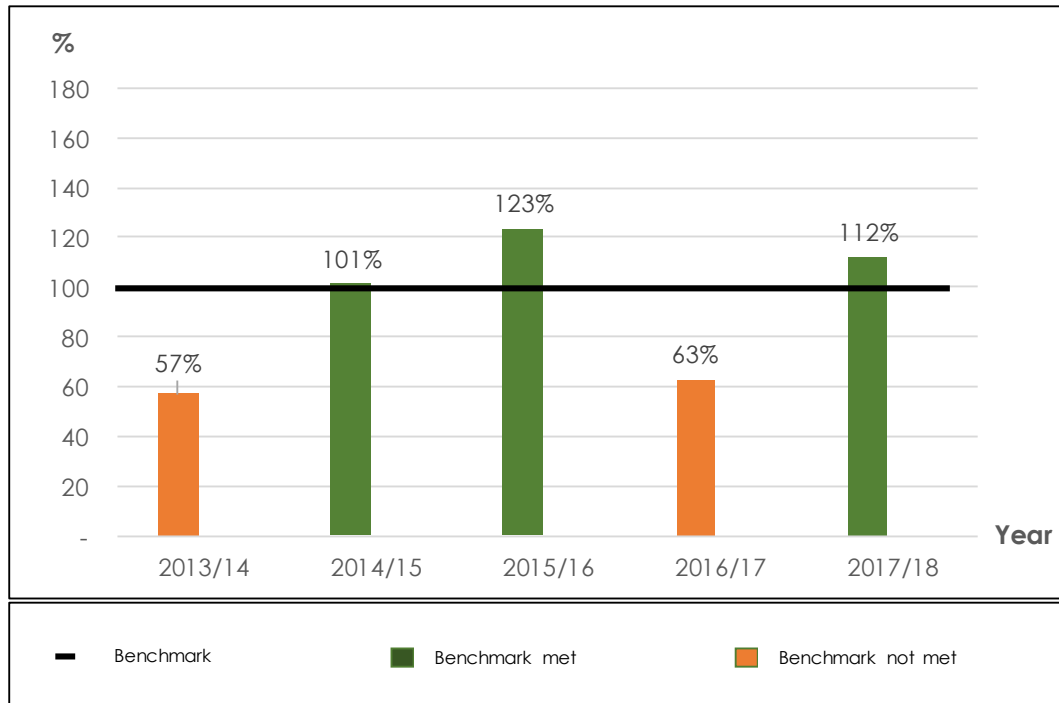
The following graph displays Council's revenue (excluding development contributions, financial contributions, vested assets, gains on derivative financial instruments, and revaluations of property, plant, or equipment) as a proportion of operating expenses (excluding losses on derivative financial instruments and revaluations of property, plant, or equipment). Council meets this benchmark if its revenue equals or is greater than its operating expenses. This benchmark has not been met in the 2017/18 financial year.



Essential services benchmark

The following graph displays Council's capital expenditure on network services as a proportion of depreciation on network services. We meet this benchmark if our capital expenditure on network services equals or is greater than depreciation on network service. This benchmark has been met in the 2017/18 financial year.

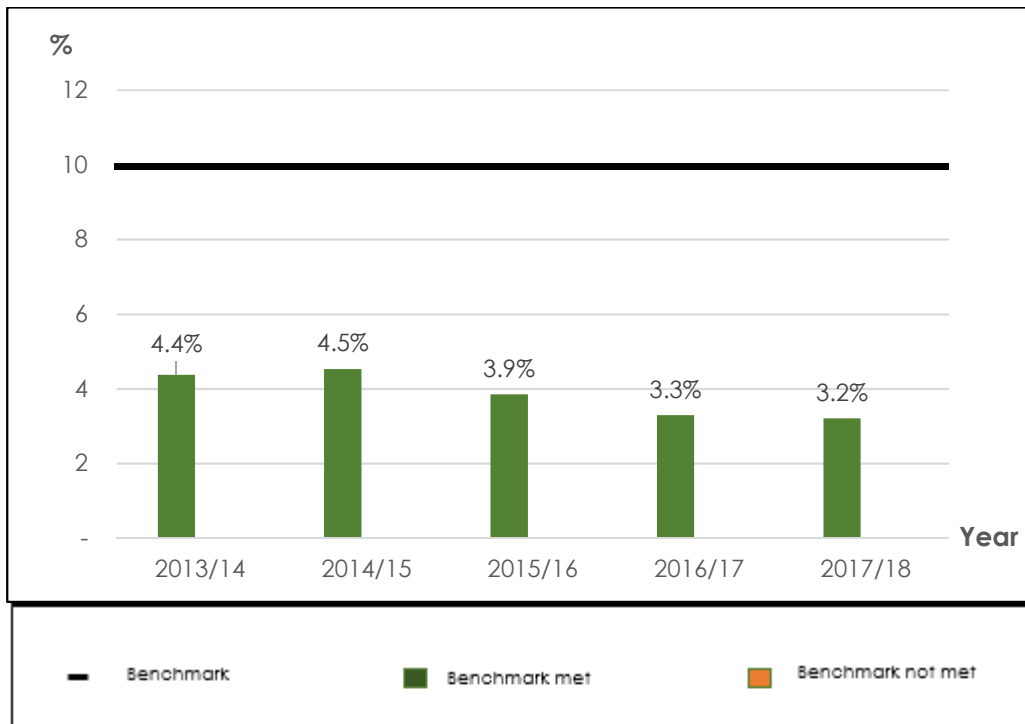
Capital expenditure / Depreciation (%)



Debt servicing benchmark

The following graph displays Council's borrowing costs as a proportion of revenue (excluding development contributions, financial contributions, vested assets, gains on derivative financial instruments, and revaluations of property, plant, or equipment). Because Statistics New Zealand projects the Westland District's population will grow more slowly than the national population growth rate, we meet the debt servicing benchmark if our borrowing costs are equal to or are less than 10% of our revenue. This benchmark has been met in the 2017/18 financial year.

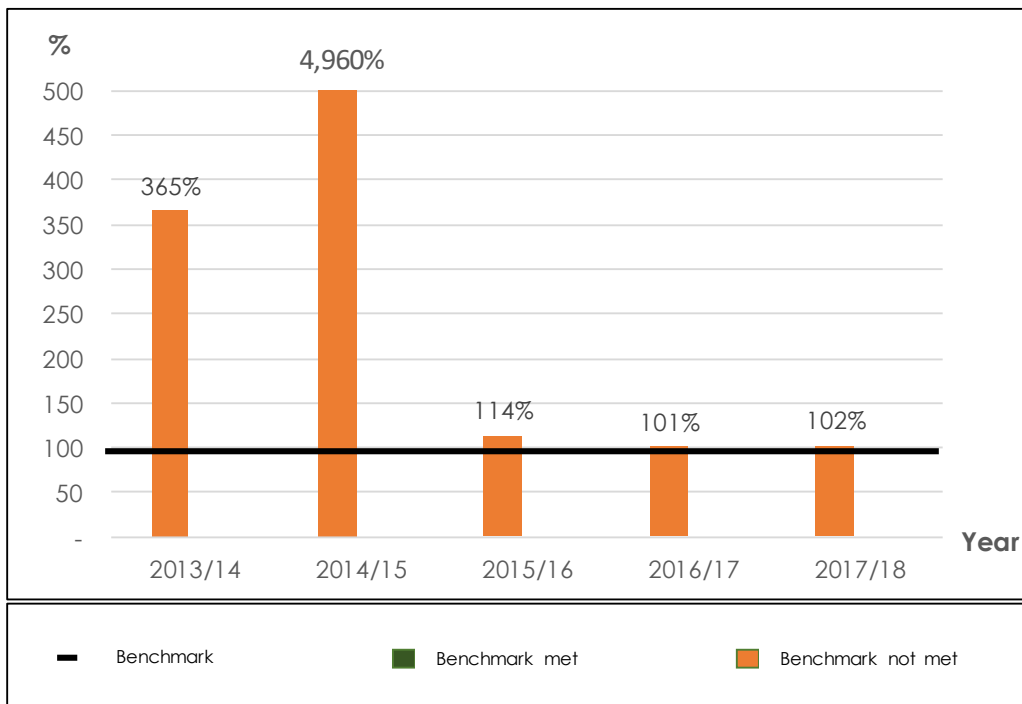
Borrowing costs/Revenue (%)



Debt control benchmark

The following graph displays Council's actual net debt as a proportion of planned net debt. In this statement, net debt means financial liabilities less financial assets (excluding trade and other receivables). We meet the debt control benchmark if our actual net debt equals or is less than our planned net debt. This benchmark has not been met in the 2017/18 financial year.

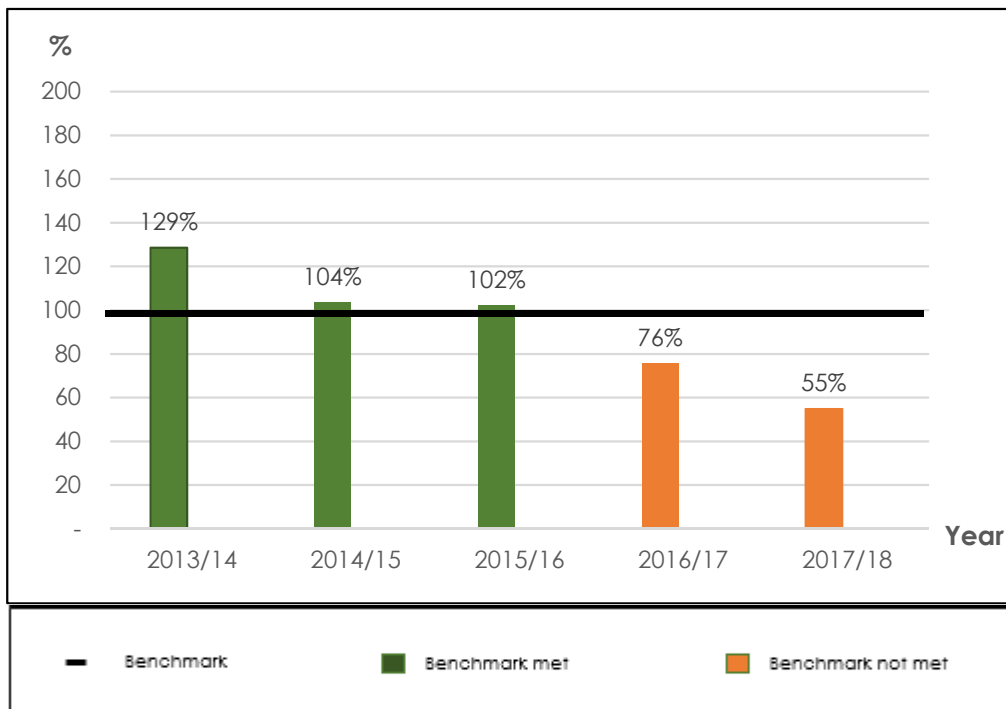
Actual / Budgeted net debt (%)



Operations control benchmark

This graph displays Council's actual net cash flow from operations as a proportion of its planned net cash flow from operations. We meet the operations control benchmark if our actual net cash flow from operations equals or is greater than our planned net cash flow from operations. This benchmark has not been met in the 2017/18 financial year.

Actual / Budget net cash flow from operations (%)



New public toilet facilities



New public toilet facilities have been built at Franz Joseph, Fox Glacier and Kapitea. Assistance with funding the toilets came from the Regional Midsized Tourism Facilities Grant Fund (MFF).

Hokitika Library celebrates Matariki



As part of Matariki celebrations during June, the Library hosted a community morning tea and organised a collection for the Hokitika Foodbank. Matariki is traditionally a time to come together with friends, whanau and communities, to share food and enjoy good company. The library will continue this as an annual event.

FINANCIAL STATEMENTS

This section contains the following information:

Statement of Comprehensive Revenue & Expense

Statement of Changes in Equity

Statement of Financial Position

Statement of Cash Flows

Whole of Council Funding Impact Statement

Notes to the Financial Statements

Reserve Funds

Statement of Comprehensive Revenue & Expense

For the year ended 30 June 2018

	Note	Actual 2018 \$000	Council Budget 2018 \$000	Actual 2017 \$000	Group Actual 2018 \$000	Group Actual 2017 \$000
Revenue						
Rates	3	14,934	15,215	14,781	14,934	14,781
Fees and Charges	3	1,758	2,090	1,853	1,758	1,853
Subsidies and grants	3	4,615	4,621	3,258	4,615	3,258
Interest revenue	5	82	100	96	83	96
Other revenue	3	1,701	1,600	1,531	22,191	16,065
<i>Total revenue</i>		23,090	23,625	21,519	43,581	36,053
Expenses						
Personnel costs	4	3,628	4,023	3,823	14,209	12,349
Depreciation and amortisation expense	13&14	5,919	5,808	5,800	7,909	7,583
Finance costs	5	805	778	709	1,174	1,082
Other expenses	6	12,496	10,482	12,514	18,069	15,605
<i>Total expenses</i>		22,848	21,090	22,846	41,361	36,619
Surplus/(deficit) before tax		242	2,535	(1,327)	2,220	(566)
Income tax expense/(benefit)	7	4	0	(2)	575	217
Surplus/(deficit) after tax		238	2,535	(1,325)	1,645	(783)
Other comprehensive revenue and expense						
Financial assets at fair value through other comprehensive revenue and expense	13	0	0	0	0	0
Gain/(loss) on revaluation of assets	13	(341)	16,977	0	(1,172)	0
Gain/(loss) on Disposal of revalued asset	13	0	0	0	0	
Movement in Landfill Provision		(31)	0	(37)	(31)	(37)
<i>Total other comprehensive revenue and expense</i>		(372)	16,977	0	(1,203)	0
Total comprehensive revenue and expense		(134)	19,511	(1,362)	442	(820)

The accompanying notes form part of the financial statements.

Statement of Changes in Equity

For the year ended 30 June 2018

	Council			Group	
	Actual 2018 \$000	Budget 2018 \$000	Actual 2017 \$000	Actual 2018 \$000	Actual 2017 \$000
Balance at 1 July 2017	425,920	425,746	427,282	429,734	430,554
Assets disestablished	(1,006)	0	0	(1,006)	0
Restatement adjustment	323	0	0	323	0
Total comprehensive income	(134)	19,511	(1,362)	442	(820)
Balance at 30 June 2018	425,104	445,258	425,920	429,493	429,734

The accompanying notes form part of the financial statements.

Statement of Financial Position

As at 30 June 2018

	Note	Council			Group	
		Actual 2018 \$000	Budget 2018 \$000	Actual 2017 \$000	Actual 2018 \$000	Actual 2017 \$000
Assets						
Current assets						
Cash and cash equivalents	8	2,021	6,763	2,733	2,256	3,065
Debtors and other receivables	9	5,273	2,666	2,964	8,203	5,343
Other financial assets	12	310	323	813	310	813
Inventory	10	0	0	0	548	582
Work in progress	13	0	0	0	496	217
<i>Total current assets</i>		7,604	9,753	6,511	11,813	10,021
Non-current assets						
Property, plant and equipment	13	429,889	452,668	431,001	446,885	446,873
Intangible assets	14	143	71	81	294	232
Derivative financial instruments	11	5	0	0	5	0
Council Controlled Organisations	12	8,695	8,695	8,695	0	0
Other Financial Assets	12	302	77	34	302	34
Investment property	13A	0	0	0	1,382	968
Term inventory	10	0	0	0	351	350
Assets under construction	13	2,698	1,000	1,309	2,698	1,309
<i>Total non-current assets</i>		441,732	462,511	441,120	451,917	449,766
Total assets		449,336	472,264	447,632	463,730	459,786
Liabilities						
Current liabilities						
Creditors and other payables	15	2,604	2,423	1,793	4,117	3,552
Derivative financial instruments	11	1	0	1	1	1
Borrowings	18	3,000	6,343	0	4,488	1,198
Employee entitlements	17	358	296	345	1,214	957
Provisions	16	0	0	0	0	0
Tax payable	7	3	3	3	498	19
Other current liabilities		461	193	376	504	419
<i>Total current liabilities</i>		6,428	9,258	2,518	10,823	6,146
Non-current liabilities						
Derivative financial instruments	11	545	384	508	545	508
Borrowings	18	15,018	16,304	16,790	20,365	21,146
Employee entitlements	17	35	29	20	121	113
Provisions	16	2,179	1,000	1,849	2,179	1,849
Deferred Tax	7	28	30	28	204	292
<i>Total non-current liabilities</i>		17,805	17,748	19,194	23,414	23,907
Total liabilities		24,233	27,006	21,712	34,237	30,053
Net assets		425,104	445,258	425,920	429,493	429,734
Equity						
Retained earnings	19	148,031	151,687	150,742	152,420	153,725
Restricted reserves	19	7,622	8,777	5,606	7,622	5,606
Revaluation reserves	19	269,387	284,794	269,508	269,387	270,339
Other comprehensive revenue and expense reserve	19	64	0	64	64	64
Net assets		425,104	445,258	425,920	429,493	429,734

The accompanying notes form part of the financial statements.

Statement of Cash Flows

For the year ended 30 June 2018

	Note	Actual 2018 \$000	Council Budget 2018 \$000	Actual 2017 \$000	Group Actual 2018 \$000	Actual 2017 \$000
Cash flows from operating activities						
<i>Cash provided from</i>						
Rates		14,461	15,205	15,322	14,379	15,219
Fees and Charges		1,758	2,409	1,853	1,758	1,853
Interest received		81	100	96	82	96
Dividends received		120	523	0	0	0
Subsidies and grants		2,822	4,626	3,259	2,822	3,259
Receipts from other revenue		1,571	3,900	1,707	20,486	15,933
<i>Cash paid to</i>						
Payments to suppliers and employees		(15,631)	(17,762)	(16,442)	(30,952)	(27,367)
Interest paid		(668)	(778)	(709)	(1,037)	(1,082)
Income tax paid		0	0	0	(114)	
Net cash flow from operating activities		4,513	8,224	5,087	7,423	7,859
Cash flows from investing activities						
<i>Cash provided from</i>						
Receipts from sale of property, plant and equipment		43	0	0	232	471
Movement in Westpac bonds		459	450	191	459	191
<i>Cash paid to</i>						
Purchase of intangible assets		(101)	0	(21)	(101)	(21)
Purchase of property, plant and equipment		(6,629)	(7,371)	(3,590)	(10,858)	(5,436)
Acquisition of Investments		(229)	0	0	(476)	0
Net cash flow from investing activities		(6,457)	(6,921)	(3,420)	(10,744)	(4,795)
Cash flows from financing activities						
<i>Cash provided from</i>						
Loans raised		3,020	4,552	990	4,859	1,090
Capital Works Loan repayments		4			4	
<i>Cash paid to</i>						
Loan repayments		(1,792)	(1,792)	(1,800)	(2,351)	(3,458)
Net cash flow from financing activities		1,232	2,760	(809)	2,512	(2,368)
Net (decrease)/increase in cash, cash equivalents, and bank overdrafts		(712)	4,063	857	(808)	696
Cash and cash equivalent 01 Jul 2017		2,733	2,700	1,875	3,065	2,369
Cash and cash equivalent 30 Jun 2018	8	2,021	6,763	2,733	2,256	3,065

The accompanying notes form part of the financial statements.

Reconciliation of net surplus/(deficit) after tax to net cash flow from operating activities

	Council		Group	
	2018 \$000	2017 \$000	2018 \$000	2017 \$000
Surplus/(deficit) after tax	238	(1,325)	1,765	(783)
Add/(Less) non-cash items				
Depreciation and amortisation	5,919	5,800	7,909	7,583
Increase/(decrease) in provision for doubtful debts	13	53	16	45
Increase/(decrease) in employee entitlements	53	(9)	46	(85)
Increase/(decrease) in deferred tax	4	(2)	(23)	63
(Gain)/loss on fair value of investment property	0	0	(97)	(15)
(Gain)/loss in interest rate swap	32	(262)	32	(262)
	6,022	5,580	7,884	7,329
Add/(less) items classified as investing or financing activities				
(Gains)/losses on sale of assets	481	30	418	(152)
(Gain)/loss on fair value of investment property	0	0	0	0
Capital creditors	(749)	115	(723)	(8)
<i>Total current portion</i>	(268)	145	(305)	(160)
Add/(less) movements in working capital				
Debtors and other receivables	(2,210)	746	(2,952)	(7,433)
Inventories	0	0	(244)	31
Creditors and other payables	811	(92)	796	8,802
Deferred income	0	0	(1)	(1)
Current and non-current provisions	(54)	101	(54)	101
Employee entitlements	(24)	(66)	57	(126)
Tax refund due	0	0	11	(11)
Taxation provision	0	0	468	112
	(1,477)	689	(1,919)	1,474
Net cash inflow/(outflow) from operating activities	4,513	5,087	7,423	7,859

The accompanying notes form part of the financial statements.

Whole of Council Funding Impact Statement

For the year ended 30 June 2018	Actual	Annual plan	Actual	Annual plan
	2017/18 \$000	2017/18 \$000	2016/17 \$000	2016/17 \$000
Sources of operating funding				
General rates, uniform annual general charges, rates penalties	6,733	7,006	7,039	6,282
Targeted rates	8,201	8,199	7,742	8,439
Subsidies and grants for operating purposes	1,267	2,235	1,167	1,720
Fees and charges	2,594	2,409	2,867	1,910
Interest and dividends from investments	646	622	602	599
Local authorities fuel tax, fines, infringement fees, and other receipts	203	4,673	167	4,213
<i>Total operating funding (A)</i>	19,645	25,145	19,585	23,163
Application of operating funding				
Payments to staff and suppliers	15,561	18,685	16,301	18,230
Finance costs	1,030	778	709	670
<i>Total applications of operating funding (B)</i>	16,591	19,463	17,010	18,900
Surplus/(deficit) of operating funding (A-B)	3,054	5,682	2,575	4,263
Sources of capital funding				
Subsidies and grants for capital expenditure	3,351	2,391	2,023	2,217
Development and financial contributions	0	94	0	0
Increase/(decrease) in debt	1,228	2,760	(810)	1,613
Gross proceeds from sale of assets	49	0	16	0
<i>Total sources of capital funding (C)</i>	4,628	5,245	1,229	3,830
Application of capital funding				
Capital expenditure:				
- To meet additional demand	1,713	60	15	70
- To improve the level of service	2,604	589	226	915
- To replace existing assets	3,180	6,721	3,264	5,855
Increase/(decrease) in reserves	421	3,557	490	1,255
Increase/(decrease) in investments	(236)	0	(192)	0
<i>Total applications of capital funding (D)</i>	7,682	10,927	3,803	8,094
Surplus/(deficit) of capital funding (C-D)	(3,054)	(5,682)	(2,574)	(4,263)
Funding balance ((A-B)+(C-D))	(0)	0	0	0

NOTES TO THE FINANCIAL STATEMENTS

NOTE 1: STATEMENT OF ACCOUNTING POLICIES

REPORTING ENTITY

Westland District Council (Council) is a territorial local authority governed by the Local Government Act 2002 (LGA) and is domiciled and operates in New Zealand. The relevant legislation governing the Council's operations includes the LGA and the Local Government (Rating) Act 2002.

The group consists of the ultimate parent, Westland District Council, and its subsidiaries, Westland Wilderness Trust, Westland Holdings Limited (100% owned), and the 100% owned subsidiaries of Westland Holdings Limited: Westroads Limited, Destination Westland Limited.

The primary objective of Council is to contribute to the purpose of local government in the Westland District by:

Enabling democratic local decision-making and action by, and on behalf of, communities; and meeting 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.

By providing goods or services for the community rather than making a financial return, Council has designated itself as a public benefit entity (PBE) for Financial Reporting purposes.

The financial statements of the Council and group are for the year ended 30 June 2018.

Breach of statutory deadline

Section 98(3) of the Local Government Act 2002 requires the Council to complete and adopt the annual report by within four months of the end of the financial year to which it relates. This was not achieved with the annual report adopted on 22 November 2018.

BASIS OF PREPARATION

The financial statements have been prepared on the going concern basis, and the accounting policies have been applied consistently throughout the period.

Statement of Compliance

The financial statements of the Council have been prepared in accordance with the requirements of the Local Government Act 2002 and the Local Government (Financial Reporting and Prudence Regulations 2014) (LG(FRP)R) which include the requirement to comply with New Zealand generally accepted accounting practice (NZ GAAP). The Financial Statements have been prepared in accordance with Tier 1 PBE Standards.

These financial statements comply with PBE Standards.

Functional and Presentation Currency

The financial statements are presented in New Zealand dollars and all values are rounded to the nearest thousand dollars (\$'000), other than the remuneration and the severance payment disclosures in Note 4, and the related party transaction disclosures in Note 20, which are rounded to the nearest dollar.

The functional currency of the Council is New Zealand dollars.

ACCOUNTING STANDARDS ISSUED FOR PUBLIC BENEFIT ENTITIES

The Council is subject to Tier 1 reporting requirements of the Accounting Standard for Public Benefit Entities.

The financial statements are compliant with the new International Public Sector Accounting Standards (IPSAS).

STANDARDS ISSUED BUT NOT YET EFFECTIVE AND NOT EARLY ADOPTED

Standards and amendments, issued but not yet effective that have not been early adopted, and which are relevant to the Council and group are:

Financial instruments

In January 2017, the XRB issued PBE IFRS 9 Financial Instruments. PBE IFRS 9 replaces PBE IPSAS 29 Financial Instruments: Recognition and Measurement. PBE IFRS 9 is effective for annual periods beginning on or after 1 January 2021, with early application permitted. The main changes under PBE IFRS 9 are:

- New financial asset classification requirements for determining whether an asset is measured at fair value or amortised cost.
- A new impairment model for financial assets based on expected losses, which may result in the earlier recognition of impairment losses.
- Revised hedge accounting requirements to better reflect the management of risks.

The Council plans to apply this standard in preparing its 30 June 2022 financial statements. The Council and group has not yet assessed the effects of the new standard.

Separate financial statements

In January 2017, the XRB issued PBE IPSAS 34, Separate financial statements. This prescribes the accounting and disclosure requirements for investments in controlled entities, joint ventures and associates when an entity prepares separate financial statements. PBE IPSAS 34 is effective for annual periods beginning on or after 1 January 2019, with early application permitted.

Consolidated financial statements

In January 2017, the XRB issued PBE IPSAS 35, Consolidated financial statements. This establishes principles for the presentation and preparation of consolidated financial statements when an entity controls one or more other entities. PBE IPSAS 35 is effective for annual periods beginning on or after 1 January 2019, with early application permitted.

The Council plans to apply these standards in preparing its 30 June 2020 financial statements. The Council and group has not yet assessed the effects of these new standards.

SIGNIFICANT ACCOUNTING POLICIES –

Are included in the notes to which they relate.

Significant accounting policies that do not relate to a specific note are outlined below.

Basis of consolidation:

The Group (Westland District Council and Westland Holdings Ltd) consolidated accounts are prepared by combining like items of assets, liabilities, equity, revenue and expenses on a line-by-line basis. All significant intra-group balances, transactions, revenue and expenses are eliminated on consolidation.

SUBSIDIARIES

Subsidiaries are those entities in which Council has control. Westland Holdings Ltd is Council's direct reporting subsidiary. As of 29 June 2018, this company controls two Council Controlled Organisations which are reporting entities under the Companies Act 1993. Westland District Property Limited and Hokitika Airport Limited amalgamated to form one company renamed Destination Westland. Therefore, as at 30 June 2018 the Group consists of Destination Westland Ltd and Westroads Ltd. Investments in subsidiaries are recorded at cost. Transactions with subsidiaries are at arm's length and under normal trading terms. Recharges are invoiced at cost.

GOODS AND SERVICES TAX (GST)

All items in the financial statements are stated exclusive of GST, except for receivables and payables, which are stated on a GST inclusive basis. Where GST is not recoverable as input tax then it is recognised as part of the related asset or expense. The net amount of GST recoverable from, or payable to, the Inland Revenue Department is included as part of receivables or payables in the Statement of Financial Position. The net GST paid to, or received from, the IRD, including the GST relating to investing and financing activities, is classified as an operating cash flow in the statement of cash flows.

Commitments and contingencies are disclosed exclusive of GST.

Budget figures

The budget figures are those approved by Council in its 2017/18 Annual Plan. The budget figures have been prepared in accordance with NZ GAAP, using accounting policies that are consistent with those adopted by Council for the preparation of the financial statements.

CRITICAL ACCOUNTING ESTIMATES AND ASSUMPTIONS

In preparing the financial forecasts and statements the Council has made estimates and assumptions concerning the future. These estimates and assumptions may differ from the subsequent actual results. Estimates and judgments are continually evaluated and are based on historical experience and other factors, including expectations or future events that are believed to be reasonable under the circumstances. The estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year:

- Estimating the landfill aftercare provision – see Note 16.
- Estimating the fair value of land, buildings, and infrastructural assets – see Note 13.
- Estimating the retirement and long service leave obligation – see Note 17.

NOTE 2: SUMMARY REVENUE AND EXPENDITURE FOR GROUP OF ACTIVITIES

Accounting policy

The cost of service for each significant activity of the Council has been derived using the cost allocation system outlined below.

- Direct costs are charged directly to significant activities.
- Indirect costs are charged to significant activities based on cost drivers and related activity/usage information.
- Direct costs are those costs directly attributable to a significant activity.
- Indirect costs are those costs which cannot be identified in an economically feasible manner with a specific significant activity.

The costs of internal services not directly charged to activities are allocated as overheads using appropriate cost drivers such as staff numbers, items processed, and/or based on level of support provided to each activity.

There have been no changes to the cost allocation methodology during the year.

Each significant activity is stated gross of internal costs and revenues, and includes targeted rates attributable to activities (refer to Note 3). In order to fairly reflect the total external operations for the Council in the statement of comprehensive revenue and expense, these transactions are eliminated as shown above.

	Actual 2018 \$000	Budget 2018 \$000	Actual 2017 \$000
Revenue			
Leisure and cultural assets	2,231	1,979	1,216
Community services	1,027	992	864
Planning and regulatory services	1,144	1,408	1,083
Transportation	3,774	4,114	3,170
Water supply	4,087	4,064	4,334
Wastewater	988	1,105	977
Stormwater	552	552	431
Solid waste management	1,566	1,513	1,550
Democracy services and administration	8,881	8,306	7,690
<i>Total activity revenue</i>	24,250	24,033	21,315
<i>Less internal revenue</i>	(7,735)	(7,177)	(6,832)
<i>General Rates</i>	6,575	6,768	7,038
<i>Total revenue</i>	23,090	23,625	21,521
Expenditure			
Leisure and cultural assets	3,716	3,212	3,646
Community services	1,384	1,232	1,440
Planning and regulatory services	2,562	2,552	2,266
Transportation	6,060	5,787	5,801
Water supply	3,382	3,066	3,208
Wastewater	959	1,124	1,383
Stormwater	538	553	709
Solid waste management	2,284	2,217	2,251
Democracy services and administration	9,697	8,523	8,960
<i>Total activity expenditure</i>	30,583	28,267	29,663
<i>Less internal expense</i>	(7,735)	(7,177)	(6,817)
<i>Total expenditure</i>	22,848	21,090	22,846
Operating Surplus/(deficit)	242	2,535	(1,325)

NOTE 3: REVENUE

Accounting policy

Revenue is measured at the fair value of consideration received.

(i) Rates revenue

Rates, including water-by-meter rates, are set annually by a resolution of Council and relate to a financial year. All ratepayers are invoiced within the financial year to which the rates have been set. Rates revenue is recognised when payable. Rates arising from late payment penalties are recognised as revenue when rates become overdue. Revenue from water-by-meter rates is recognised on an accrual basis based on usage. Unbilled usage, as a result of unread meters at year end, is accrued on an average usage basis. Rate remissions are recognised as a reduction of rates revenue when the Council has received an application that satisfies its rates remission policy.

	Council		Group	
	2018 \$000	2017 \$000	2018 \$000	2017 \$000
General rates	6,808	6,774	6,808	6,774
<i>Targeted rates attributable to activities:</i>				
<i>Metered water supply</i>	3,087	3,246	3,087	3,246
<i>Other water rates</i>	918	1,044	918	1,044
<i>Rates penalties</i>	141	177	141	177
<i>Community rates</i>	1,940	1,582	1,940	1,582
<i>Enterprise Hokitika</i>	39	38	39	38
<i>Glacier country promotions</i>	68	68	68	68
<i>Kokatahi rural fire</i>	0	16	0	16
<i>Sewerage</i>	923	866	923	866
<i>Tourism Rate</i>	511	392	511	392
<i>Waste management</i>	733	705	733	705
Total rates	15,167	14,908	15,167	14,908

Rates remissions

	Council		Group	
	2018 \$000	2017 \$000	2018 \$000	2017 \$000
Total gross rates.	15,167	14,908	15,167	14,908
Rates remissions:				
- Community and sports organisations	17	14	17	14
- Unoccupied Maori land	50	23	50	23
- Other remissions	139	65	139	65
- Discounts	26	26	26	26
<i>Total remissions</i>	233	128	233	128
Rates(net of remissions)	14,934	14,781	14,935	14,781

The total amount of rates charged on Council-owned properties that have not been eliminated from revenue and expenditure is \$211,375 (2017: \$201,249). For the Group, rates of \$308,336 (2017: \$310,134) have not been eliminated.

In accordance with the Local Government (Rating) Act 2002 certain properties cannot be rated for general rates. This includes schools, places of religious worship, public gardens and reserves. These non-rateable properties, where applicable, may be subject to targeted rates in respect of sewerage, water, refuse and sanitation. Non-rateable land does not constitute a remission.

In the 2016/2017 annual report the tourism rate was included with the general rates figures, this has been corrected in the above table.

Council did not comply with the Local Government (Rating) Act 2002

The Council adopted its annual plan for the 2017/18 financial year on 27 April 2017. The annual plan included the funding impact statement which identified the rates that the Council would set, included the amounts payable for each rate by ratepayers, and the total amount of revenue the Council forecast that it would collect from each type of rate.

The Council then set the rates identified in the funding impact statement, by the adoption of the rates resolution on 22 June 2017. The rates resolution identified the rates that the Council would set, included the amounts payable for each rate by ratepayers, and the total revenue the Council forecast that it would collect from each type of rate. This total rates revenue was the revenue the Council required to fund its activities.

The amounts payable for each individual rate by ratepayers was calculated incorrectly due to the incorrect number of rateable units being used to calculate that rate in both the funding impact statement and the rates resolution.

The Council issued rates assessment notices and rates invoices to ratepayers using different amounts payable for each rate than the amounts included in the rates resolution and funding impact statement. The total revenue collected from the rates assessed and invoiced on this basis was the same as the total of revenue the Council forecast that it would collect in the funding impact statement and rates resolution.

Had the Council assessed and invoiced rates on the basis set out in the rates resolution and funding impact statement it would have collected \$140,000 less than the projected total rates revenue in those documents.

This has meant that the Council has charged ratepayers for rates at higher or lower amounts than was set out in the rates resolution and funding impact statement, and therefore has not complied with the Local Government (Rating) Act 2002.

(ii) Other revenue

	Council		Group	
	2018 \$000	2017 \$000	2018 \$000	2017 \$000
Traffic and parking infringements	17	28	17	28
Regulatory revenue	96	147	96	147
Petrol tax	169	116	169	116
Donations	2	10	2	10
Dividend income	120	0	0	0
Subvention receipts	250	240	0	0
Gain on held for trading interest rate swaps	195	266	195	266
Property, plant & equipment: gains on disposal	49	0	139	238
Other	802	722	21,573	15,258
Total other revenue	1,701	1,531	22,191	16,065

Provision of commercially based services

Revenue from the rendering of services is recognised by reference to the stage of completion of the transaction at balance date, based on the actual service provided as a percentage of the total services to be provided. The stage of completion is assessed by reference to surveys of work performed.

Sales of goods

Revenue from the sale of goods is measured at fair value of the consideration received or receivable, net of returns or allowances, trade discounts and volume rebates. Revenue is recognised when the significant risks and rewards of ownership have been transferred to the buyer, recovery of the consideration is probable, the associated costs and possible return of goods can be estimated reliably, and there is no continuing management involvement with the goods. Where revenue is derived by acting as an agent for another party, the revenue that is recognised is the commission or fee on the transaction.

Infringement fees and fines

Infringement fees and fines mostly relate to traffic and parking infringements and are recognised when the infringement notice is issued. The revenue recognised is determined based on the probability of collecting fines.

Vested or donated physical assets

For assets received for no or nominal consideration, the asset is recognised at its fair value when the Council obtains control of the asset. The fair value of the asset is recognised as revenue, unless there is a use or return condition attached to the asset.

For long-lived assets that must be used for a specific use (e.g. land must be used as a recreation reserve), the Council immediately recognises the fair value of the asset as revenue. A liability is recognised only if the Council expects it will need to return or pass the asset to another party.

Donated and bequeathed financial assets

Donated and bequeathed financial assets are recognised as revenue unless there are substantive use or return conditions. A liability is recorded if there are substantive use or return conditions and the liability released to revenue as the conditions are met e.g. as the funds are spent for the nominated purpose.

Revenue from investments

Interest revenue is recognised using the effective interest method. Interest revenue on an impaired financial asset is recognised using the original effective interest rate. Dividends are recognised when the right to receive payment has been established. When dividends are declared from pre-acquisition surpluses, the dividend is deducted from the cost of the investment.

(iii) Grants and Subsidies

	Council		Group	
	2018	2017	2018	2017
	\$000	\$000	\$000	\$000
NZ Transport roading subsidies	3,763	3,160	3,763	3,160
Other grants	65	26	65	26
Events grants	62	3	62	3
West Coast Wilderness Trail	0	69	0	69
Tourism Infrastructure Grant	725	0	725	0
Total subsidies and grants	4,615	3,258	4,615	3,258

Council receives government grants from New Zealand Transport Agency, which subsidises part of Council's costs in maintaining the local roading infrastructure. The subsidies are recognised as revenue upon entitlement as conditions pertaining to eligible expenditure have been fulfilled. Council also from time to time receives grants from other parties that are recognised on the same basis.

There are no unfulfilled conditions or contingencies attached to the subsidies and grants recognised (2017 nil). NZTA grants: The Council receives grants from the New Zealand Transport Agency (NZTA), which reimburses part of the council's costs of maintaining Westland District Council's roading infrastructure

(iv) Fees and charges

	Council		Group	
	2018 \$000	2017 \$000	2018 \$000	2017 \$000
Landfill Charges	828	824	828	824
Building and Resource consents	139	217	139	217
Regulatory Fees	497	510	497	510
Admission fees	128	151	128	151
Other fees and charges	166	152	166	152
Total fees and charges	1,758	1,853	1,758	1,853

Building and resource consent revenue:

Fees and charges for building and resource consent services are recognised on a percentage completion basis with reference to the recoverable costs incurred at balance date.

Entrance fees:

Entrance fees are fees charged to users of the Council's local facilities and events, primarily the Hokitika Museum and Wildfoods Festival. Revenue from entrance fees is recognised upon entry to such facilities, or when the event is held.

Landfill fees:

Fees for disposing of waste at the Council's landfill are received and recognised as waste is disposed by users.

(v) Operating leases as a lessor

Investment property is leased under operating leases. The following aggregate minimum lease payments to be collected under non-cancellable operating leases are as follows:

	Council		Group	
	2018 \$000	2017 \$000	2018 \$000	2017 \$000
Not later than one year	0	0	123	92
Later than one year and not later than five years	0	0	219	216
Later than five years	0	0	117	127
Total non-cancellable operating leases	0	0	459	435

No contingent rents have been recognised during the period.

NOTE 4: PERSONNEL COSTS

Accounting policy

Superannuation schemes

Defined contribution schemes

Obligations for contributions to defined contribution superannuation schemes are recognised as an expense in the surplus or deficit as incurred.

Defined benefit schemes

Council belongs to the Defined Benefit Plan Contributors Scheme (the scheme), which is managed by the board of trustees of the National Provident Fund. The scheme is a multi-employer defined benefit scheme.

Insufficient information is available to use defined benefit accounting, as it is not possible to determine from the terms of the scheme, the extent to which the surplus/ deficit will affect future contributions by individual employers, as there is no prescribed basis for allocation. The scheme is therefore accounted for as a defined contribution scheme.

	Council		Group	
	2018 \$000	2017 \$000	2018 \$000	2017 \$000
Salaries and wages	3,466	3,763	13,598	12,012
Employer contributions to superannuation and benefits	109	126	485	411
Increase/(decrease) in employee entitlements	53	(66)	126	(74)
Total personnel costs	3,628	3,823	14,209	12,349

Employer contributions to superannuation and benefits includes KiwiSaver and the Defined Benefit Plan.

Chief Executive

	2018	2017
Salary	220,003	353,185
Superannuation contribution	4,911	8,445
Total Chief Executive's remuneration	224,914	361,630

		Salary	Superannuation
Reeves, Robin	01/07/2017 - 03/11/2017 (.5 FTE 28/08/2017 - 03/11/2017)	56,308	-
Crichton, Lesley	28/08/2017 - 03/11/2017 (.5 FTE 28/08/2017 - 03/11/2017)	16,580	497
Bastion, Simon	06/11/2017 - 30/06/2018	147,115	4,413
		220,003	4,911

Elected representatives received the following remuneration:

		2018	2017
B. Smith	Mayor	73,326	50,586
L. Martin	Councillor/Deputy Mayor	27,324	23,192
H. Lash	Deputy Mayor	24,499	18,129
G. Eatwell	Councillor	19,873	13,464
D. Carruthers	Councillor	25,523	13,464
D. Havill	Councillor	19,873	13,464
J. Neale	Councillor	19,873	13,464
G. Olson	Councillor	19,873	13,464
D. Routhan	Councillor	19,873	13,464
M. Havill	Mayor	0	21,514
P. Cox	Deputy Mayor	0	6,760
M. Dawson	Executive Committee	0	6,760
G. Hope	Councillor	0	5,102
J. H. Butzbach	Councillor	0	5,102
M. D. Montagu	Councillor	0	5,102
K. A. van Beek	Councillor	0	5,102
A. Thompson	Councillor	0	5,102
Total elected representatives' remuneration		250,037	233,234

Councillor Carruthers and Councillor Routhan resigned as Directors of Westland Holdings Limited on 28th June 2018 and each received Directors fees of \$8,000 (2017: \$4,000).

Due to the difficulty in determining the full-time equivalent for Councillors, the full-time equivalent is taken as the number of Councillors.

Council Employees Salary Bands

Levels	2018	2017
Annual remuneration by band for employees as at 30 June:		
< \$60,000	21	25
\$60,000 - \$79,999	16	13
\$80,000 - \$99,999	9	6
\$100,000 - \$259,999	0	6
\$100,000 - \$159,999	6	0
\$220,000 - \$239,999	1	0
Total employees	53	50

Employee Staffing Levels

	2018	2017
Number of Full-time Staff	37.00	31.00
Number of Part-time FTE's	6.03	9.69
Total FTE's	43.03	40.69

Total remuneration includes any non-financial benefits provided to employees.

A full-time employee is determined on the basis of a 40-hour working week.

Severance Payments

	2018	2017
Chief Executive	0	85,007
Other employees, total of 2 payments	0	145,405
(The value of each of the severance payments was 104,405 and 41,000)		
Total severance payments	0	230,412

NOTE 5: FINANCE COSTS

Accounting policy

Borrowing costs are recognised as an expense in the period in which they are incurred.

	Council		Group	
	2018 \$000	2017 \$000	2018 \$000	2017 \$000
Finance revenue				
<i>Interest revenue:</i>				
- Call and current account	34	31	35	31
- Term deposits	24	1	24	1
- Related party loans	0	0	0	0
- Other interest	11	12	11	12
- Local authority and government bonds	0	0	0	0
- Other bonds	13	52	13	52
<i>Total finance revenue</i>	82	96	83	96
Finance costs				
<i>Interest expense:</i>				

- interest on secured loans	482	512	851	885
- interest on other	66	0	0	0
Interest derivatives (presented net):				
- held for trading interest rate swaps	257	197	257	197
<i>Total finance costs</i>	805	709	1,108	1,082
Net finance costs	(723)	(614)	(1,024)	(986)

NOTE 6: OTHER EXPENSES

	Council		Group	
	2018 \$000	2017 \$000	2018 \$000	2017 \$000
Fees to auditors	138	136	229	226
Fees to auditors for audit of LTP	115	0	115	0
Fees to auditors for audit of Debenture Trust Deed	5	0	5	0
Donations and grants	382	527	394	531
Contractors	1,428	1,538	1,428	1,538
Insurance premiums	222	234	222	234
Consultants and legal fees	594	977	594	977
Impairment of receivables (note 9)	(11)	53	(8)	54
Minimum lease payments under operating leases	42	42	42	401
Fair value gains/(losses) on valuation of investment property	0	0	97	0
Property, plant & equipment: loss on disposal	428	30	454	71
Loss on held for trading interest rate swaps	228	0	228	0
Other operating expenses	8,925	8,977	14,269	11,573
Total other expenses	12,496	12,514	18,069	15,605

Material variances are explained in Note 24.

Accounting policy

Grant expenditure

The Council's grants awarded have no substantive conditions attached.

Discretionary grants are those grants where the Council has no obligation to award on the grant application and are recognised as expenditure when approved by the Council and the approval has been communicated to the applicant.

Operating leases

An operating lease is a lease that does not transfer substantially all the risks and rewards incidental to ownership of an asset. Lease payments under an operating lease are recognised as an expense on a straight-line basis over the lease term. Lease incentives received are recognised in the surplus or deficit as a reduction of rental expense over the lease term.

Operating leases as lessee

	Council		Group	
	2018 \$000	2017 \$000	2018 \$000	2017 \$000
Not later than one year	82	129	217	231
Later than one year and not later than five years	1	82	102	208
Later than five years	0	0	29	20
Total non-cancellable operating leases	83	211	348	459

Leases generally have a non-cancellable term of 1 – 36 months, with rents set by reference to current market rates for items of equivalent age and condition. The Council does have the option to purchase the asset at the end of the lease term. There are no restrictions placed on the Council by any of the leasing arrangements.

NOTE 7: INCOME TAX

Accounting policy

Income tax expense in relation to the surplus or deficit for the period comprises current tax and deferred tax. Current tax is the amount of revenue tax payable based on the taxable profit for the current year, plus any adjustments to revenue tax payable in respect of prior years. Current tax is calculated using rates that have been enacted or substantively enacted by balance date. Deferred tax is the amount of income tax payable or recoverable in future periods in respect of temporary differences and unused tax losses. Temporary differences are differences between the carrying amount of assets and liabilities in the financial statements and the corresponding tax bases used in the computation of taxable profit. Deferred tax liabilities are generally recognised for all taxable temporary differences. Deferred tax assets are recognised to the extent that it is probable that taxable profits will be available against which the deductible temporary differences or tax losses can be utilised.

Deferred tax is not recognised if the temporary difference arises from the initial recognition of goodwill or from the initial recognition of an asset and liability in a transaction that is not a business combination, and at the time of the transaction, affects neither accounting profit nor taxable profit. Deferred tax is measured at the tax rates that are expected to apply in the period when the liability is settled or the asset is realised, using tax rates that have been enacted or substantively enacted by balance date. The measurement of deferred tax reflects the tax consequences that would follow from the manner in which the entity expects to recover or settle the carrying amount of its assets and liabilities. Current tax and deferred tax is recognised against the surplus or deficit, except when it relates to a business combination, or to transactions recognised in other comprehensive revenue and expense or directly in equity.

	Council		Group	
	2018 \$000	2017 \$000	2018 \$000	2017 \$000
Component of tax expense				
Current tax	0	0	107	(125)
Adjustments to current tax in prior years	0	0	0	0
Deferred tax	4	(2)	(23)	63
Tax expense	4	(2)	84	(63)
Relationship between tax expense and accounting profit				
Surplus/(deficit) before tax	242	(1,327)	2,720	(566)
Tax at 28%	68	(371)	621	(158)
Permanent differences	(134)	302	(538)	95
Plus/(less) tax effect of:				
Non-taxable income	0	0	0	0
Deferred tax adjustment	0	0	0	0
Group loss offset	70	67	0	0
Asset intercompany elimination	0	0	0	0
Prior year adjustment	0	0	0	0
Tax expense	4	(2)	83	(63)

	Property, plant, and equipment \$000	Other Provisions \$000	Tax Losses \$000	Total \$000
Deferred tax assets/(liabilities)				
Council				
Balance as at 1 July 2016	(37)	0	7	(30)
Charged to surplus or deficit	(3)	0	5	2
Balance as at 30 June 2017	(40)	0	12	(28)
Charged to surplus or deficit	(3)	0	(1)	(4)
Balance as at 30 June 2018	(43)	0	11	(32)

Group				
Balance as at 1 July 2016	(475)	213	33	(229)
Charged to surplus or deficit	11	(58)	(16)	(63)
Balance as at 30 June 2017	(464)	155	17	(292)
Charged to surplus or deficit	88	(24)	20	84
Balance as at 30 June 2018	(376)	131	37	(208)

Council has a tax loss of \$79,742 for the 2018 income year. After incorporating tax losses brought forward of \$44,539, 'grossed-up' imputation credits of \$166,667 and subvention income of \$250,000, Council has tax losses of \$40,947 available to carry forward into the 2018 income year.

The Council Group has a deferred tax liability of \$208,000 for the year ended 30 June 2018; this consists of WHL's deferred tax liability of \$176,000 and Council's (as parent) deferred tax liability of \$32,000. The movement in Council's group deferred tax amounts to a \$84,000 decrease in the liability.

NOTE 8: CASH AND CASH EQUIVALENTS

Accounting policy

Cash and cash equivalents includes cash in hand, deposits held at call with banks, and other short-term highly liquid investments with original maturities of three months or less. Bank overdrafts are shown within borrowings in current liabilities in the Statement of Financial Position.

	Council		Group	
	2018	2017	2018	2017
	\$000	\$000	\$000	\$000
Cash at bank and on hand	1,476	2,133	1,711	2,465
Term deposits with maturities of less than 3 months at acquisition	545	600	545	600
Total cash and cash equivalents	2,021	2,733	2,256	3,065

The carrying value of cash at bank and short-term deposits with maturities less than three months approximates their fair value.

NOTE 9: TRADE AND OTHER RECEIVABLES

Accounting policy

Receivables are recorded at their face value, less any provision for impairment.

A receivable is considered to be uncollectable when there is evidence that the amount due will not be fully collected. The amount that is uncollectable is the difference between the amount due and the present value of the amount expected to be collected.

	Council		Group	
	2018	2017	2018	2017
	\$000	\$000	\$000	\$000
Rates receivables*	630	818	630	818
Other receivables:				
- related party receivables*	279	263	0	0
- NZ Transport Agency	2,108	184	2,108	184
- Subvention receivable*	250	240	0	0
- Other	2,234	1,701	5,697	4,583
Gross debtors and other receivables	5,501	3,205	8,435	5,585
Less provision for impairment	(228)	(241)	(232)	(242)
Total debtors and other receivables	5,273	2,964	8,203	5,343

Movement in the provision for impairment of receivables are as follows

	Council		Group	
	2018 \$000	2017 \$000	2018 \$000	2017 \$000
Balance as at 1 July 2017	241	188	242	127
Additional provisions made during this year	0	53	4	54
provisions reversed during the year	(13)	0	(13)	61
Receivables written-off during the period	0	0	0	0
Balance as at 30 June 2018	228	241	233	242

Fair Value: Receivables are generally short-term and non-interest bearing therefore the carrying value of receivables approximates their fair value.

Provision for impairment of receivables includes a rates component covering debts aged up to six years, unoccupied Māori land rates and abandoned land rates. Council has various powers under the Local Government (Rating) Act 2002 to recover other outstanding rates. Ratepayers can apply for payment plan options in special circumstances. Where such payment plans are in place debts are discounted to the present value of future repayments. These powers allow the Council to commence legal proceedings to recover any rates that remain unpaid 4 months after the due date for payment. If payment has not been made within 3 months of the Court's judgement, then the Council can apply to the Registrar of the High Court to have the judgment enforced by sale or lease of the rating unit. The impairment provision has been calculated based on a review of specific overdue receivables.

	2018			2017		
	Gross \$000	Impairment \$000	Net \$000	Gross \$000	Impairment \$000	Net \$000
Council						
0 to 3 months	4,767	0	4,767	2,652	(3)	2,649
4 to 6 months	203	(48)	155	48	(5)	43
7 to 9 months	75	0	75	36	(6)	30
10 to 12 months	29	0	29	30	(20)	10
> 12 months	428	(180)	248	439	(207)	232
Total	5,501	(228)	5,273	3,205	(241)	2,963
Group						
0 to 3 months	7,480	0	7,480	4,904	(3)	4,901
4 to 6 months	461	(48)	413	151	(5)	146
7 to 9 months	148	(2)	146	36	(6)	30
10 to 12 months	105	(1)	104	30	(20)	10
> 12 months	241	(181)	61	464	(208)	256
Total	8,435	(232)	8,203	5,585	(242)	5,343

Note: Time bands used relate to rates instalments, as these are the material receivables and impairments.

NOTE 10: INVENTORIES

Accounting policy

Inventories are measured at the lower of cost or net realisable value. The cost of inventories is based on the first-in first-out principle, and includes expenditure incurred in acquiring the inventories and bringing them to their existing location and condition. The amount of any write-down for the loss of service potential or from cost to net realisable value is recognised in the surplus or deficit in the period of the write-down. In the case of metal inventories and work in progress, cost includes an appropriate share of productions overheads based on normal operating capacity. Metal inventory cost is calculated on a discounted sale value basis, as an approximation of weighted average cost. When land held for development and future resale is transferred from investment property/property, plant, and equipment to assets held for sale, the fair value of the land at the date of the transfer is its deemed cost. Costs directly attributable to the developed land are capitalised to inventory, with the exception of infrastructural asset costs which are capitalised to property, plant, and

equipment. Net realisable value is the estimated selling prices in the ordinary course of business, less the estimated costs of completion and selling expenses.

	Council		Group	
	2018 \$000	2017 \$000	2018 \$000	2017 \$000
Metal stocks	0	0	313	26
Other supplies	0	0	235	257
Total inventory	0	0	548	283
Development land	0	0	0	350
Total term inventory	0	0	0	350

Stocks held at the i-SITE and at the museum are promotional retail items that carry an inherent risk of obsolescence. Consequently minimal stocks are held and, as a measure of prudence purchases are accounted for in the surplus or deficit. As at 30 June 2018, the historical cost of items held was \$34,291. In line with the above policy, they are assumed to have nil realisable value.

NOTE 11: ACCOUNTING FOR DERIVATIVE FINANCIAL INSTRUMENTS AND HEDGING ACTIVITIES

Accounting policy

The Council use derivative financial instruments to hedge exposure to interest rate risks arising from financing activities. The Council does not hold or issue derivative financial instruments for trading purposes.

	Council		Group	
	2018 \$000	2017 \$000	2018 \$000	2017 \$000
Current asset portion				
Interest rate swaps - cash flow hedges	0	0	0	0
<i>Total current asset portion</i>				
Non-current asset portion				
Interest rate swaps - cash flow hedges	5	0	5	0
Total non-current asset portion	5	0	5	0
Total derivative financial instrument assets	5	0	5	0
Current liability portion				
Interest rate swaps - cash flow hedges	1	1	1	1
Total current liability portion	1	1	1	1
Non-current liability portion				
Interest rate swaps - cash flow hedges	545	508	545	508
Total non-current liability portion	545	508	545	508
Total derivative financial instrument liabilities	546	509	546	509

The interest rate swaps have been included at fair value. The basis for valuation are observable inputs. (Level 2 - see Note 23 for Fair Value Hierarchy).

Details of the outstanding interest rate swap contracts as at 30 June are shown in the table below:

Start Date	Maturity date	Fixed interest rate	Amount 2018	Amount 2017
2/10/2023	2/10/2025	3.67%	5,000,000	
1/10/2021	1/10/2023	3.34%	5,000,000	
17/09/2019	17/03/2023	2.98%	2,500,000	
3/08/2015	1/10/2021	4.10%	5,000,000	5,000,000
18/09/2017	17/09/2021	3.01%	2,500,000	
17/10/2012	17/11/2020	3.55%	2,500,000	2,500,000
17/12/2013	17/09/2019	4.77%	2,500,000	2,500,000
17/06/2016	17/09/2018	2.35%	1,500,000	1,500,000
	18/09/2017	2.28%		1,000,000
			26,500,000	12,500,000

Derivatives are initially recognised at fair value on the date a derivative contract is entered into and are subsequently re-measured at their fair value at each balance date. The method of recognising the resulting gain or loss depends on whether the derivative is designated as a hedging instrument, and if so, the nature of the item being hedged. The movement in the fair value of the derivative contracts that are not hedge accounted is recognised in the surplus or deficit.

Council has no designated hedging instruments.

NOTE 12: OTHER FINANCIAL ASSETS

Accounting policy

The Council and Group classify its financial assets into the following four categories for the purpose of measurement: financial assets at fair value through the surplus or deficit, held-to-maturity investments, loans and receivables, and fair value through other comprehensive revenue and expense. The classification depends on the purpose for which the investments were acquired. Management determines the classification of its investments at initial recognition and re-evaluates this designation at every reporting date. Financial assets and liabilities are initially measured at fair value plus transaction costs unless they are carried at fair value through the surplus or deficit in which case the transaction costs are recognised therein. Purchases or sales of financial assets are recognised on trade-date, the date on which the Council commits to purchase or sell the asset. Financial assets are derecognised when the rights to receive cash flows from the financial assets have expired or have been transferred and the Council has transferred substantially all the risks and rewards of ownership.

	Council		Group	
	2018 \$000	2017 \$000	2018 \$000	2017 \$000
Current portion				
<i>Loans and Receivables</i>				
Westpac Bonds	310	769	310	769
Total current portion	310	769	310	769
Non-current portion				
<i>Assets available for sale</i>				
Civic Assurance	43	44	43	44
Forestry	2	2	2	2
<i>Loans and Receivables</i>				
Kanieri sewerage loan	28	32	28	32
Floating Rate Securities	229	0	229	0
<i>Shares at cost</i>				
Westland Holdings Limited	8,695	8,695	0	0
Total non-current portion	8,997	8,773	302	34
Total other financial assets	9,308	9,542	612	803

Investments in subsidiaries are recorded at cost. Since their shares are not traded any attempt to assess their market value would be arbitrary.

Westland Holdings Limited	8,695	8,695
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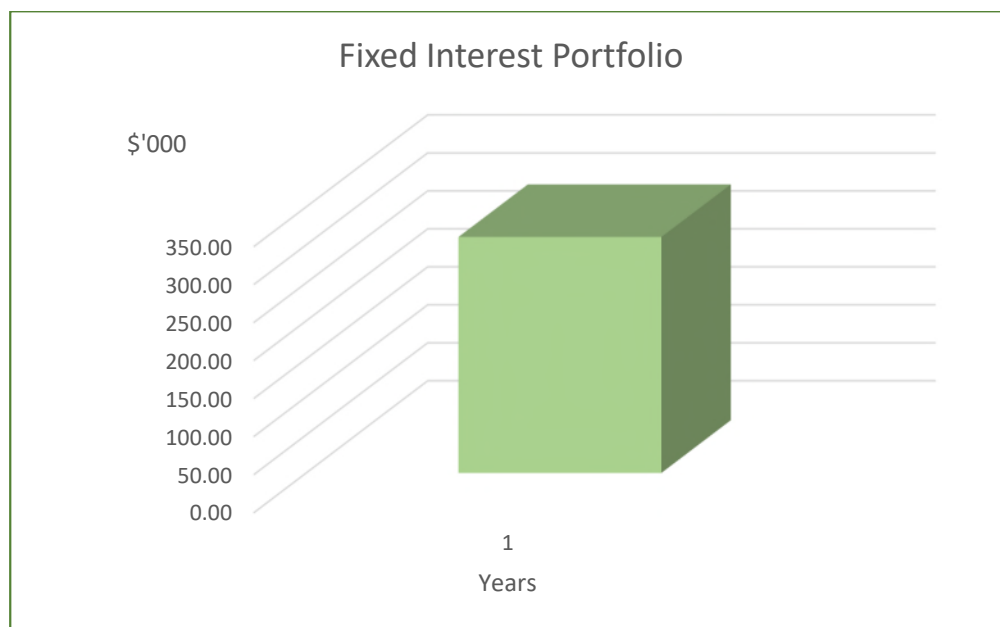
Assets Available for Sale:

Assets available for resale are valued at fair value, based on the published price of the assets.

Fixed Interest Portfolio –Bonds:

Bonds are disclosed at quoted market price (Level 1). As at 30 June 2018 this was \$10,404 (2017: \$19,000) above face value, reflecting discounted future cash flows. Movements in valuations are taken through other comprehensive income during the year. The weighted average interest rate is 5.75% (2017: 4.96%). The graph below depicts the maturity profile:

Bonds Portfolio as at 30/06/2018						
Name	Type	Rating	Maturity	Coupon	Face Value \$	Market Value \$
BNZ	Secured Bond	AA-	25/06/2019	5.57%	200,000	206,133
Rabobank NZ	Unsecured Notes	A+	19/03/2019	6.10%	100,000	104,271
					300,000	310,404



Council’s investment policy stipulates that financial investments held in the form of bonds should have a minimum credit rating of A.

The four categories of financial assets are:

Financial assets at fair value through surplus or deficit

Financial assets at fair value through surplus or deficit include financial assets held for trading. A financial asset is classified in this category if acquired principally for the purpose of selling in the short term or it is part of a portfolio of identified financial instruments that are managed together and for which there is evidence of short-term profit-taking. Derivatives are also categorised as held for trading unless they are designated into a hedge

accounting relationship for which hedge accounting is applied. Assets in this category are classified as current assets if they are either held for trading or are expected to be realised within 12 months of the balance sheet date. After initial recognition they are measured at their fair values.

Gains or losses on re-measurement are recognised in the surplus or deficit where hedge accounting is not applied. Financial assets in this category include derivative financial instruments.

Loans and receivables

These are non-derivative financial assets with fixed or determinable payments that are not quoted in an active market. They are included in current assets, except for maturities greater than 12 months after the balance date, which are included in non-current assets. After initial recognition they are measured at amortised cost using the effective interest method. Gains and losses when the asset is impaired or de-recognised are recognised in the surplus or deficit.

Loans and receivables are classified as “trade and other receivables” in the Statement of Financial Position.

Held to maturity investments

Held to maturity investments are non-derivative financial assets with fixed or determinable payments and fixed maturities that the Council has the positive intention and ability to hold to maturity. They are included in current assets, except for maturities greater than 12 months after balance date, which are included in non-current assets. After initial recognition they are measured at amortised cost using the effective interest method, less impairment.

Gains and losses when the asset is impaired or de-recognised are recognised in the surplus or deficit. The Council currently holds a portfolio of bonds that have been classified as held to maturity investments.

Fair value through comprehensive revenue and expense

Financial assets at fair value through other comprehensive revenue and expense are those that are designated into the category at initial recognition or are not classified in any of the other categories above. They are included in non-current assets unless management intends to dispose of, or realise, the investment within 12 months of balance date. The Council and group includes in this category:

- Investments held for the long-term but which may be realised before maturity;
- Shareholdings held for strategic purposes.

These investments are measured at their fair value, with gains and losses recognised in other comprehensive revenue and expense, except for impairment losses, which are recognised in the surplus or deficit. On derecognition, the cumulative gain or loss previously recognised in other comprehensive revenue and expense is reclassified from equity to the surplus or deficit.

Council’s investments in its subsidiaries are not included in this category as they are held at cost as allowed by PBE IPSAS 6 *Consolidated and Separate Financial Statements*.

Impairment of financial assets

At each balance sheet date, the Council assesses whether there is any objective evidence that a financial asset or group of financial assets is impaired. Any impairment losses are recognised in the surplus or deficit.

Loans and receivables, and held-to-maturity investments

Impairment is established when there is evidence that the Council and group will not be able to collect amounts due according to the original terms of the receivable. Significant financial difficulties of the debtor, probability that the debtor will enter into bankruptcy, receivership, or liquidation and default in payments are considered

indicators that the asset is impaired. The amount of the impairment is the difference between the asset's carrying amount and the present value of estimated future cash flows, discounted using the original effective interest rate. For debtors and other receivables, the carrying amount of the asset is reduced through the use of an allowance account, and the amount of the loss is recognised in the surplus or deficit. When the receivable is uncollectible, it is written-off against the allowance account. Overdue receivables that have been renegotiated are reclassified as current (that is, not past due). Impairment in term deposits, local authority stock, government bonds, and community loans, are recognised directly against the instrument's carrying amount.

Financial assets at fair value through other comprehensive revenue and expense

For equity investments, a significant or prolonged decline in the fair value of the investment below its cost is considered objective evidence of impairment.

For debt investments, significant financial difficulties of the debtor, probability that the debtor will enter into bankruptcy, and default in payments are considered objective indicators that the asset is impaired.

If impairment evidence exists for investments at fair value through other comprehensive revenue and expense, the cumulative loss (measured as the difference between the acquisition cost and the current fair value, less any impairment loss on that financial asset previously recognised in the surplus or deficit) recognised in other comprehensive revenue and expense is reclassified from equity to the surplus or deficit. Equity instrument impairment losses recognised in the surplus or deficit are not reversed through the surplus or deficit. If in a subsequent period the fair value of a debt instrument increases and the increase can be objectively related to an event occurring after the impairment loss was recognised, the impairment loss is reversed in the surplus or deficit.

NOTE 13: PROPERTY, PLANT AND EQUIPMENT

Property, plant and equipment consist of:

Operational assets

These include land, buildings, improvements, museum artefacts, Jackson Bay Wharf, library books, plant and equipment, and motor vehicles.

Restricted assets

Restricted assets are parks and reserves owned by the Council which provide a benefit or service to the community and cannot be disposed of because of legal or other restrictions. These include land vested under the Reserves Act 1977 and endowments or other property held in trust for specific purposes.

Infrastructure assets

Infrastructural assets are the fixed utility systems owned by the Council. Property, plant and equipment is shown at cost or valuation, less accumulated depreciation and impairment losses. Each asset class includes all items that are required for the network to function. Costs of selling reserve land would offset the value of revaluation. Therefore it is not revalued. Infrastructural assets (except land under roads) are measured at fair value less accumulated depreciation. All other asset classes are measured at cost less accumulated depreciation and impairment losses.

Additions

The cost of an item of property, plant and equipment is recognised as an asset if, and only if, it is probable that future economic benefits or service potential associated with the item will flow to the Council and Group and the cost of the item can be measured reliably. Work in progress is recognised at cost less impairment and is not

depreciated. In most instances, an item of property, plant and equipment is recognised at its cost. Where an asset is acquired at no cost, or for a nominal cost, it is recognised at fair value as at the date of acquisition.

Disposals

Gains and losses on disposals are determined by comparing the proceeds with the carrying amount of the assets. Gains and losses on disposals are included in the surplus or deficit. When revalued assets are sold, the amounts included in asset revaluation reserves in respect of those assets are transferred to accumulated funds.

Subsequent costs

Costs incurred subsequent to initial acquisition are capitalised only when it is probable that future economic benefits or service potential associated with the item will flow to the Council and the cost of the item can be measured reliably. The costs of day-to-day servicing of property, plant, and equipment are recognised as an operating expense in the surplus or deficit as they are incurred.

Depreciation

Depreciation is provided on a straight-line basis on all property, plant and equipment other than land and museum artefacts, at rates that will write off the cost (or valuation) of the assets to their estimated residual values over their useful lives. The useful lives and associated depreciation rates of major classes of assets have been estimated as follows:

Category	Depreciable life (years)	Depreciation Rates
OPERATIONAL		
Buildings	50	2%
Furniture and Fittings	10	10%
Motor Vehicles	5	20%
Plant & Equipment (including computers)	3 to 10	10% - 33.3%
Library collection	8	12.5%
Jackson Bay Wharf	50	2%
RESTRICTED		
Buildings	5 to 50	2% - 20%
INFRASTRUCTURE		
Waste Transfer Stations	20	5%
Roads		
Formation	N/A	0%
Sub-Base	N/A	0%
Base Course	20 to 75	1.33% - 5%
Surfacing (sealed)	1 to 16	6.25% - 100%
Surfacing (unsealed)	5	20%
Bridges	60 to 150	0.67% - 1.67%
Box culverts/channels	60 to 150	0.67% - 1.67%
Footpaths	5 to 50	2% - 20%
Streetlights	16 to 40	2.5% - 6.25%
Signs	10	10%
Water		
Pipeline	60 to 80	1.25% - 1.67%
Connections	60	1.67%
Reservoirs & Tanks	20 to 50	2% - 5%
Pump Stations	15 to 20	5% - 6.67%
Sewer		
Pipeline	60 to 80	1.25% - 1.67%

Manholes	50 to 60	1.67% - 2%
Pump Stations	15 to 20	5% - 6.67%
Oxidation Ponds	60 to 100	1% - 1.67%
Stormwater		
Open Drains	N/A	0%
Pipeline	60 to 80	1.25% - 1.67%
Bank protection	50 to 100	1% - 2%
Manholes	50 to 60	1.67% - 2%
Pump Stations	15 to 20	5% - 6.67%
Runway	67	1.5%

The residual value and useful life of an asset is reviewed, and adjusted if applicable, at each financial year-end.

	Council	
	2018	2017
	\$000	\$000
Directly attributable depreciation and amortisation expense by group of activity		
Leisure and Culture	898	738
Community Services	210	215
Planning and Regulatory Services	18	17
Transportation	2,889	2,782
Water Supply	1,048	1,045
Wastewater	383	383
Stormwater	240	217
Solid Waste	132	116
Democracy Services	102	287
Total depreciation and amortisation expense	5,919	5,800

Revaluation

All valuations are carried out on a three to five-yearly cycle by independent qualified valuers, unless there is a significant change in carrying value, in which case they will be revalued as required. All other asset classes are carried at depreciated historical cost.

Land and buildings (operational and restricted), library books, and infrastructural assets (except land under roads) are revalued with sufficient regularity to ensure that their carrying amount does not differ materially from fair value and at least every three years.

Land and Buildings were revalued effective 30 June 2018 by Preston Rowe Paterson. Land and Buildings were valued at fair value using market-based evidence. Specialised buildings were valued at fair value using the depreciated replacement cost because no reliable market data is available for such buildings.

Estimated replacement cost is determined at Council's most recent formal valuations as described above.

The carrying values of revalued assets are assessed annually to ensure that they do not differ materially from the assets' fair values. If there is a material difference, then the off-cycle asset classes are revalued.

Revaluations of property, plant, and equipment are accounted for on a class-of-asset basis.

The net revaluation results are credited or debited to other comprehensive revenue and expense and are accumulated to an asset revaluation reserve in equity for that class-of-asset. Where this would result in a debit balance in the asset revaluation reserve, this balance is not recognised in other comprehensive revenue and expense but is recognised in the surplus or deficit. Any subsequent increase on revaluation that reverses a previous decrease in value recognised in the surplus or deficit will be recognised first in the surplus or deficit up to the amount previously expensed, and then recognised in other comprehensive revenue and expense.

Impairment of property, plant & equipment.

Assets that have a finite useful life are carried at cost and are reviewed for impairment whenever events or changes in circumstances indicate that the carrying amount may not be recoverable. An impairment loss is recognised for the amount by which the asset's carrying amount exceeds its recoverable amount. The recoverable amount is the higher of an asset's fair value less costs to sell and value in use. Value in use is depreciated replacement cost for an asset where the future economic benefits or service potential of the asset are not primarily dependent on the assets ability to generate net cash inflows and where the entity would, if deprived of the asset, replace its remaining future economic benefits or service potential.

For revalued assets, the impairment loss is recognised against the revaluation reserve for that class of asset. Where that results in a debit balance in the revaluation reserve, the balance is recognised in the surplus or deficit.

The reversal of an impairment loss on a revalued asset is credited to other comprehensive revenue and expense and increases the asset revaluation reserve for that class of asset. However, to the extent that an impairment loss for that class of asset was previously recognised in the surplus or deficit, a reversal of the impairment loss is also recognised in the surplus or deficit.

Value in use for non-cash-generating assets:

Non-cash-generating assets are those assets that are not held with the primary objective of generating a commercial return.

For non-cash generating assets, value in use is determined using an approach based on either a depreciated replacement cost approach, restoration cost approach, or a service units approach. The most appropriate approach used to measure value in use depends on the nature of the impairment and availability of information.

Value in use for cash-generating assets:

Cash-generating assets are those assets that are held with the primary objective of generating a commercial return. The value in use for cash-generating assets is the present value of expected future cash flows.

If an asset's carrying amount exceeds its recoverable amount the asset is impaired and the carrying amount is written down to the recoverable amount. The total impairment loss is recognised in the surplus or deficit. The reversal of an impairment loss is recognised in the surplus or deficit.

For assets not carried at a revalued amount (other than goodwill) the reversal of an impairment loss is recognised in the surplus or deficit.

Critical accounting estimates and assumptions

Infrastructural assets

There are a number of assumptions and estimates used when performing DRC valuations over infrastructural assets. These include:

- The physical deterioration and condition of an asset, for example Council could be carrying an asset at an amount that does not reflect its actual condition. This is particularly so for those assets which are not visible, for example stormwater, wastewater and water supply pipes which are underground. This risk is minimised by Council performing a combination of physical inspections and condition modelling assessments of underground assets;
- Estimating any obsolescence or surplus capacity of an asset; and
- Estimates are made when determining the remaining useful lives over which the asset will be depreciated. These estimates can be affected by the local conditions, for example weather patterns and traffic growth. If useful lives do not reflect the actual consumption of the benefits of the asset, then Council could be over or under estimating the annual depreciation charge recognised as an expense in the surplus or deficit.

To minimise this risk, Council's infrastructural asset useful lives have been determined with reference to the NZ Infrastructural Asset Valuation and Depreciation Guidelines published by the National Asset Management Steering Group, and have been adjusted for local conditions based on past experience. Asset inspections, deterioration and condition modelling are also carried out regularly as part of Council's asset management planning activities, which gives Council further assurance over its useful life estimates. Experienced independent valuers perform Council's infrastructural asset revaluations.

	Cost/ valuation	Accumulated depreciation & impairment charges	Carrying amount	Current year additions	Current year disposals	Current year impairment charges	Current year depreciation	Current year disposals	Reclassification Cost	Revaluation surplus	Cost/ revaluation	Accumulated depreciation and impairment charges	Carrying amount
	1-Jul-17	1-Jul-17	1-Jul-17								30-Jun-18	30-Jun-18	30-Jun-18
	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000
COUNCIL 2018													
Operational assets													
Land (leased)	4,413	0	4,413	0	(90)		0	0		0	4,323	0	4,323
Land (leased airport)	4,278	0	4,278	0	0		0	0		0	4,278	0	4,278
Land (operational)	6,499	0	6,499	0	0		0	0		(109)	6,390	0	6,390
Buildings	8,368	(705)	7,662	49	(631)		(314)	57	(23)	1,300	8,103	(3)	8,100
Furniture & fittings	1,571	(884)	687	10	(16)		(70)	16		0	1,565	(939)	626
Library books	1,273	(1,021)	253	54	(653)		(43)	653		0	674	(410)	264
Museum artefacts	165	0	165	0	0		0	0		0	165	0	165
Computer equipment	564	(382)	181	63	(49)		(44)	45	(44)	0	506	(354)	152
Office equipment	497	(454)	44	1	(1)		(10)	0		0	497	(464)	33
Motor Vehicles	373	(334)	39	107	(134)		(28)	134		0	346	(229)	117
Operational Plant and Equipment	69	(21)	47	5	0		(7)	0		0	74	(28)	45
Jackson's Bay wharf	263	(11)	252	0	0		(5)	0		(87)	160	0	160
<i>Total operational assets</i>	28,331	(3,813)	24,519	289	(1,574)	0	(521)	905	(67)	1,104	27,079	(2,426)	24,653
Infrastructural assets													
Land	2,170	0	2,170	0	0		0	0		(206)	1,964	0	1,964
Buildings	1,006	(110)	896	0	0		(37)	0		(9)	940	(91)	849
Roading network	211,274	(2,289)	208,984	1,570	0		(2,393)	0		0	212,843	(4,682)	208,161
Land under roads	55,365	0	55,365	0	0		0	0		0	55,365	0	55,365
Bridges	46,550	(495)	46,055	141	0		(496)	0		0	46,692	(991)	45,700
Water supply reticulation	21,022	(377)	20,646	32	0		(377)	0		0	21,054	(754)	20,300
Water supply treatment	13,281	(668)	12,613	80	0		(670)	0		0	13,361	(1,338)	12,023
Drainage/ stormwater	8,848	(218)	8,629	1,315	0		(241)	0		0	10,163	(459)	9,703
Refuse sites	5,432	(86)	5,347	352	18		(111)	0		0	5,787	(178)	5,608
Sewerage system reticulation	9,338	(255)	9,084	1,243	0		(255)	0		0	10,582	(509)	10,072

	1-Jul-17	& impairment charges 1-Jul-17	1-Jul-17	charges	depreciation	and impairment charges	30-Jun-18	30-Jun-18	30-Jun-18				
	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000				
Sewerage system treatment	6,548	(112)	6,435	67	0	(112)	0	6,614	(224)	6,390			
<i>Total infrastructural assets</i>	380,835	(4,609)	376,224	4,800	18	0	(4,693)	0	(215)	385,365	(9,228)	376,137	
Restricted assets													
Land	1,254	0	1,254	0	0	0	0	(10)	1,244	0	1,244		
Public buildings	3,356	(255)	3,101	890	(99)	(129)	21	(9)	(615)	3,161	(1)	3,160	
Cemetery buildings	73	(13)	60	2	0	(4)	0	(12)	56	(10)	46		
Cemetery land	1,088	0	1,088	0	0	0	0	0	1,088	0	1,088		
Reserve/recreation land	6,963	0	6,963	0	0	0	0	40	7,003	0	7,003		
Reserve/recreation buildings	3,143	(314)	2,829	15	(913)	(113)	68	26	209	2,140	(18)	2,122	
Reserve/improvements	12,618	(391)	12,227	289	0	(397)	0	7	0	12,915	(789)	12,126	
Swimming pools	2,861	(125)	2,736	56	0	(30)	0	(452)	2,403	(94)	2,309		
<i>Total restricted assets</i>	31,357	(1,098)	30,259	1,252	(1,011)	0	(673)	89	24	(840)	(912)	29,099	
Total Council	440,522	(9,520)	431,001	5,989	(2,566)	0	(5,880)	994	(43)	49	442,455	(12,559)	429,889
Subsidiaries property, plant and equipment													
Land & Buildings	5,441	(811)	4,630	107	0	0	(125)	0	(100)	(896)	4,422	(1,702)	3,616
Plant and machinery	19,177	(10,041)	9,136	4,008	(396)	0	(1,773)	265	30	0	22,819	(11,549)	11,270
Office equipment	505	(386)	119	45	0	0	(48)	0	0	0	550	(434)	116
Hokitika Airport	2,433	(471)	1,962	4	0	0	(44)	0	0	0	2,437	(515)	1,922
Under Construction	25	0	25	48	0	0	0	0	0	0	73	0	73
<i>Total subsidiaries</i>	27,581	(11,709)	15,872	4,212	(396)	0	(1,990)	265	(70)	(896)	30,301	(14,200)	16,997
Total Group assets	468,103	(21,229)	446,873	10,201	(2,962)	0	(7,870)	1,259	(113)	(847)	472,756	(26,759)	446,886

	Cost/ valuation	Accumulated depreciation & impairment charges	Carrying amount	Current year additions	Current year disposals	Current year impairment charges	Current year depreciation	Current year disposals	Reclassification Cost	Revaluation surplus	Cost/ revaluation	Accumulated depreciation and impairment charges	Carrying amount
	1-Jul-16	1-Jul-16	1-Jul-16								30-Jun-17	30-Jun-17	30-Jun-17
	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000
COUNCIL 2017													
Operational assets													
Land (leased)	4,413	0	4,413	0	0	0	0	0	0	0	4,413	0	4,413
Land (leased airport)	4,278	0	4,278	0	0	0	0	0	0	0	4,278	0	4,278
Land (operational)	6,499	0	6,499	0	0	0	0	0	0	0	6,499	0	6,499
Buildings	8,328	(374)	7,954	40	0	0	(331)	0	0	0	8,368	(705)	7,662
Furniture & fittings	1,535	(803)	732	36	0	0	(81)	0	0	0	1,571	(884)	687
Library books	1,218	(971)	247	55	0	0	(50)	0	0	0	1,273	(1,021)	253
Museum artefacts	165	0	165	0	0	0	0	0	0	0	165	0	165
Computer equipment	445	(326)	119	119	(1)	0	(56)	0	0	0	564	(382)	181
Office equipment	497	(440)	56	1	0	0	(14)	0	0	0	497	(454)	44
Motor Vehicles	386	(320)	66	3	(16)	0	(30)	16	0	0	373	(334)	39
Operational Plant and Equipment	68	(15)	53	1	0	0	(7)	0	0	0	69	(21)	47
Jackson's Bay wharf	263	(5)	257	0	0	0	(5)	0	0	0	263	(11)	252
<i>Total operational assets</i>	28,093	(3,255)	24,839	255	(17)	0	(574)	16	0	0	28,331	(3,813)	24,519
Infrastructural assets													
Land	2,170	0	2,170	0	0	0	0	0	0	0	2,170	0	2,170
Buildings	1,005	(73)	932	0	0	0	(37)	0	0	0	1,006	(110)	896
Roading network	209,234	0	209,234	2,039	0	0	(2,289)	0	0	0	211,274	(2,289)	208,984
Land under roads	55,365	0	55,365	0	0	0	0	0	0	0	55,365	0	55,365
Bridges	46,550	0	46,550	0	0	0	(495)	0	0	0	46,550	(495)	46,055
Water supply reticulation	21,001	0	21,001	21	0	0	(377)	0	0	0	21,022	(377)	20,646
Water supply treatment	13,281	0	13,281	0	0	0	(668)	0	0	0	13,281	(668)	12,613
Drainage/ stormwater	8,709	0	8,709	138	0	0	(218)	0	0	0	8,848	(218)	8,629
Refuse sites	4,912	0	4,912	520	0	0	(86)	0	0	0	5,432	(86)	5,347
Sewerage system reticulation	9,338	0	9,338	0	0	0	(255)	0	0	0	9,338	(255)	9,084

	1-Jul-16	& impairment charges	1-Jul-16	1-Jul-16	charges	depreciation					and impairment charges	30-Jun-17	
	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	
Sewerage system treatment	6,536	0	6,536	11	0	0	(112)	0	0	0	6,548	(112)	6,435
<i>Total infrastructural assets</i>	378,104	(73)	378,030	2,731	0	0	(4,537)	0	0	0	380,835	(4,609)	376,224
Restricted assets													
Land	1,254	0	1,254	0	0	0	0	0	0	0	1,254	0	1,254
Public buildings	3,229	(131)	3,098	127	0	0	(124)	0	0	0	3,356	(255)	3,101
Cemetery buildings	69	(9)	60	3	0	0	(4)	0	0	0	73	(13)	60
Cemetery land	1,088	0	1,088	0	0	0	0	0	0	0	1,088	0	1,088
Reserve/recreation land	6,815	0	6,815	149	0	0	0	0	0	0	6,963	0	6,963
Reserve/recreation buildings	3,178	(188)	2,990	0	(35)	0	(126)	0	0	0	3,143	(314)	2,829
Reserve/improvements	12,560	0	12,560	59	0	0	(391)	0	0	0	12,618	(391)	12,227
Swimming pools	2,861	(96)	2,765	0	0	0	(29)	0	0	0	2,861	(125)	2,736
<i>Total restricted assets</i>	31,053	(424)	30,629	338	(35)	0	(674)	0	0	0	31,357	(1,098)	30,259
Total Council	437,251	(3,751)	433,498	3,324	(52)	0	(5,785)	16	0	0	440,522	(9,520)	431,001
Subsidiaries property, plant and equipment													
Land & Buildings	5,272	(690)	5,550	157	0	0	(121.00)	0	12	0	5,441	(811)	4,630
Plant and machinery	18,514	(9,244)	9,270	1,736	(1,073)	0	(1,576.00)	779	0	0	19,177	(10,041)	9,136
Office equipment	410	(344)	66	95	0	0	(42.00)	0	0	0	505	(386)	119
Hokitika Airport	2,433	(427)	2,006	0	0	0	(44.00)	0	0	0	2,433	(471)	1,962
Under Construction	37	0	37	0	0	0	0.00	0	(12)	0	25	0	25
<i>Total subsidiaries</i>	26,666	(10,705)	16,929	1,988	(1,073)	0	(1,783.00)	779	0	0	27,581	(11,709)	15,872
Total Group assets	463,917	(14,456)	450,427	5,312	(1,125)	0	(7,567.68)	795	0	0	468,103	(21,229)	446,873

Included within the Council infrastructure assets above are the following core Council assets:

	Closing book value \$'000	Additions: constructed by Council \$'000	Additions: transferred to Council \$'000	Most recent replacement cost estimate for revalued assets \$'000
2018				
Water Supply				
- reticulation and other	20,300	32	0	31,410
- treatment plants and facilities	12,023	80	0	18,499
Sewerage				
- other assets (such as reticulation systems)	10,072	1,243	0	18,246
- treatment plants and facilities	6,390	67	0	7,988
Stormwater drainage	9,703	1,315	0	16,363
Roads and Footpaths	253,861	1,711	0	314,552
2017				
Water Supply				
- reticulation and other	20,646	21	0	31,410
- treatment plants and facilities	12,613	0	0	18,499
Sewerage				
- other assets (such as reticulation systems)	9,084	0	0	18,246
- treatment plants and facilities	6,435	11	0	7,988
Stormwater drainage	8,629	138	0	16,363
Roads and Footpaths	255,039	2,039	0	314,552

Assets are recorded at their most recent estimate of depreciated replacement cost. All valuations are carried out on a cyclical basis. A full valuation of the Infrastructure assets at 30 June 2016 was conducted by ANA Group Ltd. No formal valuations were undertaken of Infrastructure assets in 2017/18 however, Fair Value assessments have been carried out by District Assets officers on the Infrastructure assets and there were no significant changes to the carrying values.

Additional Disclosure: Local Government Amendment (No3) Act) Clause 31A - Insurance of assets:

The total value of assets covered by commercial insurance contracts was \$49,301,415, with \$42,866,339 insured at replacement value and the \$6,435,076 at indemnity value. There is an excess of \$15,000 for any single event.

Westland District Council participates in the Local Authority Protection Programme (LAPP), which provides cover to \$250 million (including \$60 million from central government). This means that all of Council underground infrastructural assets (\$57.4 million per Note 13 above) are fully covered at replacement cost. Council's excess is \$807,000. With a total asset base of \$430,487,246 as at 1 July 2017, the above arrangements leave \$373,080,000 self-insured by Council.

Of this \$291,014,000 relate to land and roads, which are considered low risk areas, leaving an exposure of \$82,066,000. This exposure is covered by subsidies that are available from NZTA and the government. As at 30 June 2018 asset renewal funds total \$6,101,000.

Assets under construction

	Council		Group	
	2018	2017	2018	2017
	\$000	\$000	\$000	\$000
<i>Capital projects</i>				
Buildings	90	0	90	0
Water	614	20	614	20
Sewerage	141	110	141	110
West Coast Wilderness Trail	773	161	773	161
Stormwater	0	961	0	961
Museum Development	58	0	58	0
Hokitika Waterfront Development	38	15	38	15
Transportation	983	0	983	0
Information Technology	0	41	0	41
Balance as on 30 June 2018	2,698	1,309	2,698	1,309

The \$614,242 in Water relates to the Kumara water treatment plant, Whataroa water treatment plant and the Hokitika river intake.

The \$140,831 for Sewerage relates to the upgrade of the Franz Josef Wastewater Treatment Plant, and preliminary works for the Hokitika wastewater treatment ponds.

The \$773,150 for West Coast Wilderness Trail relates to Project Completion Plan for the West Coast Wilderness cycle trail, as agreed to with the Ministry for Business, Innovation and Employment.

The \$983,438 for Transportation relates to the Whitcombe valley road upgrade.

Capital commitments

Capital commitments represent capital expenditure contracted or at balance date but not yet incurred.

There is one capital commitment for the Council and Group as of 30th June 2018 for the completion of the Hokitika river intake, (2017: Nil).

	Council		Group	
	2018	2017	2018	2017
	\$000	\$000	\$000	\$000
Capital commitments approved and contracted transfers from general funds	201	0	201	0
Total capital commitments	201	0	201	0

NOTE 13A: INVESTMENT PROPERTY

Properties leased to third parties under operating leases are classified as investment property unless the property is held to meet service delivery objectives, rather than to earn rentals or for capital appreciation.

Investment property is measured initially at its cost, including transaction costs. After initial recognition, all investment property is measured at fair value as determined annually by an independent valuer. Gains or losses arising from a change in the fair value of investment property are recognised in the surplus or deficit.

	Council		Group	
	2018 \$000	2017 \$000	2018 \$000	2017 \$000
Balance at 1 July	0	0	968	953
Transferred from PPE	0	0	70	0
Adjustments	0	0	247	0
Fair value gains/(losses) on valuation (note 7)	0	0	97	15
Balance at 30 June	0	0	1,382	968

Investment properties are valued annually effective at 30 June 2018 to fair value by David Shaw (MNZIV, MP, NZ Registered Valuer) from Quotable Value. Quotable Value is an experienced valuer with extensive market knowledge in the types and location of property owned by the Group.

NOTE 14: INTANGIBLE ASSETS

Accounting policy

Software

Software licences and similar assets that are acquired by the Council, which have finite useful lives, are measured at cost less accumulated amortisation and accumulated impairment losses. Amortisation is recognised in the surplus or deficit on a straight-line basis over the estimated useful lives of intangible assets, other than goodwill, from the date that they are available for use. The useful lives and associated amortisation rates of the assets class are estimated as follows:

Category	Amortisation life (years)	Amortisation Rates
OPERATIONAL		
Computer Software	3 to 10	10% - 33.3%

Carbon credits

Purchased Carbon credits are recognised at cost on acquisition. They are not amortised, but instead tested for impairment annually. They are derecognised when they are used to satisfy carbon emission obligations.

Goodwill

Goodwill on the acquisition of businesses and subsidiaries is included in Intangible assets.

	Carbon Credits \$000	Computer Software \$000	Council Total \$000	Group Total \$000
Cost				
Balance at 1 July 2017	30	148	178	329
Prior year adjustment	0	71	71	71
Additions	65	54	118	118
Disposals	(69)	(3)	(72)	(72)
Balance at 30 June 2018	26	270	296	447
Balance at 1 July 2016	12	144	157	308
Prior year adjustment	0	0	0	0
Additions	18	4	21	21
Disposals	0	0	0	0
Balance at 30 June 2017	30	148	178	329
Accumulated amortisation and impairment				
Balance at 1 July 2017	0	97	97	97
Prior year adjustment	0	27	27	27
Amortisation charges	0	32	32	32
Disposals	0	(3)	(3)	(3)
Balance at 30 June 2018	0	153	153	153
Balance at 1 July 2016	0	82	82	82
Prior year adjustment	0	0	0	0
Amortisation charges	0	15	15	15
Disposals	0	0	0	0
Balance at 30 June 2017	0	97	97	97
Carrying amounts				
Balance at 1 July 2017	30	51	81	81
Reclassified from PPE	0	44	44	44
Movement in intangible assets during year	(4)	22	17	17
Balance at 30 June 2018	26	117	143	294

Council considers that there is no impairment of carbon credits held as they are expected to be fully utilised in satisfying carbon obligation from its landfill operations. Carbon credits have been assessed as having an indefinite useful life because they have no expiry date and will continue to have economic benefit as long as the Emissions Trading Scheme is in place.

Purchased Goodwill from the acquisition of Trenching Dynamics, which is a subsidiary of Westland Holdings Limited.

Impairment of intangible assets

Intangible assets that have an indefinite useful life are not subject to amortisation and are tested annually for impairment.

NOTE 15: TRADE AND OTHER PAYABLES

Accounting policy

Trade and other payables are initially measured at face value, and subsequently measured at amortised cost using the effective interest method.

	Council		Group	
	2018 \$000	2017 \$000	2018 \$000	2017 \$000
Trade payables	792	30	3,299	2,413
Other payables	320	365	320	365
Accrued expense	498	612	498	612
Amounts due to subsidiaries (Per Note 20)	994	787	0	0
Total creditors and other payables	2,604	1,793	4,117	3,389

Payables are generally non-interest bearing and are normally settled on the 20th of the following month. Therefore, the carrying value of payables approximates their fair value.

NOTE 16: PROVISIONS

Accounting policy

The Council recognises a provision for future expenditure of uncertain amount or timing when:

- there is a present obligation (either legal or constructive) as a result of a past event,
- it is probable that expenditures will be required to settle the obligation; and
- a reliable estimate can be made of the amount of the obligation.

Provisions are not recognised for future operating losses. Provisions are measured at the present value of the expenditures expected to be required to settle the obligation using a pre-tax discount rate that reflects current market assessments of the time value of money and the risks specific to the obligation.

	Council		Group	
	2018 \$000	2017 \$000	2018 \$000	2017 \$000
Non-current				
Landfill closure and monitoring	2,179	1,849	2,179	1,849
Total provisions	2,179	1,849	2,179	1,849

Critical accounting estimates and assumptions

Landfill aftercare provision

The estimate of the provision for landfill post-closure is based on assumptions, which may be influenced by changes in technology and society's expectations and could affect future results.

The Council has responsibility under its resource consent to provide on-going maintenance and monitoring of the landfill after the site is closed. The responsibilities include fencing, drainage, signage, planting, coverage and monitoring the site for a set number of years after closure. The cash outflows for landfill post-closure are expected to occur in one to thirty three years' time. The long-term nature of the liability means that there are inherent uncertainties in estimating costs that will be incurred.

The provision has been estimated taking into account existing technology and using discount rates of between 2.2% and 3.0% based on Treasury Risk-free discount rates, and inflation rates using Treasury CPI forecasts. As at 30 June 2018 this was 1.70% and is forecast to remain within 1.7% over the next ten years.

The gross provision before discounting is \$3,037,056 (2017: \$2,573,875).

Reconciliation of movement in landfill provision

	2018
Opening balance	1,849
Additional provisions made	334
Amounts used	-69
Unused amounts reversed	0
Discount unwind	65
Closing balance	2,179

NOTE 17: EMPLOYEE BENEFITS

Accounting policy

Short-term benefits

Employee benefits that the Council expects to be settled within 12 months after the end of the period in which the employee renders the related service are measured based on accrued entitlements at current rates of pay. These include salaries and wages accrued up to balance date, annual leave earned to, but not yet taken at balance date and sick leave, retiring and long service leave entitlements expected to be settled within 12 months. A liability for sick leave is recognised to the extent that absences in the coming year are expected to be greater than the sick leave entitlements earned in the coming year. The amount is calculated based on the unused sick leave entitlement that can be carried forward at balance date, to the extent it will be used by staff to cover those future absences. The Council recognise a liability and an expense for bonuses where contractually obliged or where there is a past practice that has created a constructive obligation.

Long service leave and retirement leave

Entitlements that are payable beyond 12 months, after the end of the period in which the employee renders the related service, such as long service leave and retiring leave; are calculated on an actuarial basis. The calculations are based on:

- Likely future entitlements accruing to staff, based on years of service, years to entitlement, the likelihood that staff will reach the point of entitlement and contractual entitlements information; and
- The present value of the estimated future cash flows.

Presentation of employee entitlements

Sick leave, annual leave, and vested long service leave entitlements are classified as a current liability. Non-vested long service leave and retirement gratuities expected to be settled within 12 months of balance date are classified as a current liability. All other employee entitlements are classified as a non-current liability.

	Council		Group	
	2018 \$000	2017 \$000	2018 \$000	2017 \$000
Current portion				
Accrued pay	138	163	159	17
Annual and sick leave	220	179	963	850
Retirement and long service leave	0	3	92	91
<i>Total current portion</i>	358	345	1,214	957
Non-current portion				

Retirement and long service leave	35	20	121	113
<i>Total non-current portion</i>	35	20	121	113
Total employee entitlements	393	365	1,335	1,070

Critical accounting estimates and assumptions

Estimating retirement and long service leave obligations

A discount rate of 2.0%, and an inflation factor of 1.8% were used. The discount rate is based on the weighted average of Government interest rates for stock with terms to maturity similar to those of the relevant liabilities. The inflation factor is based on the expected long-term increase in remuneration for employees. The rates employed are taken from BERL forecasts.

NOTE 18: BORROWINGS

Accounting policy

Borrowings are initially recognised at their fair value, plus transaction costs. After initial recognition, all borrowings are measured at amortised cost using the effective interest method. Borrowings are classified as current liabilities unless the Council has an unconditional right to defer settlement of the liability for at least 12 months after balance date or if the borrowings are expected to be settled within 12 months of balance date.

Finance leases

A finance lease is a lease that transfers to the lessee substantially all the risks and rewards incidental to ownership of an asset, whether or not title is eventually transferred. At the commencement of the lease term, the Council and Group recognises finance leases as assets and liabilities in the Statement of Financial Position at the lower of the fair value of the leased item or the present value of the minimum lease payments.

The finance charge is charged to the surplus or deficit over the lease period so as to produce a constant periodic rate of interest on the remaining balance of the liability.

The amount recognised as an asset is depreciated over its useful life. If there is no certainty as to whether the Council will obtain ownership at the end of the lease term, the asset is fully depreciated over the shorter of the lease term and its useful life.

	Council		Group	
	2018 \$000	2017 \$000	2018 \$000	2017 \$000
Current portion				
Bank overdraft	0	0	328	379
Term debts	3,000	0	4,160	819
<i>Total current portion</i>	3,000	0	4,488	1,198
Non-current portion				
Secured loans	0	0	0	0
Secured Bank Loan	0	0		0
Term debts	15,018	16,790	20,365	21,146
<i>Total non-current portion</i>	15,018	16,790	20,365	21,146
Total borrowings	18,018	16,790	24,853	22,344

Other liabilities

	Council		Group	
	2018 \$000	2017 \$000	2018 \$000	2017 \$000
Current				
Rates and other revenue received in advance	461	376	504	419
Total other liabilities	461	376	504	419

* There are no non-current other liabilities

The Council's secured debt of \$18,018,352 (2017: \$16,790,352) is issued at variable rates of interest, protected by the swap contracts desired in Note 11. Council has a Multi Option Credit Line of \$8,000,000 (2017: \$24,100,000), and loan facility through the LGFA of \$20,000,000 as borrower only. A full draw down on these facilities would be above the Council's liability management policy debt threshold of \$3,000 per rateable unit. However \$2,538,000 of the current loan was for the Hokitika water treatment plant upgrade and river intake, which is recoverable via a specific rate adopted by Council on 30 June 2015.

Council repaid infrastructure debt of \$1,792,000 during the year. The movements are shown in the table below:

Loan Name	Interest Rate	Balance 30 June 2017	New Loans Raised	Principal Repaid	Balance 30 June 2018
		\$	\$	\$	\$
Waste Management Projects	2.65%	2,400,682	5,000	190,002	2,215,680
Hokitika Water Upgrade	2.79%	3,307,000	500,000	1,269,000	2,300,000
Hokitika Water Upgrade	2.65%				130,870
Hokitika Water Upgrade	2.69%				74,478
Hokitika Water Upgrade	2.90%				32,652
Wastewater Projects	2.14%	0	1,485,000	10,000	1,475,000
Water Supply Projects	2.14%	2,205,349	150,000	176,899	1,525,000
Water Supply Projects	2.65%				653,450
Westland Holding Limited	2.69%	7,845,000	0	0	1,845,000
Westland Holding Limited	2.79%				3,000,000
Westland Holding Limited	2.86%				3,000,000
Other loans	2.69%	172,321	225,000	19,301	378,020
Storm Water Projects	2.69%	760,000	0	57,498	702,502
Roading	2.90%	100,000	655,000	69,300	685,700
Total Council Debt		16,790,352	3,020,000	1,792,000	18,018,352
Available facility		11,209,648.00			9,981,648
Total Facility					28,000,000

The Council's loans are secured over the district's rates through a debenture trust deed.

A debenture exists over the assets of Westroads Limited Group.

Council had no internal borrowing processes operating in 2017/18. Council has no finance leases.

Interest terms for secured loans

The Council's secured loans are mostly issued at floating rate of interest. For floating rate debt, the interest rate is reset quarterly based on the 90-day bank bill rate plus a margin for credit risk.

NOTE 19: EQUITY

Accounting policy

Equity is the community's interest in the Council and is measured as the difference between total assets and total liabilities. Equity is disaggregated and classified into a number of reserve funds. The components of equity are:

- Retained earnings
- Restricted Reserves (Trusts and Bequests)
- Council Created Reserves (Special Funds, Separate Funds)
- Asset revaluation reserves
- Fair value through other comprehensive revenue and expense

Restricted Reserves

Restricted reserves are a component of equity generally representing a particular use to which various parts of equity have been assigned. Reserves may be legally restricted or created by the Council. Restricted reserves include those subject to specific conditions accepted as binding by the Council and which may not be revised by the Council without reference to the Courts or a third party. Transfers from these reserves may be made only for certain specified purposes or when certain specified conditions are met. Also included in restricted reserves are reserves restricted by Council decision. The Council may alter them without reference to any third party or the Courts. Transfers to and from these reserves are at the discretion of the Council.

Asset revaluation reserve

This reserve relates to the revaluation of property, plant, and equipment to fair value.

Fair value through other comprehensive revenue and expense reserve

This reserve comprises the cumulative net change in the fair value of assets classified as fair value through other comprehensive revenue and expense.

	Council		Group	
	2018	2017	2018	2017
	\$000	\$000	\$000	\$000
Retained earnings				
Balance at 1 July	150,742	153,182	153,725	155,622
Prior Year adjustment Landfill provision	(1,006)	0	(1,006)	0
Assets Disestablished	(4,160)	(2,998)	(4,160)	(2,998)
Transfers to restricted reserves	2,145	1,884	2,145	1,884
Transfers from restricted reserves	72	0	72	0
Transfer from 'Revaluation reserve	238	(1,326)	1,645	(783)
Surplus/(deficit) for the year	148,031	150,742	152,420	153,725
Balance at 30 June	150,742	153,182	153,725	155,622
Restricted reserves				
Balance at 1 July	5,606	4,491	5,606	4,491
Transfers to retained earnings	(2,145)	(1,884)	(2,145)	(1,884)
Transfers from retained earnings	4,160	2,998	4,160	2,998
Balance at 30 June	7,622	5,606	7,622	5,606

Assets revaluation reserve				
Balance at 1 July	269,508	269,545	270,340	270,376
Revaluation gains of property, plant and equipment	(341)	0	(341)	0
Restatement adjustment	323	0	(508)	0
Transfer of revaluation reserve to retained earnings	(72)	0	(72)	0
Landfill Provision	(31)	(37)	(31)	(37)
Balance at 30 June	269,387	269,508	269,387	270,340
Fair value through other comprehensive revenue and expense reserve				
Balance 1 July	64	64	64	64
Tax on revaluations	0	0	0	0
Balance at 30 June	64	64	64	64
Total equity	425,104	425,920	429,493	429,734

Several buildings were disestablished during the financial year. These had previously been treated as found assets in a prior year, however these have been found to be duplicated and have now been removed again.

NOTE 20: RELATED PARTY TRANSACTIONS

Westland District Council has the ability to appoint trustees to Tourism West Coast Incorporated. The trustees appointed by Westland District Council have between 20% and 50% of the voting rights to the entity. Westland District Council does make a contribution to Tourism West Coast (\$86,000 annually) for operational purposes but does not have any rights to any distributions from that entity. Therefore no income, expenses or assets are recognised in respect of this interest. There was no annual contribution in 2018 (2017: \$13,112) paid to West Coast Rural Fire Authority. There were no transactions with the Westland Wilderness Trust.

The following table depicts the transactions and closing balances for the year ended 30 June between Westland District Council and its trading CCOs:

	Council	
	2018	2017
	\$000	\$000
Westroads Limited		
Revenue earned	43	40
Expenditure charged	8,103	6,105
Accounts payable by the Council	991	691
Accounts receivable to the Council	2	2
Group tax loss offset	0	0
Subvention payment	250	240
Destination Westland		
Revenue earned	173	159
Expenditure charged	400	482
Accounts payable by the Council	4	96
Accounts receivable to the Council	276	262
Subvention payment due	0	0
Subvention payment received	0	0
Westland Holdings Limited		
Revenue earned	1	1
Expenditure charged	0	0
Accounts payable by the Council	0	0
Accounts receivable to the Council	0	0
Dividends received	120	0

Transactions with key management personnel:

During the year, Councillors and senior management, as part of a normal customer relationship, were involved in minor transactions with the Council.

	Council	
	2018	2017
	\$000	\$000
<i>Councillors:</i>		
Remuneration	253	238
<i>Senior Management team including Chief Executive:</i>		
Remuneration	635	1,049
Total key management personnel compensation	889	1,287
Total full-time equivalent personnel	13	13

NOTE 21: CONSTRUCTION CONTRACTS

Accounting policy

Contract revenue and contract costs are recognised as revenue and expenses respectively by reference to the stage of completion of the contract at balance date. The stage of completion is measured by reference to the contract costs incurred up to balance date as a percentage of total estimated costs for each contract.

Contract costs include all costs directly related to specific contracts, costs that are specifically chargeable to the customer under the terms of the contract, and an allocation of overhead expenses incurred in connection with the group's construction activities in general.

An expected loss on construction contracts is recognised immediately as an expense in the surplus or deficit. Where the outcome of a contract cannot be reliably estimated, contract costs are recognised as an expense as incurred. When it is probable that the costs will be recovered, revenue is recognised to the extent of costs incurred.

Construction work in progress is stated at the aggregate of contract costs incurred to date plus recognised surpluses less recognised losses and progress billings. If there are contracts where progress billings exceed the aggregate costs incurred plus surpluses less losses, the net amounts are presented as a liability.

	Council		Group	
	2018 \$000	2017 \$000	2018 \$000	2017 \$000
Contract Costs incurred	0	0	7,913	5,270
Recognised in profits/losses	0	0	1,995	1,071
Progress billings	0	0	9,909	6,341
gross amounts receivable from Customers	0	0	218	78
Retentions receivable in respect of construction contracts	0	0	670	311

In identifying construction contracts, the group has only included contracts of \$1,000 or more. Construction contracts include laying waterlines, constructing roads and footpaths and constructing section pads.

NOTE 22: CONTINGENCIES

Contingent Liabilities:

	Council		Group	
	2018 \$000	2017 \$000	2018 \$000	2017 \$000
Performance bonds	0	0	1,148	1,209
Mining bonds	0	0	17	17
Total contingent liabilities	0	0	1,165	1,226

Contingent Assets:

Council

Council has no contingent assets at 30 June 2018 (2017: Nil).

Group

The Group has no contingent assets at 30 June 2018 (2017: the only contingent asset was in relation to the Haast Hollyford Agreement, which may see initial costs incurred by the Group reimbursed with agreement from other parties.).

Defined Benefit Superannuation Scheme:

The Council is a participating employer in the National Provident Fund's Defined Benefit Plan Contributors Scheme ("the Scheme"), which is a multi-employer defined benefit scheme. If the other participating employers ceased to participate in the Scheme, Council could be responsible for any deficit of the Scheme. Similarly, if a number of employers cease to have employees participating in the Scheme; Council could be responsible for an increased share of any deficit. Insufficient information is available to use defined benefit accounting, as it is not possible to determine, from the terms of the Scheme, the extent to which the deficit will affect future contributions by employers, as there is no prescribed basis for allocation.

As at 31 March 2018, the Scheme had a past surplus of \$6.6 million (2017: \$8.0 million) and 6.1% (2017: 6.2%) of liabilities. This amount is exclusive of Employer Superannuation Contribution Tax. This surplus was calculated by the actuary to the Scheme using a discount rate equal to the expected return on the assets, but otherwise the assumptions and methodology were consistent with the requirements of PBE IPSAS 25. The actuary to the Scheme has recommended previously that the employer contributions were suspended with effect from 1 April 2011. In the latest report the Actuary recommended employer contributions remain suspended.

NOTE 23: FINANCIAL INSTRUMENTS

The accounting policies for the financial instruments have been applied to the line items below:

	Council		Group	
	2018 \$000	2017 \$000	2018 \$000	2017 \$000
Financial Assets				
Fair value through surplus or deficit				
Interest rate swaps - cash flow hedges	5	0	5	0
	5	0	5	0
Loans and Receivables				
Cash and cash equivalents	2,021	2,733	2,256	3,065
Receivables	4,947	2,964	7,867	5,343
<i>Other financial assets:</i>				
Civic Assurance	43	44	43	44
Westpac Bonds	310	769	310	769
Floating Rate Securities	229	0	229	0
Forestry	2	2	2	2
Kanieri sewerage loan	28	32	28	32
Total loans and receivables	7,581	6,544	10,736	9,255
Financial Liabilities				
Fair value through surplus or deficit				
Interest rate swaps - cash flow hedges	546	509	546	509
	546	509	546	509
Financial liabilities at amortised cost				
Payables	2,604	1,793	3,867	3,552
<i>Borrowings:</i>				
Bank overdraft	0	0	328	379
Term debts	18,018	16,790	24,525	21,965
Total financial liabilities at amortised cost	20,622	18,583	28,720	25,896

Fair Value Hierarchy Disclosures	Total	Quoted Market Price	Observable inputs
	\$000	\$000	\$000
30 June 2018 - Council and Group			
<i>Financial Assets</i>			
Westpac Bonds	310	310	
Derivatives	5		5
<i>Financial liabilities</i>			
Derivatives	546		546
30 June 2017 - Council and Group			
<i>Financial Assets</i>			
Westpac Bonds	769	769	
Derivatives			
<i>Financial liabilities</i>			
Derivatives	509		509

Fair Value Hierarchy Disclosures

For those instruments recognised at fair value in the statement of financial position, fair values are determined according to the following hierarchy:

Level 1 Quoted market price - Financial instruments with quoted prices for identical instruments in active markets.

Level 2 Valuation technique using observable inputs - Financial instruments in active markets or quoted prices for identical or similar instruments in inactive markets and financial instruments valued using models where all significant inputs are not observable.

There were no transfers between the different levels of the fair value hierarchy.

Credit risk

Credit risk is the risk that a third party will default on its obligations to the Council and Group, causing it to incur a loss. Do to the timing of its cash inflows and outflows, surplus cash is invested into term deposits and bonds, which gives credit risk.

Credit Risk	Council		Group	
	2018 \$'000	2017 \$'000	2018 \$'000	2017 \$'000
Bonds	310	769	310	769
Cash at bank and term deposits	2,021	2,733	2,256	3,065
Trade and other receivables	4,947	2,964	8,207	5,343
Maximum Exposure	7,279	6,467	10,774	9,177

Credit Quality	Council		Group	
	2018 \$'000	2017 \$'000	2018 \$'000	2017 \$'000
Cash at bank and term deposits				
AA-	2,021	2,733	2,256	3,065
Bonds				
AA	0	103	0	103
AA-	206	413	206	413
A+	104	107	104	107
BBB-	0	147	0	147

Liquidity Risk

Liquidity risk is the risk that the Council and Group will encounter difficulty raising liquid funds to meet commitments as they fall due. Prudent liquidity risk management implies maintaining sufficient cash, the availability of funding through an adequate amount of committed credit facilities and the ability to close out market positions. The Group aims to maintain flexibility in funding by keeping committed credit lines available.

In meeting its liquidity requirements, the Council maintains a liquid portfolio of investments that can be liquidated on short notice as required.

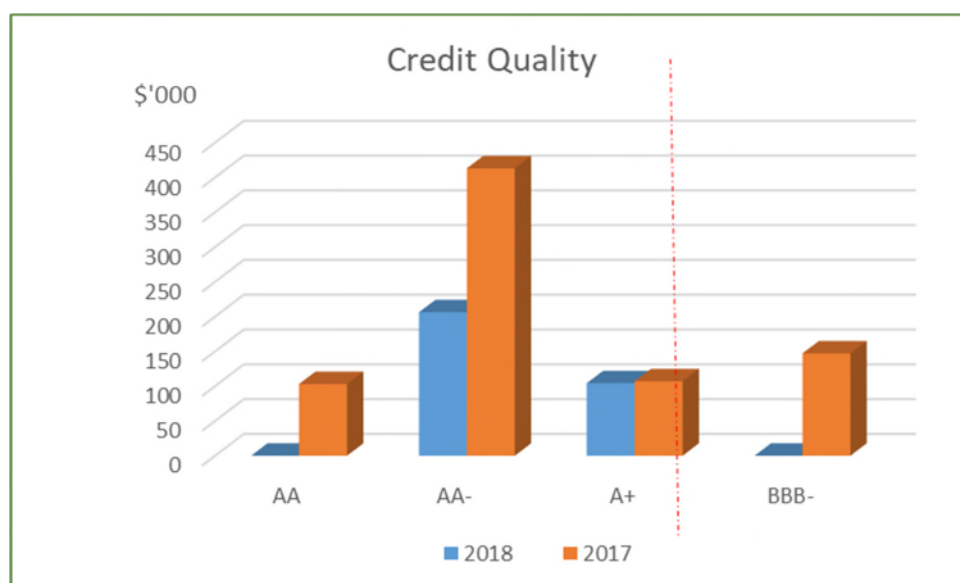
Council borrowings guidelines are defined in its Revenue and Financing Policy and its Liability Management Policy.

The maturity profiles of the Council and Group's interest bearing investments and borrowings are disclosed in notes 12 and 18.

Credit Quality of Financial Assets

The credit quality of financial assets that are neither past due nor impaired can be assessed by reference to Standard and Poor's credit ratings (if available) or to historical information about counterparty default rates.

The table and chart below displays Council's bonds portfolio by credit rating.



Council's investment policy prescribes a minimum credit rating of A for investments of this type. Two contracts are in breach of this policy. They were acquired two years before the policy was written. The group invests funds only in deposits with registered banks and local authority stock.

Contractual Maturity Analysis of Financial Liabilities

The table below analyses the Council and Group's financial liabilities into relevant maturity groupings based on the remaining period at the balance date to the contractual maturity date. Future interest payments on floating rate debt are based on the floating rate on the instrument at the balance date. The amounts disclosed are the contractual undiscounted cash flows.

Contract Maturities - Liabilities	Carrying amount \$000	Contractual cash flows \$000	Less than 1 year \$000	1-5 years \$000	More than 5 years \$000
Council 2018					
Trade and other payables	2,604	2,604	2,604	-	-
Term debt	18,018	18,018	3,000	9,718	5,300
Total	20,622	20,622	5,604	9,718	5,300
Group 2018					
Trade and other payables	4,117	4,117	4,117	-	-
Term debt	28,880	28,880	4,487	19,093	5,300
Bank overdraft	328	328	328	-	-
Total	33,325	33,325	8,932	19,093	5,300
Council 2017					
Trade and other payables	1,956	1,956	1,956	-	-
Term debt	16,790	16,790	-	16,790	-
Total	18,746	18,746	1,956	16,790	-
Group 2017					
Trade and other payables	3,552	3,552	3,552	-	-
Term debt	21,965	21,965	1,198	20,767	-
Bank overdraft	379	379	379	-	-
Total	25,896	25,896	5,129	20,767	-

Contractual Maturity Analysis of Financial Assets

The table below analyses the Council and Group's financial assets into relevant maturity groupings based on the remaining period at the balance date to the contractual maturity date. The amounts disclosed are the contractual undiscounted cash flows and include interest receipts.

Contract Maturities - Assets	Carrying amount \$000	Contractual cash flows \$000	Less than 1 year \$000	1-5 years \$000	More than 5 years \$000
Council 2018					
Cash and cash equivalents	2,021	2,021	2,021	-	-
Trade and other receivables	4,947	4,947	4,947	-	-
Westpac Bonds	310	310	310	-	-
Civic Assurance	43	-	-	-	-
Total	7,322	7,279	7,279	-	-
Group 2018					
Cash and cash equivalents	2,256	2,256	2,256	-	-
Trade and other receivables	8,207	8,207	8,207	-	-
Westpac Bonds	310	310	310	-	-
Civic Assurance	43	-	-	-	-
Total	10,817	10,774	10,774	-	-
Council 2017					
Cash and cash equivalents	2,733	2,733	2,733	-	-
Trade and other receivables	2,964	2,964	2,964	-	-
Westpac Bonds	769	769	186	584	-
Civic Assurance	44	-	-	-	-
Total	6,510	6,467	5,883	584	-
Group 2017					
Cash and cash equivalents	3,065	3,065	3,065	-	-
Trade and other receivables	5,343	5,343	5,343	-	-
Westpac Bonds	769	769	452	317	-
Civic Assurance	44	-	-	-	-
Total	9,221	9,178	8,861	317	-

Sensitivity Analysis

Interest Rate Risk – Council

As at 30 June 2018 it is estimated that a two percentage increase/decrease in market interest rates would decrease/increase the Council's equity by approximately \$404,659 (30 June 2017 \$539,000). This calculation is based on a reassessment of the fair values of financial instruments that are classified as available for sale.

Interest Rate Risk – Group

As at 30 June 2018 it is estimated that a two percentage point increase/decrease in market interest rates would decrease/increase the Council and Group's equity by approximately \$40,000 (30 June 2017 \$408,000). This calculation is the annual impact on loans and borrowings which are subject to a variable market interest rate at balance date.

Sensitivity analysis

Interest rate risk	-2%	+2%	-2%	+2%
	2018	2018	2017	2017
	\$'000	\$'000	\$'000	\$'000
Council				
<i>financial assets</i>				
Westpac bonds	(6)	6	(15)	15
Total	(6)	6	(15)	59
<i>Financial liabilities</i>				
Term debt	118	(118)	304	(304)
Interest rate swaps - held for trading	280	(280)	250	(250)
Total	398	(398)	554	(554)
Total sensitivity	392	(392)	539	(539)
Group				
<i>financial assets</i>				
Westpac bonds	(6)	6	(15)	15
Total	(6)	6	(15)	15
<i>Financial liabilities</i>				
Term debt	249	(249)	173	(173)
Interest rate swaps - held for trading	280	(280)	250	(250)
Total	529	(529)	423	(423)
Total sensitivity	523	(523)	408	(408)

NOTE 24: EXPLANATION OF VARIANCES

EXPLANATIONS FOR MAJOR VARIATIONS FROM THE COUNCIL'S BUDGET FIGURES IN THE LONG TERM PLAN FOR 2017/18 ARE AS FOLLOWS:

Statement of comprehensive revenue and expenses

The total revenue is lower than budgeted by \$0.5 million mainly due to:

- Rates were \$0.28 million lower than budget mainly due to write off and remissions.
- NZTA subsidy recognised in subsidies and grants was \$0.35 million lower than budget for 2017-2018.
- Other revenue was \$0.1 million greater than budget for 2017-2018 this is due to recoverable expenditure being \$0.1 million higher than budget, this is offset in expenses by an increase in recoverable expenditure.
- Fees and charges were \$0.3 million lower than budget, trade waste fees were \$0.1 million lower than budget, building fees were \$0.1 million below budget and event admission fees were \$92 thousand lower than budgeted.

The total operating expenditure is higher than budget by \$1.76 million due to:

- Unbudgeted losses on disposals of assets of \$0.4 million, due to review and disposal of assets in the fixed asset register. There was \$0.5 million more than budgeted spent on repairs and maintenance. \$0.3 million was on water supply repairs and maintenance; this was due to both increased water quality standards and drought conditions over the summer months. The other significant variation was \$0.2 million on roading repairs and maintenance. Expenditure was above budget on contractors and consultants \$0.3 million and \$0.2 million respectively, this extra spend was largely due to unfilled vacancies and was mostly offset by personnel costs being \$0.4 million under budget. Management contracts were \$0.1 million above budget due to unbudgeted cost fluctuations. Loss on Swaps was a variation of \$0.2 million due to market factors.
- Landfill provisions were \$0.12 million lower than budgeted due to review and updating of methodology and calculations at yearend. Better asset management data has allowed this review and updating of assumptions of the cost of the aftercare of the landfills.
- Depreciation was \$0.1 million higher than budgeted due to higher depreciation rates than forecast on completed projects.

Current assets

- The balance of cash and cash equivalents is \$4.0 million lower than budget. This is due to unbudgeted expenditure depleting cash reserves and higher than budgeted debtors at the end of financial year, i.e. a timing variance between expected invoicing and the receipt of NZTA income for \$2 million.
- Debtors and other receivables are \$2.6 million above budget. This variance is primarily due to timing differences with the NZTA claim meaning that there was \$2 million variance on budget for this debtor and \$0.7 million outstanding for the unbudgeted tourism infrastructure funding.

Non-current assets

- There has been a decrease of \$23.6 million to budget for property, plant and equipment. This has arisen from a variance to budget on the Land and Buildings revaluation of \$17.3 million. Originally forecast as a surplus the revaluations came in as a deficit due to lower than expected property value increases as well as reductions in value for earthquake prone buildings. There was also \$1 million of disestablished assets due to correcting of data errors in the fixed asset register. Significant capital projects were either delayed or incomplete as at balance date. There was a \$1.6 million increase to budget on assets under construction that also added to the variance in property, plant and equipment.

Current liabilities

- Creditors and other payables are \$0.2 million above budget. This variance is primarily due to timing differences.
- Total debt is collectively \$4.6m lower than budget in current and non-current liabilities. This is due to loan funded capital expenditure not occurring.

Non-current liabilities

- Derivative financial instruments in the form of interest rate swaps are \$0.2 million greater than budgeted. This is due to interest rate restructuring with our increased debt and joining the LGFA to ensure we remain compliant with our debt funding policies.

NOTE 25. CAPITAL MANAGEMENT

The Council's capital is its equity (or ratepayers' funds), which comprise retained earnings and reserves. Equity is represented by net assets.

The Local Government Act 2002 [the Act] requires the Council to manage its revenues, expenses, assets, liabilities, investments, and general financial dealings prudently and in a manner that promotes the current and future interests of the community. Ratepayers' funds are largely managed as a by-product of managing revenues, expenses, assets, liabilities, investments, and general financial dealings.

The objective of managing these items is to achieve intergenerational equity, which is a principle promoted in the Act and applied by the Council. Intergenerational equity requires today's ratepayers to meet the costs of utilizing the Council's assets and not expecting them to meet the full cost of long term assets that will benefit residents in future generations. Additionally, the Council has in place asset management plans for major classes of assets detailing renewal and maintenance programmes, to ensure ratepayers in future generations are not required to meet the costs of deferred renewals and maintenance.

The Act requires the Council to make adequate and effective provisions in its Long Term Plan and in its Annual Plan (where applicable) to meet the expenditure needs identified in those plans. The Act sets out the factors that the Council is required to consider when determining the most appropriate sources of funding for each of its activities. The sources and levels of funding are set out in the Revenue and Financing Policy.

Council also maintains specific purpose reserves funds. These are reported in the next section.

NOTE 26. EVENTS AFTER BALANCE SHEET DATE

On 3 July 2018 Council transferred the management of the Museum, i-SITE, Events and West Coast Wilderness Trail activities to Destination Westland. The actual assets are still Council owned. This is to allow Council to concentrate on core Council activities.

NOTE 27. PRIOR PERIOD ERROR

The Council and group has adjusted its comparative year financial statements for the year ended 30 June 2017 for the correction of two prior period misstatements related to the landfill aftercare provision.

- The 2017 landfill aftercare provision was calculating using a discount rate of 1.89%. The discount rate was the Treasury Risk-free Discount Rate for Accounting Valuation Purposes for 2018, and was not representative of the profile of the forecast cashflows which span decades. The application of an appropriate weighted average discount rate derived from the Treasury Risk-free Discount Rates determined that the provision was overstated by \$240k.
- The increase in the 2017 landfill aftercare provision relating to the Butlers landfill was expensed through other expenses. As this related to an asset carried at revaluation, a portion of the increase should have offset the revaluation reserve pertaining to this asset and a further portion should have increased the asset's value. Accordingly, the expense recognised in other expenses was overstated by a further \$551k.

The financial statements for 2017, which are presented as comparative information in the 30 June 2018 financial statements, have been restated to amend these misstatements as outlined below:

	2017 Before adjustments \$000	Correction of error \$000	2017 After adjustments \$000
Council			
Expenditure			
Other expenses	13,305	(791)	12,514
Other Comprehensive Revenue and Expense			
Movement in landfill aftercare provision pertaining to assets carried at revaluation	0	(37)	(37)
Non-current Asset			
Property, Plant & Equipment	430,487	514	431,001
Non-current liabilities			
Provisions	2,089	(240)	1,849
Equity			
Retained earnings	149,951	791	150,742

Revaluation reserves	269,545	(37)	269,508
Group			
Expenditure			
Other expenses	16,396	(791)	15,605
Other Comprehensive Revenue and Expense			
Movement in landfill aftercare provision pertaining to assets carried at revaluation	0	(37)	(37)
Non-current Assets			
Property, Plant & Equipment	446,359	514	446,873
Non-current liabilities			
Provisions	2,089	(240)	1,849
Equity			
Retained earnings	152,934	791	153,725
Revaluation reserves	270,376	(37)	270,339

Reserve funds

There are two major types of reserve funds that Council manages:

Council Created Reserve Funds	Discretionary reserves to meet Council policy objectives. These reserves often include project funds, depreciation reserves, emergency or risk management funds, rates smoothing funds, provisions and carry forwards.
Restricted Reserve Funds	Reserves for which Council has a legal obligation on the use of the funds.

Council Created Reserve Funds:

Township Funds

These receive an allocation each year for development projects within those localities.

Township Development Funds are held in a reserve fund for Westland townships. To uplift the funds, the local community group/association has to work through the following steps:

- Agree among members at a community association meeting by majority vote of members present what the funds will be spent on. The funds should enhance the well-being of the whole community in some way. Consideration is given to the number of people who will benefit, the degree to which people will benefit and the value to the wider community.
- Minute such decision(s) in meeting minutes and email a copy of these minutes to Council.
- Generate an invoice to Council for the costs of the projects agreed on accordingly and add GST to the amount if GST registered.
- Sign an accountability document before 12 months has expired from the time of receiving the grant.

Council reviewed the amounts allocated in the different rating districts within Westland during 2017/2018 in order to ensure equity for all ratepayers.

The communities that went through this process for this reporting period are:

<i>Community Association / Trust</i>	What the funding was used for
Kumara Residents Trust: \$14,000	Annual gala day expenses, community swimming pool maintenance, Kumara Memorial Hall, Chinese Reserve, Street gardens, administration, Kumara Racing Club and Kumara Junction Community Association Plants
Kokatahi-Kowhitirangi Community Committee: \$8,000	Not yet distributed by the Committee to any particular projects, as there have been no major community initiatives requiring community funding
Ross Community Society: \$14,000	Complete renovation of Ross Centennial Hall: heat pump, curtains, replacement window and door, paint, gib and preparation

Hari Hari Community Association: \$23,000 (\$9,000 of which was a carryover from 2016-2017)	Boiler heating system for the community swimming pool at South Westland Area School
Whataroa Community Association \$9,315	Recladding and upgrading Whataroa Community Hall
Okarito Community Association: \$4,685	Four new water tanks for the Okarito community water scheme
Franz Josef Community Council: \$35,000	Upgrade of the new gym building and upgrading the community hall
Fox Glacier Community Development Society: \$35,000	Plants, gardens, gravel for carpark and replacement gym gear at the Community Centre
Bruce Bay Hall Board: \$12,000	Kitchen cabinets
Haast Promotions Group: \$14,000	Dennis Road Track Development

Asset Renewals

- The main renewals from the water supply reserve were used for the Hokitika river intake and replacement of water meters, wastewater treatment plant
- Funds from the administrative renewals reserve were to complete the Council's website redevelopment, upgrade IT equipment and software to improve efficiency, service and data security, and regular vehicle upgrades.
- Funds from the wastewater reserve were used for replacements in all areas.
- Funds from the parks renewal were used for Hokitika cemetery improvements and upgrades to playground equipment
- The transportation renewals fund expended \$1.8 million, with just over 50 per cent of that spent on road resurfacing. Other funds were used for drainage and structural component renewals, unsealed road metalling and pavement maintenance
- Funds were used from the carryover of the Harihari 2016-2017 Township Development Fund and the Harihari Complex Reserve Fund to install a boiler system to heat the Harihari Community Swimming Pool.

Reserve	Purpose of each reserve fund	Balance 1 July 2017	Transfers into fund	Transfers out of fund	Balance 31 March 2018
2018		\$000	\$000	\$000	\$000
Kumara Township fund	Township funding for the purpose of community related projects	0	14	(14)	0
HariHari township	Township funding for the purpose of community related projects	20	14	(32)	2
Whataroa township	Township funding for the purpose of community related projects	2	14	(14)	2
Ross township	Township funding for the purpose of community related projects	0	14	(14)	1
Haast township	Township funding for the purpose of community related projects	(3)	14	(14)	(3)
Franz township	Township funding for the purpose of community related projects	1	35	(35)	1
Fox township	Township funding for the purpose of community related projects	1	35	(35)	1
Kokatahi community fund	Township funding for the purpose of community related projects	0	8	(8)	0
Foreshore	Foreshore Protection for groin replacement on the foreshore.	19	0	0	19
Glacier country promotions	Targeted rates collected from Glacier Country to provide funding for marketing projects.	0	65	(65)	0
Prestons bush	Mr Preston donated the reserve to Council. This fund was for the community to beautify the bush with tracks and interpretation boards.	14	5	(8)	10
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.)	128	2	(53)	78
Guy Menzies trust	Surplus from Guy Menzies Day Event.	1	0	0	1

Cycle partnership contributions	Contributions from commercial partners towards upkeep of the Wilderness Trail	0	0	0	0
Emergency contingency fund	Rates collected to support Westland in a Civil Defence emergency.	51	1	0	52
Transport renewals	For funding the renewal of roads and bridges.	(0)	983	(569)	414
Water renewal	For funding the renewal of water supplies networks	1,430	1,271	(168)	2,533
Wastewater renewal	For funding the renewal of sewerage and sewage networks	1,163	543	(26)	1,680
Storm water renewal	For funding the renewal of storm water systems	770	213	(544)	439
Solid Waste renewal	For funding the renewal of Refuse transfer Stations and landfills.	0	0	0	0
Parks and Reserves renewals	For funding Parks, Reserves, Public Toilets, Ross Pool and Cemeteries Asset Renewal	0	183	(76)	107
Building renewals	For renewal of all Council operational buildings.	399	210	(119)	490
Administration renewals	For renewal of office equipment, furniture, technical equipment, vehicles and technology	240	246	(223)	263
Library renewals	To replace library books	65	171	(61)	176
Total Council created reserves		4,303	4,042	(2,078)	6,266

Restricted reserve funds:

Reserve	Purpose of each reserve fund	Balance 1 July 2017	Transfers into fund	Transfers out of fund	Balance 31 March 2018
2018		\$000	\$000	\$000	\$000
Offstreet Parking Reserve	Collected from developments in town to pay for off-street parking. Imposed by RMA / District Plan	32	1		32
Museum Assistance Fund	Monies collected from developments. Imposed by RMA / District Plan	583	102	(38)	646
Kumara Endowment Fund	Originally the Museum Bequest Fund (\$8,458) & Carnegie Furnishings (\$3,929)	20	0	-	20
Euphemia Brown Bequest	Proceeds from sale of Endowment land. Our brief research has not identified the specific terms of the endowment.	340	7	-	347
Mayoral Relief Funds	Interest earned on funds administered by Public Trust Offices for the estates of Euphemia & William E Brown.	23	0	-	23
Three Mile Domain	Contributions from James & Margaret Isdell Trust; Coulston Herbert Trust;	17	1	(2)	16
Ross Endowment Land	To fund Three Mile Domain costs.	200	4	-	204
Big Brothers Big Sisters	Various endowment land parcels in Ross sold over time.	64	1	-	66
Community Patrol	Grant funding Received	(1)	-	-	(1)
Graffiti	Grant funding Received	(0)	-	-	(0)
Taxi Chits	Grant funding Received	4	0	(0)	4
Hokitika War Memorial	Grant funding Received	(3)	2	(2)	(3)
	Contributions from RSA parking lease	24	0	(24)	0
Total Restricted Reserves		1,304	118	(66)	1,355
Total reserves		5,606	4,160	(2,145)	7,622

Restricted reserve funds are created via donations, contributions and endowments with an explicit purpose.

<i>Mayors Trust fund</i>	Contributions of \$401.84 were made from James & Margaret Isdell Trust and Coulston Herbert Trust. Withdrawals from this fund to the amount of \$2500 were donations made to Left Coast Events for the Shining Light in the Dark Trust and to the Barlow Family who suffered a house fire.
<i>Three Mile Domain</i>	No deposits (excluding interest) or withdrawals for this period
<i>Ross Endowment Land</i>	No deposits (excluding interest) or withdrawals for this period
<i>Reserve Development</i>	A portion of the funding was spent on waterfront development design and plans. New deposits amounting to \$101,727.12 entered this reserve during this financial period.

STATEMENTS OF SERVICE PROVISION

This section contains the following information:

How Council's activities contribute towards meeting its vision

Activity group statements

Wild Westland Weather



Wind and Waves

The West Coast experienced wild weather in February 2018 with ex-cyclone Fehi, along with a king tide, causing widespread damage early in the month, with landslides, trees blocking roads, power outage and loss of cell phone communication. Almost 1000 tourists were stranded between Haast, Franz Josph and Fox Glacier. The Community response was a credit to Westland's hospitality and resilience, with community volunteers working hard to assist the Council's Civil Defence response.



Clearing the road

Later in February high winds from ex-cyclone Gita saw a state of emergency declared in the Westland Region. Once again the community demonstrated their resilience and hospitality with tourists being accommodated overnight in Whataroa Community Hall.

Council's performance in each activity

This section of the report identifies progress during 2017/18 towards the achievement of the Council's vision

Activity Groups

Activities within the group

Leisure and Cultural Assets

Westland District Library
 Hokitika Museum
 Swimming Pool
 i-SITE
 Events
 Community Halls and Buildings
 Parks and Reserves
 Cemeteries
 Elderly Housing
 West Coast Wilderness Trail

Community Services

Community Development

Planning and Regulatory Services

Inspections and Compliance
 Resource Management
 Animal Control
 Emergency Management

Transportation

Water Supply

Wastewater

Stormwater

Solid Waste Management

Other infrastructural Assets and Services

Community Township Development
 Land and Buildings
 Public Toilets

Democracy

Corporate services
 Governance
 Council Controlled Organisations (CCOs)

How Council activities contribute towards meeting its vision

	<i>Leadership</i>	<i>Planning and Regulatory</i>	<i>Community Services</i>	<i>Leisure Services and Facilities</i>	<i>Transportation</i>	<i>Water Supply</i>	<i>Wastewater</i>	<i>Stormwater</i>	<i>Solid Waste</i>
Develop communities	✓	✓	✓	✓	✓	✓	✓	✓	✓
Deliver sound infrastructure					✓	✓	✓	✓	✓
Deliver sound policy	✓	✓							
Deliver sound regulation	✓	✓							
Involve the community and stakeholders	✓	✓	✓	✓	✓	✓	✓	✓	✓
Deliver core services that meet community expectations	✓	✓	✓	✓	✓	✓	✓	✓	✓
Proudly promote, protect & leverage our historic, environmental, cultural & natural resources base to enhance lifestyle and opportunity for future generations	✓	✓	✓	✓	✓	✓	✓	✓	✓

Activity group: Leadership

Democracy

Corporate services

Council Controlled Organisations

An overview of the 2017/18 year:

Democracy:

Meetings of Council are publicly notified in accordance with the Local Government Official Information and Meetings Act 1987, which provides the public with an opportunity to attend. Only matters where there are specific grounds under Section 48(1) of the Local Government Official Information and Meetings Act 1987 are excluded from the public sections of meetings.

During this reporting year a total of \$1,520 was expended from the Mayoral Relief Fund.

A total of 63 Local Government Official Information and Meeting Act requests were received during the year, with the majority receiving a response or transfer within the statutory 20 day time-frame. The average number of days for completion was 14 days.

Corporate Services:

During the year there were several changes to staffing in Corporate Services, the Finance Manager resigned and the Accountant seamlessly stepped up into that role leaving an Accountant vacancy. By the end of this financial year, this position has still not been filled.

There was a substantial upgrade of Council ERP and Accounting system, which has allowed for a few time savings and efficiencies around electronic invoicing, it is likely that as staff settle into the upgraded system more efficiencies may be found.

The focus for Corporate Services is still on financial reporting both to the executive team and to the community through the Finance, Audit and Risk Committee. With this in mind, a new reporting system has been sourced and will be implemented during Q2 of the next financial year. This should automate a significant amount of the reporting process, and allow staff to concentrate on valued-added activities.

During the year, the Strategy and Communications Advisor resigned, this had a significant impact on the production of the Long Term Plan, and Consultation with Communities. Until this vacancy is filled, Council

engaged a consultant to assist on an 'as and when required basis' to assist with Community Consultations and media enquiries.

Staff are continuing to focus on collecting more from our debtors. This includes an intensive exercise in helping ratepayers to set up repayment plans. The resultant lessening debt shows how successful this has been. Electronic invoicing assisted this process, with emailed invoices cutting down the delays in the postal system.

Council are continuing to look at our methods for communicating with our customers in an efficient manner; spending less by reducing print material while reaching out to more audiences: the Westland Matters electronic newsletter, Facebook account and public meetings continue to be important tools. The Council website is used to display all important documents and messages.

During the year, Council also implemented an SMS e-TXT Alert information service for our community. This facility allows Council to send targeted SMS text messages to individuals and groups who subscribe to the service. There is no cost to the public who sign up for the SMS Alert service. SMS Alert messages are only sent regarding important, time sensitive matters and are geographically isolated to ensure only relevant messages are received. Examples of these include Civil Defence Activation messages, Urgent Boil Water Notices and Emergency Water Shutdown Notices. This is a service over and above what many other councils offer and the response has been overwhelmingly positive, helping to keep our local communities updated on important events in their area.

Throughout this year, Information Services have been concentrating on improving the resilience of the IT network and bringing Council equipment up to a better standard. There has been a review and upgrade of all desktop units to increase speed of use. Solid state drives have been installed which will increase the life of the equipment and be more efficient. Other upgrades to both Windows 10 and Office 2016 have also taken place. Laptops and tablets are replacing desktop computers to make our workforce more mobile where possible.

The offsite backup regime has been changed from Auckland to a specialist network backup company in Christchurch. These backups are able to be setup and run across the internet should we have a catastrophic disaster to our servers at Council HQ.

Council is also in the process of replacing all servers, which have reached end of the 5 / 6 year life. These are replaced every 5 years to ensure continuity of business, the servers were last replaced in 2012. The new servers are 'self managing' servers, which mean that less staff hours will be spent maintaining them, and will allow staff to concentrate on more value added activities.

A new business analyst role within Corporate Services was established during 2017-18 financial year, this role will review all Council processes with a view to finding efficiencies and best practices across Council. The role is closely related to Information Services, and part of this role will look at how technology can assist Council to meet these objectives.

During the financial year, the Customer Service Centre separated from the Hokitika i-SITE. It was felt that the differing needs between residents and tourists caused some issues. With tourism increasing, the i-SITE saw increased numbers of tourists through the doors with very diverse information requirements, and staff found that they needed to be more focused on the tourist needs. It is likely that the tourism growth will continue for some time and having focused and experienced staff will be more important.

The i-SITE also provides a service on behalf of the Automobile Association, which is important as this is the only place in Hokitika where this service is offered.

Council Controlled Organisations:

Council Controlled Organisations are separate entities in which Council owns 50% or more of the voting rights.

During the financial year, a consultation process for Community feedback on the amalgamation of the Hokitika Airport Ltd and Westland District Property Ltd took place. There was very little opposition to this amalgamation and the two CCO's were amalgamated into one company on 29 June 2018, with a change of name to Destination Westland.

The reason behind this was to streamline the CCO structure. This allowed for a combined board to be put in place and reduce administration costs going forward, in such areas as Audit and Director Fees.

In Q4 the Chair of Westland Holdings Ltd resigned leaving just two directors on the board. Council staff engaged an external recruitment agency to recruit a new board of directors to WHL. By the end of the financial year, this resulted in the appointment of a highly qualified and experienced board of directors.

Funding Impact Statement (for the Democracy & Corporate Service activities)

For the year ended 30 June 2018

	2017/18 Actual \$000	2017/18 Long term plan \$000	2016/17 Long term plan \$000
Sources of operating funding			
General rates, uniform annual general charges, rates penalties	764	972	1,012
Targeted rates	0	0	0
Subsidies and grants for operating purposes	1	2	2
Fees and charges	88	43	51
Internal charges and overheads recovered	0	0	0
Interest and dividends from investments	635	580	561
Local authorities fuel tax, fines, infringement fees, and other receipts	169	83	92
Total operating funding (A)	1,657	1,680	1,717
Application of operating funding			
Payments to staff and suppliers	196	897	851
Finance costs	717	385	393
Internal charges and overheads applied	819	0	0
Other operating funding applications	0	0	0
Total applications of operating funding (B)	1,733	1,283	1,244
Surplus/(deficit) of operating funding (A-B)	(76)	397	473
Increase/(decrease) in debt	(13)	(272)	(156)
Gross proceeds from sale of assets	49	0	0
Total sources of capital funding (C)	35	(272)	(156)
Application of capital funding			
Capital expenditure:			
- To meet additional demand	0	0	0
- To improve the level of service	0	0	0
- To replace existing assets	159	174	257
Increase/(decrease) in reserves	36	(48)	60
Increase/(decrease) in investments	(236)	0	0
Total applications of capital funding (D)	(40)	126	316
Surplus/(deficit) of capital funding (C-D)	76	(397)	(473)
Funding balance ((A-B)+(C-D))	(0)	(0)	0

The level of service achieved in relation to the performance targets

Democracy

Level of Service	Key Performance Measures	Last Year's performance (2016/17)	Annual Performance Target Years 1-3	Progress @ 30 June 2018	Explanation about any variances
Responsible leadership	% of residents satisfied with Council's leadership	No data available (31%, rising to 66% including 'acceptable', 2016 Residents' Satisfaction Survey)	65%	Residents' Satisfaction Survey reports 58% satisfaction level.	The result of the Residents' Satisfaction Survey undertaken this financial year is below target only including "Fairly good / very good" responses from survey. If including "Just Acceptable" responses then figure rises to 88%.
The community understands what Council does	% of residents who understand how Council makes decisions	No data available (69% 2016 Residents' Satisfaction Survey)	50%	Residents' Satisfaction Survey reports 77% of residents understand how Council makes decisions.	The result is well above target and demonstrates a good level of understanding of Council activities within the community.

Corporate Services

Level of Service	Key Performance Measures	Last Year's performance (2016/17)	Annual Performance Target Years 1-3	Progress @ 30 June 2018	Explanation about any variances
Provide accountability about Council activities	Legally compliant financial plans and reports adopted	100%	Annual Plan and Annual Report adopted on time	100%	
A comprehensive Customer Service Centre	% of residents satisfied with the service they receive	No data available (94% 2016 Residents' Satisfaction Survey)	75%	78% (as per the 2018 Residents' Satisfaction Survey)	The last Residents' Satisfaction Survey was undertaken in 2016 as this is a biannual exercise The result is above target.
Effective engagement of the community during public decision-making opportunities	% of residents that believe they have been consulted appropriately	No data available (57% 2016 Residents' Satisfaction Survey)	60%	46% (as per the 2018 Residents Satisfaction Survey)	Council have not met the performance target, however it is noted that this measure is just above the national average (45%) identified in the survey.

Council Controlled Organisations

Westland Wilderness Trust:

The Westland Wilderness Trust has not met in the past year and there are no audit requirements as per 24 November 2015 resolution.

Tourism West Coast

Council takes a governance / advisory role with any contributions included in Council's normal operation. Neither organisation is required to produce an annual report.

Commercial reporting entities controlled by Westland District Council:

Level of Service	Key Performance Measures	Last Year's performance (2016/17)	Annual Performance Target Years 1-3	Progress @ 30 June 2018	Explanation about any variances
CCOs comply with their Statements of Intent	All performance measures in the CCO Statement of Intent are met, as reported in half yearly and annual reports	70% (26 of 37)	100%	42% (14 of 33)	<ul style="list-style-type: none"> - Westland Holdings achieved 4 out of 19 measures (including those that weren't applicable during this financial period) - Destination Westland achieved 8 out of 10 - Westroads achieved 2 of 4



Westland Holdings Limited

Directors:

Albert Brantley – Chair – appointed 28 June 2018

Joanne Conroy – appointed 28 June 2018

Chris Rea – appointed 28 June 2018

Graeme King – Chair – resigned 16 April 2018

Cr David Carruthers – resigned 28 June 2018

Cr Desmond Routhan – resigned 28 June 2018

Established July 2002.

Westland Holdings Limited (WHL) is the governance link between Council and its trading entities. The Company is responsible for ensuring the trading organisations meet their statutory, commercial and public obligations as defined in their Annual Statements of Intent. These are reviewed by WHL on behalf of Council, with reference to the objectives determined in the Long Term Plan 2015-2025, along with each company’s individual strategy. This report concentrates on the performance objectives contained in the Long Term Plan. The performance of the companies is extensively examined in their own Annual Reports.

Key Objective:

‘To achieve the objectives of the shareholder, Westland District Council, both commercially and non-commercially as specified in the Statement of Intent in a manner that recognises sound business practice, good employer obligations and social and environmental responsibility.’

Key Performance Measures:	Achieved?
A draft SI for WHL will be submitted for approval to WDC by 1 March each year.	Not achieved: Draft SI was received on 3 April 2018
A completed SI will be submitted to WDC by 30 June each year.	Achieved: Final submitted 28 June 2018
At least two progress reports be made to WDC in the financial year (in addition to reporting on specific issues), with at least one presentation made to Councillors. Reports will include financial and non-financial performance.	Not Achieved: Completion of the restructure of the CCO’s and WHL was completed in late 2018. Up to that point financial and non-financial reporting was made by the CE of the WDC and occasionally directly by the CCO’s.

Major matters of urgency are reported to the appropriate Council Committee or the CE of WDC within three days.	No matters of urgency
The Chair will initiate an independent formal evaluation of the WHL directorate bi-annually.	Not Achieved this year: The structure of the WDC CCO's was finalised in late 2018, including restructuring of the board of WHL. The newly appointed WHL board assumed office in late June 2018, and the next WHL directorate evaluation will be conducted in late 2019.
To review the training needs of individual WHL directors, and ensure training is provided where required.	Not Achieved With the WHL directorate newly appointed in late June 2018, there has been insufficient time nor the need to do such a review. A review of WHL directorate training requirements will be undertaken in 2019.
The process followed for each appointment to a subsidiary board is transparent, fully documented and reported to WDC.	Not Achieved: During the period from late 2016 until appointment of the current WHL board in late June 2018, appointment of subsidiary boards was undertaken directly by WDC. The process followed has been variable and not clearly documented.
WHL negotiates with WDC to pay an achievable distribution for the 2016/17 financial year prior to finalising WDC's budget	No negotiation: The planned distributions for the coming year have been determined from the review and approval of the subsidiary company SOI's by the WDC.
To meet budgeted level of distribution income for the 2017/18 financial year	Not Achieved: WDC budgeted \$523k for the year, including subvention payments. WDC actually received \$120k in dividend and accrued for \$250k subvention payments.
That the adopted directors' policy be followed for any director appointments made.	Not Achieved: WHL was restructured in late 2018, and before the restructure,

	WDC appointed all subsidiary directors.
Draft Statements of Intent to be received from subsidiary companies by 14 February.	Not Achieved: The previous Chair of WHL received the draft SOI's. These SOI's will be reviewed by the newly appointed WHL directorate during 2018/19.
WHL will direct the subsidiary companies to produce commercially focused Statements of Intent that are cognisant of their responsibilities to the social and environmental needs of the communities of Westland.	Not Achieved
WHL will assess the alignment of the Statements of Intent with any specifically notified WDC strategic directive.	Not Achieved: The previous Chair of WHL received the draft SOI's. These SOI's will be reviewed by the newly appointed WHL directorate during 2018/19.
Subsidiary company Statements of Intent to incorporate specific reporting requirements in accordance with legislation and accepted practice.	Not Achieved
All activity reports and formal reporting will be done through the Chairman of WHL and the CE of WDC.	Not Achieved: For 2017/18, reporting was managed directly by the CE of WDC. Currently, arrangements are being put in place to meet this service performance for 2018/19.
Subsidiary company Statement of Intent's to incorporate specific statements regarding the processes for the management of risk exposures, including reputational risk.	Not Achieved: The SOI's for the subsidiary companies approved by the WDC contain general statements regarding management of risk, however, there are no specifics about how this risk will be managed nor reported.
Long term Investment assessment is carried out for any new projects. These must be assessed and approved by Council prior to initiating significant projects.	Not Achieved: No long-term investments were undertaken by WHL during the past year. Any long-term investments undertaken by the CCO's were reviewed by the WDC.
Targeted Ratio of Shareholders funds to total assets shall not be less than 50% for the period covered by the Statement of Intent.	Achieved: 53.96%
WHL to respond to draft Statements of Intent by 30 April	Not Achieved



On 29 June 2018, Westland District Property Limited amalgamated with Hokitika Airport and changed the entity name to Destination Westland.

A review was carried out to consider the streamlining of the two companies and cost reduction if the two companies were amalgamated. The decision was that there would be some cost savings and efficiencies through amalgamation.

A consultation was carried out with the community throughout November 2017 with only three submissions received, two against and one neutral. Therefore, Council decided to continue with the proposal as consulted to amalgamate by the end of the financial year.

Directors

Ian Hustwick - Joined the board as Chairperson on 31 December 2016

Richard Benton - Joined the board as Director on 31 December 2016

Pauline Cox - Joined the board as Director on 31 December 2016

Cr Latham Martin - Joined the board as Director on 12 March 2017

Until 29 June 2018 the companies were operating under separate Statement of Intents, and the below KPI tables reflect this.

Westland District Property Limited (WDPL) was originally established in May 2010, in order to manage Council’s property portfolio; which has both commercial and public benefit elements. The former involves properties for sale, licenses to occupy and mining rights. The latter is the management of Pensioner Housing, Hokitika Swimming Pool and Jackson Bay Wharf.

Key Objective:

‘To manage the ownership and operation of the property portfolio in a commercial and strategic manner that will by year 2030 provide a return that contributes to the majority of the General Rate requirement of Council, and to become involved in strategic property development or investment, which will benefit the District and the Company, as opportunities arise.’

Key Performance Measures:	Achieved?
Aged Care annual percentage occupancy to be no less than 95%.	Achieved: (2017: 100%) 100%. Annual survey
Swimming pool annual total admissions to be +- 5% those of the previous year.	Achieved: (2017 not achieved 16,849) 20,384 includes 4,230 (free swim admissions – December 2017 / January 2018 and April 2018) Note: Free admissions was a WDPL Board initiative.
Baches on Road Reserve annual number of licenses to occupy to be greater than 70.	Achieved: 85 signed agreements to occupy (2017: 76) 14 applications in process (2017: 5)

	11 signed agreements – season sites (2017: 10) 14 signed agreements – other occupations (2017:9)
Jacksons Bay Wharf annual percentage of commercial fishing vessels who use the wharf with licenses = 90%	Achieved: (2017: 100%) 100% of the major fishing vessels (2017:100%). This excludes casual users
Annual percentage of leasehold properties leased is greater than 80%	Achieved: (2017: 84%) As at 30 June WDPL manages 18 WDC properties: 15 properties (or 84% of available properties) are leased.
Tenant satisfaction with the provision of the company's aged care rental housing greater than or equal to 90%.	Achieved: (2017: 100%) 100% satisfactory
Loss Time Injuries will be 0	Achieved: (2017: 0) 0 time lost
The ratio of shareholder funds to total assets shall be greater than 70%.	Not Achieved (2017: not achieved 57%) 68.7%
Compliance with statutory and regulatory requirements enabling Westland District Property Limited, Westland Holdings Limited and Westland District Council to comply with the Local Government Act 2002.	Not Achieved (2017: Achieved) The Company has not met the statutory deadline for the completion of its Annual Report by 30 September 2018
DWL will endeavour to achieve the highest storage occupancy as possible.	Achieved: 91.6% (2017: 95.3%) Note: There are nine additional sheds not included as part of the measure as they are not vermin / water proof and limited ability to be rented at this stage.

Hokitika Airport Limited was established December 2001, the company's principal activity is the operation of Hokitika aerodrome, which is the main West Coast avionic connection to Christchurch with three or four flights per day. The aerodrome is also used for local private tourist flight experiences and accommodates Westland Industrial Heritage Park. Hokitika Airport derives further income from the operation of helipads at Franz Josef Glacier.

Key Objective:

'To operate the Hokitika Airport in a commercially successful manner in accordance with the Statement of Intent with the aim to extend and further develop the airport activities.'



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Westroads Limited

Directors

Peter Cuff – Chairman

Durham Havill – Director

Bryce Thomson – Director

Maurice Fahey – Director (resigned 31st October 2017)

Ross Pickworth – Director (appointed 1st November 2017)

Established January 1995.

Westroads Limited is a general contractor in the infrastructure sector, based in Hokitika and Greymouth and operating depots throughout Westland.

Key Objective:

‘Operates a successful business by meeting market requirements in terms of quality, excellence in service and pricing on a commercially competitive basis and ensure a reasonable rate of return to the ratepayers of Westland in accordance with the Statement of Intent.’

Key Performance Measures:	Achieved?
The ratio of net profit before taxation and revaluations (before extraordinary items) to average shareholder funds shall be at least 10%	Achieved (29.17%)
A return of an annual dividend to the shareholder within a range of 40-70% of the company’s net profit after tax, after adjusting for returns to shareholders via subvention payment.	Not Achieved (25.7%)
Compliance with statutory and regulatory requirements enabling Westroads Ltd, Westland Holdings Ltd and Westland District Council to comply with the Local Government Act.	Achieved
The ratio of consolidated shareholder funds to total assets shall be greater than 45-100%.	Not Achieved (48%)

Activity group: Planning and Regulatory

Inspections and Compliance

Resource Management

Emergency Management

Animal Control

An overview of the 2017/18 year:

Inspections and Compliance:

Building:

Council's existing Building Control Authority Accreditation has been maintained for the reporting period. Council's Building Consent Authority (BCA) was reaccredited in September 2017, following the biennial review by IANZ in July and subsequent work to address the auditors' suggestions around documentation and processes. Council were pleased to have cleared the audit so quickly. This signals that Council are well equipped to deliver a high-quality service to our customers.

For this reporting period, Council processed all new building consents via the AlphaOne system. Only amendments to existing paper-based consents (before the adoption of AlphaOne) are being processed manually. 259 building consents were issued via AlphaOne, of which 250 met the required timeframe (a percentage of 96.96 %). The average processing time for building consents lodged in AlphaOne is 12.2 days, which is slightly more than the previous year. In the 2016/17 year 216 consents were processed in the AlphaOne system, with an average of 10 day turn around. At the same time 14 manual consents were issued with 93% being issued within statutory timeframes.

Although there are still some technical issues with AlphaOne to work through (see below) this indicates that significant progress has been made during this period. Statistics from the AlphaOne user group indicate that the median for consents issued within 20 days nationwide rest at around 95.6%, this indicates that the BCA is in good shape and performing well when measured against other BCA teams.

The Building Department had several staffing changes during this reporting period:

Two new staff have been appointed in this financial year, with one additional Building Control Officer (BCO) being added and a replacement BCO for a retired staff member.

Advertising for a Senior Building Control Officer was placed on hold because of the development of requirements for the two new staff members and a lack of applications to several advertising campaigns.

The use of external contractors has continued in order to keep up with the steady flow of applications being lodged.

District activity of interest:

- Code Compliance Certificate issued for Stopforth Motels in Hokitika,
- Stage 1 consent granted for new Hokitika dental surgery,
- Issue of Building consent for Davies Street (Tuffy Investments) Holiday Camp, Davies Street, Hokitika,
- Issue of multiple consents for Holiday Camp & Motel expansions at - Oasis, Blacktopps and Top Ten Holiday Park in Franz Joseph, with further expansion to Rain Forest Retreat in Franz Josef, and upgrades to Scenic Circle Hotel in Fox Glacier.
- District survey of building stocks following damage from Cyclone Fehi was undertaken by BCA staff in February 2018.

The BCA team is continuing with its collaborative relationship with the other West Coast Building Consent Authorities (BCAs) - Grey and Buller Districts - in order to share training opportunities and reduce overall costs for implementing and delivering shared services. Council's building control team has also been involved with carrying out building inspections for Grey District Council for the Regional Hospital. This is expected to continue through to April 2019. Buller District Council and Grey District Council have assisted our team with processing. In addition, the team has been working on a reciprocal agreement (which is close to sign-off) with other AlphaOne system users nationwide to share building consent processes and auditing functions.

Council remains a part of the "Mainland Group" of BCAs / Territorial Authorities and participates in quarterly meetings.

Environmental Health:

The Food Act 2014 requires that all food premises that don't hold liquor licences register and implement a food control plan or a national programme with Council by 30 June 2018.

To date 95% of the premises throughout Westland have complied with this requirement and the remainder will register by the end of August 2018. This has involved visiting and educating a significant number of food premises in order to achieve this level of compliance. All of these premises will receive their first food verification audit by 30 June 2019.

Inspections have been made of 100% of the food premises in Westland during the 2017/18 year. All premises that hold liquor licences have received their first verification audit under the Food Act 2014 during the previous year. A total of 90 food premises were inspected / audited during the 2017/18 year. In the 2016/17 year 89% of food premises and 100% of liquor premises were inspected.

During the 2017/18 year, there were two regional alcohol meetings held, attended by the Police, the Medical Officer of Health and Council licensing inspectors. In addition to the regional meetings the Police, Medical Officer of Health, and Council's licensing Inspector held monthly local alcohol licensing meetings to discuss liquor licensing matters.

In addition to this the Police, Medical Officer of Health and the Licensing inspector completed four monitoring visits during the evenings to licensed premises throughout the Westland District.

A total of 59 licensed premises were inspected during the 2017/18 year. There were 32 joint monitoring inspections of premises with liquor licences carried out with the Police and the Medical Officer of Health.

56 new manager's certificates applications were completed during the 2017/18 year along with 74 manager certificate renewals. In the 2016/17 year there were 122 new or renewed manager's certificates issued.

Six hearings were held before the District Licensing Committee on liquor licensing matters during the 2017/18 year.

Resource Management:

During this reporting year the Planning team gained a full complement of staff with a new Senior Planner in September 2017 and a change of Planner in January 2018. The change of Planner was seamless due to an overlap achieved between the outgoing Planner and incoming Planner for training purposes. This resulted in ensuring no drop in productivity.

The resource management and planning team managed to achieve 100% compliance with statutory timeframes for the entire financial year (i.e. processing all non-notified resource consents within the 20 working day timeframe set under the RMA 1991). This is favourable compared to the 77.06% compliance achieved in the 2016/17 year.

Staff responded to one Environment Court appeal during this financial year. This appeal was related to land use consent for a campground in a residential area. This appeal was resolved with the issue of an Environment Court Order allowing the grant of Consent 160034 in April 2018. Work is continuing with the developer and Council staff to finalise storm water and road design plans.

The Compliance and Enforcement Policy was adopted by Council at the 26 October 2017 Council meeting, which enables the department to ensure that a clear process is being followed while working through an educational approach to compliance.

Collaboration continued with other West Coast Councils on potential joint policy review and has led to joint submissions with the West Coast Regional Council, Buller District Council and Grey District Council on national policy reforms.

In response to the Local Government Commission's current consultation on the proposal for one District Plan across the region, recruitment began to hire a senior policy planner to provide Westland's input to this process. Funding will be through our District Plan Review funds, and will be in place within the second quarter of the next financial year.

The Planning Manager is involved in a feedback group for the Proposed National Policy Statement (NPS) for Biodiversity. Another meeting is to be held as the start of the next financial year and it is proposed for the NPS to be released late in the next financial year.

Changes to the RMA came into effect from 1st October 2017 which included, the introduction of new activity status' being 'boundary activities' and 'marginal or temporary' breaches. Where activities meet the requirements, an appropriate certificate or exemption will be issued. Use of electronic correspondence and notification became a requirement where possible. In addition, consideration of offsetting to compensate adverse environmental effects was introduced.

A Special Consultative Procedure process was undertaken to introduce fees for the new activity types. Council's planning fees were reviewed and proposed for change in the 2018/19 financial year.

The many changes of the previous financial year have proven invaluable for the public, as much praise and thanks are given for quick turnaround of information and the support and co-operation provided.

Customer Satisfaction Surveys indicate an increase in satisfaction with the Planning Department for the 2017/18 financial year, with a result of 90% indicating that they are satisfied with the service, as opposed to the previous year which resulted in 80% satisfaction.

Emergency Management (Civil Defence and Rural Fire):

The West Coast Emergency Management group has embedded a number of changes with personnel in the last twelve months. The group administered by the West Coast Regional Council, provides Emergency Management Officers (EMO) for the three district councils including Westland. This year a Natural Hazard Analyst also joined the group, who along with the Group Welfare Manager and Lifeline's Coordinator, also spans across all three districts.

Early in 2018 our district was affected by several ex-tropical cyclones, causing storm surges and strong winds. Widespread road closures and coastal storm surges resulted in damage to properties, roading infrastructure and power supply. A civil defence response emergency operation centre (EOC) was activated that involved a range of council staff as well as community volunteers to respond, in coordination with agencies and emergency services. The impact on our more rural and isolated communities stood out, with a number of tourists spending a night on the Fox Hills, and several hundred stranded tourists in Haast, and other various pockets of commuters stranded throughout the district.

The need for better coordination, communication and response capability was highlighted. We have improved radio communications across the district, with VHF radio UHF radios provided to several communities. We have also located Civil Defence Centre kits in various key locations that will help the local networks to activate more quickly and consistently. A work programme that includes a training schedule to support capability at all levels is underway. Council staff have participated in a range of training opportunities throughout the year. We have upgraded our EOC technology and operating procedures so that we can more effectively activate, with a purpose specific set of laptops, cell phones, documentation and other visual resources.

Other key work items include a Hokitika Flood Plan, maintaining a local Hokitika Civil Defence Network and support team, assisting Te Runanga o Ngati Waewae and Te Runanga of Makaawhio to develop marae preparedness plans, and Tsunami Communication Plan and signage.

Animal Control:

The Hokitika SPCA ended the animal control contract with Council in October 2017 following a reorganisation of the national SPCA structure. The new contractor commenced work in November 2017.

During early 2018 a decision was made to take the animal control service back in-house when the current contract terminates in early October 2018. New animal control staff will be appointed in the near future.

The SPCA have moved to a new animal shelter in Hau Hau Road and Council were due to take over use of the pound facility in March 2018. However, due to delays in completing the new animal shelter the Council was unable to take possession in the 2017/18 financial year. It is likely that a code of compliance for the SPCA's new building should be signed off in the near future.

Funding Impact Statement (for the group)

For the year ended 30 June 2018

	2017/18 Actual \$000	2017/18 Long term plan \$000	2016/17 Long term plan \$000
Sources of operating funding			
General rates, uniform annual general charges, rates penalties	1,112	1,340	1,212
Targeted rates	0	0	0
Subsidies and grants for operating purposes	0	0	0
Fees and charges	832	813	792
Interest and dividends from investments	0	0	0
Local authorities fuel tax, fines, infringement fees, and other receipts	17	48	47
Total operating funding (A)	1,962	2,201	2,051
Application of operating funding			
Payments to staff and suppliers	1,339	1,514	1,361
Finance costs	0	0	0
Internal charges and overheads applied	814	672	680
Other operating funding applications	0	0	0
Total applications of operating funding (B)	2,153	2,187	2,040
Surplus/(deficit) of operating funding (A-B)	(191)	14	11
Sources of capital funding			
Subsidies and grants for capital expenditure	0	5	5
Development and financial contributions	0	0	0
Increase/(decrease) in debt	0	0	0
Total sources of capital funding (C)	0	5	5
Application of capital funding			
Capital expenditure:			
- To meet additional demand	0	0	0
- To improve the level of service	37	0	0
- To replace existing assets	22	0	0
Increase/(decrease) in reserves	(250)	19	16
Increase/(decrease) in investments	0	0	0
Total applications of capital funding (D)	(191)	19	16
Surplus/(deficit) of capital funding (C-D)	191	(14)	(11)
Funding balance ((A-B)+(C-D))	(0)	0	0

The level of service achieved in relation to the performance targets

Inspections and Compliance

Level of Service	Key Performance Measures	Last Year's performance (2016/17)	Annual Performance Target Years 1-3	Progress @ 30 June 2018	Explanation about any variances
Timely processing of Building Consents	% of building consents processed within 20 working days as per the requirements of the Building Act	New building consents lodged in Alpha One: 99% completed within 20 working days Amendments to existing building consents (processed manually): 93% completed within 20 working days	100%	Consent numbers were steady for reporting period 1 July 2017 - 30 June 2018 Consents issued = 259 96.96 % issued within 20 Working days Total of \$58 million in value for BC issued.	The nominal decrease in output can be attributed to an increase in the number of building consents applied for and issued over the period (243 BC issued) , compared with the 2016/17 period 97.68% (259 issued). The loss of an experienced BCO and replacement with two new inexperienced staff requiring training accounted for a minimal reduction in productivity The Alpha One electronic processing system is now providing more up to date and accurate statistics than that previously provided 12 months ago.
Provide appropriate advice to customers	% of users satisfied with the quality of the advice provided on building consent, environmental health and Liquor Licensing matters	Result for Building Consents: 79% user satisfaction	85%	Result for Building Consents: 100 % user satisfaction	53 responses were received from the annual customer satisfaction survey conducted by the Planning and Regulatory group. 48 responses commented on the level of service received for Building Consents, of which 100% were satisfied.

Level of Service	Key Performance Measures	Last Year's performance (2016/17)	Annual Performance Target Years 1-3	Progress @ 30 June 2018	Explanation about any variances
		<p>Result for Environmental Health: 100%</p> <p>Result for Liquor Licensing: 88%</p>		<p>Result for Environmental Health: 100%</p> <p>Result for Liquor Licensing: 87%</p>	<p>3 responses were received for Environmental Health, of which 100% were satisfied.</p> <p>23 responses were received for Liquor Licensing, of which 87% were satisfied. Dissatisfaction was due to lack of Council responsiveness.</p>
Encourage compliance with health standards by undertaking inspections so that all food, liquor and other licensed premises comply with the relevant legislation	All licensed and registered premises are inspected at least annually	<p>89% of Food premises inspected; and</p> <p>100% of Liquor premises inspected</p>	100%	<p>100% of food premises were inspected between 1 July 2017 and 30 June 2018.</p> <p>A total of 59 liquor premises (100%) were inspected during this period.</p>	To date 95% of the premises throughout Westland have complied with requirements.

Resource Management

Level of Service	Key Performance Measures	Last Year's performance (2016/17)	Annual Performance Target Years 1-3	Progress @ 30 June, 2018	Explanation about any variances
Resource consents processed in accordance with the Resource Management Act	% of resource consents processed within statutory timeframes	77%	100%	100%	<p>Ensuring that this target continues to be met is a high priority within the team.</p> <p>By the start of the 2017/18 year historic consents were completed and a new culture of achieving 100% compliance was implemented and achieved. This is also reflected in the level of satisfaction achieved.</p>
Provide appropriate advice to customers	% of users satisfied with the quality of the advice provided on resource management matters	72%	85%	90%	A pleasing improvement on previous year's performance.

Emergency Management Including Rural Fire*

Level of Service	Key Performance Measures	Last Year's performance (2016/17)	Annual Performance Target Years 1-3	Progress @ 30 June 2018	Explanation about any variances
Effective natural hazard readiness	<p>Suitable emergency response training has occurred</p> <ul style="list-style-type: none"> - Emergency Management personnel meet CIMS 4 and EOC standards - Volunteers are offered at least two training opportunities per annum - Number of trained volunteers increases by 10% 	100%	100%	70%	<p>CIMS 4, First Aid, and Franz CIMS refresher training were all delivered in October.</p> <p>Civil Defence Centre training was delivered in November.</p> <p>A range of other emergency preparedness training sessions have occurred, which have included iwi partners Te Rūnanga of Makaawhio and Te Rūnanga o Ngāti Waewae</p> <p>Core personnel have received CIMS 4 training, but not all available staff would be expected to have received training at any given point in time. We need to improve in this area, particularly for council staff.</p> <p>Volunteers are offered at least two training opportunities per year.</p> <p>Based on the increase in awareness and training delivery there has been at least a 10% increase in trained volunteers.</p>
Suitable response systems are in place	Community emergency response plans are in place for all Westland townships	50%	90 - 100%	50%	<p>A revised Community Response Plan (CRP) format has been designed to improve consistency across the region. Existing plans require updating. There remains considerable work to ensure all communities have current CRP's and a process to review these.</p>

Level of Service	Key Performance Measures	Last Year's performance (2016/17)	Annual Performance Target Years 1-3	Progress @ 30 June 2018	Explanation about any variances
		Fox Glacier. (5 of 10 plans)			
Appropriate emergency response to rural fires	WDC Rural Fire provides support to partner agencies as requested	100%	100%	Not applicable	Rural fire activity has been transferred to Fire and Emergency NZ
Provide fire permit service	Fire permit requirements are publically advertised	100%	At beginning of fire season and prior to the at Christmas holiday break	Not applicable	Rural fire activity has been transferred to Fire and Emergency NZ

*The Rural Fire activity was transferred to Fire and Emergency New Zealand from 1 July 2017

Animal Control

Level of Service	Key Performance Measures	Last Year's performance (2016/17)	Annual Performance Target Years 1-3	Progress @ 30 June 2018	Explanation about any variances
Keep the public safe from dogs and wandering stock	% of residents satisfied with the protection provided	No data available	90%	39%	This is an improvement on the 2015-16 data of 29%, but remains a low satisfaction level. The largest issue was customers reporting poor service / response. This is being addressed by taking the service back "in house". <i>(This question was only asked of people who had made animal control complaints, not general residents).</i>

Activity group: Community Services

Community Development and Assistance

Community Halls

Townships (the development fund & improvement projects)

An overview of the 2017/18 year:

Community Development and Assistance:

Allocation and administration of Major District Initiative (MDI) Funding:

One community project received part of its Major District Initiative Funding: the Kumara Chinese Miners Memorial Reserve.

Kumara Residents Trust uplifted \$8,581 of MDI funding for Stage 1 of the Memorial Reserve.

Other funding:

Council has used \$12,574 of Creative Communities Funding to fund eight local arts projects in 2017/18 and \$9,500 of Sport New Zealand Rural Travel Funds to assist seven sports clubs in Westland to subsidise travel to sports games and competitions. Some community groups have also gained additional funding through the annual Trustpower Community Awards for volunteers.

Council also provided funding of \$52,000 for the two part-time Community Development Officers administration positions at Franz Josef Glacier and Fox Glacier, as well as \$13,000 for administration for Glacier Country Tourism Group.

Other grants were to the Regent Theatre (\$60,000), Tourism West Coast (\$86,000), Enterprise Hokitika (\$39,000), Hokitika Driftwood and Sand (\$5,000) and Street Decorations to local community groups and associations (\$9,309)

Community Halls:

There is still a desire to maintain community halls within townships. Advice has been given to Kumara, Hokitika Greypower, Waitaha and Whataroa about upgrading their respective public halls.

Township Development Funding:

Township Development Funds are held in a reserve fund for Westland townships. To uplift the funds, the local community group / association has to work through a series of steps and provide an accountability document within 12 months of receiving the grant.

Council reviewed the amounts allocated in the different rating districts within Westland during 2017/18 in order to ensure equity for all ratepayers.

<i>Community Association / Trust</i>	What the funding was used for
Kumara Residents Trust: \$14,000	Annual gala day expenses, community swimming pool maintenance, Kumara Memorial Hall, Chinese Reserve, Street gardens, administration, Kumara Racing Club and Kumara Junction Community Association Plants
Kokatahi-Kowhitirangi Community Committee: \$8,000	Not yet distributed by the Committee to any particular projects, as there have been no major community initiatives requiring community funding
Ross Community Society: \$14,000	Complete renovation of Ross Centennial Hall: heat pump, curtains, replacement window and door, paint, gib and preparation
Hari Hari Community Association: \$23,000 (\$9,000 of which was a carryover from 2016-2017)	Boiler heating system for the community swimming pool at South Westland Area School
Whataroa Community Association \$9,315	Recladding and upgrading Whataroa Community Hall
Okarito Community Association: \$4,685	Four new water tanks for the Okarito community water scheme
Franz Josef Community Council: \$35,000	Upgrade of the new gym building and upgrading the community hall
Fox Glacier Community Development Society: \$35,000	Plants, gardens, gravel for carpark and replacement gym gear at the Community Centre
Bruce Bay Hall Board: \$12,000	Kitchen cabinets
Haast Promotions Group: \$14,000	Dennis Road Track Development

Safe Community Coalition

Safe Community accreditation has been maintained with community meetings in July, September and November 2017, and January, April and May 2018. Visiting speakers have come from Alcohol Advisory Council (ALAC), the Safe Community Foundation and ACC. A wide range of safety issues have been discussed and directed to the appropriate sources. Current projects have also given updated reports. These include the half price taxi scheme for seniors who have voluntarily given up driving, the CACTUS programme for young people at Westland High School and South Westland Area School, the Hokitika Champions Project, Hokitika Community Patrol and the Big Brothers Big Sisters Mentoring Programme.

The Accessible Te Tai Poutini West Coast Strategic Plan

This plan has received support and input from a wide catchment of interested groups and community members including the disability sector, seniors, Councils and health and community services on the West Coast. It is due to be finalised.

Hokitika Reserves and Environs Community Group

This community group has continued to meet quarterly to discuss issues and concerns about local reserves. A draft policy on monuments, memorials, statues and public art was circulated among members to allow for more careful consideration to be given to the location of these features to avoid ad hoc development over time. The recommendation in the policy is that all proposed locations will be considered in the context of existing development plans already considered or approved by Council and that all recommendations about placements be taken to Council to be decided by Council resolution.

West Coast Community Response Forum

The Community Development Advisor attended some of these quarterly forums as an ex-officio member assisting in providing advice to the Minister of Social Development on local social concerns.

Heartlands Partners Meetings

The Community Development Advisor attended some of these quarterly meetings to specifically network with local community groups and provide assistance and advice.

Funding Impact Statement (for the group)

For the year ended 30 June 2018

	2017/18 Actual \$000	2017/18 Long term plan \$000	2016/17 Long term plan \$000
Sources of operating funding			
General rates, uniform annual general charges, rates penalties	229	194	190
Targeted rates	938	772	758
Subsidies and grants for operating purposes	43	27	27
Fees and charges	46	0	0
Local authorities fuel tax, fines, infringement fees, and other receipts	0	13	13
Total operating funding (A)	1,255	1,006	988
Application of operating funding			
Payments to staff and suppliers	969	781	764
Finance costs	0	0	0
Internal charges and overheads applied	206	153	158
Other operating funding applications	0	0	0
Total applications of operating funding (B)	1,174	934	922
Surplus/(deficit) of operating funding (A-B)	81	72	66
Sources of capital funding			
Increase/(decrease) in debt	0	0	0
Gross proceeds from sale of assets	0	0	0
Total sources of capital funding (C)	0	0	0
Application of capital funding			
Capital expenditure:			
- To meet additional demand	0	0	0
- To improve the level of service	0	0	0
- To replace existing assets	0	0	0
Increase/(decrease) in reserves	81	72	66
Increase/(decrease) in investments	0	0	0
Total applications of capital funding (D)	81	72	66
Surplus/(deficit) of capital funding (C-D)	(81)	(72)	(66)
Funding balance ((A-B)+(C-D))	(0)	0	0

The level of service achieved in relation to the performance targets

Community Halls

Level of Service	Key Performance Measures	Last Year's performance (2016/17)	Annual Performance Target Years 1-3	Progress @ 30 June, 2018	Explanation about any variances
Provide safe and useful community halls	% of residents satisfied with the standard of their community hall	No data available (67% 2016 Residents' Satisfaction Survey)	80%	No data available	Community halls were not included in the 2018 Residents' Satisfaction Survey. Council will be looking for alternative methods for understanding the level of satisfaction with the standard of Community Halls.

Activity group: Leisure Services & Facilities

Cemeteries

Elderly Housing

Hokitika Museum

Hokitika Wildfoods Festival

i-SITE

Land and Buildings

Parks and Reserves

Public Toilets

Swimming Pool

West Coast Wilderness Trail

Westland District Library

An overview of the 2017/18 year:

Cemeteries:

Capital expenditure works at Hokitika cemetery continued during 2017/18. The upgrade of RSA No 1 in Hokitika was completed. Some boundary fence and drainage issues between Whitcombe Terrace and the Cemetery in Hokitika have been resolved. The capacity of Ross Cemetery is close to maximum.

Elderly Housing:

On behalf of Westland District Council, Westland District Property Limited (WDPL), known as Destination Westland since 29 June 2018, manages 42 elderly housing units in Hokitika and four in Ross. As well, Destination Westland independently owns and manages nine elderly housing units in Hokitika. Residents of both groups were surveyed in its annual Satisfaction Survey over a period of two weeks in September 2017. Interviews were conducted by an external contractor. 93% of all residents were surveyed.

Of those surveyed, 20% had lived in their pensioner flat for over 10 years and 5% had been in a flat for less than 12 months.

98% of residents interviewed were satisfied or very satisfied with living conditions and with the quality of their flats. Over the past year DW have double glazed the ten flats in Tancred Street, and ten in the Sewell Street complex. This project will continue over the next two years, with funding approved through the WDC Long Term Plan process.

All residents surveyed knew who to contact for repairs, and for those who had requested repairs all were satisfied with the promptness of response, timeliness of the response and quality of work. Although they knew who to contact, nine respondents noted they hadn't needed to ask for any help in terms of repairs or maintenance.

100% of residents were either very satisfied / satisfied with Destination Westland as their landlord; there were no negative comments. Many residents expressed appreciation for the help they had received.

Reroofing on all but four flats was completed during the year, and double glazing windows began. A full Health and Safety Audit is carried out as tenants vacate and refurbish where required.

Hokitika Museum:

The past year was focused on continuing to provide Museum Services from the temporary location at 47 Revell Street while the Museum building complex awaits seismic strengthening. These services include collection processing, research enquiries, public programmes and forward planning.

GENERAL / STAFF

Collections expert Judith Taylor provided collections advice to Museum staff as part of an Expert Knowledge Exchange scheme through National Services *Te Paerangi* Te Papa Tongarewa, at no cost to the Museum. Staff enjoyed learning from Judith as she looked at the existing system of collection management, and offered ideas for future developments.

Long term staff member and reception supervisor Christine Abbott resigned after 13 years working for Hokitika Museum. Christine's skills and local knowledge will be greatly missed.

The position of Collections Assistant was filled by internal appointment of Frosty Theron, leaving a gap in research facilitation.

A new museum volunteer, Nigel Snoep, assisted with cataloguing the map collection.

RESEARCH

The research centre has been busy with enquiries from descendants of early townspeople including bank manager and goldfields artist Thornhill Cooper; John Hudson, who set up the first store in Hokitika in 1864 with James Price; and a well-known local solicitor, James Park, who served as Crown Prosecutor for Westland in the early 1900s.

Museum staff handled 495 enquiries over the course of the year, many of which were research enquiries – either remotely or making an appointment for in-person research. There were also requests for historic photographs, collection queries and requests for assistance from the public and local organisations, i.e. Westland Industrial Heritage Park, Lions and RSA.

Museum staff received an increased number of cemetery enquiries. Some were simple gravesite enquiries where we can direct people to our online database. Some require database updates, previously performed by IT. As research must be done to ascertain correctness prior to any changes, the museum staff are now performing this task and have been given access to update the database.

COLLECTIONS

Some key donations in the past year include a collection of slides from the Bryant Family, who have long been influential members of our community, a donation of Rotary Club items, and approximately 1600 slides relating to the history of Franz Josef & Fox Glacier.

There has been a significant drop in the number of donations being made to the museum over the last few years. This could well be the result of Museum staff no longer being in the highly visible Carnegie Building.

As a result of fewer donations, staff have continued to catalogue the very large amount of items that still need to be catalogued. It has also provided an opportunity to re-organise the very large photograph collection, allowing easier access.

Any current donations are catalogued as they are received. Reports are being compiled of all the collections the Museum holds, which include the background, details of the collection, location and progress of the cataloguing. The long-term aim is to have these records searchable on-line in order to improve public access to the collection.

The collection continues to be securely stored in the climate controlled storage area, accessible to staff only. When the Museum was closed, most of the collection items on display were removed from the Carnegie Building and put into storage. Many of these items have since been returned for display.

Collection:

Total items donated:		321
Photographs: (Total)		217
	Catalogued:	36
	To be catalogued:	181
Other items		
Archives, Objects & Library	All catalogued	104

The above (2017/18) totals do not include the following donations received:

- Wild Food Festival – 10 large boxes which include photographs, certificates, scrapbooks, videos, etc.
- Raymond Gawne – approximately 1600 slides, a projector and microscope

These are yet to be accessioned.

PHOTOGRAPHS

Photograph orders have been steady, and include a number of historic photographs supplied for the documentary series 'Coast' featuring Neil Oliver and Hamish Campbell. The process of scanning and cataloguing photographs was slowed by the need for the Photographs Curator to provide management services (attending meetings, providing reports etc.) in the absence of a Museum Director.

INCOME

Research income has been mainly from research enquiries and photograph sales. Some retail income arose from sale of items that remain from the Museum shop. The most consistent seller is the 'Hokitika Pictorial' that is still purchased in-house or ordered online via the Museum website.

PUBLIC PROGRAMMES

A display of captioned historic images was installed in the VIP tent at the Wildfoods Festival that included 18 A3 photos, two larger photos and a large panorama of Hokitika from the fire watchtower, taken in the early 1920s. The panorama is now on public display in the window of the old Renton's Building.

The Passchendaele Exhibition "Mud, Sweat and Tears" was well attended with an average of 20 people visiting per day. The exhibition was open for approximately four hours per day for three weeks in October 2017, with a total of approximately 420 visitors. Held at the RSA, it was a collaboration between the RSA and the Hokitika Museum, with help from members of Westland Industrial Heritage Park. It was staffed by RSA volunteers.

Julia Bradshaw, the former Director of Hokitika Museum, now Curator of Human History at Canterbury Museum, delivered a slide talk 'An introduction to the story of the Chinese on the West Coast'. It was held at the Old Lodge Theatre on 15 November 2017 and had 86 attendees, including people from Kumara, Greymouth and Ross, and a few tourists. The open forum at the end of the talk generated good discussion.

FORWARD PLANNING

Museum staff continue to have input into future planning for a new Museum complex, which would include the seismic strengthening of the Carnegie Building as well as a potential rebuild of the rest of the Museum buildings. The concept of a national Pounamu Centre as part of the Museum has been progressed, and feasibility studies nearly completed.

Hokitika Wildfoods Festival:

Saturday 10th March 2018 saw the running of the 29th annual Hokitika Wildfoods Festival at the Festival's long-term home of Cass Square.

The 2018 event included the Festival itself and the Official After Party. Other activities were delivered in and around town by individuals, businesses and community groups throughout the weekend of 9-11 March. For example, there was a free beachfront concert on Friday 9 March, and a market on Railway Terrace for most of the weekend.

The 2018 Festival was coordinated by a new Event Manager, Sarah Brown, assisted by Event Assistant Jim Butzbach. This team was guided and assisted by an Advisory Group consisting of former Wildfoods Manager Mike Keenan, the Mayor and Deputy Mayor Martin, other Council staff, and community members with events interest and experience.

The philosophy behind the 2018 Festival included a renewed focus on attracting West Coast residents and their families. To this end, there was a significant “Coasters’ discount” available at all West Coast i-Sites, and a concerted effort to ensure that previous local stallholders were brought back.

Other changes included an attempt to attract a broader demographic mix of visitors; examples include the “VIP tent” and strong promotion of the “Feral Fashion” event.

While keeping to the financial budget remained a key goal, there was also a strong focus on boosting attendance levels. A key thrust of this was that many ‘complimentary’ tickets were given out by the Mayor during his New Zealand tour leading up to the Festival. While it is acknowledged that some of these tickets may have displaced paid tickets by people who were planning on attending anyway, on balance it was considered a worthwhile investment to boost attendance numbers and create a ‘buzz’ that would create momentum heading into the Festival’s 30th Anniversary in 2019.

Stallholders at the 2018 Festival totalled 40 stalls with high satisfaction reported in an email survey of Stallholders.

Entertainers engaged for the 2018 Festival including Sons of Zion (headline act), The River Jesters, My Baby, The Slacks, Dee May and the Saints, Hokitika District and Country Music Club and the New Zealand Army Band. The Slacks generously allowed Wildfoods to use one of their songs as background to a video promoting Wildfoods Festival 2019, Wildfoods 30th Anniversary Saturday 9th March 2019. Hokitika Homegrown stage had local and West Coast acts, the Westland Brass, the Kokatahi Band, Laura Sonneveldt and the Cool Little Band.

Sponsorship was received from Air Rescue and Community Services, Air New Zealand, Westland Milk Products, Grey Ford, Monteiths, and Montana Wines. Wildfoods received a lot of product sponsorship for the Festival and the Feral Fashion Competition from many local and West Coast sources.

Wildfoods Facebook page built engagement prior to the festival, and went viral after the Festival with a controversial image used for a minor promotion of Wildfoods 2019. This image was withdrawn and high engagement has been maintained with a Post-Festival Photo Competition being used to promote Wildfoods Festival 30th Anniversary. There has also been a high level of engagement with posts using Wildfoods Archive Photos.

Design and sale of merchandise were handled in-house in 2018. High levels of satisfaction were reported in terms of design control, profit margin and team recognition.

The weather on 10 March was brilliant, and there was healthy attendance (4,605 tickets scanned in for the day, and a further 766 for the After Party). The Royal New Zealand Air Force wowed the crowd with a mid-day aerial display, stallholders reported selling out of their wares, and the local newspaper led its Monday paper with the headline “One of the best!”

The number of tickets issued is usually higher than the number of attendees due to some complimentary tickets not being used, and this was undoubtedly the case this year. The number of tickets issued was much higher than in recent years, at 10,599. These tickets were split approximately half-and-half between paid and complimentary. Ticketing data for the last six years can be seen below.

Hokitika Wildfoods Festival Summary of Tickets Issued 2013-2018

		2018	2017	2016	2015	2014	2013
Hokitika Wildfoods Festival		8,221	5,888	6,620	6,242	7,008	7,634
Official After Party		2,378	1,176	1,270	n/a	n/a	621

Other ticketing observations include the following:

- 822 'gate sales' the day of the event
- 2,471 'early bird' sales (which include the 'Coasters' discount)
- 1,160 family and children's tickets
- 230 senior tickets

The financial result for the 29th annual Hokitika Wildfoods Festival was a deficit against budget \$53,612. Admission revenue was down approximately \$19,000 from the 2017 event and well down on budget, potentially resulting in part from the high number of complimentary tickets issued. Beer and wine tent revenue was also down significantly against budget. A significant grant from the Air Rescue Trust helped narrow what would have otherwise been a more substantial deficit against budget.

It is important to note that, while the Festival did not deliver a surplus against budget for 2018, the budgeted ratepayer input was less (\$32,035 for 2018 vs \$87,199 for 2017). The total cost to Council of the 2018 event (budgeted ratepayer input combined with deficit or surplus) is therefore similar to the \$80,000 for the 2017 Festival.

i-SITE:

Council Customer Service separated from the i-SITE Visitor Information Services in October 2017. This saw a split in staffing, and to allow for the summer season demand, further casual and seasonal staff were recruited and trained. This included i-SITE training, sales training, and bookings training.

Notwithstanding these changes in service, bookings, retail sales and door count all saw major increases in the year, door count increasing by 13.1%.

Two major weather events in February created great impact for i-SITE staff. The first saw over 6,000 people seek advice and travel arrangements over a two-day period. The necessity of having trained staff, able to service and problem solve for a Civil Defence emergency was exposed during these times.

The i-SITE has had over 77,000 visitors in the year 2017/18. The Hokitika Gorge was the primary focus of enquiries followed by those enquiring about local walks, the Glaciers, the availability of public toilets and weather and roading updates.

A number of ancillary services are offered at the i-SITE. Free wifi is available to all visitors. The i-SITE has two all-terrain wheelchairs for hire, as well as offering personal locator beacons for hire. This raises funds for LANDSAR, the Hokitika Lions and Rotary groups.

The i-SITE creates personalised itineraries for groups and individuals wishing to use the West Coast Wilderness Trail with no service fee to them.

A dedicated Department of Conservation computer was set up in the i-SITE in the 2017-2018 year at no cost to Council, to allow visitors to research walks, tramps and huts throughout Westland. This computer saw constant use, and the service was offered free of charge.

The i-SITE staff continued to support and provide staffing for community and other events including Wildfoods, Driftwood and Sand, the Ute Muster, the Christmas Tree and the Lantern Festivals.

The i-SITE offers daily bag storage for Visitors, and thereby raises funds for local charities, including the West Coast Wilderness Trail, Mt Brown Hut, Life Education Trust, Blue Penguin Trust and Hokitika SPCA.

Land and Buildings:

The Carnegie Building, which had been used to house the Hokitika Museum was closed in September 2016 because of earthquake safety risks. Following a positive seismic assessment report early in 2017, the Carnegie Building was reopened in March and is managed by Destination Westland. The Building is open four hours a day, seven days a week. In October 2017 the Drummond Hall was also reopened to the public. The building houses Museum exhibits and there have been a number of art exhibitions in the Carnegie Gallery.

Small remedial work was also done to the Greypower building in Hokitika during this financial period.

Note: There are no non-financial performance measures for this activity. Instead this activity is subject to financial accountability reporting.

Parks and Reserves:

The Cass Square Surface performed satisfactorily for Wildfoods and Kids Day and recovered quite well after basic rehabilitation, and Cass Square was used by the rugby club for most of the rugby season

There is an erosion issue with Wadeston Island, which is under the management of Taipo Rugby League Club. This remains an act of nature that is difficult to counteract.

The Council is currently carrying out extensive remedial works to Sunset Point to arrest erosion from the sea, including patching the slump in the rock wall north of the Tambo replica by compact filling the area using a large volume of mine rejects and rock

A longer term Development Plan for Sunset Point is currently being developed by Council's Property and Projects Supervisor. This will be a multi-year project that will require setting up drainage systems, raising the ground level higher, increasing infrastructure and integrating Sunset Point into the wider seafront development of Hokitika Beach. This project is currently on hold awaiting Westland Milk Products waste line construction to the Sewerage Pond area. This will deliver the volume of material required to complete the proposed development at Sunset Point

The Parks and Reserves contract which has been let until 2020 is working well.

Public Toilets:

The district has again had a notable increase in the numbers of tourists visiting and this has again put pressure on public facilities.

An increase in funding has allowed Council to increase public toilet cleaning, especially in the Southern Ward. With up to four cleans per day during the peak of the tourist season.

The toilets in Fox Glacier had a higher than normal amount of maintenance call outs due to continued issues with blocked pipes. During the installation of the new toilets the issue was investigated and no specific reason was identified for the continuing issue.

Central government Regional Midsized Tourism Facilities Grant Fund (MFF) funding allowed an 85% subsidy for the installation of new public toilet facilities. New facilities were built in the townships of Fox Glacier,

Okarito, Franz Josef and Dillmans Dam. The Bruce Bay toilet took longer than expected and will be completed in the next financial year.

Swimming Pool:

Earthquake strengthening work in the changing sheds and roofing upgrades were undertaken at Hokitika's Centennial Swimming Pool during the year. This was managed by Westland District Property Limited, known as Destination Westland since 29 June 2018. A number of compliance issues were also corrected. The pool also features a new mural in its indoor entranceway. A strategic focus has been developed for the Hokitika Swim School and an increase in enrolments has been achieved.

There was no internal satisfaction survey undertaken this year.

The pool is 100% compliant with PoolSafe and retains its Accreditation.

West Coast Wilderness Trail:

The government sponsored three new trail counters and these were installed in February 2018. The data being collected is now meaningful and accurate with differentiation of cyclists versus pedestrians and directional information.

Significant construction projects were actioned to close off the Project Completion Plan. This involved the completion of the remaining three projects at Hokitika-Kaniere Tramway, Mahinapua and Ruatapu.

These projects were to the value of \$915,000 excluding design for the five significant structures. The Kaniere Tramway is proving to be a tremendous commuting route.

There was a cash shortfall that resulted in a delay for the completion date of these projects, as funds had to be sought from other providers. The revised deadline was met on time.

The West Coast Wilderness Trail Trust met regularly and has provided good background information including an Economic Impact of the West Coast Wilderness Trail and administration of social media platforms.

Future enhancements are now being considered while the trail awaits official signoff as Nga Haerenga Great Ride. The New Zealand Cycle Trail Board sees this as an important action to ensure rider experience is continued and health and safety is addressed. The primary trail improvements identified are Old Christchurch Road and Lake Kaniere Road.

Westland District Library:

There were 67,524 visitors to Westland District Library, similar to last year, and 74,811 items were issued to the public, a 5% decrease on last year (78,427 items were issued to the public and there were 69,197 visitors to Westland District Library). We provided over 44,811 internet sessions (Wi-Fi and APNK Computer use combined) to our library visitors which include regular members, non-members from the community and tourist visitors, almost twice the sessions compared to last year. The library purchased 169 books and DVD's in direct response to customer requests and obtained a further 86 titles through the Inter-Library Loan system. In 2016/17 approximately 100 books were purchased after customer requests and 87 books were obtained through the Inter Library Loan system.

The completion of the Library Website Refresh has resulted in an updated, attractive site that enables customers to easily access information about our services. Customer feedback has been positive and is supported by website analytics.

The Customer Survey found that 99% of Westland Ratepayers are satisfied with their library service. A frequent comment on our survey was a request for a bigger selection of magazines and e-Audiobooks; the new services from PressReader and Bolinda Digital will address much of this demand.

The Aotearoa People's Network Kaharoa (APNK) Public Computers were scheduled to be replaced with APNK Chromebooks and upgraded printing facilities as part of the APNK national rolling upgrade, but the schedule has been delayed until 2019.

Staffing:

A number of staffing changes have occurred. Two long serving members of staff, Library Manager Sarah Thompson and Deputy Librarian Shona Winter, have moved away. Natasha Morris started as Deputy Librarian in October and then became Library Manager in April. Lorelle Yorke, our Library Assistant Cataloguer, was successful in her application for the Deputy position. Following a proposal for change, Kay Davidson accepted an increase in her hours, a change that will facilitate more consistent customer service and improve the team's resilience. The remaining post has been offered to Brooke Mellsop (previously i-Site team member) for an August start. Our Youth Librarian, Krystal Woodcock has been the only position to remain unchanged.

Sarah Thompson's work at Westland District Library has been recognised by the Public Libraries of New Zealand; she received a Certificate of Appreciation for Outstanding Service to Public Libraries in the Upper South Island.

Staff training:

Three staff attended the Top of the South Regional Continuing Professional Development (CPD) day in Nelson. Our Library Assistant Cataloguer has completed online training to support her cataloguing role. The Youth Librarian attended two training days run by the National Library of New Zealand on Children's Literacy and Online Learning Resources for Children. As Deputy Librarian, Natasha completed an online module on NZ Copyright in Libraries, and as Manager, a Team Leadership Course. Natasha also gained her Professional Registration with LIANZA.

Regional collaboration:

Westland District and Grey District Libraries have continued their reciprocal borrowing agreement, allowing members of each District to have access to more than 60,000 items.

Grey, Buller and Westland District Libraries agreed to continue the Large Print joint purchasing plan, as well as the circulation of 50 Large Print books among the libraries on a biannual basis. This is a very cost effective way to provide increased choice and meet the demands of all our customers that have difficulty reading smaller print.

Digital borrowing (eBooks and eAudiobooks) has continued to grow, with a 36% increase this year. Our digital collection is provided by through a consortia of 15 South Island Library Services. In response to demand for more culturally relevant Australian and New Zealand authors, Westland has formed another consortia with Buller, Grey, Nelson, Tasman and Marlborough Councils to access the Bolinda Digital collection.

The three West Coast Public Libraries have successfully negotiated a joint subscription to PressReader. This is now providing access to over 7000 quality newspapers and magazines from over 120 countries to our library members, visitors using the APNK network and staff using the Council network. Over 1000 publications were issued within the first four months of access.

Programmes and events:

An extensive range of programmes and events for adults and children took place at the library throughout the year including:

Book Launches: Local author Justine Salter launched her Possum Pete children's books. Author Terese Svoboda led a discussion with panellists Michele Leggott and Jeffrey Paparoa Holman, discussing the life and work of the local poet, Lola Ridge.

Library Talks: The talks happen on a two-monthly basis and are given by members of the community who are keen to share their stories, hobbies or work. 270 people have attended the talks on a variety of topics including Nepal, Namibia, Morocco, Sub-Antarctic Diving, Tawaki Penguins and Astronomy.

Community Events: Together with The Green Team and Enviro-schools, we co-hosted Hannah Blumhardt and Liam Prince's talk on Reducing our Household Rubbish: The Zero Waste Approach. With an audience of 85, there was not a spare seat in the library. As part of our Matariki Celebrations the Library hosted a community Morning Tea and organised a collection for the Hokitika Foodbank. Staff attended the annual Children's Day in Cass Square with one, incognito, in the popular 'Clifford the Big Red Dog' Costume.

Digital Programmes: Run in collaboration with 20/20 Communications Trust, library staff have led 14 free Stepping Up sessions of basic computer skills to 56 members of the community. Learners have come for a variety of reasons, ranging from wanting to learn new skills, upskilling for work or to enable them to communicate with family living elsewhere in NZ or the world, using email, Facebook, and photo sharing. Working in partnership with West Coast Tech Space, as part of Tech Week, we held an introduction to 'Tech Tools for Creatives Workshop' and an afternoon of 'Virtual Reality Experiences'.

Children's Activities: 12 children attended Maker Club, a new 8 week programme for children aged 10-15, run in partnership with West Coast Tech Space. The programme was over-subscribed and another Maker Club is being planned for next year. The Code Club runs weekly during the school term and introduces 8-12 year olds to the basics of computer programming; it is now led by our Youth Librarian. Lego Club runs once a month and continues to be a popular club; children are encouraged to let their imagination run wild, and their creations are photographed and displayed in the library. The monthly book club for 8-12 year olds who love to talk about their favourite books, write reviews and play fun games continues to be a popular after-school activity. Our weekly Story-time session is building a stronger following, with a promotional push seeing our average attendance double.

Class Visits: Classes from Westland High School and St Mary's School visit on an ad hoc basis throughout the year to support reading for pleasure. Over 120 children from local primary schools visited the library for stories and activities as part of our NZ Book Awards for Children and Young Adults 2017 celebrations.

Outreach Activities: Five local kindergartens and pre-schools had regular story-times delivered by our Youth Librarian as part of our outreach programme. This year we extended the outreach programme to include Westland High School, and the Youth Librarian has been running a weekly lunchtime book club at the High School. This has improved the relationship and engagement the library has with young adults in the community.

Reading Challenge: Our Summer Reading Challenge was successfully completed by 212 children, a 5% increase on last year's entries. Funding from the Westland District Council, the Lion Foundation, and the West Coast Community Trust enabled us to provide fantastic prizes, and the whole challenge is very much appreciated by the children and their families. Two members of staff were able to promote the Challenge by visiting local schools and an event at South Westland Area School with six of the South Westland Schools in attendance.

Volunteers:

The arrangement to supply the eight Community Libraries with books on a quarterly basis continues, with very positive reports from their borrowers. Fox Community Library service is temporarily suspended whilst a new volunteer is appointed, while Franz Josef Community Library suspension is ongoing with no volunteers forthcoming.

At present we have six volunteers who contribute up to 18 voluntary hours each week to the Westland District Library, carrying out a range of backroom tasks, shelving or book selection for the Community Libraries. Their help makes a big difference and is much appreciated.

Funding Impact Statement (for the group)

For the year ended 30 June 2018

	2017/18 Actual \$000	2017/18 Long term plan \$000	2016/17 Long term plan \$000
Sources of operating funding			
General rates, uniform annual general charges, rates penalties	1,433	1,428	1,414
Targeted rates	1,068	806	798
Subsidies and grants for operating purposes	85	12	11
Fees and charges	659	523	511
Internal charges and overheads recovered	0	223	219
Interest and dividends from investments	0	0	0
Local authorities fuel tax, fines, infringement fees, and other receipts	6	179	174
Total operating funding (A)	3,251	3,170	3,127
Application of operating funding			
Payments to staff and suppliers	2,390	2,450	2,403
Finance costs	5	0	0
Internal charges and overheads applied	533	426	439
Other operating funding applications	0	0	0
Total applications of operating funding (B)	2,928	2,876	2,842
Surplus/(deficit) of operating funding (A-B)	322	294	285
Sources of capital funding			
Subsidies and grants for capital expenditure	725	0	0
Increase/(decrease) in debt	219	0	0
Total sources of capital funding (C)	944	0	0
Application of capital funding			
Capital expenditure:			
- To meet additional demand	0	47	71
- To improve the level of service	1,584	0	0
- To replace existing assets	535	176	208
Increase/(decrease) in reserves	(852)	71	6
Increase/(decrease) in investments	0	0	0
Total applications of capital funding (D)	1,267	294	285
Surplus/(deficit) of capital funding (C-D)	(322)	(294)	(285)
Funding balance ((A-B)+(C-D))	(0)	(0)	(0)

The level of service achieved in relation to the performance targets

Cemeteries

Level of Service	Key Performance Measures	Last Year's performance (2016/17)	Annual Performance Target Years 1-3	Progress @ 30 June 2018	Explanation about any variances
Cemeteries have sufficient capacity	Each cemetery has at least 12 months capacity ahead	Hokitika 100% Kumara 100% Ross 80%	Hokitika 100% Kumara 100% Ross 50%	Hokitika 100% Kumara 100% Ross 80%	Council is aware that the Ross Cemetery is nearing capacity, and depending on deaths in the area this could be reached within the next 2-3 years. Council is aware of the need to investigate alternatives.
Burials adhere to relevant legislation	Standards for burial are adherence to Cemeteries & Cremations Act 1964	100%	100%	100%	

Elderly Housing

Level of Service	Key Performance Measures	Last Year's performance (2016/17)	Annual Performance Target Years 1-3	Progress @ 30 June 2018	Explanation about any variances
A safe and efficient service	Occupancy is maximised	100%	100%	100%	100% occupancy rate continues to be achieved, with a waiting list of 38 individuals.
	% tenants satisfied with the service	100%	>95%	98%	This is measured through the Elderly Housing Resident Satisfaction Survey relating to the cleanliness, comfortableness and overall perception of living conditions.

Hokitika Museum

Levels of Service	Key Performance Measures	Last Year's performance (2016/17)	Annual Performance Target Years 1-3	Progress @ 30 June 2018	Explanation about any variances
A quality museum experience	Visitor numbers are showing an upward trend	Visitor numbers are very low (mainly researchers).	An increase of 5% each year	Not Measured	While the Museum buildings and some permanent exhibitions remained open to the public under the management of Westland District Property Limited, a full Museum experience with professionally curated exhibitions was not available in 2017/18 due to seismic issues with the Museum buildings. Hours were also reduced compared

Levels of Service	Key Performance Measures	Last Year's performance (2016/17)	Annual Performance Target Years 1-3	Progress @ 30 June 2018	Explanation about any variances
					with previous years. Therefore this measure is not applicable to 2017/18, and was not tracked by Council staff.
	% of residents satisfied with their museum experience	No data available	85%	Not Measured	This was not measured as a full Museum experience with professionally curated exhibitions was not available in 2017/18 due to seismic issues with the Museum buildings.

Hokitika Wildfoods Festival

Level of Service	Key Performance Measures	Last Year's performance (2016/17)	Annual Performance Target Years 1-3	Progress @ 30 June 2018	Explanation about any variances
A quality attendee experience	% of attendees satisfied (post event satisfaction survey)	90%	85%	N/A for attendees Positive feedback from most entertainers and stallholders.	Ticketing Agency would not release email addresses of ticket holders to allow survey to be undertaken. However, anecdotal feedback from multiple sources including press coverage, verbal and written, Facebook messages and emails from local agencies, business owners, stallholders, community groups and festival attendees were positive. In addition, some recommendations for future improvements were collected.

Level of Service	Key Performance Measures	Last Year's performance (2016/17)	Annual Performance Target Years 1-3	Progress @ 30 June 2018	Explanation about any variances
	Growth is experienced annually (to a limit of 10,000)	5,888 Festival 1,176 Afterparty	8,500 Festival N/A for Afterparty (The Afterparty was not introduced until the 2015-16 year so no growth targets were set for this in the 2015-2025 Long Term Plan)	8,221 Festival 2,378 Afterparty	Figures are tickets issued, not necessarily attendees* .

* Refer to page XX for further details

i-SITE

Level of Service	Key Performance Measures	Last Year's performance (2016/17)	Annual Performance Target Years 1-3	Progress @ 30 June 2018	Explanation about any variances
A quality customer experience	i-SITE NZ and Qualmark standards are met	Pass	80%	Full certification achieved.	Hokitika i-SITE named as 'one of the best i-SITES in the country' by the Qualmark moderator.
Increase resident population knowledge about what the i-SITE has to offer locals	Bookings made by local population	i-SITE bookings made by the local population have increased by 5% from last year; whereas AA NZ bookings have decreased by 5%.	Maintain or Increase	AA transactions maintained levels. Bookings by locals decreased. Overall door count increases by 13.1%	The decrease in bookings is largely explained by the change in recording of Wildfoods tickets from bookings to retail sales. Complimentary tickets for Wildfoods also had a significant impact on sales. Furthermore whilst more people come to the i-SITE for advice and information, they prefer to use the wifi to make their own bookings.

Parks and Reserves

Level of Service	Key Performance Measures	Last Year's performance (2016/17)	Annual Performance Target Years 1-3	Progress @ 30 June 2018	Explanation about any variances
Reserves are pleasant, enjoyable and safe places	% of residents satisfied with parks and reserves	No data available (87% 2016 Residents' Satisfaction Survey)	90%	94%	Parks and Reserves contract ongoing with Westroads. There have been some issues with vegetation removal / modification to the "Green belt" by adjoining residents. Contractors performing well. Residential roadside mowing being paid at Contractors cost

Public Toilets

Level of Service	Key Performance Measures	Last Year's performance (2016/17)	Annual Performance Target Years 1-3	Progress @ 30 June, 2018	Explanation about any variances
Provide public toilets throughout the district	% of residents satisfied with the service	No data available (66% 2016 Residents' Satisfaction Survey)	100%	80%	This is a substantial increase on the 2015 / 16 figures (66%), this could be attributed to increase in toilet cleaning during the tourist season.
	Facilities are available for use during the day	100%	100%	100%	Facilities are open during the day unless there is a serious maintenance issue that prevents the public using the facility safely. A series of blockages during the last year forced the partial closing of one bay of the Fox Glacier toilet block. Now there are more units installed at Fox Glacier township toilets the facility has the ability service more users and the effect of one pan being closed is greatly reduced.

Swimming Pool

Level of Service	Key Performance Measures	Last Year's performance (2016/17)	Annual Performance Target Years 1-3	Progress @ 30 June 2018	Explanation about any variances
A quality swimming or exercise experience at the public Swimming Pool	% of residents satisfied	100%	85%	Not measured	There was no satisfaction survey undertaken this year. Historically we have surveyed a captive audience and need to investigate how to reach a wider community group for feedback.
	Maintain PoolSafe Accreditation	100%	100%	100%	PoolSafe Accreditation was renewed for the 2017/18 season. Certificate is displayed at the pool.

West Coast Wilderness Trail

Level of Service	Key Performance Measures	Last Year's performance (2016/17)	Annual Performance Target Years 1-3	Progress @ 30 June 2018	Explanation about any variances
The cycle trail is well used	Numbers using the trail as measured by trail counters	Average annual usage of 8,647 users across accumulation of counts at four counter locations (excluding Grey District).	10,000	Average monthly trail usage is 1,300 users on the Hokitika Kaniere section and 645 users for Taramakau and Kaniere Water Race. These compare favourably to the previous reporting of 330 users per month.	<p>The new trail counters are providing good quality results including differentiation of cyclists versus pedestrians.</p> <p>Recent data shows that it could be expected there will be between 9,000 and 18,000 trail users on the different sections.</p> <p>Due to the location of the counters and length of the trail, we are unable to provide a definitive total count of users.</p>

Westland District Library

Level of Service	Key Performance Measures	Last Year's performance (2016/17)	Annual Performance Target Years 1-3	Progress @ 30 June 2018	Explanation about any variances
Provide quality library services in the district	% of residents satisfied	No data available	85%	99%	
	% of residents who are library members	46%	42%	47%	2013 Census figure of 8,307 has been used to calculate this. The increase equates to 130 new members this year.

Activity group: Transportation

An overview of the 2017/18 year:

The Transportation Team had another busy year which was at times quite challenging because of changes within the New Zealand Transport Agency (NZTA) funding sector.

2017/18 was the end of a three year NZTA funding allocation. With changes in the format for funding, it is now a requirement to have a Business Case Activity Management Plan in place to be able to qualify for funding. The three Local Council Road Controlling Authorities (RCA's), Buller, Grey and Westland collaboratively coordinated the process of writing this Business Case. This was a 12 month process, which was able to be completed successfully because of the collaborative approach adopted by senior council roading staff across the West Coast.

This has culminated in Westland District Council being successful in obtaining \$15.45M in road maintenance and renewal funding over the next three years.

The Transportation team maintained the existing roading network for this financial period. \$835,017 was expended on sealed road resurfacing.

The Roding Efficiency Group (REG) run regular workshops to assist the RCA's with changes in the national funding processes. The Transportation team have been attending these regular workshops, which are now focusing on the finer details of procurement.

Staff have been working with NZTA and Rationale Ltd to provide an acceptable transition plan for the Haast-Jackson Bay Road. This process has been fully funded by NZTA, as it has been driven by the Agency Board. To date we have been successful in putting together a proposal that is about to be presented to the Agency Board for their review / approval. The option being favoured is one that favours a cost neutral solution to Council but that is still subject to final Board acceptance.

As part of the plan for handing over the road the NZTA have directed they wish to invest more in Pavement Rehabilitation works on Haast-Jackson Bay Road over the next three years. This is to be able to monitor a range of rehabilitation options to determine the best performing solution for this road long term.

Whitcombe Valley Road improvement work was contracted out, with Westroads being the successful tenderer. Unfortunately, weather has caused delays in this project, which is due for completion sometime in September 2018 (weather permitting). The DOC carpark expansion was also added to this project as a significant variation to the scope of works and a separate funding agency involved.

February 2018 saw two significant storm events hit the coast, which not only caused substantial damage coast wide but has also taxed the local contractors. This has in turn caused a number of projects to be delayed due to contractor availability.

Two footpath upgrade projects were carried out in Kumara on Fourth Street and Greenstone Road. NZTA finished off the year with the announcement of the new Government Policy Statement that now includes footpath maintenance and renewal works as a subsidised activity. This created some last minute revision work in our submission for funding.

Funding Impact Statement

For the year ended 30 June 2018

	2017/18 Actual \$000	2017/18 Long term plan \$000	2016/17 Long term plan \$000
Sources of operating funding			
General rates, uniform annual general charges, rates penalties	2,336	2,602	2,114
Targeted rates	0	0	0
Subsidies and grants for operating purposes	1,138	1,591	1,656
Fees and charges	11	0	0
Interest and dividends from investments	0	0	0
Local authorities fuel tax, fines, infringement fees, and other receipts	0	124	122
Total operating funding (A)	3,485	4,317	3,891
Application of operating funding			
Payments to staff and suppliers	2,725	2,579	2,524
Finance costs	10	46	0
Internal charges and overheads applied	437	472	491
Other operating funding applications	0	0	0
Total applications of operating funding (B)	3,172	3,097	3,015
Surplus/(deficit) of operating funding (A-B)	313	1,220	876
Sources of capital funding			
Subsidies and grants for capital expenditure	2,625	2,523	2,248
Increase/(decrease) in debt	586	1,505	1,014
Total sources of capital funding (C)	3,211	4,028	3,262
Application of capital funding			
Capital expenditure:			
- To meet additional demand	0	0	0
- To improve the level of service	983	0	25
- To replace existing assets	1,711	3,942	3,488
Increase/(decrease) in reserves	830	1,306	625
Increase/(decrease) in investments	0	0	0
Total applications of capital funding (D)	3,525	5,248	4,138
Surplus/(deficit) of capital funding (C-D)	(313)	(1,220)	(876)
Funding balance ((A-B)+(C-D))	(0)	0	0

The level of service achieved in relation to the performance targets

Level of Service	Key Performance Measures	Last Year's performance (2016/17)	Annual Performance Target Years 1-3	Progress @ 30 June 2018	Explanation about any variances
The transportation network is safe for all users in Westland District	Road safety: The change from the previous financial year in the number of fatalities and serious injury crashes on the local road network, expressed as a number	NZTA data for local roads shows 2 x serious injuries for this financial period and zero fatalities resulting from two separate incidents: one in Hokitika township and one on Lake Kanieri Road	Less than the previous year	The change from the previous year is -2, as there were no serious injuries or fatalities in this financial period.	RAMM data with latest CAS update shows no Fatal or serious crashes on the network between 1 July 2017 and 30 June 2018
The surface condition of roads in Westland is of good quality	The average quality of ride on a sealed local road network, measured by smooth travel exposure	96%	>90%	Year to date data based on the NAASRA index shows STE of 96%.	Council has met this target.
	Residents are satisfied with the standard and safety of Council's unsealed roads	No data available (70% 2016 Residents' Satisfaction Survey)	50% of residents are satisfied with Council's unsealed roads	74%	Resident's Satisfaction Survey 2018 data shows that 74% of residents who have used rural roads are satisfied with the standard of safety. This is well above target but will remain a focus for improvement

Level of Service	Key Performance Measures	Last Year's performance (2016/17)	Annual Performance Target Years 1-3	Progress @ 30 June 2018	Explanation about any variances
The surface condition of roads in Westland is maintained to a high standard	The percentage of the sealed local road network that is resurfaced	Our total network reseal was 28km of 374km. This equates to 7.5%. The resurfacing has an expected lifespan of 10 years.	>7%	Reseals have been completed with 7.3% of our sealed network being resurfaced this year. The total network reseal was 27.5km of 375km.	
Footpaths are maintained in good condition and are fit for purpose	The percentage of footpaths within a territorial authority district that fall within the level of service or service standard for the condition of footpaths that is set out in the territorial authority's relevant document (such as its annual plan, activity management plan, asset management plan, annual works program or long term plan)	Measure not yet determined. No known exceedances for deliverable standards.	90%	Footpath Data has been loaded into the Assetfinda System. Condition rating has yet to be carried out	This is an ongoing process to improve the level of data held for Councils footpaths.

Level of Service	Key Performance Measures	Last Year's performance (2016/17)	Annual Performance Target Years 1-3	Progress @ 30 June 2018	Explanation about any variances
Response to service requests are dealt with promptly	Customer service requests: The percentage of customer service requests relating to roads and footpaths to which the territorial authority responds within two working days of submission	No known timeline exceedances for response from NCS database.	100%	Unable to determine with any real degree of accuracy	The process of service requests is currently being reviewed by staff and contractors to look for ways to make improvements in reporting.

Activity group: Water Supply

An overview of the 2017/18 year:

Council supplies reticulated water to 2645 connections in the district.

Council's customer request system records show that there were 324 water related service requests logged between 1 July 2017 and 30 June 2018. No service requests were created in relation to the ex-cyclones in early 2018 as service requests need to be logged on our website and areas with no power were unable to access this service. Out of the 324, 319 have been completed to date, with 196 completed in time. A breakdown of service requests is shown in the table below:

Service Type	Total Received	Total Completed	Completed in Time	% Completed in Time
Water Service Location	7	7	5	71.4%
Water Quality	48	48	24	50%
Water Pressure	5	4	4	100%
Water Leak	104	102	59	57.8%
Water Connection	8	8	5	62.5%
Toby Fault	39	39	33	84.6%
Operations	6	6	4	66.7%
No Water	57	56	34	60.71
General Enquiry	40	39	28	71.8%
Complaint (Other)	10	10	0	0.0%
Total	324	319	196	

Reporting on response timeframes:

A lack of staff training in maintaining the service request system resulted in service requests being incomplete. Staff training in maintaining service requests is ongoing. A review of the time frames allocated within the service request system is being undertaken to align with the current Utilities Maintenance Contract and KPIs.

With the renewal of the maintenance contract in 2020, it is expected that the contractor will have the ability to receive and sign off service request in the field. This should reduce the completion time frame errors that occur for “in office time” to sign off requests.

Westland District Council manages nine water supplies across the district. Five of the nine supplies (Kumara, Hokitika, Ross, Franz Josef and Fox Glacier) are sourced from surface water (streams, lakes, and rivers). The remaining four supplies (Arahura, Harihari, Whataroa and Haast) are sourced from underground bores.

Out of the nine water supplies that Council manages, two are currently partially treated: The Kumara and Arahura water supplies are chlorinated with no protozoal treatment. As an on-going precaution the Arahura water supply is on a permanent “boil water notice”. In 2015 Council was granted a subsidy through the Ministry of Health’s Drinking Water Assistance Programme for the upgrade of the Kumara water treatment plant in the 2016/17 financial year. Both the Whataroa and Kumara Water Treatment Plant upgrade projects to achieve protozoal compliance were deferred and not carried out during this period as a result of a Serious Fraud Investigation regarding how the contracts were awarded. Negotiations then commenced with the second preferred tenderer. Both of these contracts are currently underway and are expected to be completed later this calendar year. The treatment of the Arahura water supply is budgeted for in 2018/19 year.

Protozoal compliance:

Five of the nine water supplies that Council manages are capable of achieving protozoal compliance. These are Hokitika, Ross, Harihari, Franz Josef and Haast. This means that the treatment processes that are in place in these five supplies are sufficient to achieve compliance. However Council has not yet set up data recording of the measuring systems on these five supplies to prove that this compliance is being achieved all year round. Council intends to progress technical upgrades in the future. This is not a budgeted item as the upgrades will be achieved alongside other planned operational upgrades.

The Fox Glacier water treatment plant has been identified in the Long Term Plan for treatment upgrade.

The Health (Drinking Water) Amendment Act 2007 requires that drinking water suppliers implement a Water Safety Plan (previously known as a Public Health Risk Management Plan) for all of their water supplies serving a population over 500. Water Safety Plans identify risks associated with the water supply and include an improvement schedule that assists in prioritising future work to minimise the risks identified. Water Safety Plans are in an on-going review and implementation process with the Ministry of Health and Drinking Water Assessors.

In July 2017 in the Hokitika water supply there was an overdose of ACH (coagulant) into the water supply which resulted in a “waxy feel” to the water. There were ten service requests in relation to this issue. This was as a result of part of the treatment plant sitting idle in the low demand season and been bought on line without a flushing process to remove any built up chemical. Processes have been put in place to ensure this does not happen again.

Funding Impact Statement

For the year ended 30 June 2018

	2017/18 Actual \$000	2017/18 Long term plan \$000	2016/17 Long term plan \$000
Sources of operating funding			
General rates, uniform annual general charges, rates penalties	63	63	61
Targeted rates	3,996	4,283	4,120
Subsidies and grants for operating purposes	0	0	0
Fees and charges	81	0	0
Interest and dividends from investments	2	1	1
Local authorities fuel tax, fines, infringement fees, and other receipts	0	0	0
Total operating funding (A)	4,141	4,347	4,182
Application of operating funding			
Payments to staff and suppliers	1,310	1,056	1,067
Finance costs	135	280	313
Internal charges and overheads applied	843	853	888
Other operating funding applications	0	0	0
Total applications of operating funding (B)	2,288	2,189	2,268
Surplus/(deficit) of operating funding (A-B)	1,854	2,158	1,914
Sources of capital funding			
Increase/(decrease) in debt	(796)	(262)	(739)
Total sources of capital funding (C)	(796)	(262)	(739)
Application of capital funding			
Capital expenditure:			
- To meet additional demand	475	0	0
- To improve the level of service	0	549	719
- To replace existing assets	231	597	52
Increase/(decrease) in reserves	352	750	405
Increase/(decrease) in investments	0	0	0
Total applications of capital funding (D)	1,058	1,896	1,176
Surplus/(deficit) of capital funding (C-D)	(1,853)	(2,158)	(1,914)
Funding balance ((A-B)+(C-D))	0	0	0

The level of service achieved in relation to the performance targets

Level of Service	Key Performance Measures	Last Year's performance (2016/17)	Annual Performance Target Years 1-3	Progress @ 30 June 2018	Explanation about any variances
Council supplied potable water is safe to drink	<p>Safety of drinking water:</p> <p>The extent to which the local authority's drinking water supply complies with:</p> <p>(a) part 4 of the drinking-water standards (bacteria compliance criteria), and</p> <p>(b) part 5 of the drinking-water standards (protozoal compliance criteria).</p>	<p>(a) 4 out of 9 supplies fully compliant with bacterial compliance criteria at both the water treatment plant and in the distribution zone</p> <p>(b) 0 out of the 9 supplies compliant with protozoal compliance criteria.</p>	<p>Years 1-3</p> <p>These drinking water schemes will comply with parts (a) and (b) of the key performance measure: Hokitika, Ross, Harihari, Franz Josef, Haast</p> <p>Years 2-3</p> <p>These drinking water schemes will comply with parts (a) and (b) of the key performance measure: Kumara, Whataroa</p> <p>Year 3</p> <p>These drinking water schemes will comply with parts (a) and (b) of the performance measure: Fox Glacier, the Arahura scheme if it is continued as a</p>	<p>(a) 3 out of 9 supplies fully compliant with bacterial compliance criteria at both the water treatment plant and in the distribution zone.</p> <p>(b) 0 out of the 9 supplies compliant with protozoal compliance criteria.</p>	<p>Bacterial compliance with the Standards was achieved for Harihari, Haast and Ross at both the treatment plant and distribution zones for the period 1 July 2017 to 30 June 2018.</p> <p>Bacterial compliance with the Standards was achieved for Hokitika and Franz Josef distribution zones for the period 1 July 2017 to 30 June 2018. Fox Glacier, Kumara, Arahura and Whataroa distribution zones all had Escherichia coli (E. coli) transgressions and did not achieve compliance.</p> <p>Treatment plant bacterial compliance was achieved for the Kumara treatment plant. Hokitika, Franz Josef, Fox Glacier, Arahura and Whataroa either had E. coli transgressions or insufficient samples taken to achieve compliance.</p> <p>The Kumara and Whataroa projects have a planned operational start of September 2018 with completion before the end of 2018.</p> <p>A new design and location proposal is in hand for the Arahura scheme. Investigation and design work for componentry is underway. Logistics of the site and negotiation with landowner yet to be undertaken.</p> <p>The Fox Glacier project is listed in the Long Term Plan.</p>

Level of Service	Key Performance Measures	Last Year's performance (2016/17)	Annual Performance Target Years 1-3	Progress @ 30 June 2018	Explanation about any variances
			Council service (2017/18 is Year 3)		A reliable data collection and storage system requires development so that Protozoal compliance can be proved for the total year.
Requests for service are dealt with promptly	<p>Fault response times:</p> <p>Where the local authority attends a call-out in response to a fault or unplanned interruption to its networked reticulation system, the following median response times measured:</p> <p>(a) attendance for urgent call-outs: from the time that the local authority receives notification to the time that service personnel reach the site, and (2 hours)</p> <p>(b) resolution of urgent call-outs: from the time that the local authority receives notification to the time that service</p>	<p>(a) Council had 2 requests for service that were assigned an emergency / critical priority rating of 3 hours</p> <p>(b) Council does not have a 12 hour response field in our service request system and therefore had zero requests for service logged</p>	<p>(a) 100%</p> <p>(b) 100%</p> <p>(c) 100%</p> <p>(d) 100%</p>	<p>(a) No data for attendance times for urgent call outs</p> <p>(b) 60% of urgent call outs were resolved within 12 hours.</p> <p>(c) No data for attendance times for non-urgent call outs</p> <p>(d) 65% of non-urgent call outs were resolved within 72 hours</p>	<p>Out of 57 urgent requests relating to no water 34 were resolved in time.</p> <p>148 service request relating to faults were received. 96 were resolved in time.</p> <p>Council and contractor teams remain focused on urgent response times for critical customer call outs.</p> <p>Council staff are working alongside contractors to review the Service Request process and system to ensure it is fit for purpose.</p>

Level of Service	Key Performance Measures	Last Year's performance (2016/17)	Annual Performance Target Years 1-3	Progress @ 30 June 2018	Explanation about any variances
	<p>personnel confirm resolution of the fault or interruption. (12 hours)</p> <p>(c) attendance for non-urgent call-outs: from the time that the local authority receives notification to the time that service personnel reach the site, and (24 hours)</p> <p>(d) resolution of non-urgent call-outs: from the time that the local authority receives notification to the time that service personnel confirm resolution of the fault or interruption. (72 hours)</p>	<p>with a 12 hour response timeframe</p> <p>(c) Council had one request for service that was logged as priority 2 (24 hours)</p> <p>(d) Council had five requests that were logged as priority 3 (2 working days)</p>			
Council supplied water is reliable	<p>Maintenance of the reticulation network:</p> <p>The percentage of real water loss from the local</p>	Not measured.	Council does not currently measure direct loss in any of its 9 schemes. Instead this is monitored a number	Not measured	

Level of Service	Key Performance Measures	Last Year's performance (2016/17)	Annual Performance Target Years 1-3	Progress @ 30 June 2018	Explanation about any variances
	authority's networked reticulation system (including a description of the methodology used to calculate this).		of ways including; Telemetry, water meters, repair program, mains replacements and pressure management. This is in context with the Benchloss NZ Manual.		
	Demand management: The average consumption of drinking water per day per resident within the territorial authority district.	Initial calculations conducted on our behalf by Calibre Group (exclusive of Westland Milk Products' commercial water consumption) shows a winter water usage of 253 litres per head per day increasing to 480 litres per head per day in summer. This is within	The average water consumption per person per day is < 500l/day	Not measured. Analysed on a three yearly basis. Ongoing installation of metering will assist with future analysis. (2016/17: winter water usage of 253 litres per head per day increasing to 480 litres per head per day in summer)	The District Assets team are targeting excessive network user by metered installations and conversion of billing methods where appropriate.

Level of Service	Key Performance Measures	Last Year's performance (2016/17)	Annual Performance Target Years 1-3	Progress @ 30 June 2018	Explanation about any variances
		acceptable limits.			
Customers are generally satisfied with the Council supplied water	<p>Customer satisfaction:</p> <p>The total number of complaints received by the local authority about any of the following:</p> <ul style="list-style-type: none"> (a) drinking water clarity (b) drinking water taste (c) drinking water odour (d) drinking water pressure or flow (e) continuity of supply, and (f) the local authority's response to any of these issues <p>Expressed per 1000 connections to the local authority's networked reticulation system.</p>	<ul style="list-style-type: none"> (a) 0 (b) 4 (2 of these are also reported in water odour below) (c) 2 (these service requests were joint water odour & water taste issues) (d) 3 (e) 6 (f) 0 <p>Based on the total number of service connections = 2620</p>	Type and number of complaints received (25 per 1000 connections)	<ul style="list-style-type: none"> (a) No data (b) 48 (c) 10 (d) 5 (e) 57 (f) District Assets team are continually working towards improvement 	<p>Clarity and taste have not been separated. There were a total of 48 complaints.</p> <p>There was an overdose of chemical into the Hokitika supply resulting in 10 complaints of "waxiness".</p> <p>A total of 57 complaints were received for no water.</p> <p>Total number of connections = 2645</p> <p>Total number of complaints = 120</p> <p>Complaints per 1000 connections = 45.4</p>

Level of Service	Key Performance Measures	Last Year's performance (2016/17)	Annual Performance Target Years 1-3	Progress @ 30 June 2018	Explanation about any variances
		Total number of complaints = 13 Complaints per 1000 connections = 5			

Activity group: Wastewater

An overview of the 2017/18 year:

Council provides access to reticulated wastewater systems in Hokitika, Franz Josef, Fox Glacier and Haast. These systems service 2,121 connections.

There were 59 wastewater related service requests logged between 1 July 2017 and 30 June 2018; Out of the 59 requests, 58 have been completed to date with 24 completed on time. Breakdown of service requests in the table below:

Service Type	Total Received	Total Completed	Completed in Time	% Completed in Time
Blockage (not overflowing)	14	14	5	35.7%
Complaint (other)	1	1	1	100%
General Enquiry	11	10	4	33.3%
Operations	1	1	1	100%
Overflow	10	10	4	40%
Odour Complaint	21	21	8	38.1%
Service Locations	1	1	1	100%
Total	59	58	24	

Reporting on response timeframes:

A lack of staff training in maintaining the service request system resulted in service requests being incomplete. Staff training in maintaining service requests is ongoing. A review of the time frames allocated within the service request system is being undertaken to align with the current Utilities Maintenance Contract and KPIs.

With the renewal of the maintenance contract in 2020, it is expected that the contractor will have the ability to receive and sign off service request in the field. This should reduce the completion time frame errors that occur for "in office time" to sign off requests.

The Hokitika Wastewater Treatment Plant had temporary aerators installed in May / June 2018 to combat a number of odour issues that arose. As the aerators were borrowed, permanent ones have been purchased and will be installed once they arrive.

The Franz Josef Wastewater Treatment Plant has received an abatement notice from the West Coast Regional Council and enforcement notice from the Environment Court, which has resulted in an order for upgrade works to be completed by April 2019. A detailed design for improvement is currently underway.

The Waiho river flood wall was constructed in late 2017 due to a cyclone event that caused high river flows that flooded the adjacent Franz Josef Scenic Circle Hotel and oxidation ponds in March 2016. The wall was constructed as an emergency response activity and extends beyond the oxidation ponds providing protection.

Westland District Council noted the new reporting requirement introduced to differentiate between dry weather sewerage overflows and wet weather sewerage overflows. We have set up an alert in our service request system which prompts the staff member logging the request to ask about the weather conditions. This system is imperfect however as the weather can be completely different between two townships even 10 kilometres apart. Council notes that a “wet weather sewerage overflow” is defined as there being 1mm of rain in a continuous 24 hour period which is a confusing measurement for the District’s geographic environment which is used to high rainfall. Council does not have automatic rain gauges at all our Wastewater sites and are therefore reliant on Hokitika data.

Funding Impact Statement

For the year ended 30 June 2018

	2017/18 Actual \$000	2017/18 Long term plan \$000	2016/17 Long term plan \$000
Sources of operating funding			
General rates, uniform annual general charges, rates penalties	28	28	28
Targeted rates	915	1,206	1,014
Subsidies and grants for operating purposes	0	0	0
Fees and charges	44	48	47
Interest and dividends from investments	9	0	0
Local authorities fuel tax, fines, infringement fees, and other receipts	11	0	0
Total operating funding (A)	1,008	1,282	1,088
Application of operating funding			
Payments to staff and suppliers	363	418	458
Finance costs	19	83	2
Internal charges and overheads applied	193	195	203
Other operating funding applications	0	0	0
Total applications of operating funding (B)	575	695	663
Surplus/(deficit) of operating funding (A-B)	433	586	425
Sources of capital funding			
Subsidies and grants for capital expenditure	0	1,052	1,025
Increase/(decrease) in debt	1,475	2,120	1,791
Total sources of capital funding (C)	1,475	3,172	2,816
Application of capital funding			
Capital expenditure:			
- To meet additional demand	1,238	0	0
- To improve the level of service	0	3,264	2,819
- To replace existing assets	103	0	174
Increase/(decrease) in reserves	567	494	248
Increase/(decrease) in investments	0	0	0
Total applications of capital funding (D)	1,908	3,758	3,241
Surplus/(deficit) of capital funding (C-D)	(433)	(586)	(425)
Funding balance ((A-B)+(C-D))	0	0	0

The level of service achieved in relation to the performance targets

Level of Service	Key Performance Measures	Last Year's performance (2016/17)	Annual Performance Target Years 1-3	Progress @ 30 June 2018	Explanation about any variances
Council wastewater systems are managed without risk to public health	<p>System and adequacy:</p> <p>The number of dry weather sewerage overflows from the territorial authority's sewerage system, expressed per 1000 sewerage connections to that sewerage system.</p>	<p>Council has had a total of three sewerage overflows in total (dry and wet weather combined due to difficulty separating them out). This gives a ratio of 1.5 per 1000 connections, which is significantly under the performance target.</p> <p>Total number service connections = 2052</p>	Number: 10 per 1000	<p>Council has had a total of ten sewerage overflows in total. This gives a ratio of 4.7 per 1000 which is significantly under the performance target.</p> <p>While the service request system has been improved for distinguishing overflow types there is still no efficient way to differentiate between wet and dry weather overflows. Total number service connections = 2121</p>	Requires development of a reporting system to accurately measure dry weather over flows.

Level of Service	Key Performance Measures	Last Year's performance (2016/17)	Annual Performance Target Years 1-3	Progress @ 30 June 2018	Explanation about any variances
Council wastewater systems are safe and compliant	<p>Discharge compliance:</p> <p>Compliance with the territorial authority's resource consents for discharge from its sewerage system measured by the number of:</p> <ul style="list-style-type: none"> (a) abatement notices (b) infringement notices (c) enforcement orders, and (d) convictions, <p>received by the territorial authority in relation those resource consents.</p>	<ul style="list-style-type: none"> (a) 1 (b) 0 (c) 1 (d) 0 	100%	<ul style="list-style-type: none"> (a) 1 (b) 0 (c) 1 (d) 0 	The West Coast Regional Council dispatched an order for non-compliance at the Franz Waste Water Treatment Plant resulting in an Environment Court order.

Level of Service	Key Performance Measures	Last Year's performance (2016/17)	Annual Performance Target Years 1-3	Progress @ 30 June, 2018	Explanation about any variances
<p>Customers are generally satisfied with the Council wastewater systems</p>	<p>Fault response times: Where the territorial authority attends to sewerage overflows resulting from a blockage or other fault in the territorial authority's sewerage system, the following median response times measured:</p> <p>(a) attendance time: from the time that the territorial authority receives notification to the time that service personnel reach the site, and (2 hours)</p> <p>(b) resolution time: from the time that the territorial authority receives notification to the time that service personnel confirm resolution of the blockage or other fault (4 hours.)</p>	<p>(a)+ (b) We have four faults that have been assigned an emergency / critical timeframe of 3 hours during this financial period.</p>	<p>100%</p>	<p>(a) No reliable data for attendance time to site</p> <p>(b) Out of the 10 requests relating directly to sewerage overflows 4 were resolved within the timeframe. This equates to 40% completed on time.</p>	<p>While the service request system can be used for completion timeframes it does not indicate attendance time frame. Council is currently looking at a new system that will alleviate this issue.</p>

Level of Service	Key Performance Measures	Last Year's performance (2016/17)	Annual Performance Target Years 1-3	Progress @ 30 June, 2018	Explanation about any variances
	<p>Customer satisfaction:</p> <p>The total number of complaints received by the territorial authority about any of the following:</p> <p>(a) sewage odour (b) sewerage system faults (c) sewerage system blockages, and (d) the territorial authority's response to issues with its sewerage system,</p> <p>Expressed per 1000 connections to the territorial authority's sewerage system.</p>	<p>(a) 3 (b) 2 (the 2 faults relate to sewerage overflows as a result of pump issues) (c) 2 (d) 0</p> <p>Key performance measure has been met:</p> <p>Total number of complaints = 7 Total number service connections = 2052 Complaints per 1000 connections = 3.4</p>	25 per 1000	<p>(a) 21 (b) 11 (c) 14 (d) 1</p> <p>Total number of complaints = 47 Total number service connections = 2121 Complaints per 1000 connections = 22.2</p>	<p>Target met.</p> <p>An improvement within the service request system makes reporting on the measures more accurate.</p>

Activity group: Stormwater

An overview of the 2017/18 year:

Council provides reticulated stormwater to the township of Hokitika and roadside drainage to the remainder of the townships of the district to ensure protection of public health and safety, and of the environment. The majority of the stormwater reticulation is gravity fed with a total of six pump stations in Hokitika. There are currently 414 connections within the Hokitika reticulation.

The smaller stormwater schemes mainly comprise open channels as part of the street drainage system to collect road surface run off, these are maintained by Council's Transportation team.

There were 128 stormwater related service requests logged between 1 July 2017 and 30 June 2018. Of the 128 requests, 126 have been completed to date with 89 completed in time. Breakdown of service requests in the table below:

Service Type	Total Received	Total Completed	Completed in Time	% Completed in Time
Complaints (other)	11	11	8	72.7%
General Enquiry	43	42	24	57.1%
Operations	3	3	3	100%
Ponding	69	69	54	78.3%
Connection	1	1	0	0.0%
Service Locations	1	0	0	0.0%
Total	128	126	89	

Reporting on response timeframes:

A lack of staff training in maintaining the service request system resulted in service requests being incomplete. Staff training in maintaining service requests is ongoing. A review of the time frames allocated within the service request system is being undertaken to align with the current Utilities Maintenance Contract and KPIs.

With the renewal of the maintenance contract in 2020, it is expected that the contractor will have the ability to receive and sign off service request in the field. This should reduce the completion time frame errors that occur for "in office time" to sign off requests.

Funding Impact Statement

For the year ended 30 June 2018

	2017/18 Actual \$000	2017/18 Long term plan \$000	2016/17 Long term plan \$000
Sources of operating funding			
General rates, uniform annual general charges, rates penalties	0	33	32
Targeted rates	552	501	448
Subsidies and grants for operating purposes	0	0	0
Fees and charges	0	0	0
Internal charges and overheads recovered	0	0	0
Interest and dividends from investments	0	0	0
Local authorities fuel tax, fines, infringement fees, and other receipts	0	0	0
Total operating funding (A)	552	534	481
Application of operating funding			
Payments to staff and suppliers	123	100	110
Finance costs	19	15	2
Internal charges and overheads applied	157	144	136
Other operating funding applications	0	0	0
Total applications of operating funding (B)	298	259	248
Surplus/(deficit) of operating funding (A-B)	253	275	232
Sources of capital funding			
Increase/(decrease) in debt	(57)	92	291
Total sources of capital funding (C)	(57)	92	291
Application of capital funding			
Capital expenditure:			
- To meet additional demand	0	0	0
- To improve the level of service	0	0	242
- To replace existing assets	354	110	51
Increase/(decrease) in reserves	(158)	258	230
Increase/(decrease) in investments	0	0	0
Total applications of capital funding (D)	196	368	523
Surplus/(deficit) of capital funding (C-D)	(253)	(275)	(232)
Funding balance ((A-B)+(C-D))	(0)	(0)	0

The level of service achieved in relation to the performance targets

Level of Service	Key Performance Measures	Last Year's performance (2016/17)	Annual Performance Target Years 1-3	Progress @ 30 June 2018	Explanation about any variances
Council Stormwater systems have the capacity to resist major storms and flooding events.	System adequacy: (a) The number of flooding events that occur in a territorial authority district. (b) For each flooding event, the number of habitable floors affected. (Expressed per 1000 properties connected to the territorial authority's stormwater system.)	(a) 0 (b) 0	(a) 2 (b) 10 per 1000	No flooding events for the year 2017/18	There were no flooding events recorded in the service request system for the 2017/18 financial year.
Requests for service are dealt with promptly	Response times: The median response time to attend a flooding event, measured from the time that the territorial authority receives notification to the time that service personnel reach the site. (1 hour)	No flooding events during reporting period.	100%	No flooding events for the year 2017/18	There were no flooding events recorded in the service request system for the 2017/18 financial year.

Level of Service	Key Performance Measures	Last Year's performance (2016/17)	Annual Performance Target Years 1-3	Progress @ 30 June 2018	Explanation about any variances
	<p>Customer satisfaction:</p> <p>The number of complaints received by a territorial authority about the performance of its stormwater system, expressed per 1000 properties connected to the territorial authority's stormwater system.</p>	<p>Key performance measure condition has not been met:</p> <p>Total number of connections = 508</p> <p>Total number of complaints = 11</p> <p>Complaints per 1000 connections = 21.7</p>	10 per 1000	<p>Key performance measure condition has not been met:</p> <p>Total number of connections = 414</p> <p>Total number of complaints = 11</p> <p>Complaints per 1000 = 26.6</p>	<p>Council is continually reviewing the utilities performance measures to improve the preventative maintenance on the stormwater reticulation to prevent ponding issues where possible.</p> <p>Note: Ponding is not necessarily due to the performance of the stormwater system.</p>
Council stormwater systems protect the natural environment	<p>Discharge compliance:</p> <p>Compliance with the territorial authority's resource consents for discharge from its stormwater system,</p>	<p>(a) 0</p> <p>(b) 0</p> <p>(c) 0</p> <p>(d) 0</p>	100%	<p>a) 0</p> <p>b) 0</p> <p>c) 0</p> <p>d) 0</p>	

Level of Service	Key Performance Measures	Last Year's performance (2016/17)	Annual Performance Target Years 1-3	Progress @ 30 June 2018	Explanation about any variances
	measured by the number of: (a) abatement notices (b) infringement notices (c) enforcement orders, and (d) convictions, Received by the territorial authority in relation those resource consents.				

Activity group: Solid Waste Management

An overview of the 2017/18 year:

During the 2017/2018 financial year \$15,000 excluding GST was given to EnviroSchools programme for the continued education of Waste Recycling with the current schools registered in the Westland area.

This programme has been well received and going forward the aim is to increase this funding to be able to engage more schools to come on board.

Other funds were used to cover expenses for minor illegal fly tipping. Costs associated with this activity were \$3,216.83

Current Status of Landfills:

<i>Name of Landfill</i>	<i>Status</i>	<i>Comment</i>
Butlers	Open	Weekly monitoring carried out in accordance with the resource consent. A review of the volume remaining in the cell is required.
Haast	Open	Monitoring requirements and need to plan for the end of landfill life. There is an estimated 3 years life remaining as per AMP information.
Kumara	Closed	Monitoring requirements only.
Franz Josef	Closed	Monitoring requirements only.
Hannahs Clearing	Closed	Monitoring requirements only.
Hokitika	Closed	Monitoring requirements only.
Cron Road	Closed	Monitoring requirements only.

Current Status of Transfer Stations:

<i>Name of Transfer Station</i>	<i>Status</i>	<i>Comment</i>	<i>Contracted to</i>
Hokitika	Open	9am-4pm Monday to Sunday	Envirowaste
Kumara	Open	9am-12pm Thursday and Sunday	Envirowaste
Fox Glacier	Open	12pm-1.3pm Monday, 2.30pm-4pm Thursday	SWRR
Whataroa	Open	3pm-4pm Tuesday and 10am-12.30pm Sunday	SWRR
Hari Hari	Open	8.30am-11.30am Wednesday and Saturday	Envirowaste
Ross	Open	1pm-4.30pm Wednesday and Saturday	Envirowaste
Franz Josef	Open	2.30pm-4.30pm Friday, 1pm-4.30pm Sunday (Plus summer hours 4.30-6.00pm Tuesday)	SWRR

Volumes of Waste:

Butlers Landfill

The amount of solid waste going to land fill decreased marginally again compared to the previous 2 years.

2015/16	3249 tonne
2016/17	3216 tonne
2017/18	3147 tonne

Haast Refuse Station

The amount of solid waste going to land fill has increased from the previous year. This is possibly due to severe weather events in early 2018 and property damage caused by this.

2015/16	374 tonne
2016/17	94 tonne
2017/18	107 tonne

Hokitika Transfer Station:

Over the past year, there has been 263 tonne of green waste and 143 tonnes of scrap metal collected.

Pest Control:

Pest control remains in place with Barry Nicol Pest Control for both the Haast and Butlers landfill.

Compliance Monitoring:

All compliance monitoring is done via West Coast Regional Council

Funding Impact Statement

For the year ended 30 June 2018

	2017/18 Actual \$000	2017/18 Long term plan \$000	2016/17 Long term plan \$000
Sources of operating funding	0		
General rates, uniform annual general charges, rates penalties	768	1,013	1,050
Targeted rates	733	755	735
Subsidies and grants for operating purposes	0	0	0
Fees and charges	833	691	673
Internal charges and overheads recovered	0	0	0
Interest and dividends from investments	0	0	0
Local authorities fuel tax, fines, infringement fees, and other receipts	0	0	0
<i>Total operating funding (A)</i>	2,333	2,458	2,459
Application of operating funding			
Payments to staff and suppliers	1,808	1,813	1,793
Finance costs	124	134	141
Internal charges and overheads applied	337	341	355
Other operating funding applications	0	0	0
<i>Total applications of operating funding (B)</i>	2,269	2,288	2,289
Surplus/(deficit) of operating funding (A-B)	65	169	169
Sources of capital funding			
Increase/(decrease) in debt	(185)	(117)	(169)
<i>Total sources of capital funding (C)</i>	(185)	(117)	(169)
Application of capital funding			
Capital expenditure:			
- To meet additional demand	0	0	0
- To improve the level of service	0	0	0
- To replace existing assets	65	53	0
Increase/(decrease) in reserves	(185)	0	0
Increase/(decrease) in investments	0	0	0
<i>Total applications of capital funding (D)</i>	(121)	53	0
Surplus/(deficit) of capital funding (C-D)	(65)	(169)	(169)
Funding balance ((A-B)+(C-D))	0	(0)	(0)

The level of service achieved in relation to the performance targets

Level of Service	Key Performance Measures	Last Year's performance (2016/17)	Annual Performance Target Years 1-3	Progress @ 30 June 2018	Explanation about any variances
A reliable refuse and recycling collection service is provided	% of residents that receive the service are satisfied	No data available due to Residents' Satisfaction Survey not being undertaken in this period. (88% 2016 Residents' Satisfaction Survey)	100%	90%	This percentage is similar to the National Average as illustrated in the 2018 Residents' Satisfaction Survey.
A reliable transfer station service	% of residents satisfied	No data available due to Residents' Satisfaction Survey not being undertaken in this period. (64% 2016 Residents' Satisfaction Survey)	100%	86%	The results of the 2018 Residents' Satisfaction Survey show 86% of transfer station users were satisfied with the reliability of the transfer station compared to 64% from the 2016 Residents' Satisfaction Survey.

Level of Service	Key Performance Measures	Last Year's performance (2016/17)	Annual Performance Target Years 1-3	Progress @ 30 June 2018	Explanation about any variances
Solid waste is managed appropriately	All necessary consents for solid waste activities and capital projects are applied for, held and monitored accordingly	Consents in place = 100% Monitoring of Butlers now being completed by external company.	100%	Consents in place = 100% .	Monitoring of Butlers now being completed by external company. All testing requirements for the 12 months have been followed and the results are provided to West Coast Regional Council
Education about waste minimisation is provided to the community	Number of visits to schools and community groups	1 x school; 1 x community group One educational programme undertaken in conjunction with EnviroSchools programme with children from Kaniere School. Students and teachers of Kaniere School installed Eco Blue fish on drains around Kaniere and Hokitika to help inform the public about the	3 schools, 3 groups per annum	5 x school; 0 x community groups Educational programmes undertaken internally within these schools. EnviroSchools manage these services and they will be submitting a forward educational programme imminently.	Council's Solid Waste Officer resigned in early 2017 and this position was vacant for a number of months which may have contributed to failure to reach the target.

Level of Service	Key Performance Measures	Last Year's performance (2016/17)	Annual Performance Target Years 1-3	Progress @ 30 June 2018	Explanation about any variances
		<p>impact of waste on marine life.</p> <p>In addition, a waste audit was conducted with WestREAP which highlighted recommendations to help them reduce their waste.</p>			

INDEPENDENT AUDITOR'S REPORT

Report



DATE: 22 November 2018

TO: Mayor and Councillors

FROM: Community Development Advisor

CLASS 4 GAMBLING VENUE POLICY

1 SUMMARY

- 1.1 The purpose of this report is to summarise the submissions received during the period of the special consultative procedure conducted between 1 October and 1 November 2018.
- 1.2 This issue arises from the Gambling Act 2003, the Racing Act 2003 and the Gambling Amendment Act 2014, specifically the requirement of Section 102 (5) of the Gambling Act 2003 - that Territorial Authorities are legally required to review their current Class 4 Gambling Venue Policies every three years and the requirement of Section 102 (5A) of the Gambling Amendment Act 2014 that the Policies are to include provision for where a venue is intended to replace an existing venue.
- 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 adopts the draft Class 4 Gambling Venue Policy 2018.

2 BACKGROUND

- 2.1 The purpose of the Gambling Act is to “control the growth of gambling; to prevent and minimise the harm caused by gambling, including problem gambling; to authorise some gambling and prohibit the rest; to facilitate responsible gambling; to ensure the integrity and fairness of games; to limit opportunities for crime or dishonesty associated with gambling; to ensure that money from gambling benefits the community and to facilitate community involvement in decisions about the provision of gambling. “

- 2.2 The Gambling Act 2003 requires territorial authorities to have a gambling policy. Council first adopted a policy 15 July 2004 which has been reviewed three times since then. The current policy was adopted by Council at its meeting on 23 July 2015, so it is now past due for its three-yearly review.
- 2.3 The Community Development Advisor met with staff from Community and Public Health and the public 22 August 2018 in a Social Impact Assessment Workshop to assess the possible negative and positive impacts of gambling on the local economy, business and service and well-being of people within Westland. This was the same process that was used in the previous review in 2015.

3 CURRENT SITUATION

- 3.1 Council adopted an amended draft policy on Class 4 gambling venues for public consultation 27 September 2018. See Appendix 1.
- 3.2 The public consultation period was 1 October to 1 November 2018. The Statement of Proposal was advertised on Council's website and in the Hokitika Guardian 1 October 2018. Only one submission was received. See Appendix 2.
- 3.3 No Hearing of Submissions was conducted as the only submitter did not wish to be heard.

4 OPTIONS

- 4.1 Adopt the draft amended policy.
- 4.2 Not adopt the draft amended policy.

5 SIGNIFICANCE AND ENGAGEMENT

- 5.1 This has a low level of significance for Council whatever options are taken into account. The changes to the policy are not deemed to be so significant as to greatly affect users of gaming machines.
- 5.2 Only one submission was received during the month, suggesting that the level of interest from the public is relatively low.

6 ASSESSMENT OF OPTIONS (INCLUDING FINANCIAL IMPLICATIONS)

- 6.1 The advantage of adopting the draft amended policy is that the Franz Josef community will have access to more funds for community use. The disadvantage of adopting the draft amended policy is that the growth of gambling is not controlled.
- 6.2 The advantage of not adopting the draft amended policy is that a sinking lid approach curtails the growth of gambling. The disadvantage of not adopting the draft amended policy is that the Franz Josef community will not have access to more community funding.
- 6.3 There are no financial implications for Council.

7 PREFERRED OPTION(S) AND REASONS

- 7.1 The preferred option is to amend clauses 3.1, 3.3, and 3.6 in the 2015 policy because those clauses then take into account the changing needs to allow for the glacier country to meet tourists' needs in a higher density population area within the District, the needs of venues not funded by a nationwide trust or society and the need for bar managers to be able to easily observe the gambling habits of patrons.

8 RECOMMENDATION(S)

- A) **THAT** Council adopts the amended draft Class 4 Gambling Venue Policy as set out in Appendix 1.

Derek Blight
Community Development Advisor

DRAFT



CLASS 4 GAMBLING VENUE POLICY 2018

1. Objectives of the Policy

- 1.1 To minimise the harm to the community caused by gambling;
- 1.2 To control the growth of gambling in the District;
- 1.3 To ensure the Council and the community have influence over the provision of new gambling venues in the District;
- 1.4 To allow those who wish to participate in gaming machine or TAB gambling to do so responsibly within the District.

2. TAB Venues

No new TAB stand-alone TABs may be established in Westland.

3. Where Class 4 Gambling Venues may be established

- 3.1 The number of venues within the Westland District outside of Hokitika is capped at three, with two of these three venues being located in the glacier country.
- 3.2 No new venues may be established in Hokitika.
- 3.3 If an existing Hokitika venue closes and relinquishes machines, the permitted number of venues and machines would reduce as per a sinking lid policy, with the exception of a venue that is not funded by a nationwide trust or society.
- 3.4 In a neighbourhood not being primarily associated with family or children's activities.
- 3.5 An existing Class 4 venue affected by earthquake-related risk or event, a destructive event, lease termination or new planned facilities shall be permitted to relocate within their current census mesh block area if Council grants consent in respect of a new venue to replace an existing venue
- 3.6 New venues must provide an open area for Class 4 Gambling.

4. Number of gaming machines to be allowed

- 4.1 New venues outside Hokitika shall be allowed a maximum of no more than 4 gaming machines;
- 4.2 Venues with licences issued after 17 October 2001 and operating fewer than 9 gaming machines shall be allowed to increase the number of gaming machines operated at the venue to 9;
- 4.3 Existing venues with licences issued before 17 October 2001 shall be able to increase the number of gaming machines in the venue to no more than 9 and where, at the date of the adoption of this policy, existing numbers of machines are greater than 9, that number can be maintained.

5. Applications

Applications for consent for new venues must be made on the approved form and must provide:

- 5.1 Name and contact details of the applicant;
- 5.2 Street address of the premises;
- 5.3 A site plan covering both gambling and other activities proposed for the venue;
- 5.4 Details of any liquor licence(s) applying to the premises;
- 5.5 Any relevant gambling harm minimisation policies;
- 5.6 Suitability of the applicant.

6. Decision Making

- 6.1 Upon receipt of a complete application form containing all required information and the full application fee, the Council has 30 working days to determine a decision;
- 6.2 The decision on an application will be made by the appropriate Council Committee pursuant to delegated authority and be based on the criteria detailed in this policy.
- 6.3 Where applications for Class 4 Gambling Consents can be demonstrated to be in full compliance with Council's Class 4 Gambling Policy, the approval of the application is delegated to the Chief Executive Officer.

7. Application Fees

These will be set by the Council from time to time, and shall include consideration of:

- 7.1 The cost of processing the application, including any consultation and hearings involved;
- 7.2 The cost of establishing and triennially reviewing the Class 4 Gambling Venue and TAB Venue policy;
- 7.3 The cost of inspecting Class 4 Gambling Venues on a regular basis to ensure compliance with consent conditions;
- 7.4 A contribution towards the cost of triennial assessments of the economic and social impact of gambling in the district.

8. Monitoring and Review

- 8.1 The Council will review the policy within 3 years of its adoption and then within 3 years of that review and each subsequent review;
- 8.2 The Council will monitor the social and economic impact of gambling on the community as part of the policy review process;
- 8.3 The Council may amend this policy as a result of the findings of the social and economic impact monitoring;
- 8.4 Any review or amendment of this policy will be undertaken in accordance with the special consultative procedure outlined in the Local Government Act 2002.

9. Commencement of Policy

- 9.1 This policy is required to be adopted by the Council in accordance with the special consultative procedure provided for in the Local Government Act 2002.
- 9.2 This policy will take effect from 23 November 2018.

Appendix 2:

Franz Josef Community Council Inc



PO Box 86, Franz Josef, Westland

26/10/2018

Dear Councillors

Subject: Submission in Support of plan review regarding Class 4 Gambling Venue Policy

We are extremely happy to be able to support the new plan regarding the allocation of gaming machine venues. The current proposal of having 2 venues within Glacier Country in some way reinstates what we have had previously.

If adopted, our town would again have the opportunity to offer this form of entertainment to our many visitors. This would also create an avenue for additional Community funding.

It is also good news that the requirements have now changed regarding the machines to be housed in a separate room, as this enables more venues to be eligible for the gaming machines.

Thank you for offering us the opportunity to support the proposed review and please do not hesitate to contact us should you require any further information.

Kind regards

Craig Rankin

Franz Josef Community Chairman

C

P 7520 054

chairperson.fjcc@gmail.com

Franz Josef Community Council, working together to build a vibrant & progressive community for all.

Report



DATE: 22 November 2018
TO: Mayor and Councillors
FROM: Transportation Manger

ROAD NAMING FOR UNNAMED ROAD OFF DUFFERS CREEK ROAD & UNNAMED ROAD OFF SHWY 73 AT OPPOSITE KUMARA RACECOURSE

1 SUMMARY

- 1.1 The purpose of this report is to officially allocate road names to 2 as yet unnamed roads within the Westland District. Both of these roads appear to have been previously unformed and unnamed legal roads that Developers have opened and formed within recent years.
- 1.2 This issue arises from neither of the above mentioned roads have ever been allocated official road names. This work is part of an ongoing “tidy up” to identify and officially name formed roads that have as yet not been officially named.
- 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 formally resolves to adopt road names for the 2 affected roads as detailed further into this report.

2 BACKGROUND

- 2.1 Unnamed Road off Duffers Creek Road at Kawhaka – This was an existing paper road prior to the land on one side being subdivided into rural residential lots a number of years ago. Again at the time, the fact the road had no official name was not picked up at any stage of the development. As such, Council is now faced with needing to adopt an acceptable road name.

A property owner has approached Council in this instance and suggested an option of Kawhaka Reserve Road.

After carrying out some research into the local history and topography of the immediate area a couple of other potential options have come forward. This then creates the following 3 options:

- Kawhaka Reserve Road (after the local reserve)
- Lake Mudgie Road (for the proximity of the sections to Lake Mudgie)
- McClintock Road (After Glenn Johnston McClintock a local roading contractor who set up a Store, Stables & Hotel around 1865 in the vicinity of what is now Van-Beeks Farm).

2.2 Unnamed Road off SH 73 West of Kumara Township just Opposite the Kumara Racecourse. No formal requests have been made to name this road but it remains within our roading database without an official name to identify it. There also appears to be only one dwelling using this road presently for access.

In researching history of the area, only one roadname option stood out as linking with the local history and being relevant to the area. That name is what Kumara Township was originally meant to be named. (Had Arthur Dobson not inadvertently distorted the original Maori Name.)

- Kohimara Place (Kohimara is the Maori word for the flowers that bloom on the native bush lawyer that grows well in this area)

3 CURRENT SITUATION

3.1 These two formed roads within our District presently have no official road names.

4 OPTIONS

For Road off Duffers Creek Road

4.1 **Option 1** – Name the road “Kawhaka Reserve Road” in recognition of the local reserve.

4.2 **Option 2** – Name the road “Lake Mudgie Road” in recognition of the lake that backs on to properties along this road.

4.3 **Option 3** – Name the road “McClintock Road” in recognition of Glenn Johnston McClintock who not only likely worked on forming parts of the Old Christchurch Road but also had a Store, Stables and Hotel in the general vicinity dating back to around 1865.

For Road Off SH73 West Of Kumara

4.4 Option 4 – Name the road “Kohimara Place”

5 SIGNIFICANCE AND ENGAGEMENT

5.1 Road Naming is relatively minor in the realms of significance and falls within Councils already delegated authority under the Local Government Act. There is an option to go for wider public consultation in this report should Council decide it wishes to proceed down this path.

6 ASSESSMENT OF OPTIONS (INCLUDING FINANCIAL IMPLICATIONS)

6.1 Whatever names are chosen there are really only limited advantages and disadvantages for all options. Not assigning a name is not an option and the disadvantage to not having a road name is that emergency services have no way of locating a property and we have no way of creating an address/RAPID number. Delaying and going to consultation is not a disadvantage simply a delay. Naming the roads gives us the ability to create address points that can then be used by the Emergency services and Postal delivery agents.

6.2 Financial implications for Council is really only around purchase of signage which is within current budget capability. Or the cost of public consultation which wouldn't necessarily be high and also likely covered under available budgets.

7 PREFERRED OPTION(S) AND REASONS

7.1 Options 1, 2 and 3 above all carry valid points for each option, however Option 3 does tie in better with the local history.

7.2 Option 4 for the road in Kumara is an interesting addition to the history of the town.

8 RECOMMENDATION(S)

A) **THAT** in accordance with Option 3 & 4 the unnamed road at Kawhaka be named “McClintock Road” and the Unnamed Road at Kumara be named “Kohimara Place”; or

B) **THAT** in accordance with Option 1 & 4 the Council adopt “Kawhaka Reserve Road for the unnamed road at Kawhaka and the Unnamed Road at Kumara be named “Kohimara Place”; or

- C) **THAT** in accordance with Option 2 & 4 the Council adopt “Lake Mudgie Road for the unnamed road at Kawhaka and the Unnamed Road at Kumara be named “Kohimara Place”.

Karl Jackson
Transportation Manager

Appendix 1



Unnamed Road at Kumara off SH73

Appendix 2



Unnamed Road off Duffers Creek Road at Kawhaka

Report



DATE: 22 November 2018
TO: Mayor and Councillors
FROM: Transportation Manger

DISTRICT SPEED LIMITS FOR LOCAL ROADS

1 SUMMARY

1.1 Speed limits within the district were last ratified earlier this year as part of the traffic and parking bylaw. There is however still some areas that could be altered or improved upon. In 2013 Council engaged Opus Greymouth to carry out speed reviews on the following roads:

- Golf Links Road
- Takutai Road
- Back Creek Road
- Kaniere Tramway
- Pine Tree Road
- Lake Kaniere Road (Kennedy's Creek to Kaniere Kowhitirangi Road)
- Milltown Road
- Kaniere Road – Hau Hau Road to Woodstock Rimu Road

1.2 The results of these surveys was as follows:

- Kaniere Tramway Calculated Speed Limit 70km/h however the report suggests 50km/h to be safe but this could even be reduced further to 30km/h given the dimensions of the road.
- Kaniere Rd Calculated speed limit 100km/h but already has 80 and 70km/h zones.
- Back Creek Rd Calculated at 100km/h but the report suggests 50km/h would be more appropriate because of the formation.
- Milltown Road Calculated speed limit 100km/h. The report suggests 50km/h to be more appropriate.

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.

2 BACKGROUND

The current government is very interested in crash reduction around the country. One area of interest that can aid in this goal is speed limits.

While WDC generally has low levels of reported crashes within our network this should not be a reason for not acting proactively in better speed management.

Recent changes in speed limit regulations and guidelines has meant that 70km/h and 90km/h limits will be progressively eliminated from the national roading network. The new list of acceptable speed limits that can be set is as follows... 10, 20, 30, 40, 50, 60, 80, 100km/h.

Also, the new NZTA Speed Management Guide 2016 provides a better range of tools than the original Speed Limits NZ guidelines which is what was used in the 2013 survey. The new guide provides greater opportunity to set more road specific/appropriate limits that can better reflect the environment/use of the road network. There is still a well prescribed public consultation process that must be followed when setting any permanent speed limits and this will also form part of the ongoing process of speed review around the district.

The below table extracted from the Speed Management Guide sets up an indication of what safe and appropriate speeds would look like for a standard roading network under the new One Network Road Classification (ONRC)

Classification	Straight open road /urban motorways	Curved open road	Winding open road	Urban (not motorway)
Class 1 High volume national	100-110km/h⁴ Depends on design and safety risk (e.g. divided 4-5 star, grade separated intersections, safety barriers) and factoring in enforcement thresholds			
Class 2 National, Regional, Arterial	80-100km/h Depends on safety risk and whether volumes justify investment to bring the road up to 3 star equivalent, also enforcement thresholds		60-80km/h	50km/h
Class 3 Primary and secondary collector				60-80km/h where safety risk allows, e.g. fewer intersections, mode separation for active users
Class 4 Access and low-volume access All winding/tortuous	60-80km/h Depending on roadside development, pedestrian and cyclist volumes, whether sealed or not			30-50km/h 30km/h if high volumes of cyclists/pedestrians Recognise access and place 10km/h for Shared Spaces

Figure 1.4: Recommended Safe and appropriate speed ranges for Road Classes

Presently NZTA are somewhat reluctant to start implementing network wide changes on the State Highway network as it could start creating significant differences between the Highway network and the Local Roding networks. An example of this would be where NZTA sets a speed limit on their road to 80km/h and yet all the local roads the feed off remain at 100km/h. This then creates inconsistency in the networks. The better approach is for the Local side roads to be reviewed and altered first, which will in turn provide NZTA a better opportunity to review and alter their own network (where necessary)

Currently ALL WDC unsealed roads carry a 100km/h speed limit. In reality while 100km/h may be achievable on some of these roads we are only able to maintain them to a standard where 80km/h is the appropriate speed. Many narrow winding roads or roads shared with Cyclists, should be lowered further to 60km/h for safety reasons.

2 CURRENT SITUATION

Currently we have a number of areas within our network where speed limits have been successfully reviewed and altered and these are all detailed within our current bylaw. Some of these areas could benefit from a “second look” with a mind towards creating a more consistent approach. One such example of this would be Hau Hau Road which is presently 70km/h from just West of Town Belt East to the junction of

Blue Spur Road where it becomes unsealed and 100km/h. A request has already been made to extend the Hampden Street 50km/h zone further along this road to around Racecourse Terrace. It could also be beneficial to alter the unsealed portion to 60km/h which is likely the speed that most road users would use on this road anyway due to it's width, terrain, winding nature, and unsealed surface. Some Seddon Terrace residents have expressed concern over the 80km/h limit on their road and Residents along Old Christchurch Road have concerns over both Dust and Speed.

What is proposed is the following temporary speed limit changes:

- Hau Hau Road – Extend the 50km/h zone out to Racecourse Terrace Intersection (This area is used regularly by SPCA for exercising the animals) Also alter the unsealed section from Lake Kanieri Road to Blue Spur Road to 60km/h.
- Kanieri Road from East Town Belt to Lake Kanieri Road – Alter the existing 70km/h and 80km/h zones to 60km/h. (This may prove controversial for the 80km/h section)
- Seddon Terrace Road – Set a temporary limit of 40km/h
- Lake Kanieri Road – Set the 70km/h Zone to 60km/h and set the 100km/h Zone out to the lake at 80km/h
- Hans Bay Settlement – Reduce from 50km/h to 30km/h
- Dorothy Falls Road – Reduce from 100km/h to 60km/h out to the Styx Bridge.
- Milltown Road – Reduce to 60km/h over the full length. This is due to the shared nature of the road with Cyclists.
- Old Christchurch Road – Set the sealed section to 80km/h and the unsealed section (as well as side roads) to 60km/h. This will potentially help with significant dust issues along this road.
- Kanieri Tram and Pine Tree Roads – Set the limit to 40km/h
- Hokitika CBD – The area encompassed by Stafford Street to the North and Fitzherbert Street to the East is reduced to 30km/h.
- Gillespies Beach Road – Set the limit to 60km/h
- Beach Road (Kakapotahi)– Set the Limit to 60km/h (this area is having a freedom camping site set up so reducing the speed here is quite important)

3 OPTIONS

There is an opportunity here to “scenario test” a number of different speed limits in areas already reviewed and others where concerns have been raised. These tests can be carried out over the busy summer season with final public consultation taking place on a wider ranging set of potential speed limit changes in the Autumn/Winter period. Scenario testing provides an opportunity to address many “perceived” concerns that people tend to have when speed reductions are proposed.

3.1 Option 1 – Status Quo. Do nothing with speed limits

- 3.2 **Option 2** – Put proposed changes out for public consultation now and find out what public opinion is prior to “testing” these changes.
- 3.3 **Option 3** – Implement the suggested changes as detailed in this report on a temporary bases with the official test period ending on 30 April 2019. Then carry out wider more formal review of district wide speed limit changes.

4 ASSESSMENT OF OPTIONS (INCLUDING FINANCIAL IMPLICATIONS)

- 4.1 Option 1 has no financial implications as nothing is changed.
- 4.2 Option 2 Carries minor financial implications for the consultation process but this can be accommodated within existing NZTA approved budget allocations.
- 4.3 Option 3 Also only carries relatively minor financial implications for Council. The addition of extra signs to the network is relatively minor activity wise and as it is only a limited response at this stage there is also not too many signs required.

5 PREFERRED OPTION(S) AND REASONS

- 5.1 Option 3 above is the preferred option as it gives us the ability to test various sites without fully committing to a final change. Should too much negative feedback be forthcoming or if the change simply doesn't work it is easy enough to revoke without any further formal processes taking place.

6 RECOMMENDATION(S)

- A) **THAT** Hau Hau Road – The existing urban 50km/h speed limit be temporarily extended onto Hau Hau Road out to a point immediately West of Racecourse Terrace. Also, the unsealed section from Lake Kaniere Road to Blue Spur Road is temporarily reduced to 60km/h.
- B) **THAT** Kaniere Road from East Town Belt to Kaniere Kowhitirangi Road – The existing 70km/h and 80km/h zones be temporarily reduced to a single 60km/h zone.
- C) **THAT** Seddon Terrace Road – Set a temporary limit of 40km/h.
- D) **THAT** Lake Kaniere Road – Temporarily reduce the 70km/h zone to 60km/h and reduce the 100km/h zone out to the lake to 80km/h.

- E) **THAT** Hans Bay Road Arahutika – Temporarily reduce the existing 50km/h speed limit to 30km/h. This also includes the side roads within Hans Bay Settlement.
- F) **THAT** Dorothy Falls Road – Temporarily reduce the speed from 100km/h to 60km/h from Hans Bay Road out to the Styx Bridge.
- G) **THAT** Milltown Road – Temporarily reduce the speed from 100km/h to 60km/h over the full length.
- H) **THAT** Old Christchurch Road – Temporarily reduce the speed on the sealed section to 80km/h and the unsealed section (as well as side roads) to 60km/h.
- I) **THAT** Kaniere Tram and Pine Tree Roads – Temporarily reduce the speed limit to 40km/h.
- J) **THAT** Hokitika CBD – Temporarily reduce the speed limit in the area encompassed by Stafford Street to the North and Fitzherbert Street to the East to 30km/h.
- K) **THAT** Gillespies Beach Road – Temporarily reduce the speed limit from 100km/h to 60km/h.
- L) **THAT** Beach Road (Kakapotahi) – Temporarily reduce the speed limit from 100km/h to 60km/h.
- M) **THAT** these temporary speed limits remain in place until 31 May 2019 unless formally adopted by Council at an earlier time.

Karl Jackson
Transportation Manager

Report



DATE: 22 November 2018
TO: Mayor and Councillors
FROM: Operations Manager

ADOPTION OF THE WEST COAST REGIONAL WASTE MINIMISATION AND MANAGEMENT PLAN

1 SUMMARY

- 1.1 At the June Council meeting, a report was tabled on the Draft Regional Waste Minimisation and Management Plan in order to seek adoption of these draft documents for public consultation.
- 1.2 Public consultation has now been completed and this report provides an overview of the feedback.
- 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 **adopt** the West Coast Regional Waste Minimisation and Management Plan.

2 BACKGROUND

- 2.1 As you may recall, under the Waste Minimisation Act 2008, Council's Waste Minimisation and Management Plan needs to be reviewed every six years.
- 2.2 The previous plan (adopted in 2012) therefore required review. A review of the Waste Minimisation and Management Plan was supported by analysis as set out in a Waste Assessment.

- 2.3 The three territorial authorities on the West Coast agreed to complete the review process together and develop a joint Waste Minimisation and Management Plan. This shares (reduces) the cost of the process and provides an opportunity to identify ways to work together for the benefit of communities across the region.
- 2.4 The documents attached with this paper have been prepared for the three Councils by consultants Tonkin and Taylor and in consultation with a steering group. The Steering Group comprises offices and Councillors from each of the Councils.
- 2.4 A draft of the West Coast Regional Waste Minimisation and Management Plan was adopted for consultation by each of the Councils.
- 2.5 Grey District Council adopted the West Coast Regional Waste Minimisation and Management Plan at the latest council meeting on the 12th November 2018.

3 CURRENT SITUATION

- 3.1 The attached memo from Tonkin and Taylor documents the outcomes of the consultation process. In summary:
- Four submissions were received.
 - None of the submitters wanted to be heard at a hearing.
 - Based on the submissions received, no changes are proposed to the draft Waste Minimisation and Management Plan

4 OPTIONS

- 4.1 Option 1 is to adopt the West Coast Regional Waste Minimisation and Management Plan.
- 4.2 Option 2 is to amend the draft Waste Minimisation and Management Plan to introduce more challenging targets. While idealistically this would be ideal, the reality is that due to high and increasing tourist numbers, a large amount of waste is being generated that isn't relative to residential consumption or disposal. For example, assuming 850,000 visitors per annum generating 7kg of waste during their time in the West Coast Region that's 5,950 tonnes of waste (essentially a third of all waste calculated for the region).
- 4.3 Option 3 is to amend the draft Waste Minimisation and Management Plan to introduce battery and E-Waste recycling. This is worth investigating,

however, general vehicle batteries are usually disposed of via suppliers and the amount coming into our transfer stations would need quantification. The transfer station operators usually work this into their business model. E-Waste quantities at this stage are unknown. A joint three council collection point may work, however, associated costs would need to be justified and it would be good to seek a cost-neutral result. Westland District Council already has a collection point at the Blue Spur transfer station where items are deposited for a minor charge.

- 4.4 Option 4 is to amend the draft Waste Minimisation and Management Plan to introduce Council combined clean-up event allowing free disposal. Westland District Council does currently work with community entities on request. The reduction in revenue that could eventuate (residents stock piling for “free” disposal) may not actually assist in waste reduction but incur more cost to council without benefit to the wider community.
- 4.5 Option 5 is to amend the draft Waste Minimisation and Management Plan to review the education provision currently provided through EnviroSchools. The organisation has just undergone a restructure and increased their subsidy requirements, but as yet have not provided any extended benefit. Granted is that it is a 12 month cycle for results, a wait and see approach could be preferable. Westland District Council staff are committed to working with schools to increase education, awareness and support viable initiatives around waste reduction & recycling.

5 PREFERRED OPTION(S) AND REASONS

- 5.1 The preferred option is to adopt the draft of the West Coast Regional Waste Minimisation and Management Plan. The low level of engagement in the public consultation tends to suggest that these documents are fit for purpose.

In addition, currently, Westland District Council is lacking in any additional funding to initiate the proposed advanced recycling separation. Should these options be preferred, it would be recommended that these suggestions are put forward to the wider community via the 2021-2031 Long Term Plan process for a more robust gauge of viability and acceptance.

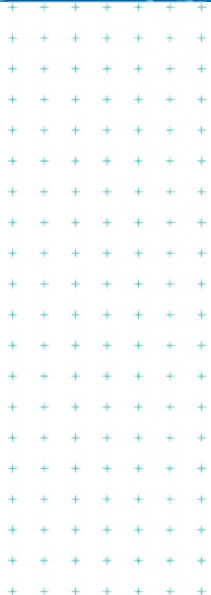
6 RECOMMENDATION(S)

- A) **THAT** Council **adopt** the West Coast Regional Waste Minimisation and Management Plan.

Erle Bencich
Operations Manager

**West Coast Regional Waste
Minimisation and
Management Plan**

Prepared for
Buller, Grey and Westland District Council
Prepared by
Tonkin & Taylor Ltd
Date
September 2018
Job Number
1003467.v3.0



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Part A – Strategy

1 Introduction

Purpose of the plan

This draft Waste Minimisation and Management Plan (WMMP) sets out how the Council will progress efficient and effective waste management and minimisation in the West Coast Region. It paves the way forward, considering current policy and the legal framework and West Coast Region vision, with an overarching suite of guiding goals and objectives.

This WMMP fulfils each Council's obligations under the Waste Minimisation Act (WMA) (2008). The plan uses the waste hierarchy (Figure 1) as a guide to prioritising activity, focussing on reducing waste before recycling or recovery of materials. Where materials cannot be recycled or recovered the focus is on safe treatment and disposal.

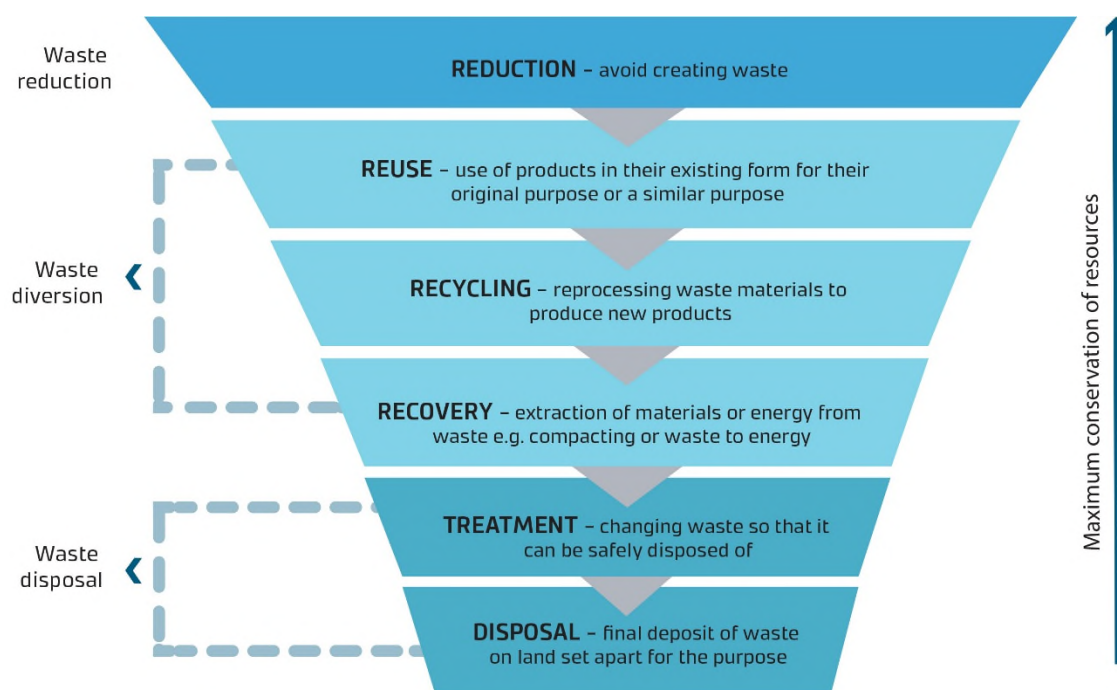


Figure 1: The Waste Hierarchy

Scope of plan

This draft WMMP and associated Waste Assessment covers solid waste generated in the West Coast Region.

Current status of plan

April 2018

This plan is the draft of a new plan developed to replace the three Council's 2012 WMMPs. This document will be revised and updated following public consultation prior to be adopted by Council as

a framework and guide for waste minimisation and management activity in the West Coast Region from 2018 to 2024.

Plan Review

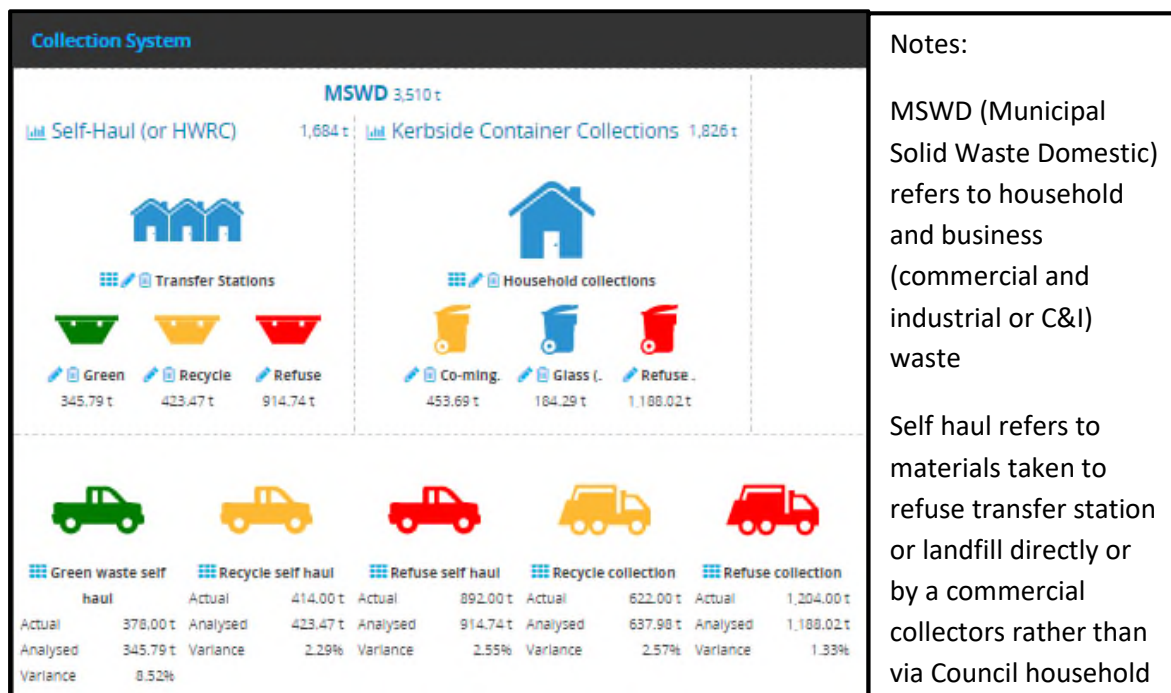
Once adopted this plan needs to be reviewed no later than 6 years from adoption. The plan will be review within this timeframe, earlier if a change circumstances provokes a review of the West Coast Region's waste minimisation and management policy framework.

2 The waste situation

2.1 Infrastructure and services

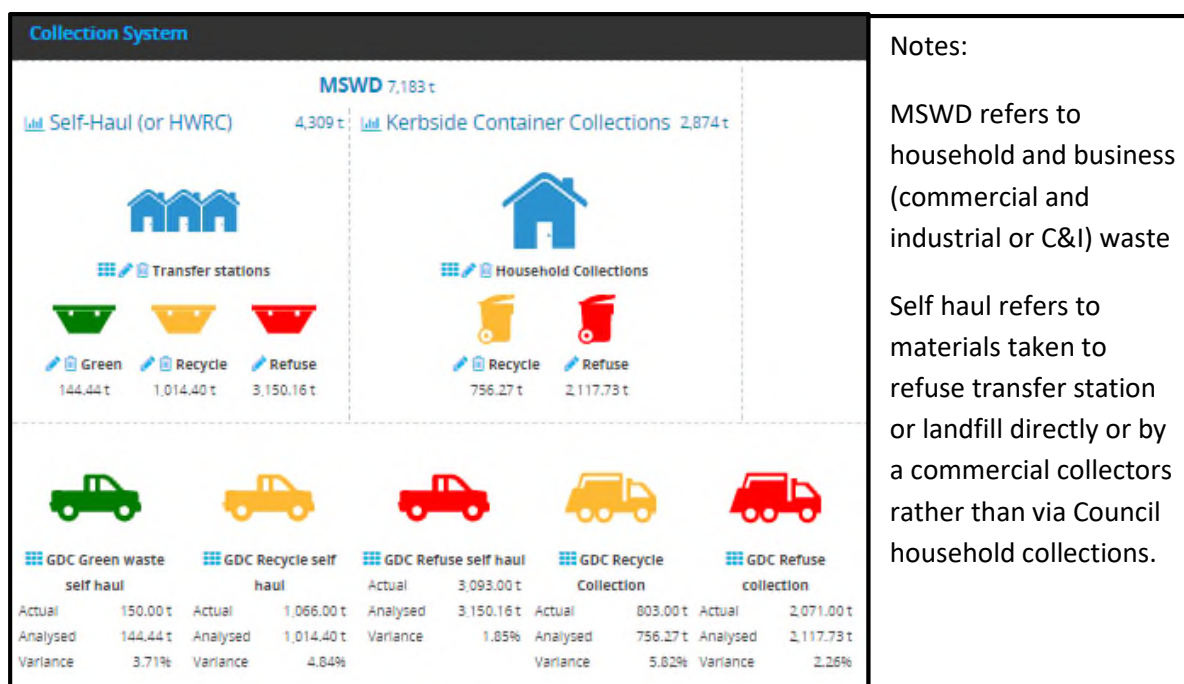
2.1.1 Collection

The collection system for each District is represented schematically in **Error! Reference source not found.**, **Error! Reference source not found.** and **Error! Reference source not found.**.



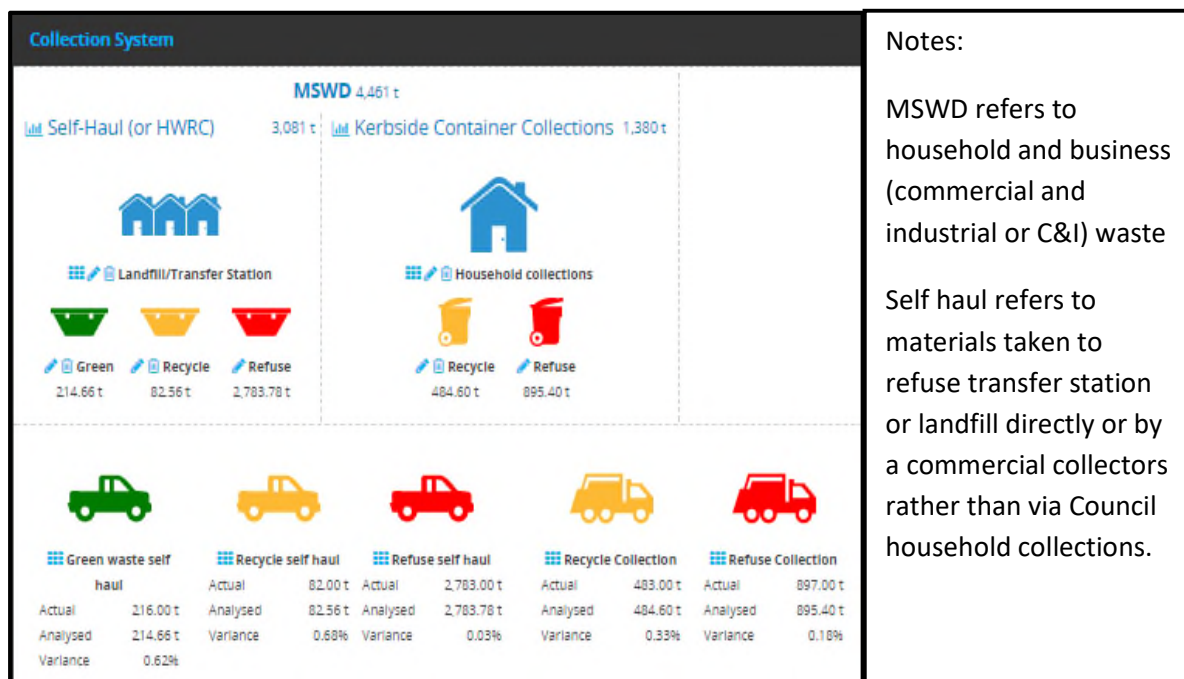
Notes:
MSWD (Municipal Solid Waste Domestic) refers to household and business (commercial and industrial or C&I) waste
Self haul refers to materials taken to refuse transfer station or landfill directly or by a commercial collectors rather than via Council household

Figure 2: Buller District Waste Collection Systems



Notes:
MSWD refers to household and business (commercial and industrial or C&I) waste
Self haul refers to materials taken to refuse transfer station or landfill directly or by a commercial collectors rather than via Council household collections.

Figure 3: Grey District Waste Collection Systems



Notes:

MSWD refers to household and business (commercial and industrial or C&I) waste

Self haul refers to materials taken to refuse transfer station or landfill directly or by a commercial collectors rather than via Council household collections.

Figure 4: Westland District Waste Collection System

2.1.1.1 Waste from visitors to the region

The West Coast Region hosts a large number of international and domestic tourists. Self drive tourists are common (cars, campervans) as well as organised tours (coach, rail from Christchurch). In many areas tourism is the main driver of economic activity with an associated impact on waste generation. In addition to generating commercial waste (through hospitality businesses including restaurants and accommodation) many tourists make use of public place refuse and recycling facilities where available. There is some provision at nominated free camping locations but this is inconsistent across the Region.

2.1.1.2 Residential Collection

The three councils all provide residential collection services in parts of their districts with urban and many rural residents having access to both refuse and recycling collections at the roadside.

Kerbside refuse in **Buller District** is collected in compactor trucks and consolidated at the Westport Resource Recovery Park for transportation to Nelson. Households can use refuse bags (sold at a range of retail outlets) or use one of several commercial collection services. Council offer a two stream kerbside recycling service in all areas except Karamea and Maruia. Households have fortnightly collections of co-mingled materials (paper, cardboard, plastics and tins in a 240L MGB) and glass (in a 60L crate).

Kerbside refuse in the **Grey District** is collected in compactor trucks and disposed of at McLean’s Landfill near Greymouth. Households in Greymouth and the surrounding area are provided with 120L MGB for refuse (collected fortnightly). The remainder of the district is supplied with 52 ties per year that can be used with any standard sized refuse bag. Council offer a single stream kerbside recycling

service in Greymouth and surrounding areas. Households are supplied with a 240L MGB that is collected fortnightly. No kerbside recycling service is provided outside Greymouth and surrounds.

Kerbside refuse in the **Westland District** is collected in compactor trucks and disposed of at Butlers Landfill near Hokitika. Households in Hokitika, Kumara, Ross and connecting roads are provided with 120L MGB for refuse (collected fortnightly). Council offer a single stream kerbside recycling service (excluding glass) in the same areas. Households are supplied with a 240L MGB that is collected fortnightly. No kerbside recycling service is provided outside Hokitika, Kumara and Ross.

2.1.1.3 Commercial or Industrial Waste

Waste (both refuse and recycling) from commercial and industrial premises is currently collected and disposed of via the various Resource Centres, Resource Recovery Parks and transfer station across the region. For materials collected for recycling or treatment or disposal out of the region (e.g. paper/card or plastic film from retailers) no data is available. Many national businesses with a local presence have comprehensive waste management and recycling systems in place, for example Countdown, the Warehouse and Foodstuffs all operate waste management systems where some material is recovered and recycled (paper and cardboard), organic material (food waste) is diverted to animal feed with only residual waste disposed of at local Landfill.

2.1.1.4 Litter and Illegal Dumping

Litter bins are provided in the urban centres and popular visitors spots including nominated free camping locations throughout the Region. Litter bin collection is undertaken by contractors with some cross over with servicing of heavily used Department of Conservation (DoC) locations. There are examples of illegal dumping occurring and the relative remoteness of the Region makes it easy to find locations to dump material if businesses or households want to avoid disposal charges.

2.1.2 Waste transfer, processing and disposal

2.1.2.1 Transfer stations and recycling drop-off

Transfer stations, where waste can be dropped off by the public, are located at:

- Buller District: Transfer Stations at Westport, Reefton, Landfills at Karamea and Muruia.
- Grey District: McLean's Landfill and Recycling Centre with rural Resource Centres at BlackBall, Nelsons Creek and Moana.
- Westland District: Kumara, Hokitika, Ross, Harihari (all operated by EnviroWaste), Whataroa, Frans Josef, Fox Glacier and Haast Landfill (all operated by South Westland Rubbish Removal).

There are weighbridges at three transfer stations (Westport, Reefton and Hokitika) and McLean's Pit Landfill (Figure 9 drop off area). There are small landfills at Karamea (Buller District), Maruia (Buller District) and Haast (Westland District).

Recyclable materials are processed prior to shipping at materials recovery facilities (MRF) of varying complexity at Westport, McLean's Recycling Centre and Hokitika. Green waste is shredded at Westport (Figure 8), McLean's and Hokitika, with material blended with biosolids at Westport and stockpiled on the other two sites.

The West Coast regional waste management system and estimated quantities for 2016 are presented in Figure 5. Facility details are provided on the following pages. Figure 5 is a screenshot from a model of the West Coast regional waste management system, developed for this Waste Assessment. Figure 6 shows the locations of the sites noted above.

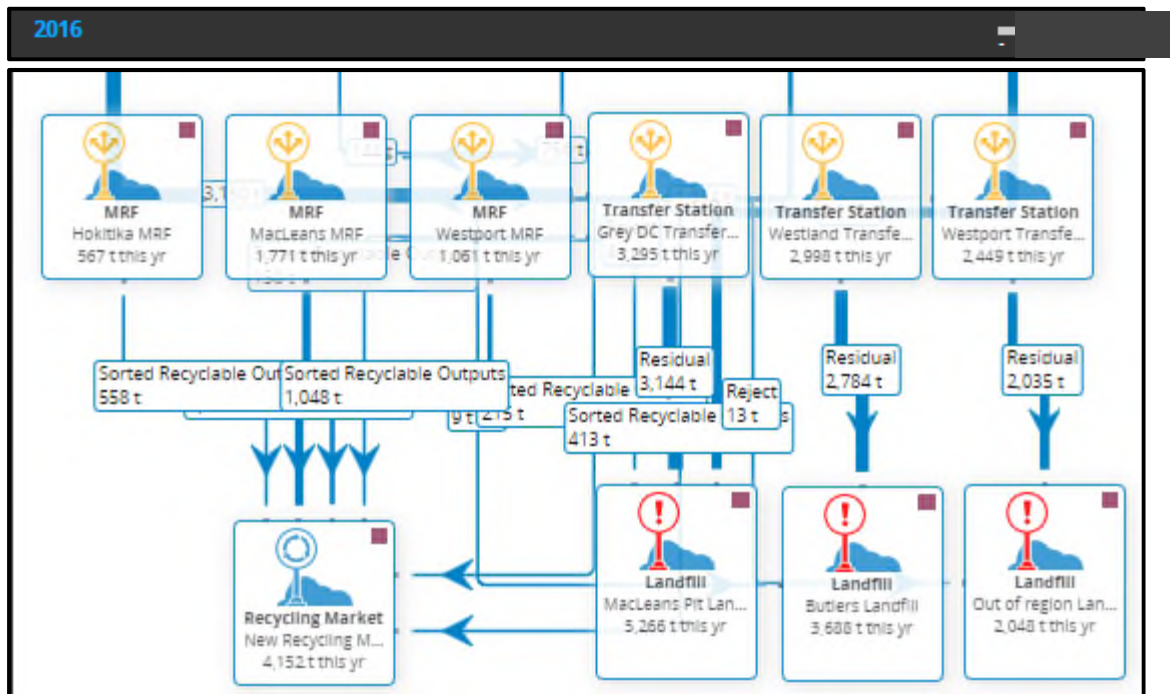


Figure 5: Waste Flow Diagram - Collection, Processing and Disposal (2015/16 figures)

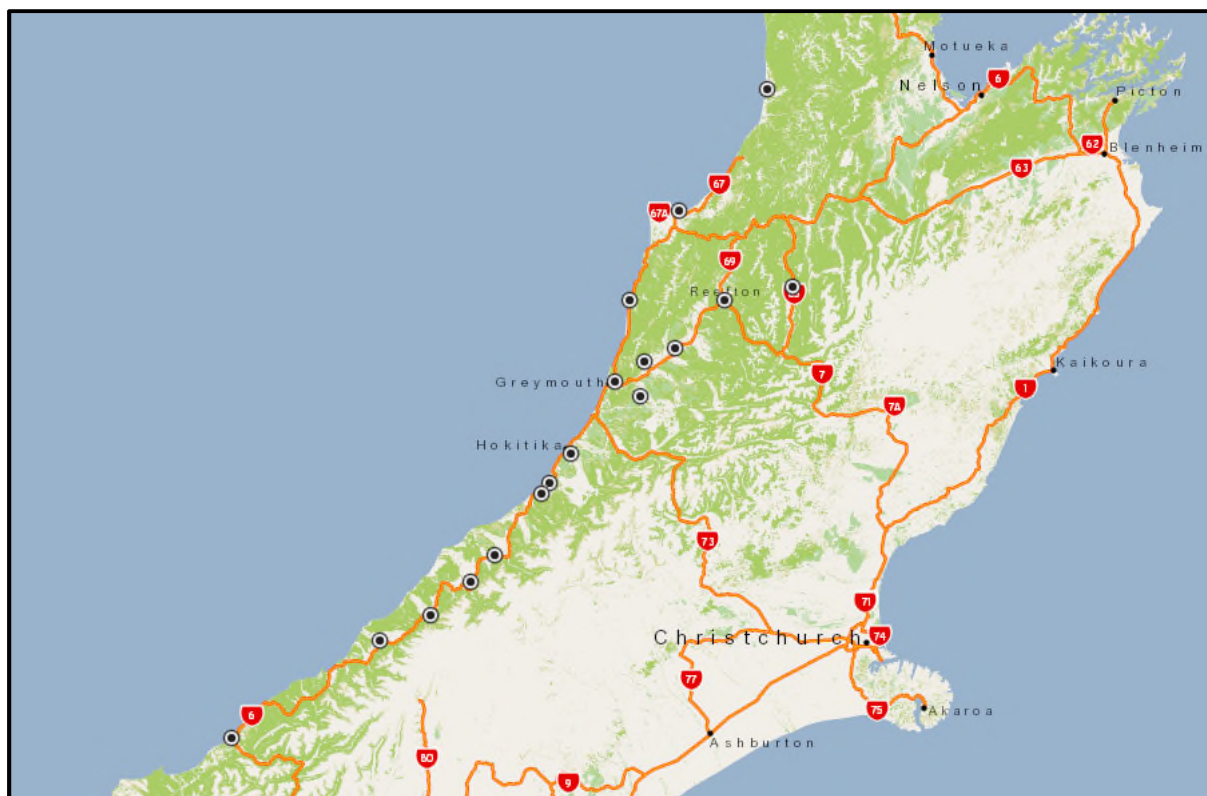


Figure 6: Transfer Stations and landfills on the West Coast¹



Figure 7: Westport Transfer Station - Drop-off area and MRF

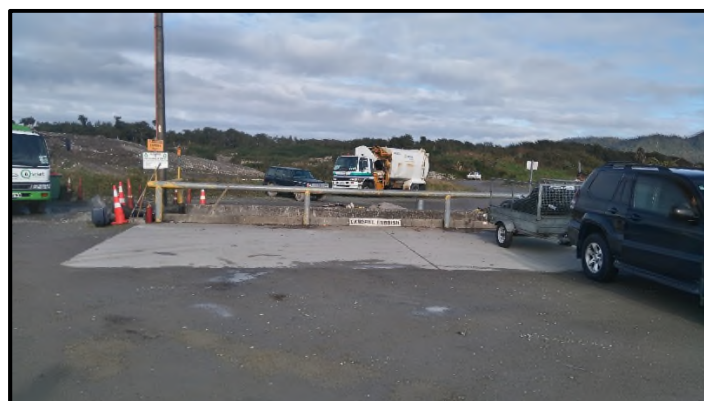


Figure 8: McLeans Pit Landfill - Public Drop-off area

2.1.2.2 Other Processing

There are no commercial composting operations of any scale in the West Coast Region. The Energy Efficiency and Conservation Authority (EECA) maintain an energy use database that provides some

¹ Image built in gis.westcoast.govt.nz with locations annotated using label tool.

insight into the use of wood for energy, typically at wood processing sites. The most recent data (2011) suggests waste wood used for energy is around 20,000 T per year in the West Coast Region².

Proposed developments

At the time of writing (March 2018) there is a proposal to develop a 300,000 tonnes (approximate) per annum waste to energy plant in Westport. Early 2018 the proposal is working through feasibility evaluation, seeking potential sources of waste (South Island and lower North Island). Funding for the proposal is still uncertain.

2.1.2.3 Markets for recyclable materials

Paper, plastics and cans are consolidated and processed in New Zealand (cardboard, some plastics, and colour separated glass) or exported for re-processing (some plastics, some paper and scrap metals). International markets for recyclable materials are subject to periodic uncertainty with the most recent (late 2017, early 2018) being China's National Sword initiative, which seeks to improve the quality of recyclable materials imported into China.

At the time of writing (early 2018) a number of New Zealand local authorities are advocating strongly for a container deposit scheme similar to those in place in many states in Australia. Typical proposals target beverage containers with a small refund payable on their return to approved reception point. Introduction of this type of scheme is likely to have an impact on recyclable material markets with recovery rates likely to rise (increasing supply). In some cases kerbside recycling schemes are able to claim refunds for eligible materials i.e. the scheme could provide another source of revenue for kerbside recycling.

2.1.3 Landfills

The two main landfills in the West Coast Region are McLean's Pit Landfill near Greymouth and Butlers Landfill near Hokitika. There are several smaller sites that continue to operate to avoid transporting refuse long distances. These are located near Karamea, Maruia and Haast townships.

Refuse from Westport and Reefton (transfer stations and residential collections) is transported to Nelson's York Valley Landfill.

Karamea Landfill is a small site servicing Karamea and the surrounding area.

Maruia Landfill is a small site servicing the Maruia and Springs Junction areas.

McLean's Pit Landfill will start filling a new cell in 2018.

Butlers Landfill is a relatively new site with long term capacity for waste from the northern part of Westland District.

Haast Landfill is a relatively new site with capacity to accept waste from southern Westland District.

² In 2011 the database records approx. 364 TJ of wood energy was used by the wood processing sector in the West Coast Region. Assuming 16 GJ/T of dry wood waste suggests over 20,000 T of wood waste is used each year. $364,000 / 16 = 22,750$ T/yr (<https://www.eeca.govt.nz/resources-and-tools/tools/energy-end-use-database/>)

2.1.4 Costs for waste management

2.1.4.1 Council Funding

The 2015-25 Long Term Plans³ set the budgets for the waste management activity with provision to make amendments if required through the Annual Plan process. Funding for operations is through general rates, targeted rates and user charges (refuse bags in Buller District, transfer stations across the region). Funding for capital projects is from general rates. Expenditure is dominated by payments to contractors with finance costs and internal charges also featuring. This mix of funding and expenditure is projected in the Long Term Plans to continue to 2025.

In the **Buller District** refuse collection and transfer station services attract user charges. The user charges at rural transfer stations cover the full cost of providing the service (the sites are leased to Smart Environmental). The user charges for refuse collection (via bag and sticker sales) cover the full costs of providing the service. Kerbside recycling is covered by a targeted rate. There is provision for funding maintenance activities through general rates.

In the **Grey District** refuse and recycling collection in Greymouth is funded by a targeted rate. In rural areas bag based refuse collection is funded by a targeted rate (bag tags provided by Council). Transfer station operations are part funded by user charges.

In **Westland District** refuse and recycling collection is funded by a targeted rate. Transfer station operations are part funded by user charges.

Table 1: Target rates for waste management

	Target Rate 2017/18	Service provided
Buller District Council Westport/Reefton	\$121.74	User pays refuse bags, \$4.60 each 240 L bin for paper, plastics, cans, 60L glass crate
Karamea, Maruia	\$70.43	No service
Grey District Greymouth	\$271.30	120L bin for refuse, 240L bin for recycling
Rural	\$195.10	Bag tags, roadside collection
Westland Hokitika	\$294.43	120L bin for refuse, 240L bin for recycling
Rural	\$267.66	120L bin for refuse, 240L bin for recycling

2.1.4.2 User Charges

Collection and transfer station services attract user charges. The user charges at Rural Transfer stations do not cover the full cost of providing the service with the shortfall covered from the targeted rate for waste management and/or general rates. The user charges for refuse collection (via bag and sticker sales) cover the full costs of providing the service. When compared with similar areas bag

³ At the time of writing (early 2018) draft 2018 - 2028 LTP were out for consultation across the region.

prices in Buller District are relatively high, most likely reflecting the rural nature of the District. The target rates are at the higher end of those in place for similar services around New Zealand. This reflects the largely rural nature of the region and relatively high disposal costs, in turn related to relatively small scale of disposal facilities.

User charges include (2017/18 figures) include:

- Buller District Council refuse bag (60 L): \$4.30 per bag (refer to Table 2 for comparison with selected refuse bag charges around New Zealand).
- Westport and Reefton Transfer Stations charges are presented in Figure 9.
- Grey District fees and charges are presented in Figure 10.
- Westland District fees and charges are presented in Figure 11.

Table 2: Refuse bag retail costs - selected New Zealand Councils

Area	Refuse Collection	Bag Charges
Whangarei	Council – bag	\$2.80/bag
Far North	Commercial - bag	\$3.00/bag
Kaipara	Council – bag	\$3.00/bag
Palmerston North	Council – bags	\$2.60/bag
Hastings	Council – bags	\$2.40/bag
Horowhenua (Levin)	Council – bags	\$4.00/bag ⁴
New Plymouth	Council – bags	\$3.30/bag
Porirua, Wellington, Lower Hutt	Council – bags	\$2.50/bag

⁴ Includes \$1 per bag recycling levy - to fund kerbside recycling

WESTPORT PRICE LIST		REEFTON PRICE LIST	
Purchase Official Rubbish Bags	\$4.60 each	Purchase Official Rubbish Bags	\$4.60 each
Dump Official Rubbish Bags	\$23.00 per roll of 5 Free of Charge	Dump Official Rubbish Bags	No Charge
Refuse	General Rubbish \$276.00 per tonne	Refuse/Rubbish	\$276.00 (Per Tonne)
Minimum Charge to	32kg \$ 9.00	Minimum Charge to	32kg \$ 9.00
	50kg \$13.80		50kg \$13.80
	100kg \$27.60		100kg \$27.60
Light Waste	Polystyrene \$200.00 per m3	Light Waste	Polystyrene \$200.00 per m3
Green Waste	Car \$9.00 each	Recycling	Glass (Colour Sorted) Free of Charge
	Single Axle Trailer \$10.00 each		Under Skgs (Domestic) Free of Charge
	Tandem Axle Trailer \$15.00 each		Skgs to 150kgs \$6.00
	Truck (Over 500kg) \$127.50 per tonne		Over 150kgs \$6.00 + 0.05c per kg
Recycling	Glass (Colour Sorted) Free of Charge	Paint	1 Litre Container \$3.00
	Under Skgs (Domestic) Free of Charge		2 Litre Container \$4.00
	Skgs to 150kgs \$5.00		4 Litre Container \$5.00
	Over 150kgs \$5.00 + 0.04c per kg		10 or 20 Litre \$7.00
Paint	1 Litre Container \$3.00	Waste Oil	4 Litre Container \$2.00
	2 Litre Container \$4.00		20 Litre Container \$4.00
	4 Litre Container \$5.00	Whiteware	Fridge/Freezer (Degassed) \$9.00 each
	10 or 20 Litre \$7.00		Washing Machine \$9.00 each
Waste Oil	4 Litre Container \$2.00	Gas Bottle	\$9.00 each
	20 Litre Container \$4.00	Tyres	Car \$8.50 each
Whiteware	Fridge/Freezer (Degassed) \$9.00 each		Truck \$16.50 each
	Washing Machine \$9.00 each		Tractor/Loader \$47.50 each
Gas Bottle	\$9.00 each	Wood	Treated/Untreated \$260.00 per tonne
Tyres	Car \$8.50 each	Scrap Steel	Free of contaminants Free of Charge
	Truck \$16.50 each	Car Bodies	Prepared Only \$50.00 each
	Tractor/Loader \$47.50 each	Batteries	Motorbike, Car, Truck Free of Charge
Wood	Treated/Untreated \$260.00 per tonne		
Scrap Steel	Free of contaminants Free of Charge		
Car Bodies	Prepared Only \$50.00 each		
Batteries	Motorbike, Car, Truck Free of Charge		

Figure 9: Westport and Reefton Fees and Charges

McLeans Landfill		
Refuse		
Commercial Refuse*	per tonne	\$289.00
Mixed Domestic Waste*	per tonne	\$289.00
Hardfill/Soil*	per tonne	\$289.00
TVs and ewaste*	per tonne	\$289.00
Refuse Bag with Council issued tie	per bag	Free
Refuse Bag without Council issued tie*	per bag	\$4.00
* minimum charge per weighbridge entrance (trip over weighbridge) \$12.00		
Tyres		
Car, Motorbike	per tyre	\$6.80
4WD	per tyre	\$6.80
Truck	per tyre	\$12.30
Tractor	per tyre	\$12.80
Specialist Industrial	per tyre	\$28.50
Other		
Unprepared Car Bodies	per car	\$54.70
Paint/Solvents	per litre	\$2.50

Resource Centres (Moana/Blackball/Nelson Creek)		
Refuse Bag with Council issued tie	per bag	Free
Refuse Bag without Council issued tie	per bag	\$4.00
Car Boot	per load	\$25.50
Station wagon	per load	\$38.80
Utility Vehicle/Van	per load	\$38.80
Single axle trailer	per load	\$51.00
Tandem Trailer	per load	\$83.70
Truck under 5m ² , uncompacted general waste	per load	\$183.60
Truck under 5m ² , compacted general waste or dense material such as building waste.	per load	\$290.70
Other		
Refuse ties	each	\$3.00

Figure 10: Grey District Refuse Transfer station Fees and Charges

Hokitika Transfer Station Refuse Site Gate Fees		Hokitika Transfer Station Refuse Site Gate Fees	
General Waste		Uncompacted Green Waste	
Per tonne	\$475.00	Per Cubic Metre	\$10.00
60L bag	\$4.00	60L bag	\$0.50
Green Waste		Small Trailer /Ute (0.68m ³)	
Green Waste per tonne	\$46.00	Medium Trailer (0.91m ³)	
60L bag Green Waste uncompacted	\$0.50	All Sites: Other Items	
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	Whiteware (Fridges must be degassed, per item)	\$10.00
Non Weighbridge Sites		Tyres (Based on average weight of 7.5kg, per item)	\$3.50
Uncompacted General Waste		Cars Prepared (Conditions apply, per item)	\$45.00
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		

Figure 11: Westland District Refuse Transfer station Fees and Charges

2.2 Volume and composition of waste and diverted materials

2.2.1 Waste composition

Waste composition audits provide information about the make-up of a waste stream, and can help identify materials that make up large or disproportionate parts of the waste stream to target when forming waste management and minimisation strategies. The information presented is sourced from composition surveys completed in Buller and Grey Districts. The data is consistent with composition observed in similar areas in other parts of New Zealand.

Table 3: Waste composition

Primary Category	Proportion of total	
	Landfill	Collection

Paper	9%	9%
Plastic	20%	17%
Nappies	5%	12%
Glass	2%	4%
Putrescible	23%	49%
Textiles	6%	5%
Potential Hazardous	5%	1%
Ferrous Metals	3%	2%
Non-Ferrous Metals	1%	1%
Rubber	2%	0%
Timber	13%	0%
Rubble	11%	1%
TOTAL	100%	100%

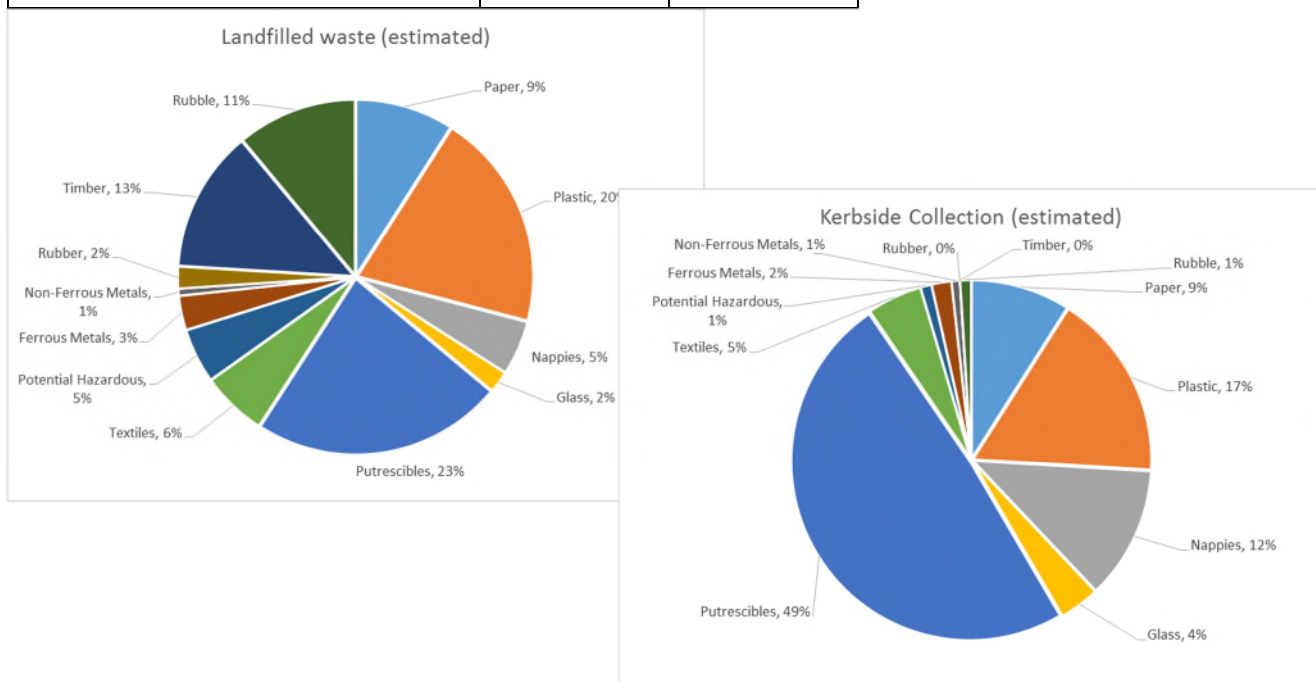


Figure 12: Estimate refuse Composition

Material taken directly to landfill or transfer station (self haul) material tends to have a larger proportion of bulky items (timber, rubble) and the putrescible fraction has a higher proportion of garden rather than food waste. This is reflected in the data presented here.

2.2.2 Kerbside and self haul waste quantities

2.2.2.1 Kerbside Waste Quantities

Table 4 provides a summary of materials collected from the kerbside across the West Coast Region.

Table 4: Kerbside waste quantities

	2012	2013	2014	2015	2016
Buller Kerbside Refuse Collection	1,829	1,500	1,370	1,261	1,204
Buller recycle collection	-	600	631	599	622
Recycling Rate (%)	0%	29%	32%	32%	34%
Grey Kerbside Refuse Collection	2,383	1,912	2,137	2,006	2,071
Grey recycle collection	-	-	201	888	782
Recycling Rate (%)	0%	0%	9%	31%	27%
Westland Kerbside Refuse Collection	-	-	-	897	897
Westland recycle collection	-	-	-	285	303
Recycling Rate (%)				24%	25%
Total kerbside refuse	4,212	3,412	3,507	4,164	4,172
Total kerbside recycling	-	600	832	1,772	1,707
Recycling Rate (% , West Coast)		15%	19%	30%	29%

2.2.2.2 Waste quantities at Refuse Transfer Stations and Landfill

In the **Buller District** waste in Karamea and Maruia is disposed of at small local landfills. Refuse from the rest of the District is consolidated before transport to Nelson for disposal at the York Valley Landfill. Materials are captured for recycling and transported with kerbside recyclable materials to Nelson.

In the **Grey District** all waste is disposed of at McLean's Landfill near Greymouth. There are Resource Centres at Blackball, Moana and Nelson Creek. Materials are captured for disposal and recycling at each site.

In the **Westland District** waste is disposed of at Butlers Landfill near Hokitika or Haast Landfill. There are transfer station stations at Kumara, Hokitika, Ross, Harihari, Whataroa, Franz Josef and Fox Glacier. A range of materials are captured for recycling at each site including metals, glass, paint, used oil, whiteware and green waste.

Table 5 summarises the quantity of materials managed through the region's transfer stations and landfills.

Table 5: West Coast Region - Estimated Waste Quantities via transfer stations or direct to landfill⁵

	2012	2013	2014	2015	2016
Refuse to Karamea and Maruia	67	111	78	105	89
Refuse to Westport and Reefton transfer stations	1,219	1,000	913	841	803
Recycle at Buller transfer stations	378	618	630	618	792
Total waste to transfer stations and landfill	1,664	1,729	1,621	1,564	1,684
Recycling rate (%)	23%	36%	39%	40%	47%
Refuse to McLeans Landfill	4,273	3,813	3,766	4,092	3,093
Recycle at transfer stations	664	680	877	1,148	1,216
Total waste to transfer stations and landfill	4,937	4,493	4,643	5,240	4,309
Recycling rate (%)	13%	15%	19%	22%	28%
Refuse to Haast (estimate)	100	100	100	100	100
Refuse to Butlers Landfill	-	-	-	2,840	2,783
Recycle at transfer stations	-	-	-	622	478
Total waste to transfer stations and landfill	100	100	100	3,562	3,361
Recycling rate (%)	0%	0%	0%	17%	14%
Recycling rate (% , West Coast)	18%	26%	31%	30%	27%
Total waste landfilled (collections and via transfer stations)	9,871	8,436	8,364	12,142	11,039
Total waste recycled	1,042	2,099	3,026	4,054	4,214
Recycling rate (% , West Coast)	10%	20%	27%	25%	28%

2.2.2.3 Unquantified Waste

There are several waste streams that are known to exist but are difficult to quantify. Examples include rural waste managed on farms, materials captured as part of commercial activity (e.g. scrap metal, industrial by-products, commercial recycling) and waste materials managed within manufacturing operations (e.g. biosolids from food processing operations applied to land, coal cleaning residues). This means that both waste disposed to landfill and waste diverted/recovered are likely to be underestimated.

There is an increasing level of interest in rural waste across New Zealand. As the rural sector considers the implications of current waste management approaches it is likely that increasing quantities of materials from farming activities will enter the three Council's system, either via the transfer station network or through commercial on-farm collections.

⁵ Data sourced from waste collection and transfer station contract reporting.

2.2.3 Collection and drop-off system performance

Combining the waste composition data with data on the quantity of waste disposed of to landfill and recycled provides a basis for determining the capture of various materials 'available' in the waste stream⁶. A summary assessment drawing on estimated quantities and composition is presented in Table 6.

Table 6: West Coast Region Waste Management System Performance

	Bags/Bins		General		Regional Recovery	
	Composition	Tonnes/yr	Composition	Tonnes/yr	Tonnes/yr	Recovery %
Total	100.0%	4,172	100.0%	6,867	4,214	27.6%
Paper	13.8%	575	10.2%	699	2,098	62.2%
Plastic	20.3%	848	21.3%	1,463	508	18.0%
Organics⁷	49.0%	2,045	11.2%	766	744	20.9%
Ferrous⁸	1.8%	75	3.1%	216	251	46.3%
Non Ferrous⁸	0.8%	32	0.6%	44	142	65.2%
Glass⁷	3.7%	153	1.2%	84	473	66.7%
Timber⁹	2.8%	118	14.8%	1,017	-	0.0%
Other	7.8%	326	37.5%	2,578	-	0.0%

The available data suggests there are opportunities to capture additional recyclable material through the transfer stations and kerbside collections including organic material, timber, metals, paper, plastics and glass. Specifically:

- While **paper/cardboard** recovery is reasonable it should be possible to increase the capture of paper and cardboard at both kerbside and transfer stations.
- **Plastic** recovery is low, again it should be possible to increase the capture of materials at both kerbside and transfer stations.
- **Organic** waste recovery is relatively low and there is a significant amount of material that could be targeted.
- **Metals** recovery is difficult to accurately estimate, further detail is required.
- **Glass** recovery is at a good level particularly given low recovery in Westland District.

As noted in Table 5, recovery via landfill and transfer stations across the West Coast is around 27%. Buller District is achieving well over 40%, supported by green waste diversion. Grey District is achieving 28% and Westland District a lower rate of around 14%.

There are other materials present in the waste stream that require careful management to avoid negative impacts. These include:

- Hazardous waste (chemicals, e-waste, used oil, asbestos).

⁶ From Table 3, Table 4 and Table 5.

⁷ This figure includes a conservative estimate of material captured at McLean's i.e. recovery T and % are underestimates.

⁸ This figure does not include materials handled by scrap metal dealers i.e. recovery T and % are underestimates.

⁹ No West Coast specific data, some material captured at transfer stations.

- Difficult or special waste (tyres, bulk waste, dead animals).
- General waste (household and commercial waste).

Waste from certain sources can also present challenges or opportunities and is worthy of consideration. Examples include:

- **Rural waste** - waste from the business of farming including agricultural plastics (wrap and chemical containers), unwanted chemicals, timber and machinery (including maintenance related waste, for example used oil).
- Waste from **major processing sites** - examples include waste treatment residuals (for example sludge), packaging (pallet wrap, broken pallets) and containers (cleaners, ingredients, maintenance products).

2.3 Summary of district-specific issues

2.3.1 Waste Infrastructure - Issues Identified (Section 2.5 of the Waste Assessment)

In collating and considering information about the delivery of waste services in the West Coast Region a number of issues were identified. These issues represent challenges in delivering effective services and achieving the aims of the NZ Waste Strategy - reducing environmental harm and maximising resource efficiency. In many cases the issues also present opportunities for Councils, the community and/or the private sector to improve waste minimisation and management in the Region.

The issues identified include:

- Transfer stations - there are variable services across the Region.
- There is a lack of consistency in services for visitors to the Region.
- There are 3 MRFs in the Region sorting similar materials.
- The two major landfills in the Region are close to each other.
- Costs are relatively high, but likely reasonable in light of scale and transport distances.
- There are limited services for commercial and construction waste, with limited information available regarding diversion activity focussed on these waste streams.
- Lack of collections for glass in Westland District and issues with glass contamination in Grey District.

2.3.2 Waste data - issues and constraints (Section 3.6 of the Waste Assessment)

While there is some information available about the quantity and composition of waste generated in the West Coast Region the data is incomplete. The available data needs to be interpreted considering that:

- There is a mix of volume based estimates and measured weights.
- The source of waste is not always clear.
- There is limited data on coverage, set out rate or participation rates for kerbside collection.
- The data regarding quantity of waste collected or processed is not complete. For example:
 - The quantity of waste collected from commercial premises for recycling has not been quantified

- The quantity of waste generated on rural properties and processed or disposed on site has not been quantified.

There are by-laws in place (refer Section 3) that provides for collection of data on collection services including quantities of material collected, destination for disposal or processing and coverage, set out and participation rates. Implementation of the by-law in close consultation with collection and processing companies operating in the West Coast Region will improve the availability and quality of data available.

There is also potential to improve the reporting of waste materials handled by contractors on behalf of the Councils. Reporting on activity as part of contract obligations should include appropriately detailed reporting on waste source, quantity and destination.

3 Policies, plans and regulation

3.1 Summary of guiding policies, plans and legislation that affect the WMMP

There is wide a range of statutory documents and associated policy that impacts on waste minimisation and management in the West Coast Region. These are summarised in Table 7, further detail is provided in the West Coast Regional Waste Assessment (2018).

Table 7: Selected Relevant Policy for waste in West Coast Region (Table 1 from the WA)

National	Regional	Local
Waste Minimisation Act 2008	West Coast Regional Policy Statement	Long Term Plans 2015-2025
NZ Waste Strategy 2010	West Coast Regional Air Quality Plan	District Plans
Resource Management Act 1991	West Coast Regional Coastal Plan	Bylaws
Local Government Act 2002	West Coast Regional Land and Water Plan	Asset Management Plans
Climate Change Response Act 2002	Regional Waste Strategy for the West Coast	Solid waste management policies and plans
Health Act 1956	West Coast Visitor Waste Management Strategy	
NZ Emissions Trading Scheme		

3.2 Statutory requirements

A WMMP must contain a summary of Council's objectives, policies and targets for waste management and minimisation. The plan should clearly communicate how each Council will deliver on these objectives.

Section 43 of the WMA states that a WMMP must provide for:

- a *objectives and policies for achieving effective and efficient waste management and minimisation within the territorial authority's district*
- b *methods for achieving effective and efficient waste management and minimisation within the territorial authority's district, including -*
 - i *collection, recovery, recycling, treatment, and disposal services for the district to meet its current and future waste management and minimisation needs (whether provided by the territorial authority or otherwise); and*
 - ii *any waste management and minimisation facilities provided, or to be provided, by the territorial authority; and*
 - iii *any waste management and minimisation activities, including any educational or public awareness activities, provided, or to be provided, by the territorial authority*
- c *how implementing the plan is to be funded*
- d *if the territorial authority wishes to make grants or advances of money in accordance with section 47, the framework for doing so.*

A WMMP must have regard to the waste hierarchy, the New Zealand Waste Strategy, and the most recent Waste Assessment.

4 Vision, goals, objectives and targets

4.1 Background

The preparation of this Waste Assessment has included review of the Vision - Goals Objectives framework set out in the previous WMMP. The relationship between Vision, Goals and Objectives is illustrated in Figure 13¹⁰ and defined in Table 8¹⁰.

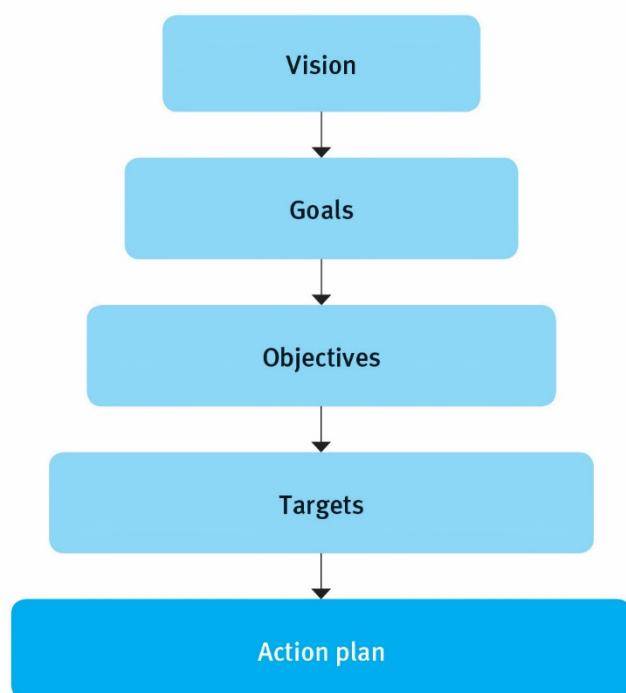


Figure 13: Vision, goals, objectives and targets

Table 8 provides definitions for vision, goals, objectives and targets.

Table 8: Definitions for vision, goals, objectives and targets (adapted from MfE 2015)

Vision	The aspirational outcome for the West Coast Region - providing an overall direction and focus.
Goal	What the Councils want to achieve through the WMMP. The goal is not aspirational; it is achievable. It is a major step in achieving Council's vision for the WMMP.
Objective	The specific strategies and policies to support the achievement of the goals. Objectives are 'SMART' (specific, measurable, achievable, relevant and timely).
Target	A clear and measurable way to determine how well the Council is achieving its goals. Targets should also be SMART.

¹⁰ Sourced from Waste Assessments and Waste Management and Minimisation Planning – A Guide for Territorial Authorities, MfE 2015.

4.2 Vision, goals, objectives and targets

The vision for waste minimisation and management in the West Coast Region is¹¹:

To deliver community benefits and reduce waste. West Coast businesses and households will be provided with efficient and effective waste minimisation and management services.

The goals for waste minimisation and management in the West Coast Region are to:

- 1 Avoid and reduce waste where we can
- 2 Manage waste responsibly
- 3 Maximise community benefit

The objectives for waste minimisation and management in the West Coast Region are:

- 1 To avoid creating waste
- 2 To make it easy to recycle
- 3 To ensure visitors, households and businesses have access to safe disposal of residual waste
- 4 To reduce illegal dumping and litter
- 5 To create opportunities for West Coast - community partnerships, jobs, innovation and efficient business
- 6 To improve community understanding of issues and opportunities for waste management on the West Coast
- 7 Councils work with others to improve waste minimisation and management in New Zealand

Table 9 provides a summary of the Vision - Goals and Objectives presented above and associated targets for waste minimisation and management in the West Coast Region.

¹¹ This vision has been developed in workshops with Councillors and staff from the three District councils.

Table 9: Vision - Goals - Objectives - Targets

Vision:	<i>To deliver community benefits and reduce waste. West Coast businesses and households will be provided with efficient and effective waste minimisation and management services.</i>	
Objective	Relevant Goal(s)	Target(s)
1. To avoid creating waste	1. Avoid and reduce waste where we can. 3. Maximise community benefits - employment, reuse of materials for economic benefit, cost effective services.	1.1 To maintain or reduce the total quantity of waste disposed of to landfill from the West Coast on a per capita basis. The current figure is 340 kg per person. Waste disposed to landfill < 300 kg per person each year
2. To make it easy to recycle	1. Avoid and reduce waste where we can. 2. Manage waste responsibly - make it easy to recycle and safely dispose of the materials that can't be recycled. 3. Maximise community benefits - employment, reuse of materials for economic benefit, cost effective services.	2.1 Increase in the proportion of material captured for recycling at kerbside and transfer stations. The current figures are 29% and 27% respectively. Kerbside recycling > 35% by 2025 Recycling at Refuse Transfer stations > 50% by 2025 2.2 Establish simple and effective recycling services for visitors to the West Coast Region. Establish 5 refuse and recycling depots at key visitor locations on the West Coast by 2022. Pilot with 2 facilities in Buller District followed by the remainder of the Region.
3. To ensure visitors, households and businesses have access to safe disposal of residual waste	2. Manage waste responsibly - make it easy to recycle and safely dispose of the materials that can't be recycled. 3. Maximise community benefits - employment, reuse of materials for economic benefit, cost effective services.	3.1 Satisfaction with kerbside refuse and transfer station services. Resident and visitor satisfaction > 85% Establish 5 refuse and recycling depots at key visitor locations on the West Coast by 2022
4. To reduce illegal dumping and litter	2. Manage waste responsibly - make it easy to recycle and safely dispose of the materials that can't be recycled.	4.1 Reduction in illegal dumping incidents and quantity of material illegally dumped in the West Coast Region. (Establishing refuse recycle and waste stations). Quantity of illegally dumped waste < 2016/17 figure The number of illegal dumping incidents is < 2016/17 figure.

<p>Vision:</p>	<p><i>To deliver community benefits and reduce waste. West Coast businesses and households will be provided with efficient and effective waste minimisation and management services.</i></p>	
<p>Objective</p>	<p>Relevant Goal(s)</p>	<p>Target(s)</p>
<p>5. To create opportunities for West Coast - community partnerships, jobs, innovation and efficient business</p>	<p>3. Maximise community benefits - employment, reuse of materials for economic benefit, cost effective services.</p>	<p>5.1 To publish a summary of available data on waste generation and management with each annual report. Summary data published in Annual Report To create a grant scheme to support new initiatives to reduce waste</p>
<p>6. To improve community understanding of issues and opportunities for waste management on the West Coast.</p>	<p>1. Avoid and reduce waste where we can. 2. Manage waste responsibly - make it easy to recycle and safely dispose of the materials that can't be recycled. 3. Maximise community benefits - employment, reuse of materials for economic benefit, cost effective services.</p>	<p>6.1 Schools programmes supported by Council Support the Enviroschools programme each year. 6.2 Council (or contractors) promote waste minimisation at events in the Region. Councils promote waste minimisation at > five events in the Region each year. 6.3 Inform and support West Coast residents and businesses on waste minimisation opportunities. Information made available and regularly updated on Council websites.</p>
<p>7. Councils work with others to improve waste minimisation and management in New Zealand.</p>	<p>1. Avoid and reduce waste where we can. 3. Maximise community benefits - employment, reuse of materials for economic benefit, cost effective services.</p>	<p>7.1 Work with others to influence national policy and action on waste minimisation and management.</p>

4.3 Council's intended role

Councils will continue to adopt a mixed user pays, general rate and targeted funded approach to delivery of waste transfer and disposal services in their District. Where there are services with a public good component Councils will provide funding in whole or in part. Examples include kerbside recycling, rural transfer stations, servicing of litter bins, cleaning up illegal dumping and the management of closed landfills.

Councils will continue to own and support the operation of some key infrastructure for waste minimisation and management in each District. This includes the transfer station network, Materials Recovery Facilities and landfills (Karamea, Maruia, McLean's, Butlers and Haast).

Councils will provide information on waste minimisation and management to the households and businesses and make staff available for education purposes. Councils will also work closely with other promoters of effective waste minimisation and management including the West Coast Regional Council and the WasteMINZ Behaviour Change Sector Group.

Councils recognise that many local waste management issues are more effectively managed through coordinated activity at a national level. Councils will collaborate with central government, local government organisations, non government organisations (NGO) and other key stakeholders to progress national activity on resource efficiency and waste management issues. This may include advocating for product stewardship schemes for challenging waste streams (e-waste, tyres, packaging, rural waste), highlighting the role of other national policy including application of the waste levy and regulation of waste management activity.

4.4 Protecting public health

Waste, particularly putrescible and hazardous waste, has the potential to be detrimental to health. Therefore, a key objective of any waste minimisation and management system is to protect public health. The risk of public health impacts can be significantly reduced by avoiding, where possible, and carefully managing, where not, contact with waste. In practice this means:

- Containing waste effectively, including:
 - Providing appropriate containers at point of generation e.g. workspace, kitchen, etc.
 - Providing appropriate containers for storing waste prior to collection - these may be reusable (wheelie bins) or single use (rubbish bags).
 - Providing dedicated public drop of areas at transfer stations and landfills.
 - Regular collection and disposal.
 - Suitable collection and transport vehicles.
 - Disposal at well constructed and operated landfills including provision of appropriate barrier systems such as base liner and adequate daily, intermediate and final cover.
- Excluding as far as possible vermin¹² that may spread waste or associated contaminants.

The measures proposed in the WMMP have been developed with public health objectives at the forefront.

¹² For example rodents, other stray animals, insects (flies, wasps).

5 Options for achieving effective and efficient waste management and minimisation

5.1 Introduction

Section 51 of the WMA requires that a Waste Assessment contain a statement of options available to meet the forecast demands of the district with an assessment of the suitability of each option.

This section summarises the identification and evaluation of options to meet the forecast demands of the district and to meet the goals set out in Section 4. The preferred options from this assessment will be incorporated into the WMMP as methods and feature in the Action Plan.

For the West Coast Region the total quantity of waste generated is forecast to increase over the life of this plan in line with population and economic activity. Infrastructure planning needs to take account of this growth.

The available data suggests that there is potential to increase the diversion of material from the current estimate of almost 30% across the waste management system. There are also ongoing issues with illegal dumping, challenges with obtaining robust data on waste and recycling activity and the potential for increasing quantities of materials entering the waste stream from rural properties. The focus of option identification and evaluation has been addressing these issues alongside meeting forecast demands.

5.2 Identifying options

There are a wide range of approaches to providing waste minimisation and management services and programmes that could be adopted in the West Coast Region. A useful way to consider options is the model set out in Figure 14. Simply put, effective waste minimisation and management relies on a combination of infrastructure (including collection), education/information and regulation or policy. These are supported by having the right data to inform strategic and operational decision making.

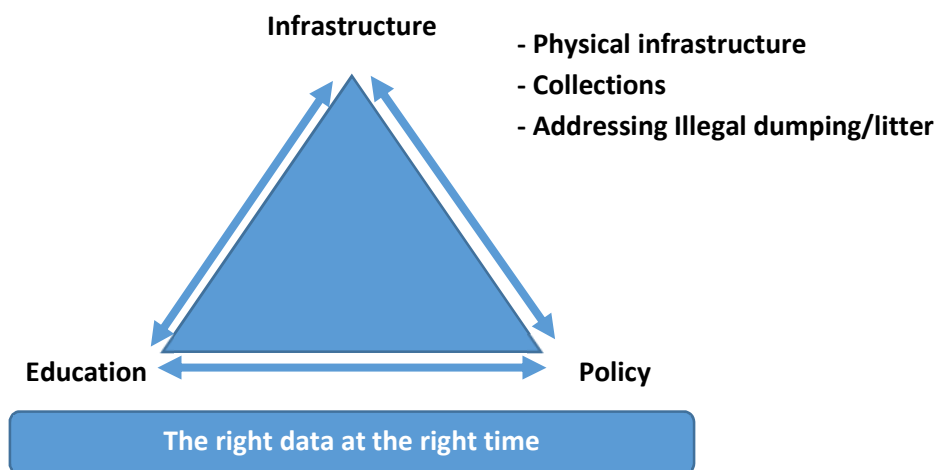


Figure 14: Effective Waste Minimisation and Management

For this waste assessment options have been identified by considering key challenges for waste minimisation and management in the West Coast Region (Refer Section 2.3), referencing approaches

adopted elsewhere and looking for new solutions where appropriate. Options have also been considered with reference to the current recovery rates of key materials¹³ (see Section 2.2.3).

Based on the model set out in Figure 14 options considered can be grouped as follows.

Infrastructure

- Providing **collection** services - collection of waste, recyclable materials (at kerbside or transfer station), organic waste and/or bulky items, litter bins.
- Providing **physical infrastructure** - fixed location or mobile drop off facilities, waste sorting, waste processing and/or disposal facilities.
- **Managing the negative impacts of waste** - litter/illegal dumping clean-up, closed landfills.

Education

- Changing behaviour - **education** programmes targeting schools, businesses and/or households.
- Support infrastructure - **information** on how to use collection and drop-off services to maximise recovery and maintain the quality of recovered materials (to maximise their value).
- Contributing to national education/information programmes.

Policy

- Implementation of licensing provisions in the existing by-law (funding, service level, litter, data provision).
- Data collection via licensing of waste operators (as above).
- Targeted data collection, for example waste surveys.
- Making information on waste issues and opportunities available.
- Grant co-funding for projects that deliver on the goals and objectives for waste minimisation and management.
- Working with Councils and other stakeholders to progress national debate on waste issues and policy.

These options focus on the priority waste streams identified through the review of the current situation in Section 2.2.3 and summarised in Table 10.

Table 10: Priority wastes and waste sources

Recyclable materials	Other materials requiring active management include:	Waste sources
• Visitor's waste	• Hazardous waste	• Rural waste
• Organic Waste	• Difficult or special waste	• Industrial processing
• Glass	• General waste	
• Paper/Cardboard	• E-waste	
• Plastics		
• Timber		

5.3 Options for the future

Based on the analysis and discussion presented in the Waste Assessment (Appendix A) the following options should be included in an action plan for the West Coast Region WMMP.

¹³ Key materials include paper/card, plastics, glass, organic waste, metals, glass and timber

Infrastructure actions

- **Investigate and maintain a watch** on wheelie bin based user pays technology for refuse collection.
- **Investigate** a transition to two stream (co-mingle recyclables + separate glass) for kerbside recycling services across the Region.
- **Investigate**¹⁴ a periodic garden waste collection service (most likely combined with a bulky waste collection service).
- **Investigate**¹⁴ optimising services for bulky household waste including the role of the regional transfer station network and potential bulky waste collections (scheduled for all households or on demand).
- **Implement** recycle/waste stations at tourism hotspots across the West Coast - trail the approach in Buller District (North Beach, Punakaiki) and then roll out to other locations.
- **Investigate/Trial**¹⁵ dry waste (construction waste, commercial waste) sorting including the use of charging to incentivise semi-sorted loads at key transfer stations.
- **Implement** processing of shredded green waste and sludge in Greymouth, Hokitika (and potentially Reefton).
- **Investigate** consolidating MRF operations and options for glass (local processing and beneficial use).
- **Investigate** combining Grey District and northern Westland District refuse disposal in the medium term (as cells at Butlers and/or McLean's Landfills are completed).
- **Maintain a watch** on the proposal Westport waste to energy proposal.

Education actions

- Continue to update and maintain information on waste and recycling collection and drop off services in the West Coast Region on Council websites and information for visitors.
- Disseminate information on waste minimisation and management to all residents (including holiday makers/temporary residents) including national programmes like Love Food Hate Waste.
- Maintaining school education programme, support existing environmental education activities for schools, homes and businesses.

Policy Actions

- **Develop criteria** for making grants available from Council's allocation of Waste Levy funds. Provisionally criteria will be based on contribution to the Vision, Goals and Objectives for waste minimisation and management with consideration of co-funding. Applications for funding should also be assessed for their ability to deliver the promised benefits i.e. due diligence on organisation capability, governance and accountability.
- Develop a regional solid waste bylaw and associated implementation plan targeting implementation of a licencing regime in 2019.
- Continue to report on progress against the targets in the WMMP in Annual Reports.

¹⁴ Detailed analysis of options considering cost of service, diversion of materials, fairness/equity, safety and protection of the environment (illegal dumping).

¹⁵ Look at Westport, Reefton, McLeans and Hokitika transfer stations, detailed analysis of options considering cost of service, diversion of materials, fairness/equity, safety and protection of the environment (illegal dumping).

- Collaborate with central government, local government organisations, non government organisations (NGO) and other key stakeholders to progress national activity on waste minimisation and management policy¹⁶.
- Continue to actively address illegal dumping activity including where possible identifying perpetrators and if required undertaking clean-up activity.

¹⁶ Including policy and analysis relating to tourism waste

6 Funding the plan

6.1 Plan implementation funding

The funding of the implementation of this WMMP will come from user charges, rate payer funds and levy payments returned to the Council.

User charges will fund kerbside refuse collection (in Buller District, to be considered using RFID technology in Grey District and Westland District), disposal of materials at landfill and the disposal or management of materials at Transfer Stations.

Ratepayer funds will provide public good focussed services. Examples include kerbside recycling collection, tourist hot spot recycle/waste stations, supporting transfer station operations where user charges are not adequate to cover the full cost of operation, illegal dumping clean-ups, litter bin servicing, licensing implementation, education activities and reporting on plan implementation.

Levy payments will fund waste education and selected recycling and recovery activities at transfer stations i.e. activities that promote or achieve the Goals and Objectives of this WMMP.

Details of funding sources, quantities and allocation can be found in each Council's Long Term Plan and Annual Plan updates to the Long Term Plan.

6.2 Grants and advances of monies

As part of the implementation of the WMMP the Councils will develop criteria for making grants available from each Council's allocation of Waste Levy funds. The amount of money available for grants will be determined as part of the Annual Plan process but is expected to be in the order of 15% of the levy funding received by each Council.

Criteria will be based on the funded activities contribution to promoting and achieving the Vision, Goals and Objectives for waste minimisation and management. Activities with co-funding will be preferred with 50% or more contribution from partners other than Council expected.

Applications for funding will also be assessed for their ability to deliver the promised benefits. Specific areas for assessment will include organisation capability to deliver the project, governance arrangements, accountability and track record in delivering similar projects.

6.3 Waste minimisation levy expenditure

Waste minimisation levy funds will continue to be spent supporting waste minimisation activities including environmental education, contributing to recycling at transfer stations, information for residents and businesses and targeted investigations into new waste minimisation initiatives.

7 Monitoring, evaluating and reporting progress

This WMMP will only have an impact in the West Coast Region if appropriate action is taken to achieve the Vision - Goals - Objectives. The Targets (Section 4.2) provide high level measures of progress. Monitoring, evaluation and reporting will focus on gathering data to assess progress against these targets.

7.1 Monitoring and evaluation

The assessment of the current situation highlighted gaps in information about waste generation, collection, processing and management in the West Coast Region. In some cases information exists but is not available to council¹⁷ while in others, data is not currently available¹⁸.

Progress in achieving the Vision - Goals - Objectives of this WMMP will be monitored by collecting the data outlined in Table 11.

Table 11: Data source and description

Data Source	Information	Comment
Council contractors	Illegal dumping Litter (bins, clean-up) Kerbside refuse Kerbside recycling Transfer station refuse Transfer station recycling/recover Recycling station recycling Landfill refuse	Contract reporting
Other collectors	Kerbside/Business refuse	By-law data requirements
Waste processor	Materials processed	By-law data requirements
Council contact database	Illegal dumping incidents	
Customer Surveys	Residents satisfaction	
Council Activity Reporting (Annual Report)	By-law implementation (licensing) Data summary	
Targeted data collection	Solid Waste Analysis Protocol Surveys (waste composition) Kerbside collection surveys (participation, set out rates) Recycling contamination survey	Contract requirement or targeted survey

Some of the activities in the Action Plan are focussed on securing the information noted in Table 11. For example ongoing implementation of licensing (based on the existing by-laws) and improving reporting under existing and future council contracts.

Evaluation of the data collected will focus on measuring progress against the targets set out in Section 4.2. The periodic review of the Action Plan (see Section 8 of the Action Plan) will consider how effective the actions underway or completed have been in achieving the Vision - Goals - Objectives of this Plan.

¹⁷ For example regarding private sector collection services.

¹⁸ For example regarding the number of households participating in the kerbside recycling collection service.

7.2 Reporting

Progress on implementing this WMMP will be reporting in the each of the Council's Annual Reports each year. Reporting will note current performance against the targets based on available information. In the early stages of the Plan implementation it is likely that there will be significant gaps in the available data limited Council's ability to quantify progress.

Part B – Action Plan

8 Introduction

This Action Plan sets out the programme of action for achieving the Vision - Goals - Objectives and targets of the WMMP, as described in Part A – Strategy (Section 4), and should be considered in conjunction with the full WMMP.

This Action Plan covers the full life (six years) of the WMMP but provides more detail for years one and two. The Action plan sets out actions with operational and financial implications for each Council.

Consistent with each Council’s operational planning obligations under the Local Government Act 2002 activities set out in this Action Plan will need to be reflected in the relevant Long Term Plan and Annual Plan¹⁹. This means the plan should be reviewed as part of the annual planning process (with a focus on 12-18 months of future activity) and Long Term Planning process (with a focus on a 3-5 year horizon).

The operational planning and funding implications of the activities set out in this Action Plan are noted in the Action Planning tables.

¹⁹ Currently 2018-2028 Long Term Plan and 2017/18 Annual Plan

9 Funding structure [see also Part A, section 6]

(Repeat of Section 6)

The funding of the implementation of this WMMP will come from user charges, rate payer funds and levy payments returned to the Council.

User charges will fund kerbside refuse collection (in Buller District, to be considered using RFID technology in Grey District and Westland District), disposal of materials at landfill and the disposal or management of materials at Transfer Stations.

Ratepayer funds will provide public good focussed services. Examples include kerbside recycling collection, tourist hot spot recycle/waste stations, supporting transfer station operations where user charges are not adequate to cover the full cost of operation, illegal dumping clean-ups, litter bin servicing, licensing implementation, education activities and reporting on plan implementation.

Levy payments will fund waste education and selected recycling and recovery activities at transfer stations i.e. activities that promote or achieve the Goals and Objectives of this WMMP.

Details of funding sources, quantities and allocation can be found in each Council's Long Term Plan and Annual Plan updates to the Long Term Plan.

9.1 Grants and advances of monies

As part of the implementation of the WMMP the Councils will develop criteria for making grants available from each Council's allocation of Waste Levy funds. The amount of money available for grants will be determined as part of the Annual Plan process, but is expected to be in the order of 15% of the levy funding received by each Council.

Criteria will be based on the funded activities contribution to promoting and achieving the Vision, Goals and Objectives for waste minimisation and management. Activities with co-funding will be preferred with 50% or more contribution from partners other than council expected.

Applications for funding will also be assessed for their ability to deliver the promised benefits. Specific areas for assessment will include organisation capability to deliver the project, governance arrangements, accountability and track record in delivering similar projects.

9.2 Waste minimisation levy expenditure

Waste minimisation levy funds will continue to be spent supporting waste minimisation activities including environmental education, contributing to recycling at transfer stations, information for residents and businesses and targeted investigations into new waste minimisation initiatives.

10 Targets and measurement

The targets set out in Section 4.2 of Part A of this WMMP provide a high level measure of progress. Monitoring, evaluation and reporting will focus on gathering data to assess progress against these targets, inform refinement of existing actions and development of future actions.

Progress in achieving the Vision - Goals - Objectives of this WMMP will be monitored by collecting the data outlined in Table 12 (repeating Table 11 from Section 7 Monitoring, evaluating and reporting progress).

Table 12: Data source and description

Data Source	Information	Comment
Council contractors	Illegal dumping Litter (bins, clean-up) Kerbside refuse Kerbside recycling Transfer station refuse Transfer station recycling/recover Recycling station recycling Landfill refuse	Contract reporting
Other collectors	Kerbside/Business refuse	By-law data requirements
Waste processor	Materials processed	By-law data requirements
Council contact database	Illegal dumping incidents	
Customer Surveys	Residents satisfaction	
Council Activity Reporting (Annual Report)	By-law implementation (licensing) Data summary	
Targeted data collection	Solid Waste Analysis Protocol Surveys (waste composition) Kerbside collection surveys (participation, set out rates) Recycling contamination survey	Contract requirement or targeted survey

Some of the activities in this Action Plan are focussed on securing the information noted in Table 12. For example ongoing implementation of licensing (based on the existing by-law) and improving reporting under existing and future council contracts.

Periodic review of the Action Plan (see Section 8 of the Action Plan) will consider how effective the actions underway or completed have been in achieving the Vision - Goals - Objectives of this Plan. Table 13 links Targets to measures noted in Table 12. Table 14 provides definitions for key measures.

Table 13: Measuring progress against targets

Target	Measure
1.1 To maintain or reduce the total quantity of waste disposed of to landfill from the West Coast on a per capita basis. The current figure is approximately 340 kg per person. Waste disposed of to landfill < 300 kg per person each year	T of waste disposed of to landfill per capita
2.1 Increase in the proportion of material captured for recycling at kerbside and transfer stations. The current figures are 29% and 27% respectively. Kerbside recycling > 35% by 2025, Recycling at Refuse Transfer stations > 50% by 2025	% of waste recycled per year
2.2 Establish simple and effective recycling services for visitors to the West Coast Region Establish 5 refuse and recycling depots at key visitor locations on the West Coast by 2022	
3.1 Satisfaction with kerbside refuse and transfer station services. Resident and visitor satisfaction > 85% Establish 5 refuse and recycling depots at key visitor locations on the West Coast by 2022. Pilot with 2 facilities in Buller District followed by the remainder of the Region.	Residents satisfaction survey results Number of refuse and recycling depots established.
4.1 Reduction in illegal dumping incidents and quantity of material illegally dumped in the West Coast Region. (Refer also establishing refuse recycle and waste stations). Quantity of illegally dumped waste < 2016/17 figure. The number of illegal dumping incidents is < 2016/17 figure.	Number of incidents and quantity of illegally dumped material.
5.1 To publish a summary of available data on waste generation and management with each annual report. Summary data published in Annual Report To create a grant scheme to support new initiatives to reduce waste	Summary reporting on WMMP in each Annual Report. Grant applications invited.
6.1 Schools programmes delivered by Council. Support the Enviroschools programme each year.	Number of school in education programmes.
6.2 Council (or contractors) promote waste minimisation at events in the Region. Councils promote waste minimisation at > five events in the Region each year.	Number of events with waste minimisation plans and reporting.
6.3 Inform and support West Coast residents and businesses on waste minimisation opportunities. Information made available and regularly updated on Council websites.	Information available to residents and business.
7.1 Work with others to influence national policy and action on waste minimisation and management.	

Table 14: Measure definitions

Measure	Definition
T of waste disposed of to landfill per capita	Total quantity of waste disposed of to landfill (from contract and by-law reporting) divided by West Coast Region usually Resident Population.
T of waste recycled per year	Total quantity of waste recycled or recovered (from contract and by-law reporting) divided by Total quantity of waste disposed of to landfill (from contract and by-law reporting).
Residents satisfaction	[Measure as defined in LTP 2015-2025] or later LTP.
T of illegal dumped material	Total quantity of illegally dumped material picked up by West Coast Region contractors per year.

11 Action plan (See also Section 5.3)

The action plan as set out in the following pages has been developed to enable the West Coast Region Councils and community to work towards achieving the Vision - Goals - Objectives set out in the Regional WMMP. The Action Plan provides a detailed plan of action for years one and two, with long term actions mentioned but not detailed. Where actions have operational or financial implications they need to be confirmed in the Councils core planning documents - the Long Term Plan and Annual Plan.

The Waste Assessment recommended the following options be included in an action plan for the West Coast Region Council WMMP.

Infrastructure actions

- **Investigate and maintain a watch** on wheelie bin based user pays technology for refuse collection.
- **Investigate** a transition to two stream (co-mingle recyclables + separate glass) for kerbside recycling services across the Region.
- **Investigate**²⁰ a periodic garden waste collection service (most likely combined with a bulky waste collection service).
- **Investigate**¹⁴ optimising services for bulky household waste including the role of the regional transfer station network and potential bulky waste collections (scheduled for all households or on demand).
- **Implement** recycle/waste stations at tourism hotspots across the West Coast - trail the approach in Buller District (North Beach, Punakaiki) and then roll out to other locations.
- **Investigate/Trial**²¹ dry waste (construction waste, commercial waste) sorting including the use of charging to incentivise semi-sorted loads at key transfer stations.
- **Implement** processing of shredded green waste and sludge in Greymouth, Hokitika (and potentially Reefton).
- **Investigate** consolidating MRF operations and options for glass (local processing and beneficial use).
- **Investigate** combining Grey District and northern Westland District refuse disposal in the medium term (as cells at Butlers and/or McLean's Landfills are completed).
- **Maintain a watch** on the proposal Westport waste to energy proposal.

Education actions

- Continue to update and maintain information on waste and recycling collection and drop off services in the West Coast Region on Council websites and information for visitors.
- Disseminate information on waste minimisation and management to all residents (including holiday makers/temporary residents) including national programmes like Love Food Hate Waste.
- Maintaining school education programme, support existing environmental education activities for schools, homes and businesses.

²⁰ Detailed analysis of options considering cost of service, diversion of materials, fairness/equity, safety and protection of the environment (illegal dumping).

²¹ Look at Westport, Reefton, McLeans and Hokitika transfer stations, detailed analysis of options considering cost of service, diversion of materials, fairness/equity, safety and protection of the environment (illegal dumping).

Policy Actions

- **Develop criteria** for making grants available from Council's allocation of Waste Levy funds. Provisionally criteria will be based on contribution to the Vision, Goals and Objectives for waste minimisation and management with consideration of co-funding. Applications for funding should also be assessed for their ability to deliver the promised benefits i.e. due diligence on organisation capability, governance and accountability.
- **Develop** a regional solid waste bylaw and associated implementation plan targeting implementation of a licencing regime in 2019.
- Continue to **report on** progress against the targets in the WMMP in Annual Reports.
- **Collaborate** with central government, local government organisations, non government organisations (NGO) and other key stakeholders to progress national activity on waste minimisation and management policy²².
- Continue to actively address illegal dumping activity including where possible identifying perpetrators and if required undertaking clean-up activity.

²² Including policy and analysis relating to tourism waste

11.1 Action planning tables

Table 15: Infrastructure actions

Action (Infrastructure)	Timeline	Funding	Objective(s)	Target(s)
a. Investigate and maintain a watch on wheelie bin based user pays technology for refuse collection.	Ongoing, contract rollover	Rates (existing)	3	3.1
b. Investigate a transition to two stream (co-mingle recyclables + separate glass) for kerbside recycling services across the Region.	July 2019 Contract rollover for Westland	Rates (new)	2	2.1
c. Investigate ²³ a periodic garden waste collection service (most likely combined with a bulky waste collection service).	June 2020	Rates (existing)	1, 2, 3	1.1, 2.1, 2.2, 3.1
d. Investigate ¹⁴ optimising services for bulky household waste including the role of the regional transfer station network and potential bulky waste collections (scheduled for all households or on demand).	June 2020	Rates (existing)	1, 2, 3	1.1, 2.1, 2.2, 3.1
e. Implement recycle/waste stations at tourism hotspots across the West Coast - trail the approach in Buller District (North Beach, Punakaiki) and then roll out to other locations.	From July 2018 Buller by June 2019, West Coast 2021	Rates (new)	1, 2, 3, 4	1.1, 2.1, 2.2, 3.1, 4.1
f. Investigate/trial ²⁴ dry waste (construction waste, commercial waste) sorting including the use of charging to incentivise semi-sorted loads at key transfer stations.	June 2020	Rates (new) and user charges	1, 2, 3	1.1, 2.1, 2.2, 3.1
g. Implement processing of shredded green waste and sludge in Greymouth, Hokitika (and potentially Reefton).	June 2020	Rates (new)	1, 2, 3	1.1, 2.1, 2.2, 3.1
h. Investigate consolidating MRF operations.	Dec 2018	Rates (existing)	1, 2	1.1, 2.1, 2.2

²³ Detailed analysis of options considering cost of service, diversion of materials, fairness/equity, safety and protection of the environment (illegal dumping).

²⁴ Look at Westport, Reefton, McLeans and Hokitika transfer stations, detailed analysis of options considering cost of service, diversion of materials, fairness/equity, safety and protection of the environment (illegal dumping).

Action (Infrastructure)	Timeline	Funding	Objective(s)	Target(s)
i. Investigate combining Grey District and northern Westland District refuse disposal in the medium term (as cells at Butlers and/or McLeans Landfills are completed).	On cell completion.	Rates (existing)	3	
j. Maintain a watch on the proposal Westport waste to energy proposal.	Ongoing	Rates (existing)	3	

Table 16: Education actions

Actions (Education)	Timeline	Funding	Objective(s)	Target(s)
k. Continue to update and maintain information on the Council website regarding waste and recycling collection and drop off services in the West Coast Region.	Ongoing	Rates (existing)	1, 2, 3, 6	1.1, 2.1, 2.2, 3.1, 6.2, 6.3
l. Provide clear information and education to promote the effective use of private sector (for example farm plastics, soft plastics recycling, Paintwise) and Council operated recycling services.	Ongoing	Rates (existing)	1, 2, 3, 6	1.1, 2.1, 2.2, 3.1, 6.3
m. Disseminate information on waste reduction to all residents (including holiday makers/temporary residents) including national programmes like Love Food Hate Waste.	Ongoing	Rates (existing)	1, 6, 7	1.1, 6.3, 7.1
n. Maintaining school education programme, support environmental education activities for schools, homes and businesses.	Ongoing	Rates (existing)	6	6.1
o. Provide information to the community about the negative impact of illegal dumping and alternatives available to the community (kerbside collection, commercial skip bins and transfer stations).	Ongoing	Rates (existing)	5, 6	5.1, 5.2, 6.3

Table 17: Policy actions

Actions (Policy)	Timeline	Funding	Objective(s)	Target(s)
p. Develop criteria for making grants available from Council's allocation of Waste Levy funds. Provisionally criteria will be based on contribution to the Vision, Goals and Objectives for waste minimisation and management with consideration of co-funding. Applications for funding should also be assessed for their ability to deliver the promised benefits i.e. due diligence on organisation capability, governance and accountability. Consideration also needs to be given to ensuring that funding supports new or expanded activities rather than supporting the status quo.	June 2019	Waste levy	5	5.1
q. Develop a regional solid waste bylaw and associated implementation plan targeting implementation of a licencing regime in 2019. Review and amend the existing Solid Waste Bylaws (Grey District and Westland District). This will focus on licensing, provision of recycling and consider limiting receptacle size ²⁵ . With a small number of collection providers operating in the Region Councils are in a position to develop pragmatic but effective approach. This will require consultation with the collection providers prior to formally notifying any proposed changes. The target implementation for the updated bylaw is December 2019.	Dec 2019	Rates (existing)	1, 2, 3	1.1, 2.1, 3.1
r. Continue to report on progress against the targets in the WMMP in Annual Reports.	June 2018 and ongoing	Rates (existing)	5	5.1
s. Collaborate with local government organisations, non government organisations (NGO) and other key stakeholders to progress national activity on waste minimisation and management policy.	Ongoing	Rates (existing)	7	7.1
t. Continue to actively address illegal dumping activity including where possible identifying perpetrators and if required undertaking clean-up activity.	Ongoing	Rates (existing)	4	4.1

²⁵ The bylaw could limit size of new containers (120-140 L is common for Council provided collections or where limits have been introduced elsewhere). For existing containers collection frequency could be limited to provide similar weekly capacity e.g. fortnightly collection of 240L wheelie bin.

Table 18: Timeline

2018/19	2019/20	2020/21	2021/22	2022/23	2023/24
Infrastructure					
Services					
Existing					
Refuse Collection	Refuse Collection	Refuse Collection	Refuse Collection	Refuse Collection	Refuse Collection
Kerbside Recycling	Kerbside Recycling	Kerbside Recycling	Kerbside Recycling	Kerbside Recycling	Kerbside Recycling
Transfer Stations	Transfer Stations	Transfer Stations	Transfer Stations	Transfer Stations	Transfer Stations
<i>Potential new services:</i>					
			<i>Refuse bin RFID/User pays</i>		
			<i>Westland District glass recycling</i>		
				<i>Tender and appoint organic waste and/or Bulky waste service</i>	<i>Organic and/or Bulky waste service</i>
<i>Buller recycle/waste stations at North Beach and Punekaiki</i>		<i>Northern and central Buller, Grey and Westland Districts recycle/waste stations</i>			
	<i>Processing of shredded green waste and sludge in Greymouth, Hokitika (and potentially Reefton)</i>				
	<i>Collaborate with product owners on problem products e.g. e-waste</i>				<i>Tender/Appoint dry waste sorting (new or varied transfer station contracts)</i>
Investigations					
<i>Complete investigation on MRF consolidation</i>	<i>Complete study on garden waste and bulky waste collection.</i>		<i>LTP Proposal for bulky and/or organic waste</i>		

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2018/19	2019/20	2020/21	2021/22	2022/23	2023/24
<i>Complete investigations into two stream collection options.</i>	<i>Complete study on dry waste sorting</i>		<i>LTP proposal on dry waste sorting</i>		

2018/19	2019/20	2020/21	2021/22	2022/23	2023/24
Education / Information					
Green waste and food waste services	Green waste and food waste services	Green waste and food waste services	Green waste and food waste services	Green waste and food waste services	Green waste and food waste services
Council services	Council services	Council services	Council services	Council services	Council services
For holidaymakers	For holidaymakers	For holidaymakers	For holidaymakers	For holidaymakers	For holidaymakers
Schools	Schools	Schools	Schools	Schools	Schools
Illegal dumping	Illegal dumping	Illegal dumping	Illegal dumping	Illegal dumping	Illegal dumping
Policy					
Develop grant funding criteria	Grant funding round	Grant funding round	Grant funding round	Grant funding round	Grant funding round
By-law amendment	By-law implementation	By-law implementation	By-law implementation	By-law implementation	By-law implementation
Report on progress in 2017/18 Annual Report.	Report on progress in 2018/19 Annual Report.	Report on progress in 2019/20 Annual Report.	Report on progress in 2020/21 Annual Report.	Report on progress in 2021/22 Annual Report.	Report on progress in 2022/23 Annual Report.
Collaborate with others national activity and policy.	Collaborate with others national activity and policy.	Collaborate with others national activity and policy.	Collaborate with others national activity and policy.	Collaborate with others national activity and policy.	Collaborate with others national activity and policy.
Illegal dumping investigation and enforcement activity	Illegal dumping investigation and enforcement activity	Illegal dumping investigation and enforcement activity	Illegal dumping investigation and enforcement activity	Illegal dumping investigation and enforcement activity	Illegal dumping investigation and enforcement activity
Indicative Budget²⁶					
3.4M	3.7M	3.7M	4.6M	4.6M	5.6M
Status quo	Add Buller recycle/waste stations, investigations	Add green waste + sewage solids processing	Add RFiD refuse bins and Westland District glass collection		Add organic and bulky waste collection.

²⁶ Based on current budgets across 3 Councils and estimated cost of proposed initiatives. Further detail of the basis for cost estimates is contained in the option evaluation sections in the Regional Waste Assessment.

12 Applicability

This report has been prepared for the exclusive use of our clients Buller, Grey and Westland District Councils, with respect to the particular brief given to us and it may not be relied upon in other contexts or for any other purpose, or by any person other than our client, without our prior written agreement.

Tonkin & Taylor Ltd

Report prepared by:

Authorised for Tonkin & Taylor Ltd by:

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Chris Purchas

Simonne Eldridge

Senior Consultant

Project Director

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**Appendix A: West Coast Regional Waste Assessment
(2018)**
