

AGENDA

RĀRANGI TAKE

NOTICE OF AN ORDINARY MEETING OF

COUNCIL

to be held on **30 May 2024** commencing at **1 pm** in the Council Chambers,
36 Weld Street, Hokitika and via Zoom

Chairperson	Her Worship the Mayor
Deputy Mayor and Southern Ward Member:	Cr Cassin
Northern Ward Members:	Cr Neale, Cr Burden, Cr Phelps
Hokitika Ward Members:	Cr Baird, Cr Davidson, Cr Gillett
Southern Ward Members:	Cr Manera
Iwi Representatives:	Kw Madgwick, Kw Tumahai



In accordance with clause 25B of Schedule 7 of the Local Government Act 2002, members may attend the meeting by audio or audio-visual link.

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 promote the social, economic, environmental, and cultural well-being of communities in the present and for the future.

1. KARAKIA TĪMATANGA OPENING KARAKIA

*Kia hora te marino
Kia whakapapa pounamu te moana
Hei hurahai mā tātou
I te rangi nei
Aroha atu, aroha mai
Tātou i a tātou katoa
Hui e! Tāiki e!*

*May peace be widespread
May the sea be like greenstone
A pathway for us all this day
Give love, received love
Let us show respect for each other
Bind us all together!*

2. NGĀ WHAKAPAAHA APOLOGIES

3. WHAKAPUAKITANGA WHAIPĀNGA DECLARATIONS OF INTEREST

Members need to stand aside from decision-making when a conflict arises between their role as a Member of the Council and any private or other external interest they might have. This note is provided as a reminder to Members to review the matters on the agenda and assess and identify where they may have a pecuniary or other conflict of interest, or where there may be a perception of a conflict of interest.

If a member feels they do have a conflict of interest, they should publicly declare that at the start of the meeting or of the relevant item of business and refrain from participating in the discussion or voting on that item. If a member thinks they may have a conflict of interest, they can seek advice from the Chief Executive or the Group Manager Corporate Services Risk and Assurance (preferably before the meeting). It is noted that while members can seek advice the final decision as to whether a conflict exists rests with the member.

4. NGĀ TAKE WHAWHATI TATA KĀORE I TE RĀRANGI TAKE URGENT ITEMS NOT ON THE AGENDA

Section 46A of the Local Government Official Information and Meetings Act 1987 states:

- (7) An item that is not on the agenda for a meeting may be dealt with at the meeting if –
 - (a) the local authority by resolution so decides, and
 - (b) the presiding member explains at the meeting at a time when it is open to the public, -
 - (i) the reason why the item is not on the agenda; and
 - (ii) the reason why the discussion of the item cannot be delayed until a subsequent meeting.
- (7A) Where an item is not on the agenda for a meeting, -
 - (a) that item may be discussed at the meeting if –
 - (i) that item is a minor matter relating to the general business of the local authority; and
 - (ii) the presiding member explains at the beginning of the meeting, at a time when it is open to the public, that the item will be discussed at the meeting; but

(b) No resolution, decision, or recommendation may be made in respect of that item except to refer that item to a subsequent meeting of the local authority for further discussion.

5. **NGĀ MENETI O TE HUI KAUNIHĒRA** **MINUTES OF MEETINGS**

Minutes circulated.

- **Ordinary Council Meeting Minutes – 18th April 2024** (Pages 6 – 13)
- **Extraordinary Council Meeting Minutes – 15th May 2024** (Pages 14 – 25)

Committee Minutes to be Received:

- **Risk and Assurance Committee Meeting Minutes – 8th February 2024** (Pages 26 – 30)

6. **ACTION LIST** (Pages 31)

7. **NGĀ TĀPAETANGA** **PRESENTATIONS**

- **Community Housing Trust**
Wharerimu Iraia, Development West Coast

8. **PŪRONGO KAIMAHI** **STAFF REPORTS**

- **Chief Executives Quarterly Report** (Pages 32 – 55)
Simon Bastion, Chief Executive Officer
- **Reallocation of Better Off Funding** (Pages 56 – 68)
Jan Visser, Facilities and Properties Manager
- **Financial Performance – April 2024** (Pages 69 – 84)
Lynley Truman, Finance Manager
- **Speed & Traffic Counting for Hans Bay Road & Okarito Village** (Pages 85 – 90)
Karl Jackson, Transportation Manager
- **Ngā Whakatūranga – Museum Redevelopment** (Pages 91 – 98)
Lauren Sadler, Museum Director

9. **KA MATATAPU TE WHAKATAUNGA I TE TŪMATANUI** **RESOLUTION TO GO INTO PUBLIC EXCLUDED**

(to consider and adopt confidential items)

Resolutions to exclude the public: Section 48, Local Government Official Information and Meetings Act 1987. 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.	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
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1.	Confidential Minutes – 18 th April 2024	Good reason to withhold exist under Section 7	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists. Section 48(1)(a)
2.	Confidential Committee Minutes to be Received – Risk and Assurance Committee 8 th February 2024	Good reason to withhold exist under Section 7	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists. Section 48(1)(a)
3.	Development West Coast Presentation	Good reason to withhold exist under Section 7	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists. Section 48(1)(a)
4.	Risk Report	Good reason to withhold exist under Section 7	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists. Section 48(1)(a)
5.	CE Verbal Update – Regional Infrastructure Fund (RIF)	Good reason to withhold exist under Section 7	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists. Section 48(1)(a)
6.	Organisation Change Proposal	Good reason to withhold exist under Section 7	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists. Section 48(1)(a)
7.	Hokitika Racecourse Development	Good reason to withhold exist under Section 7	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists. Section 48(1)(a)

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 interests or interests protected by section 7 of that Act, which would be prejudiced by the holding of the relevant part of the proceedings of the meeting in public are as follows:

Item No.	Interest
1, 2, 6	Protect the privacy of natural persons, including that of deceased natural persons (S. 7(2)(a))
1, 2, 5, 7	Protect information where the making available of the information: (i) would disclose a trade secret; and (ii) would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information (S. 7(2)(b))
2	Avoid prejudice to measures that prevent to mitigate material loss to members of the public. (S. 7(2)(e))
2, 6	Maintain the effective conduct of public affairs through: (i) The protection of such members, officers, employees, and persons from improper pressure of harassment (S. 7(2)(f))
1, 2, 4	Maintain legal professional privilege; or (S. 7(2)(g))
1, 2, 3, 4, 5	Enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities; or (S. 7(2)(h))
1, 2, 7	Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) (S. 7(2)(i))
1, 2	Prevent the disclosure of use of official information for improper gain or improper advantage. (S. 7(2)(j))

**DATE OF NEXT ORDINARY COUNCIL MEETING – 20TH JUNE 2024
COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA AND VIA ZOOM**



ORDINARY COUNCIL MINUTES

MINUTES OF THE ORDINARY COUNCIL MEETING OF WESTLAND DISTRICT COUNCIL HELD IN THE COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA AND VIA ZOOM ON THURSDAY 18TH APRIL 2024 COMMENCING AT 1 PM

The Council Meeting was live-streamed to the Westland District Council YouTube Channel and presentations are made available on the council website.

1. KARAKIA TĪMATANGA OPENING KARAKIA

The opening Karakia was read by Cr Neale.

2. MEMBERS PRESENT AND APOLOGIES

Chairperson:	Her Worship the Mayor
Deputy Mayor & Southern Ward Member:	Cr Cassin
Northern Ward Members:	Cr Neale, Cr Burden, Cr Phelps
Hokitika Ward Members:	Cr Baird, Cr Davidson, Cr Gillett
Southern Ward Members:	Cr Manera
Iwi Representatives:	Kw Madgwick, Kw Tumahai

NGĀ WHAKAPAAHA APOLOGIES

Nil

STAFF PRESENT

S.R. Bastion, Chief Executive; L. Crichton, Group Manager: Corporate Services and Risk Assurance; S. Baxendale, Group Manager District Assets; D. Maitland; Executive Assistant, E. Rae, Strategy and Communications Advisor (via Zoom); P. Coleman, Governance Administrator.

3. WHAKAPUAKITANGA WHAIPĀNGA DECLARATIONS OF INTEREST

The Interest Register had been circulated.
There were no changes to the Interest Register noted.

4. **NGĀ TAKE WHAWHATI TATA KĀORE I TE RĀRANGI TAKE URGENT ITEMS NOT ON THE AGENDA**

In accordance with section 46A(7) of the Local Government Official Information and Meetings Act (LGOIMA) and under section 9.12 of Council's adopted Standing Orders the following urgent item is required to be added to the Council agenda:

- **Annual Local Government New Zealand (LGNZ) Membership Subscription**

The reason the item is not on the agenda is due to the fact that:

1. The need for this agenda item arose after the agenda was released.
2. Due to the nature of this agenda item (the Membership Subscription payment is due before the next meeting of Council) it requires urgency which cannot be delayed.
 - a. That item is a minor matter relating to the general business of the local authority, (s.7(A)(i)).

Moved Cr Neale, seconded Cr Phelps and **Resolved** that:

1. The item be accepted as a late agenda item and added to the Council Agenda.

5. **NGĀ MENETI O TE HUI KAUNIHERA MINUTES OF MEETINGS**

The Minutes of the previous Meeting were circulated.

- **Ordinary Council Meeting Minutes – 28th March 2024**

Moved Cr Burden, seconded Cr Gillett and **Resolved** that the Minutes of the Ordinary Council Meeting held on the 28th of March 2024 be confirmed as a true and correct record of the meeting.

The Chair **Approved** that their digital signature be added to the confirmed Council Meeting Minutes of the 28th of March 2024.

6. **ACTION LIST**

Simon Bastion, Chief Executive spoke to the Action List and provided the following updates:

- The minor waterproofing on the Pakiwaitara building has been completed.
- Geotech Ltd will be doing some intrusive inspections on Monday 22nd April 2024
 - Inside the Council Headquarters assessing where the structural steel beams are, this involves cutting into the ceiling in some parts of the building.
 - Drilling holes outside the Council Headquarters and Pakiwaitara Building to assess the soil and conditions of the foundations.
 - Council offices will be closed Monday 22nd April 2024, and staff will be operating remotely and the iSite will move across the road to the Pakiwaitara Building for the day.
 - The report on these inspections will be presented to Council as soon as possible.

Councillors requested that the Hokitika Gorge Bridge project be added to future Action lists.

Moved Cr Phelps, seconded Cr Gillett and **Resolved** that:

1. The updated Action List from the Chief Executive be received.

7. NGĀ TĀPAETANGA PRESENTATIONS

- **Transportation Update**

Karl Jackson, Transportation Manager spoke to this presentation as follows:

2024/2027 NLTP Bid and GPS Implications

- New potholes activity class is a grouping of a number of activities that we already do.
- This includes –
 - Sealed and unsealed pavement maintenance.
 - Routine drainage maintenance.
 - Unsealed road metalling.
 - Sealed road resurfacing.
 - Drainage renewals.
 - Sealed road pavement rehabilitation.
- Where in the past we have had a range of flexibilities to transfer money from one area to another the above is locked and cannot have money transferred out of it.
- Walking and cycling, there is a change to this. Investment is only to be made where there is a clear benefit to increase economic growth or where the volumes of pedestrians and cyclists already exist.
- Speed management changes. The blanket reductions that have been done around the country may be returned to where they were but the rule is “where it is safe to do so”.
- Safety. There is a desire to increase road policing and coordinated road safety.
- The traffic calming measures, for example raised pedestrian crossing may not be funded in the future, these may need to be funded by Council.

2024/2025 First Draft Reseal List

- There will be 26.5 km of road targeted in the coming season costing just over \$2 million. This is subject to the final allocation from NZTA which may be as late as September 2024.

2024/2025 Footpath Works

- A full condition reassessment to be carried out on all footpaths, then the programme of work will be developed. This will have to be scaled to suit the size of the available budget.

Update on Parking Strategy

- There will be an engagement package put together by June 2024.
- This will include a map where parking for disabled persons and buses will be clearly marked.

Regional Speed Management Plan Update

- There have been over 60 submissions received for the Westland part of the plan.
- Some positive feedback around the schools.
- Suggestions on making some of the school zones into variable speed limits. There is scope to review this further. The Hokitika Primary School and Westland High School zone is very large. Some good feedback on this.
- Good feedback on the proposed Kaniere road changes, many are happy to remove the current 80km zone in favour of extending the 50km zone.
- Regional changes on speed have been largely left to the West Coast Regional Council to promote and lead the way.
- The summary of submissions will come to the Council for consideration.

The following items were discussed, and it was noted that a report will come back to the May Council meeting on these matters –

- The Parking Strategy for Hokitika’s Central Business District will be made clearer to better identify the disabled parking and a loading zone in Weld Street will be added before the engagement process.
- Speed limits and traffic calming measures at Lake Kaniere, Okarito and Hau Hau Road.
- Results of the traffic counts carried out in Okarito and Lake Kaniere.
- Resealing needs inspection in Arahura, staff have been working with contractors regarding the reseal programme.

Moved Cr Neale, seconded Cr Davidson and **Resolved** that:

1. The presentation from the Transportation Manager be received.

8. PŪRONGO KAIMAHI STAFF REPORTS

• Financial Performance – March 2024

Cody Nabben, Graduate Accountant spoke to this item and advised the purpose of this report is to provide an indication of Council’s financial performance for the month to 31 March 2024 and provided the following updates:

- An error was noted on the financial report relating to the date on page 26 which should have read “As at 31 March 2024”.
- Land assets Council disposed of/derecognized after a review of the asset register was performed totalling \$158k.
- ⊖ Grant debtors over 90 days sits at almost \$500k. Grants outstanding is better off funding, used for the Hokitika Centennial Swimming Pool and Westland Community Halls. This depends on the stage these projects are at-

Moved Cr Phelps, seconded Deputy Mayor Cassin and **Resolved** that:

1. The Financial Performance Report for 31 March 2024 be received.

Kw Madgwick raised the item of staffing concerning a recently advertised Manager’s position (Community Services Manager) and sought clarification as to the funding for this position and the previous resolutions regarding employment of new positions within Council.

The Group Manager Corporate Services and Risk Assurance advised that this item was in the Confidential section of a previous meeting and should not be discussed in the open section of the meeting.

Moved Cr Burden, seconded Cr Gillett and **Resolved** that:

1. Council instruct the CE to research minutes and recordings of previous meetings to confirm the existence or non-existence of a Moratorium on employment of new positions made by the previous Council.
2. Instruct the CE to research minutes and recordings of confidential meetings held to clarify the position taken by Council on employment of senior staff.
3. The CE put the recruitment for the position of Community Services Manager on hold.
4. The above information to be brought back to the May Council meeting.

- **Representation Review**

Lesley Crichton, Group Manager Corporate Services and Risk Assurance spoke to this item and advised the purpose of this report is for Council, in accordance with section 19H of the Local Electoral Act 2001 (the ACT) to determine by resolution, whether members of Council are proposed to be elected:

1. By the electors of the District as a whole, or by the electors of 2 or more wards, or a mixture of the two.
 2. Are Communities are well represented.
 3. Should Council create Community Boards.
- The Group Manager Corporate Services and Risk and Assurance. advised that a Representation Review is a legal requirement and is undertaken every 6 years and must be consulted on.

Moved Cr Phelps, seconded Cr Gillett and **Resolved** that:

1. The report be received.
2. Council resolve to retain the current representation arrangements:
 - 2.1. There be no change to the total number of Councillors.
 - 2.2. The 3 wards, Northern, Hokitika and Southern be retained.
 - 2.3. The Councillors are elected by the electors of 2 or more wards.
 - 2.4. Council not establish community boards.
 - 2.5. Council instruct staff to carry out a consultation as per the Local Electoral Act 2001.

- **Amalgamation of Westland Holdings Ltd with Destination Westland Ltd**

Lesley Crichton, Group Manager Corporate Services and Risk Assurance spoke to this item and advised the purpose of this report is to present the submissions for the consultation on the amalgamation of Westland Holdings Ltd (WHL) and Destination Westland Ltd (DWL) and to resolve on the proposal.

The Group Manager Corporate Services and Risk Assurance advised that:

- Council would have more transparency over the operations of the CCO's which has been an area that has been of concern.
- There are cost savings to be gained through a flatter structure to the group.
- Risk through airport operations can be managed through a committee with an independent chair with particular experience in governance of airport operations.

Moved Cr Gillett, seconded Cr Phelps and **Resolved** that:

1. The report be received.
2. Council receives the submissions.
3. Council resolves to amalgamate Westland Holdings Ltd and Destination Westland Ltd as of 30 June 2024.
4. Council resolves to instruct staff to engage with Local Government Funding Agency to take the WHL debt.
5. Instruct the boards of WHL and DWL to undertake a short form amalgamation as at 30 June 2024.

- **Guy Menzie Window Repairs**

Jan Visser, Facilities and Properties Manager spoke to this item and advised the purpose of this report is to seek Council's approval to allocate \$1,497 out of the Guy Menzies Trust towards the replacing of windows at the Guy Menzie Hall in Harihari.

The Facilities and Property Manager advised that:

- The windows on the northern side of the hall need replacement.
- There is a reserve fund allocated for the Guy Menzies Hall.

Moved Deputy Mayor Cassin, seconded Cr Baird and **Resolved** that:

1. The Report be received.
2. Council approves the allocation of \$1,497 from the Guy Menzies Trust towards the replacement of the windows at the Guy Menzie Hall.

Cr Manera recorded an Abstention to the vote, due to a conflict of interest.

LATE AGENDA ITEM

- **Annual Local Government New Zealand (LGNZ) Membership Subscription**

Simon Bastion, Chief Executive spoke to this item and advised the purpose of the report is to request that the Council consider its ongoing membership of LGNZ and to confirm payment of the Membership Subscription for the year 1 April 2024 to 31 March 2025.

The Chief Executive advised that:

- A lot of councils are concerned about the cost of the LGNZ membership this year.
- The information and education the LGNZ have on Akona is very good.
- There is a lot of advocacy work to be done with this government and a lot of work going forward. Westland District Council is a small council and should not isolate themselves, LGNZ keep us communicating together.
- Council use LGNZ for advice and also for submissions as they have more resources in these areas.
- Council is still a member of C4LD, they have not asked for more funding at this point.

Moved Cr Phelps, seconded Cr Gillett and **Resolved** that:

1. The report be received.
2. Council advise Local Government New Zealand (LGNZ) that Westland District Council will be withdrawing from membership (from 31st March 2024) and will not be paying the membership fee invoice.

Deputy Mayor Cassin recorded his vote against the motion.

9. KA MATATAPU TE WHAKATAUNGA I TE TŪMATANUI RESOLUTION TO GO INTO PUBLIC EXCLUDED (to consider and adopt confidential items)

Moved Cr Baird, seconded Cr Phelps and **Resolved** that Council confirm that the public were excluded from the meeting in accordance with Section 48, Local Government Official Information and Meetings Act 1987 at 2.40 pm.

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.	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
1.	Minutes to be confirmed: Confidential Minutes – Council Meeting – 28 th March 2024	Good reasons to withhold exist under Section 7	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists. Section 48(1)(a)
2.	Nomination of Trustee to the West Coast Primary Health Organisation.	Good reasons to withhold exist under Section 7	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists. Section 48(1)(a)

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 interests or interests protected by section 7 of that Act, which would be prejudiced by the holding of the relevant part of the proceedings of the meeting in public are as follows:

Item No.	Interest
1, 2	Protect the privacy of natural persons, including that of deceased natural persons (S. 7(2)(a))
1	Protect information where the making available of the information: (i) would disclose a trade secret; and (ii) would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information (S. 7(2)(b))
1	Maintain legal professional privilege; or (S. 7(2)(g))
1	Enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities; or (S. 7(2)(h))
1	Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) (S. 7(2)(i))
1	Prevent the disclosure of use of official information for improper gain or improper advantage. (S. 7(2)(j))

Moved Cr Neale, seconded Cr Gillett and **Resolved** that the business conducted in the ‘Public Excluded Section’ be confirmed and accordingly, the meeting went back to the open part of the meeting at 2.54 pm.

Her Worship the Mayor advised that due to a Ministerial Visit to the West Coast by Hon Shane Jones, it is proposed to reschedule the May Council Meeting from the 23 May 2024 to the 30 May 2024 at 1.00 pm.

Moved Cr Burden, seconded Deputy Mayor Cassin and **Resolved** that:

1. The May Council meeting be rescheduled to Thursday 30th May 2024 at 1.00 pm.

**DATE OF NEXT ORDINARY COUNCIL MEETING – THURSDAY 30TH MAY 2024
COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA AND VIA ZOOM**

MEETING CLOSED AT 2.54 PM

Confirmed by Council at their meeting held on the 30th May 2024.

Mayor Helen Lash
Chair

Date



EXTRAORDINARY COUNCIL MEETING MINUTES

MINUTES OF THE EXTRAORDINARY COUNCIL MEETING OF WESTLAND DISTRICT COUNCIL HELD IN THE COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA AND VIA ZOOM ON WEDNESDAY 15 MAY 2024 COMMENCING AT 9 AM

The Council Meeting was live streamed to the Westland District Council YouTube Channel and presentations are made available on the council website.

The purpose of the Extraordinary Council Meeting was to hear, deliberate and decide on submissions to the Draft Annual Plan for 2024-2025.

Her Worship the Mayor welcomed the Council members, members of the public attending and those watching the live stream and for those speaking to their submission today, Council have read the submissions prior to the meeting and will seek points of clarification and questions.

1. KARAKIA TĪMATANGA OPENING KARAKIA

The opening Karakia was read by Her Worship the Mayor.

2. MEMBERS PRESENT AND APOLOGIES

Chairperson:	Her Worship the Mayor
Deputy Mayor & Southern Ward Member:	Cr Cassin
Northern Ward Members:	Cr Neale, Cr Burden (part of the meeting via Zoom), Cr Phelps
Hokitika Ward Members:	Cr Baird, Cr Davidson, Cr Gillett
Southern Ward Members:	Cr Manera
Iwi Representatives:	Kw Madgwick

NGĀ WHAKAPAAHA APOLOGIES

Kw Tumahai.

ABSENT

Nil

Moved Cr Gillett, seconded Cr Neale and **Resolved** that the apology from Kw Tumahai be received and accepted.

Cr Burden attended the meeting via Zoom for the morning part of the hearing, and attended in person from 11.22 am.

STAFF PRESENT

S.R. Bastion, Chief Executive; T. Cook, Group Manager Regulatory, Planning and Community Services; L. Crichton, Group Manager Corporate Services, Risk and Assurance; D. Maitland; Executive Assistant, E. Rae, Strategy and Communications Advisor; L. Truman, Finance Manager; P. Coleman, Governance Administrator; E. Bencich, Operations Manager; K. Jackson, Transportation Manager (via Zoom); J. Visser, Facilities and Properties Manager.

3. WHAKAPUAKITANGA WHAIPĀNGA DECLARATIONS OF INTEREST

The Interest Register had been circulated. There were no changes to the Interest Register noted.

4. PŪRONGO KAIMAHI STAFF REPORTS

• Draft Annual Plan 2024/2025 Hearing, Deliberations and Decisions Report

Emma Rae, Strategy and Communications Advisor spoke to this item and advised the purpose of this report is to hear submissions, receive and hear feedback from the community on the proposals in the Draft Annual Plan 2024/2025, deliberate on the feedback and make decisions for the final Annual Plan 2024/2025.

5. SUBMISSION HEARINGS

THE FOLLOWING MEMBERS OF THE PUBLIC WERE IN THE COUNCIL CHAMBERS OR CONNECTED VIA ZOOM TO SPEAK TO THEIR SUBMISSION:

Schedule of Verbal Submissions

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

Submitters	Topics Spoken to:
Jackie Gurden – Heritage West Coast	<ul style="list-style-type: none">• Heritage West Coast.• Heritage planning.• Creating employment in tourism.• Request for funding.
Bobbie Kincaid	<ul style="list-style-type: none">• Use of the racecourse as a community area for dogs/horses/people.• Create a dog park.• Demolish the Totaliser Building.• Re-fence the grass areas to allow for more grazing.
Mike Keenan	<ul style="list-style-type: none">• Racecourse development.• Relationship between Westland Racing Club and Council.• Memorandum of Understanding.• Demolish Totaliser Building.
Anne Inwood	<ul style="list-style-type: none">• Hokitika Regent Theatre.• Public spaces and community areas are critical so the community can thrive.
Janelle Shaw –	<ul style="list-style-type: none">• Glacier Country Tourism Group (GCTG).• Westland is on the rise post covid.

Glacier Country Tourism Group	<ul style="list-style-type: none"> • 28% of annual tourists in New Zealand visit Glacier Country. • GCTG are working closely with Development West Coast. • Request for Funding.
Ann Bradley – Heritage Hokitika	<ul style="list-style-type: none"> • Hokitika Regent. • The building is classified as Category 2 built in the 1930s, the value for tourism is high. • Community spirit is important.
Kay Godfrey	<ul style="list-style-type: none"> • Ratepayers in the Kokatahi/Kowhitirangi Community. • Community Rate funding. • Request for further details and full disclosure on the above. • <i>Her Worship the Mayor asked that the information Mrs Godfrey read out be circulated for Councillors information.</i>
Anthea Keenan	<ul style="list-style-type: none"> • Ratepayers own Council. • Staffing Costs • Local Government Commission. • Council overheads. • Wild Food Festival costs. • Proposing a vote of no confidence, including petition not presented. • Financials investigation. • Transparency.
Kerry Weston, Ryan Young and Nick Snowdon - Poutini Muay Thai	<ul style="list-style-type: none"> • Whanau orientated martial arts club. • Community wellbeing. • Support for the future of the club. • Positive impacts on all that attend.
Don Neale	<ul style="list-style-type: none"> • Big picture planning for Hokitika township and the risks for the town moving forward. • Coastal erosion. • Council headquarters. • CBD relocation in the future. • Racecourse. • Community groups.
Don Neale – Hokitika Regent Theatre	<ul style="list-style-type: none"> • President of Hokitika Regent Theatre. • Hokitika Regent Theatre. • Town Hall. • Council Obligations. • Vital community asset – 76 submissions that mention the Regent Theatre plus the petition with 1200 signatures. • Making progress with the business plan. • Need this funding to be incorporated into the annual plan.
<p>Cr Gillett left the room at 10.35 am, returning at 10.38 am. Deputy Mayor Cassin left the room at 10.39 am, returning at 10.41 am. Cr Phelps left the room at 10.49 am, returning at 10.51 am.</p>	
Fiona Anderson	<ul style="list-style-type: none"> • RDA. • Racecourse.

	<ul style="list-style-type: none"> • Communication from Council. • Community space.
<p>Moved Deputy Mayor Cassin, seconded Cr Neale and Resolved to adjourn for a morning tea break at 11.05 am. Resuming at 11.07 am.</p>	
Hayley Kirby – Manager - Hokitika Regent Theatre	<ul style="list-style-type: none"> • Hokitika Regent Theatre. • Community. • Tourism. • History and Conservation. • Community space.
Michael Orchard	<ul style="list-style-type: none"> • Hokitika Regent Theatre. • Previously known as the town hall promotion committee. • Community space. • Community events. • Building history.
Charlie McBeath	<ul style="list-style-type: none"> • Joint submission on retaining the Ross swimming pool. • Key asset for Ross Community. • History. • Community space. • Funding repairs to the structure. • Rated for funding.
Samuel Blight – Destination Hokitika	<ul style="list-style-type: none"> • Destination Hokitika relationship with Council. • Promoting Hokitika. • Membership benefits. • Correcting mistakes in the annual plan regarding Destination Hokitika. • Membership is not charged.
Samuel Blight – Hokitika Holiday Park	<ul style="list-style-type: none"> • Community group funding. • Transparency. • Hokitika Regent Theatre. • Community space.
Adam Haugh – Franz Josef Community Council	<ul style="list-style-type: none"> • Franz Josef Community Centre. • Franz Josef and Fox Glacier Community Development Officer roles. • Volunteers. • Community space. • Transparency in rates invoicing, clear line stating “CDO” in Franz Josef and Fox Glacier rates. • 3 year review period.
Cushla Jones	<ul style="list-style-type: none"> • Franz Josef and Fox Glacier Community Development Officer roles. • Community space. • Community contact. • Community hall.
Mary O’Brien – CCS Disability Action	<ul style="list-style-type: none"> • Disabled participation in the community. • Importance of investing in pedestrian networks, these need to be accessible and safe footpaths, ongoing investment in this area.

James Sutherland and Bede O'Connor – Federated Farmers	<ul style="list-style-type: none"> • Roading, this is an important link for the rural community. • Fees and charges, important to keep in line with inflation. • Dog control fees.
Samuel Blight – Destination Hokitika Steven Foskett – Grey Power	<ul style="list-style-type: none"> • Grey power toilets funding – this is a very well used facility, the hall is booked regularly, there will be a hub there soon, grey power/age concern/citizens advice and a local nurse. • Plenty of room for wheelchairs. • Please reconsider funding for these toilets at Grey power.
Neil Bradley and Latham Martin – Hokitika Lions Club	<ul style="list-style-type: none"> • Request for funding. • Lazar Park toilets. • Lazar Park Community garden area. • Memorandum of understanding. • Community space. • Funding for 3 years. • Lazar Park hall upgrade/earthquake strengthen/extension.
<p>Cr Gillett left the room at 12.13 pm, returning at 12.17 pm. Cr Manera left the room at 12.18 pm, returning at 12.25 pm. Cr Baird left the room at 12.32 pm, returning at 12.34 pm.</p>	
<p>Moved Deputy Mayor Cassin, seconded Cr Neale and Resolved to adjourn for lunch at 12.48 pm. Resuming at 1.23 pm.</p>	

The following people had requested speaking rights, but were unable to attend the meeting on the day:

Eli Davis	Laura Robertson
Leana Simpson	Nadeesha Maduranga
Lucretia Maitland	Greg Maitland

DELIBERATION AND DECISIONS ON SUBMISSIONS:

Council were in receipt of a copy of the analysis of all the submissions and deliberated in the open part of the meeting.

As a result of the feedback made to the Council, the following has been agreed to by the Council in relation to the Draft Annual Plan 2024/2025:

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

#	Submission Subject and Council Discussion	COUNCIL DECISION
22.	<p>Pakiwaitara Building It was noted that the Pakiwaitara building is a strategic asset. The sale of the building therefore needs to go through either an LTP or an LTP amendment process. Staff were advised to bring a report back to the June Council meeting on the cost of the building including income and the cost of sale.</p>	<p>Moved Deputy Mayor Cassin, seconded Cr Gillett and Resolved by a show of hands that Councillors recommend that staff progress the sale of the Pakiwaitara Building via the most efficient means possible and within legal process.</p> <p>The motion was put to the meeting and was carried unanimously with the exception of Cr Davidson recorded his vote against this motion.</p>

1.	<p>Council Headquarters June 2027 is the deadline to repair Council Headquarters. WDC Library lease is also due for renewal in 2027.</p>	<p>Moved Cr Baird, seconded Cr Neale and Resolved that Council strengthen and refurbish the current Council Headquarters Building.</p>
2.	<p>Land Transport Level of Service Option 3 (do the minimum) has been budgeted for. The current bid in with New Zealand Transport Agency is option 4 (to preserve our assets).</p>	<p>Moved Deputy Mayor Cassin, seconded Cr Gillett and Resolved that Council preserve Council assets.</p>
3.	<p>Ross Swimming Pool This will be part of the Ross community rate and rated for through the Ross targeted rate.</p>	<p>Moved Cr Burden, seconded Cr Manera and Resolved that Council repair the Ross Swimming Pool.</p>
4.	<p>Franz Josef/Waiiau & Fox Glacier – Glacier Country Community Development Funding</p> <p>Deputy Mayor Cassin spoke to this item and provided clarification to Councillors.</p> <p>Glacier Country Tourism Group Rate - \$13k comes from Franz and Fox Glacier.</p>	<p>Moved Deputy Mayor Cassin, seconded Cr Davidson and Resolved that Council support the increase in the funding application to \$35,500 per Community Development Officer (CDO) role in both Fox Glacier and Franz Josef/Waiiau, with the 3 year period to be reviewed in the 2025 Long Term Plan.</p> <p>Moved Cr Baird, seconded Deputy Mayor Cassin and Resolved that Council continue the targeted Glacier Country Tourism rate.</p> <p>Cr Phelps recorded his vote against the motion.</p>
5.	<p>Hokitika - Hokitika Area Promotions Rate Hokitika commercial businesses pay into this rate.</p>	<p>Cr Baird declared a conflict of interest and did not vote on this matter.</p> <p>Moved Cr Neale, seconded Deputy Mayor Cassin and Resolved that Council continue collecting the Hokitika Area Promotions targeted rate, with a review to the structure of the Tourism Promotions rate before the Long Term Plan in 2025.</p> <p>Cr Phelps recorded his vote against the motion.</p>
6.	<p>Heritage West Coast Funding - \$25k p/a</p>	<p>Moved Cr Phelps, seconded Cr Manera and Resolved that Council politely decline the request for funding from Heritage West Coast.</p>
7.	<p>Regent Theatre Funding</p>	<p>Moved Cr Neale, seconded Cr Burden and Resolved that the funding to the Hokitika Regent Theatre be reinstated as per the current funding agreement.</p> <p>Cr Phelps and Cr Manera recorded their votes against the motion.</p>

Moved Cr Neale, seconded Deputy Mayor Cassin and Resolved to extend the meeting past 6 hours.		
8.	General Community Grant Funding	Moved Cr Manera, seconded Cr Phelps and Resolved that Council remove the funding for the Christmas lights and Waitangi Day from the General Community Grant Fund.
Cr Phelps left the meeting at 3.14 pm, returning at 3.16 pm.		
9.	Maintenance	This item was noted.
10.	Ross Footpaths Transportation Manager spoke to this item.	This item was noted.
11.	Communities	This item was noted.
Cr Burden left the meeting at 3.23 pm, and returned at 3.25 pm. Cr Manera left the meeting at 3.26 pm, and returned at 3.28 pm.		
12.	Closed Council Workshops Councillors noted that the intention with workshops is to be as open as possible as per advice from the Chief Ombudsman unless the provisions of the Local Government Official Information and Meetings Act apply.	This item was noted.
13.	Debt Kw Madgwick urged caution with regards to debt loading and Councils future debt loading going forward.	This item was noted.
14.	Breach of Local Government Act There has been no breach of the Local Government Act.	This item was noted.
15.	Rates A better job needs to be done at the beginning of a project informing the public – a sign with a start and finish date with the cost and where the money is coming from and how much is rates funded so the public can clearly see what is happening and where the money is coming from for the projects.	This item was noted.
Moved Cr Manera, seconded Cr Gillett and Resolved that the meeting be adjourned for a break at 3.46 pm and resumed at 3.57 pm.		
16.	Staffing Levels and Costs	This item was noted.
17.	Spending	This item was noted.

	Council noted the comments made in the submissions and are well aware of the sentiment out in the public.	
18.	<p>Public Toilets</p> <p>Noted that Drummond Hall toilets are in need of a refurbishment/upgrade. A report on public toilets including Drummond Hall and Weld Lane will come back to Council for the June Council meeting.</p>	<p>Moved Cr Neale, seconded Cr Davidson and Resolved that Council reinstate the funding for the Drummond Hall and Greypower toilets.</p> <p>Cr Phelps recorded his vote against this motion.</p>
19.	<p>Lions Club Funding</p>	<p>Moved Cr Gillett, seconded Cr Davidson and Resolved that Council:</p> <ol style="list-style-type: none"> 1. Politely declines funding the Lazar Park Garden. 2. Will fund Lazar Park toilets - \$5000 + GST 3. Will fund Lazar Park ground maintenance - \$2500 + GST <p>Cr Burden abstained from voting.</p> <p>Cr Phelps and Cr Manera recorded their votes against the motion.</p> <p>Moved Cr Baird, seconded Cr Manera and Resolved that Council politely declines the funding for the completion of the Lazar Park wall.</p> <p>Cr Burden abstained from voting.</p>
20.	<p>Racecourse Development</p> <p>Hokitika Racecourse Development is on the Agenda for the May Council Meeting.</p>	<p>This item was noted and will come back to the May Council meeting.</p>
21.	<p>West Coast Wilderness Trail</p> <p>Council discussed the Totara Bridge. The Operations Manager spoke to this item and advised that staff are looking at alternative options for the Totara Bridge, with a detailed report to come back to Council. WSP will be providing a final end of life date on the Totara Bridge.</p>	<p>Moved Cr Phelps, seconded Cr Gillett and Resolved that Council remove the Totara Bridge from the Draft Annual Plan with investigation into other funding options or alternative access.</p> <p>Cr Baird declared a conflict of interest and abstained from voting.</p> <p>Cr Manera, Cr Neale and Cr Davidson recorded their votes against the motion. The motion was carried.</p> <p>Moved Cr Gillett, seconded Cr Baird and Resolved that Council review the structure of the West Coast Wilderness Trail Trust, the trail and maintenance in conjunction with the review of the Tourism rate.</p>
23.	<p>Housing</p>	<p>This item was noted.</p>

24.	Investment in Public Spaces	This item was noted.
25.	Building and Resource Consent Processes Council noted that a Planning and Regulatory Committee will be established.	This item was noted.
26.	Hokitika Museum This item is on the agenda for the May Council meeting including operational and capital costs and timeframes. Councillors supported having the Museum open for the upcoming tourism season.	This item was noted and will come back to the May Council meeting.
27.	Contractors and Consultants	This item was noted.
28.	Budgets	This item was noted.
29.	Consultation Process	This item was noted.
30.	Significant Natural Areas (SNAs)	This item was noted.
31.	Haast Water Supply Some residents want an exemption to the chlorination. Request for an exemption to chlorination has been declined. Her Worship the Mayor plans to visit Haast in the near future and will come back with more views from the community.	This item was noted.
<p>Cr Burden left the meeting at 4.48 pm, returning at 4.50 pm. Cr Phelps left the meeting at 5.15 pm, returning at 5.17 pm.</p>		
32.	Library	This item was noted.
33.	Department of Conservation Funding	This item was noted.
34.	Targeted Tourism Promotions Rate .	Moved Deputy Mayor Cassin, seconded Cr Gillett and Resolved that Council remain with the status quo for the Glacier Country Tourism Group this year, allowing for a full review of the Tourism Promotion rate in conjunction with the Long Term Plan in 2025.
35.	Councillors Council had already signed off the representation review.	This item was noted.
37.	Community Rating Zones Kay Godfrey tabled some information for Councillors regarding her questions on the rating of the Kokatahi Kowhitirangi community.	This item was noted.

	This information was forwarded to Councillors. It was noted that the Community rating zone has been mislabelled and will be corrected in the final annual plan to a special targeted rate to be adopted by Council.	
38.	3 Waters	This item was noted.
39.	Local Government New Zealand Membership It was noted that Council have withdrawn from membership in 2024.	This item was noted.
36.	Recycling The request for cheaper rates for community group based recycling to be considered in the future.	This item was noted.
40.	Hokitika i-site	Moved Cr Baird, seconded Cr Gillett and Resolved that the Hokitika i-site be brought back into Council control.
41.	Parking This item will be discussed as part of the Central Business District review. Business owners parking in the street all day needs to be part of the CBD review.	This item was noted.
42.	Westland Industrial Heritage Park	This item was noted.
43.	Poutini Muay Thai Council noted this group is a credit to the volunteers and an asset to the community.	This item was noted.
44.	Solid Waste The Operations Manager noted that carting material and developing a site at the Westland Industrial Heritage park is not feasible.	This item was noted.
45.	Responsible Camping This item is dependent on tourism infrastructure funding.	This item was noted.
46.	Volunteers Council continues to support the local volunteers.	This item was noted.
47.	Fees and Charges Fees for Cass square will be reviewed as part of the Long Term Plan in 2025.	This item was noted.
48.	Coastal Hazard Planning Noted that this item is under the Te Tai o Poutini Plan.	This item was noted.

49.	<p>Glacier Country Tourism Group New funding of \$125k over 3years requested. There will be a review of the tourism promotions rate to make sure its distributed evenly. Council invite Glacier Country Tourism Group to raise this as part of the Long Term Plan 2025.</p>	<p>Moved Deputy Mayor Cassin, seconded Cr Gillett and Resolved that Council:</p> <ol style="list-style-type: none"> 1. Note the request and politely decline the application for \$125k of additional funding for the Glacier Country Tourism Group. 2. Invite Glacier Country Tourism Group to raise this as part of the Long Term Plan in 2025. This will also be in the review of the Tourism Promotion rate.
50.	<p>Improve Transport Accessibility This item was noted as it comes down to budgetary constraints.</p>	<p>This item was noted.</p>
51.	<p>CCO Review</p> <p>Councillors were in support of the maintenance of the West Coast Wilderness Trail remaining with Destination Westland Limited.</p> <p>This item is to be read in conjunction with Item 21.</p> <p>Councillors discussed the review of the West Coast Wilderness Trail Trust and maintenance and had resolved at Item 21 above, as follows:</p> <p>Moved Cr Gillett, seconded Cr Baird and Resolved that Council review the structure of the West Coast Wilderness Trail Trust, the trail and maintenance in conjunction with the review of the Tourism rate.</p>	<p>Moved Cr Gillett, seconded Cr Burden and Resolved that:</p> <ol style="list-style-type: none"> 1. The Hokitika Swimming Pool and Jackson Bay activities be transferred back to Council as at 8 July 2024. 2. The proposal to transfer the West Coast Wilderness Trail maintenance from Destination Westland Limited to Westroads Limited be rescinded. <p>Cr Neale abstained from voting.</p>
52.	<p>Aligned Services Her Worship the Mayor advised that West Coast Mayors talk openly regarding aligned services and work together where possible.</p>	<p>This item was noted.</p>
53.	<p>Rates Remission Policy</p>	<p>This item was noted.</p>

Moved Cr Gillett, seconded Cr Neale and **Resolved** that:

1. Council receive the report.
2. Council heard and received the written and verbal submissions.
3. Council deliberated on the submissions to the Draft Annual Plan 2024/2025 in the open part of the meeting.
4. The Chief Executive be instructed to make the necessary amendments to the Draft Annual Plan 2024/2025.

Her Worship the Mayor closed the meeting by thanking the Councillors and all those from the Community who took the time to enter a submission and to those who presented in person and online.

**DATE OF NEXT ORDINARY COUNCIL MEETING – 30 MAY 2024
COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA AND VIA ZOOM**

MEETING CLOSED AT 5.40 PM

Confirmed by:

**Her Worship the Mayor
Chair**

Date:



RISK AND ASSURANCE COMMITTEE MEETING MINUTES

MINUTES OF THE RISK AND ASSURANCE COMMITTEE MEETING OF WESTLAND DISTRICT COUNCIL HELD IN THE COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA AND VIA ZOOM ON THURSDAY, 8TH FEBRUARY 2024 COMMENCING AT 1PM

The Committee Meeting was live streamed to the Westland District Council YouTube Channel and presentations are made available on the council website.

1. MEMBERS PRESENT AND APOLOGIES

Chairperson: Rachael Dean

Members:

Her Worship the Mayor Cr Baird
Cr Neale

Also in attendance – Deputy Mayor Cassin

NGĀ WHAKAPAAHA APOLOGIES

- Cr Phelps

Moved Cr Neale, seconded Cr Baird and **Resolved** that the apology from Cr Phelps be received and accepted.

ABSENT

- Kw Madgwick
- Kw Tumahai

STAFF PRESENT

T. Cook, Group Manager, Regulatory Planning, Community Services Manager and Acting Chief Executive; L. Crichton, Group Manager: Corporate Services & Risk Assurance; S. Baxendale, Group Manager District Assets; D. Maitland; Executive Assistant, E. Rae, Strategy and Communications Advisor (via Zoom); P. Coleman, Governance Administrator.

2. WHAKAPUAKITANGA WHAIPĀNGA DECLARATIONS OF INTEREST

The Interest Register had been circulated via Microsoft Teams. There were no changes to the Interest Register noted.

3. NGĀ TAKE WHAWHATI TATA KĀORE I TE RĀRANGI TAKE URGENT ITEMS NOT ON THE AGENDA

Nil

4. **NGĀ MENETI O TE HUI KAUNIHERA MINUTES OF MEETINGS**

The Minutes of the previous meeting had been previously circulated.

- **Risk and Assurance Committee Meeting Minutes – 9th November 2023**

Moved Her Worship the Mayor, seconded Cr Baird and **Resolved** that the Minutes of the Risk and Assurance Committee Meeting held on the 9th of November 2023 be confirmed as a true and correct record of the meeting.

The Chair **Approved** that their digital signature be added to the confirmed Risk and Assurance Committee Meeting Minutes of 9th November 2023.

5. **ACTION LIST**

Lesley Crichton, Group Manager, Corporate Services, Risk & Assurance spoke to the Action List and provided the following updates:

- Continuance of the Evaluation of the Performance of the Committee, which is scheduled for this year.
- Sensitive Expenditure Policy – Policy principles from the OAG will be included and brought back to the Committee for their consideration.
- The Chair spoke to the Evaluation of the Performance of the Committee –
 - The purpose of the exercise is to improve the committee by way of evaluation.
 - This would be undertaken by using a questionnaire, sent to all members of the committee, the responses are compiled, and a workshop held to discuss the responses.
The Chair volunteered to compile the responses, however if there are concerns that this may affect the independence of the process, then other options will need to be investigated.

The Chair tabled a written copy of the evaluation document with a view to workshopping the results at either the May or August 2024 meeting of the Committee.

Moved Her Worship the Mayor, seconded by Cr Baird and Resolved that:

1. The evaluation questionnaire be completed by the Committee Members and the Executive Team.
2. The Chair of the Committee will compile the results of the questionnaire.
3. A workshop with the Committee will be held in either August 2024.

Moved Her Worship the Mayor, seconded Cr Baird and **Resolved** that the updated Action List be received.

6. **NGĀ TĀPAETANGA PRESENTATIONS**

Nil

7. **PŪRONGO KAIMAHI STAFF REPORTS**

- **Committee Work Plan**

Lesley Crichton, Group Manager, Corporate Services, Risk & Assurance spoke to the report.

Moved Cr Neale, seconded Cr Baird and **Resolved** that:

1. The Risk & Assurance Committee Rolling Work Plan be received.

- **Quarterly Report – Q2– 1 October – 31 December 2023**

Cody Nabben, Graduate Accountant spoke to this report.

The purpose of the report is to inform the Committee of Council's financial and service delivery performance for the three months ended 31 December 2023 (Q2). Topics discussed included:

- The need to be holding cash reserves.
- Capital expenditure has been slower than usual.
- Forecasting for District Assets needs further consideration as to its correctness.

Moved Her Worship the Mayor, seconded Cr Baird and **Resolved** that:

1. The Report be received.
2. The Committee receive the Quarterly Report Q2 October-December 2023.

- **Approval of Revised Policies**

Kate Campbell, Human Resources Advisor spoke to the report.

The purpose of the report is to present new and revised policies for endorsement:

- 1.1.1. Leave Policy (revised and replacing Family Violence Leave Policy and Sick Leave Gifting Policy)
- 1.1.2. Anti-Bullying Policy (replacing Harassment and Bullying Policy)

- Her Worship the Mayor thanked the Human Resources Advisor for her good work preparing the policies.
- Chair Rachael Dean proposed the following amendments to the Leave Policy as follows:
 - 1.3 Definitions
 - Define an Employee
 - Define Service Leave
 - Define Public Holidays
 - Define Special Leave
 - 2.2 Sick Leave
 - The addition of "or as soon as you are practically able" to the end of the clause If you are unable to attend work due to illness and/or injury, you are required to notify your manager by phone within 30 minutes of your usual start time or as soon as you are practically able.
 - 2.9 Defence Service Leave
 - Include a clause regarding Defence Service Leave.
 - 2.10 General Provisions

- The addition of “or as soon as you are practically able” to the end of the clause In the event an employee is unable to attend work, e.g. unplanned absence due to bereavement or other unforeseen circumstances, they are required to notify their manager as soon as possible, and no later than 30 minutes prior to normal start time.

Moved Her Worship the Mayor, seconded Cr Neale and **Resolved** that:

1. The report be received.
2. The following policies be received by the Risk and Assurance Committee:
 - 1.2.1. Amended Leave Policy
 - 1.2.2. Anti-Bullying Policy

- **Intrusion attempts detected and blocked by Council’s systems**

Peter Oliver, Information Technology Manager spoke to this report.

The purpose of the report is to inform the Committee that Council is managing a series of intrusion attempts and is reporting the incidents in order for the Committee to carry out the responsibilities under the Terms of Reference as delegated by Council.

The Group Manager Corporate Services and Risk Assurance drew attention to a misleading headline in the Hokitika Guardian dated 8 February 2024 regarding Council systems being breached. This was not the case, there was no breach, and the Council data was safe.

- The IT systems are working very well currently, and Staff are finding and reacting to any IT threats very quickly.
- Her Worship the Mayor thanked the Information Technology for their work.

Moved Her Worship the Mayor, seconded Cr Neale and **Resolved** that:

1. The Report be received.

8. KA MATATAPU TE WHAKATAUNGA I TE TŪMATANUI RESOLUTION TO GO INTO PUBLIC EXCLUDED

(to consider and adopt confidential items)

Moved Cr Neale, seconded Cr Baird and **Resolved** that the Risk and Assurance Committee confirm that the public were excluded from the meeting in accordance with Section 48, Local Government Official Information and Meetings Act 1987 at 1.40pm.

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.	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
1.	Confidential Minutes – 9 th November 2023	Good reasons to withhold exist under Section 7	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists. Section 48(1)(a)

2.	Quarterly Report on Whistleblower Services	Good reasons to withhold exist under Section 7	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists. Section 48(1)(a)
3.	Risk Report	Good reason to withhold exist under Section 7	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists. Section 48(1)(a)

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 interests or interests protected by section 7 of that Act, which would be prejudiced by the holding of the relevant part of the proceedings of the meeting in public are as follows:

Item No.	Interest
1	Protect the privacy of natural persons, including that of deceased natural persons. (Schedule 7(2)(a))
2,3	Enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities; or (Schedule 7(2)(h))
2,3	Maintain legal professional privilege; or (Schedule 7(2)(g))
2	Maintain the effective conduct of public affairs through— i. the protection of such members, officers, employees, and persons from improper pressure or harassment; or (Schedule 7(2)(f))
1	Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) (Schedule 7(2)(i))

Moved Her Worship the Mayor, seconded Cr Baird 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 1.55 pm



**DATE OF NEXT RISK AND ASSURANCE COMMITTEE MEETING – 9TH MAY 2024
COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA AND VIA ZOOM**

MEETING CLOSED AT 1.55 PM

Rachael Dean
Chair

Date

22.02.24 – COUNCIL MEETING ACTION LIST

Item No.	Date of Meeting	COMPLETED IN PROGRESS OVERDUE	Item	Action	Completion Date/Target Date	Officer	Status
1	26.08.21		Pakiwaitara Building, 41 Weld Street Hokitika Council Headquarters, 36 Weld Street, Hokitika	Business case and scope of work to be brought to Council after the structural elements of the work have been identified, costed and timelines finalized.	June 24	CE	<p>Work is being undertaken on building assessments for both the Pakiwaitara Building and also the Council Headquarters Building.</p> <p>Geotech by Elliott Sinclair work for both buildings is also being progressed. Investigative work is underway along with technical analysis. A verbal update from Elliott Sinclair at the council meeting.</p> <p>Waterproofing and Soffit repairs on Pakiwaitara are to be completed April 2024. Future of Council Headquarters is currently out for consultation.</p>
2	30.05.24		Hokitika Gorge Bridge	Replacement of the original swing bridge at the Hokitika Gorge.			<p>The engineer has completed structural calculations and provided elevation and cross section drawings for the new bridge.</p> <p>The engineer is currently mid-way through the design of the bridge, construction drawings for tender are due for completion by mid-July.</p> <p>RFT document has been drafted and will be ready for WDC to review by mid-June.</p> <p>On the current timeline completion of construction would be the end of February 2025.</p>

Report to Council



DATE: 30 May 2024
TO: Mayor and Councillors
FROM: Chief Executive

CHIEF EXECUTIVE'S QUARTERLY REPORT

1. Summary

- 1.1. The purpose of this report is to provide an update on all aspects of what is happening in the Westland District, and update Council on any matters of significance and priority.
- 1.2. Council seeks to meet its obligations under the Local Government Act 2002 and the achievement of the District Vision adopted by the Council in June 2021, which are set out in the Long-Term Plan 2021 - 31. Refer page 2 of the agenda.
- 1.3. This report concludes by recommending that Council receive the Chief Executive's Report dated 30 May 2024.

2. Background

- 2.1. The reason the report has come before the Council is due to the need to keep Council informed of any matters of significance and priority.

3. Matters of significance and priority list

The current matters of Significance and Priority are as follows:

3.1 Local Water Done Well

3.1.1 Repeal of previous water services legislation

In February 2024 the Government introduced and passed legislation to repeal all legislation relating to water services entities.

The Water Services Acts Repeal Act repealed the Water Services Entities Act 2022, Water Services Legislation Act 2023 and the Water Services Economic Efficiency and Consumer Protection Act 2023.

The Act reinstated previous legislation related to the provision of water services (including local government legislation). This restored continued council ownership and control of water services, and responsibility for service delivery.

The Act includes some transitional support options to help councils complete their long-term plans, depending on their local needs and circumstances. The Act also includes transitional

provisions that enable councils to defer the review of water services bylaws, under the Local Government Act 2002.

3.1.2 Local Government Water Services (Transitional Provisions) Bill: Establish framework and transitional arrangements for new water services system.

In April 2024 the Government announced the first set of policies that will establish the Local Water Done Well framework and the transitional arrangements for the new water services system.

The Government intends to introduce and pass legislation by mid-2024 that will establish the framework and transitional arrangements for the new water services system.

This includes:

- Providing a framework for councils to self-determine future service delivery arrangements via a water services delivery plan (to be submitted within 12 months).
- Steps towards future economic regulation.
- Streamlining requirements for establishing council-controlled organisations under the Local Government Act to enable councils to start shifting the delivery of water services into more financially sustainable configurations, should they wish to do so.
- Providing technical and advisory support to Auckland Council to determine how they wish to create a financially sustainable model for Watercare.

3.1.3 Local Government Water Services Bill: Establish enduring settings and begin the transition.

The Government intends to introduce further legislation in December 2024 that will establish the enduring settings for the new system.

This includes:

- Setting long-term requirements for financial sustainability.
- Providing for a range of structural and financing tools, including a new class of financially independent council-controlled organisations.
- Considering the empowering legislation for Taumata Arowai to ensure the regulatory regime is efficient, effective, and fit-for-purpose, and standards are proportionate for different types of drinking water suppliers.
- Providing for a complete economic regulation regime to ensure consumers pay efficient cost-reflective prices for water services that are delivered to an acceptable quality and that water services providers are investing sufficiently in their infrastructure.
- Establishing regulatory backstop powers, to be used when required to ensure effective delivery of financially sustainable or safe water services.

3.1.4 Water Services Delivery Plans

The measures include requirements for councils to develop Water Services Delivery Plans, steps towards future economic regulation, and streamlined processes for setting up water services council-controlled organisations (water services CCOs).

The overarching purpose for the Plans is for council - individually or jointly - to publicly demonstrate their intention and commitment to deliver water services in ways that are financially sustainable, meet regulatory quality standards for water network infrastructure and water quality, and unlock housing growth.

Through the development of these Plans, councils will provide an assessment of their water infrastructure, how much they need to invest, and how they plan to finance and deliver it through their preferred service delivery model.

Ring-fencing of water services and revenue from other council activities is a key feature of the Plans.

The Plans will be a way for councils to provide transparency to their communities about the costs and financing of water services, and empower them to make decisions about managing and delivering high-quality water services that reflect their local needs and circumstances.

The Plans can also be prepared jointly, and so provide an opportunity for councils to have conversations with other councils about joint arrangements for water services delivery.

What is the process and timeline for producing a Plan?

Activity	Indicative timing / milestone
DIA releases Plan guidance Councils formally begin development of Plans	Mid-2024 Local Government Water Services (Transitional Provisions) Bill enacted
DIA/council check-in Councils identify contact point(s), whether they will be submitting an individual or joint Plan, whether they need technical support	+ 3 months (following Bill enactment)
DIA/council check-in(s) to monitor progress	+ 6-9 months (following Bill enactment)
Councils submit final Plan to DIA	Within 12 months (of Bill enactment)
DIA accepts the Plan meets statutory requirements or refers back to council for further work	Following submission of Plan
Council publishes Plan on council website	Once Plan is accepted by DIA

See **Appendix 1** for further details.

3.1.5 Local conversation

There has been a formal request from the Buller District Councillor to enter into discussion in regards to exploring the possibility of a shared service model (i.e. a Regional Council Controlled Organisation (RCCO)). See **Appendix 2**.

3.1.5.1 The CE's of the West Coast councils have had preliminary discussions in regards to progressing conversations as to the next steps in the Local Water Done Well. Previous work completed on a West Coast share service model was completed back in 2021 by Tonkin + Taylor. A significant amount of information and plans have been developed since then through the 3 Waters Reform program and each council has received back all the workings from the National Transition Unit which can be used to better review various options.

3.1.5.2 They have also made considerable investment in water infrastructure since the report. Alongside this the impact of the Westport floods highlight further work in the 3 waters space.

3.1.5.3 A scope of work is being developed to investigate options – it is expected that the cost of this work be split 3 ways between respective councils. WDC has funds remaining in the transition unit funding to cover its portion of the work.

3.2 The Hokitika Wastewater Treatment Plant (WWTP).

- September 2023
 - Potential Hokitika Wastewater Coastal Discharge: resource consent strategy memo prepared.
 - Posters for public information sessions finalised.
- October 2023
 - Project Working Group meeting with statutory authorities (WCRC, Community & Public Health, Department of Conservation, 3 Waters Reform National Transition Unit, Department of Internal Affairs).
 - Presented overview of work to date, the Short List of potential schemes, how they will be evaluated, and next steps.

- Sought any comment/feedback to take into consideration through the investigation and evaluation.
- November 2023
 - Kaumātua session (presentation to regular Kaumātua gathering).
 - Posters for the public information sessions were displayed, with brief presentation/discussion of the Short List Options and question and answer session.
 - Public information sessions at Hokitika RSA: Saturday 4 November and Wednesday 8 November.
 - Treated Wastewater Land Application: desktop assessment memo prepared.
- January 2024
 - Treated Wastewater Land Application: preliminary consenting assessment memo prepared.
 - Review of previous Westland Milk Products (WMP) reports (options, coastal ecological, health risk assessment for WMP and WDC ocean discharge) in relation to use for informing the short list options Multi Criteria Analysis (MCA).
- March 2024
 - Receive Silver Fern Farm (SFF) treatment options report and carry out preliminary review.
 - Identify other environmental reviews required to inform MCA scoring.
 - WDC/Stantec meeting with landowner adjacent to SFF property.
 - Hydrogeological ground truthing site walkover of areas 'West of Airport' and 'Airport', and review of desktop assessment assumptions completed.
- April 2024
 - Stantec dry-run MCA evaluation to identify how to incorporate SFF option(s) into the short list of options and score in the MCA.
- May 2024
 - Review outstanding items required to inform scoring of MCA.
- Confirmed the date of Wednesday 05 June 2024 (3pm-5pm) has been agreed for the next Oversight Subcommittee meeting. The intention is to hold a Project Working Group meeting soon after that to score the shortlist options MCA.

3.3 Three Waters Projects

Hokitika Wastewater Z-Line Replacement

Trenching Dynamix has been awarded this contract with work starting the week of 29th April 2024. Completion of the work is programmed for end of June 2024. WSP will continue to oversee, and project manage this contract.

Hokitika Rider Mains (water) Upgrades

Westroads Ltd were awarded the Hoffman Street Upgrade stage of this project. Work began at the beginning of April, with the majority work now completed. Minor reinstatement works to be tidied up.



Kaniere Wastewater Pump Station Upgrade

The Kaniere wastewater pump station has now been completed with a new electrical board and “smarts” installed.



Sewell St Stormwater Pump Station Upgrade

The Sewell St stormwater pump station has now been completed with a new electrical board and “smarts” installed.

3.4 Solid Waste and Recycling Update

Waste Minimisation

Construction and Demolition Waste is continuing to be investigated and viability checked in a combined project with Buller, Grey & Regional Councils. The bulk of the investigation funding has been supplied via MBIE (Ministry of Business Innovation & Employment) via a grant. Site design and costings have been priced, but actual implementation & operational costs need investigation for further funding application & viability confirmation.

E-waste continues to be recycled with the Tech Collect pilot program, extending to 31 March 2024. Electrical safety checking and “Magpies Nest” resale of electrical goods has been implemented. Assessment of continuing this activity will be undertaken in March 2024.

Regional Service Delivery (Waste & Recycling)

Combined regional services delivery (Grey / Westland) is still in the process of feasibility checking. This activity involves a full review and cost benefits on joint services delivery between the three councils. Kerb-

side collections of waste, current recycling, and the addition of household glass along with management of transfer stations are part of the scope. Westland must extend the current contracts regardless to allow for standalone or combined future contracts. Buller has held back on joining this process at present due to required consultation with their community.

Current contracts have been extended to July 2025. Documents are under preparation and expressions of interest & contractor market feedback in process. Final review of this proposal to be vetted and agreed via council approval process.

A separate stand-alone contract will be implemented in the southern region (Whataroa – Haast) to manage transportation of waste from Haast to Butlers once the Haast landfill has closed. Due to the ownership of the Franz Josef transfer & recycling site continuing in private hands a negotiated contract, as per current contract arrangement, will be worked through. The duplication & cost of establishing alternative processes, on initial investigation, does not warrant investment.

Butlers Landfill

Development continues at this site. Works undertaken include:

Installing stormwater network drainage and pipes to match current outlets in the new leachate field once operational - Completed. Additional pumping and sprinkler dispersal componentry being assessed for order.

- Clearance and shaping of the leachate area ready for fencing and planting of hundreds of native trees.
- Deer fencing was installed in February 2024. The site is now getting prepared for a planting program.

Council staff will look into utilising schools to assist with native plants growing through Enviro-Schools or other community avenues. Tree & scrub listing being developed with DoC to match existing podocarp species in the surrounding grounds.



3.5 Franz Josef - Waiho River Update

The Mayor, Deputy Mayor, Chief Executive and Group Manager District Assets attended the public meeting called by West Coast Regional Council (WCRC) at Franz Josef on 11th September 2023. The meeting was to discuss a proposed 10-year plan presented by WCRC to address the growing challenge to the community presented by the aggrading of the Waiho River and the avulsion of the Waiho River into the Tartare River.

A Technical Advisory Group (TAG) consisting of experts in river science and river engineering have produced a report “Future Management of the Waiho River.” [Future Management of the Waiho River \(wcr.govt.nz\)](https://www.wcrc.govt.nz). The report outlines the history of the Waiho alluvial fan, the challenges of the increasing aggradation, an options analysis, and a recommendation for action. The key recommendation to the community was to remove stop banks on the south side of the river and to allow the river to naturally flood the land to the South. This would then reduce the rate of aggradation, release the pressure on the north side of the river and consequently would reduce the flooding risk to Franz Josef Township.

This proposal has huge consequences for the community from a personal, social, and economic and wellbeing perspective. It requires significant government funding and interventions. It is recommended that WDC Councillors visit the WCRC website, watch the live stream of the meeting and read the associated reports. WDC wishes to express its solidarity with the Franz Josef community and its commitment to support the township through this difficult period.

Following further weather events in January and in April the avulsion of the breach into the Tatare River has increased further. In February Council resolved to enhance the protection works for the Franz Josef WWTP.

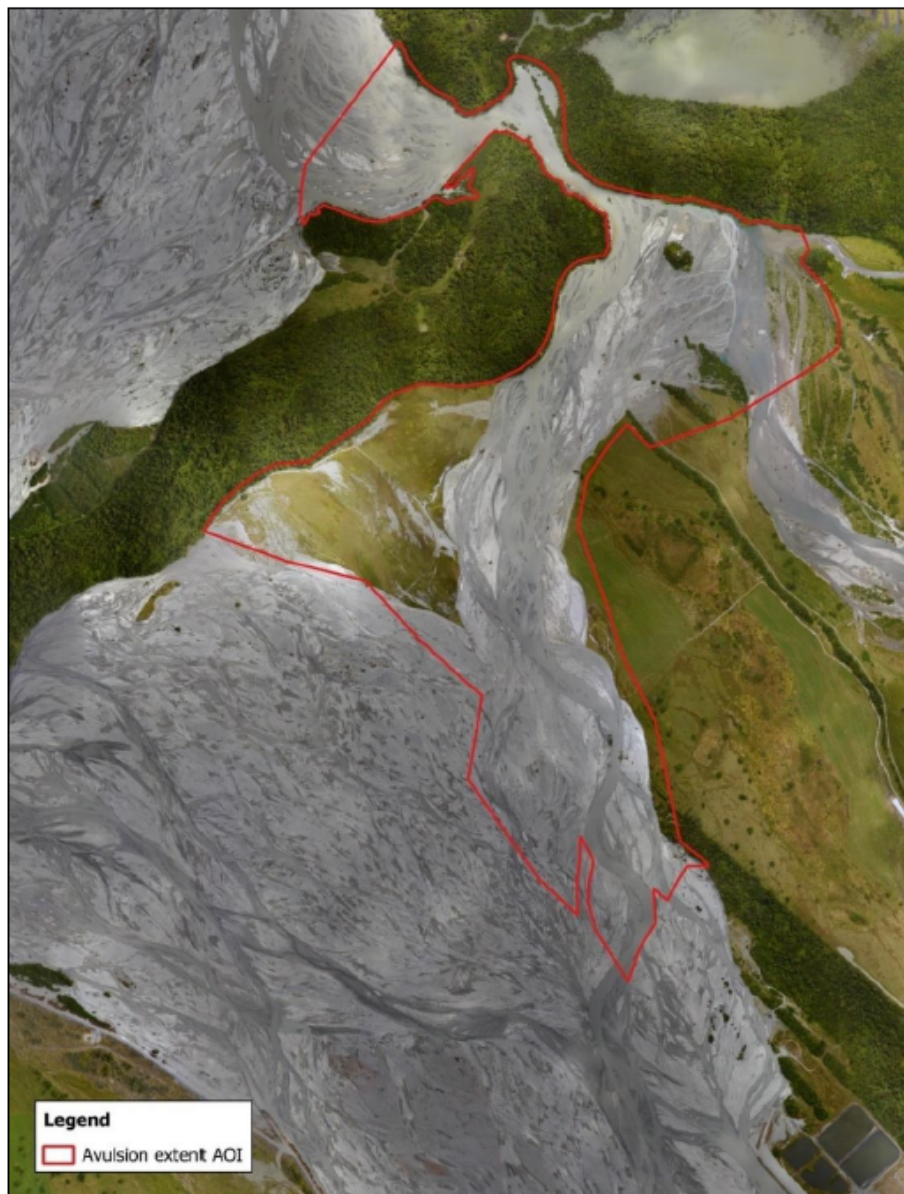


Figure 3-4 – Avulsion extent AOI over the 2024 ortho image.



Following the government's announcement in regard to fast-tracking resources consents via a Fast-track Approvals Bill we submitted a request to include the Franz Josef WWTP as part of their consideration.

Staff have workshopped the Council assets likely to be impacted by the WCRC TAG report and is revisiting previous work complied with regards to both Master Planning and a future location of a WWTP facility.

A Franz Josef Joint Rating Group meeting was held on the 6th May whereby the Terms of Reference for the group were tabled and approved. There are a number of actions that were identified through the meeting but we are awaiting the final draft minutes for review.

3.6 Transportation

At the time of writing this report, Council staff are still waiting on the outcome of Council's 2024/27. National Land Transport Funding bid (NLTP). (Provisional bid allocations to be announced on 27 May 2024).

A late release of the new Government Policy Statement (GPS) for land transport did call for an additional review of the submitted funding proposal and signals from across the sector have been indicating approved funding bids would be lower than what has been applied for.

The late decision by the Waka Kotahi Board to continue Special Purpose Road funding at 100% for the next NLTP was extremely fortunate and work to have this funding continued beyond the next NLTP will be a focus over the next 3 year cycle. This appeal will be an activity that we once again share with Buller District Council.

3.8 Carnegie Building

The Carnegie Building seismic strengthening project has been completed with practical completion being granted in October 2023. The building has been upgraded to 100% NBS IL2. Work has started on the fitout project which has been approved to proceed by Council. A heritage report was done in April and the resource consent will be submitted towards the end of May 2024, with the building consent to follow.

Refer to Museum Project Update Report in the agenda for further details.



3.9 Hokitika Swimming Pool

The Hokitika Swimming Pool redevelopment project was completed in April 2024, with the pool opening its doors and the new front of house, reception and change facilities on 6 April 2024. Some minor work remains outstanding, being the seismic bracing of the diesel tank and installation of picnic tables which will be completed by 6 June 2024.



3.10 Cass Square Playground Development

The installation of the new Cass Square playground has been going well, most of the play equipment has been installed and the team for CREO is currently focusing on the shelter and landscaping. The rubber matting will be the last item to be installed, and the planned completion date is mid-June 2024.

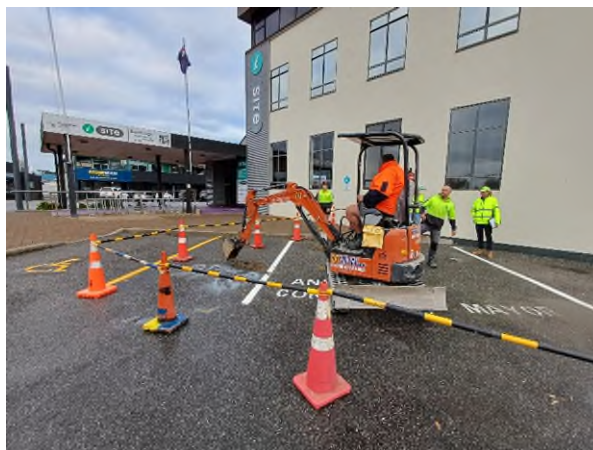


3.11 Hokitika Racecourse Development

The Hokitika Racecourse Development Working Group has progressed the work through to the Request for Proposal process. Further updates will be provided in the confidential section of the council agenda.

3.12 Building Options - Council Headquarters and Pakiwaitara Building

A peer review has been completed on the seismic reports for both the Pakiwaitara and Council HQ buildings. With the initial structural reports received investigations have been carried out at both buildings during 22 and 23 April 2024 together with Geotech testing. The Geotech's reports are due in June. Once the Geotech reports and concept designs are completed the project can progress to the next phase.



3.13 Custom House

Work has progressed on the custom house building, and all the lead-based paint has been stripped off. New spotlights have been installed lighting up the building at night, a new flagpole is up and chip seal was done around the entrance of the building. Various rotten weatherboards have been replaced and repairs done to the gutters and downpipes. The appointed contractor is currently busy with the painting, and the project is expected to be completed by the end of May 2024.

Funding is sourced via Lotteries, Heritage Hokitika, Heritage West Coast and council contribution.



3.14 Hokitika Gorge Lower Swingbridge Project

- The engineer has completed the structural calculations and provided elevation and cross section drawings for the new bridge.
- The engineer is currently mid-way through the design of the bridge, construction drawings for the tender process are due for completion by mid-July.
- The RFT document has been drafted and will be ready for WDC to review by mid-June.
- Completion of construction, based on the current timeline, will be the end of February 2025.



4 Other Activities

4.1 Corporate Services

Strategy and Communications

This quarter has been business as usual, ensuring the smooth running of the Long Term Plan and then Annual Plan process, along with producing the communication material to promote the consultation process. Support has also been provided for the Regional Speed Management consultation for the Land Transport team and to the Group Manager Corporate Services and Risk Assurance to plan consultation on the CCO review and Representation Review. This included setting up the website, drafting public notices and promotional material on our communications channels.

The SCA also undertook the Public Information and Management (PIM) function during the weather event in January, for the Emergency Operations Centre.

4.2 Regulatory, Planning & Community Services

Building

Performance in this activity

Community Outcome	Level of service	Measure / Target	Current Performance
Diverse Economy	Timely processing of Building Consents.	100% of building consents processed within 20 working days as per the requirements of the Building Act	Consents issued = 45 91.9% issued within 20-day statutory timeframe
	Timely processing of Code Compliance Certificates	100% of code compliance certificates processed within 20 working days as per the requirements of the Building Act	CCC issued = 43 .100% issued within 20-day statutory timeframe

Territorial Functions Activity	
Notices to Fix	18
Building Warrant of Fitness Audits	13 undertaken
Earthquake Prone Building Notices Issued	2
Certificates of Acceptance	3
Certificates for Public Use	3
Swimming Pool Barrier Audits	0

Planning Department Update

Resource consent applications remain steady. The appointment of a Senior Planner has successfully increased the capacity to process applications internally. Pre-application meetings continue to be regularly undertaken, which indicates that development throughout the district continues.

New resource consent application forms have been successfully implemented. These forms have been developed in collaboration with Buller and Grey District Councils as part of an ongoing approach for consistency between the districts.

Input into the TTPP (Te Tai o Poutini Plan) continues with s 42A report reviews still being undertaken, and regular Technical Advisory Team meetings being attended.

We welcome Kathryn Ogilvie to the Planning team who joins us as a Business Support Officer. Having an additional support officer is instrumental to the continued effectiveness of the Planning Department.

Westland District Library Report

Library Spaces – providing safe, inclusive, and welcoming spaces for learning, social and recreational purposes that support individual and community wellbeing and resilience.

The library is a multi-use hub and part of the social infrastructure of the district. This quarter has seen the highest footfall this year (Q1 10,599, Q2 10,704, and Q3 11,503) with January having the highest number of visitors, a result of our successful summer holiday activity programme and the seasonal increase in tourist visitors.

Partnerships – amplifying the impact of organisations in the community

In partnership with Family Start West Coast and funded by Te Rito Family Violence Prevention Network and The Tindall Foundation, the library has created 'Best Start Book Bags', a programme designed to provide access to books in the home for families with younger children who are experiencing disadvantages and being supported by multiple agencies. Book Bags containing 6 books suitable for 0-4 years old are being distributed to families working with Family Start in Westland. This is an important programme to support literacy in the community. Research has shown that reading for pleasure is the single most important indicator of a child's future success. It is more important for children's cognitive development than their parents' level of education and is a more powerful factor in life achievement than socio-economic background. Reading for pleasure engages the imagination, enhances empathy, understanding of self and the ability to understand one's own and others' identities. Children who love reading have higher average scores for engagement in school, positive communication and relationships with family and friends and engage in less risky behaviour. Reading for pleasure has far-reaching benefits such as improving literacy, mathematic and problem-solving skills, social skills and health and learning outcomes throughout their life. Investment in programmes to support early literacy therefore have a significant positive effect on resilience and wellbeing outcomes later in life.

Programmes and Events – aiding literacy, learning, social cohesion, and active citizenship

Our regular literacy, social programmes and outreach are well attended and have continued to offer learning and social opportunities to children and adults. The library held 80 events this quarter with 666 people attending.

Collections – supporting literacy, providing access to culture, information, and life-long learning

The total issues (physical and digital items) are slightly higher this quarter compared to previous quarters this year (Q1 17,621, Q2 17,408, and Q3 18,452), with children's book issues in the summer holidays and for the Summer Reading Challenge accounting for much of the increase. Our recent survey shows that browsing and borrowing books is still the most common reason for visiting the library and that 20% of respondents would like a greater selection of titles and resources. Patrons can suggest titles to be purchased and the Inter-loan system provides another way for patrons to access titles not in the collection.

Digital inclusion - providing equitable access to the internet, equipment and skills to access it.

The library provides access to APNK ICT equipment and ultrafast broadband, supporting digital equity in the community. Use of the APNK computers and Wi-Fi has increased this quarter, (Q3 number of minutes of computer use 36,783 and minutes of Wi-Fi use 3,693), this is likely to be because of increased summer tourist use and regular users spending longer in the library, returning to pre-pandemic behaviour. Book-A-Librarian service continues to support our patrons with their devices. The partnership with the Digital Inclusion Alliance Aotearoa and Spark enables us to continue to offer Skinny Jump subsidised modems to eligible households in Westland.

Volunteers – supporting the delivery of library services

There are 33 volunteers contributing over 22 hours/week to support the delivery of library services in the main library and across the district.

4.3 Community Development and Assistance

The Community Development Advisor has provided support and attended meetings with several individuals and groups regarding funding opportunities. CDA receives Township Community Associations Minutes, reads and responds and follows up concerns, queries and requests. All open funding is disseminated to all our Township Community Groups and to other Westland community groups.

Township Development Fund

The CDA has worked with the Westland Township groups providing a Memo of Updates and Reminders for discussion. A reminder has been sent to all Township Groups to prepare TDF Accountability Reports which are due at the end of the financial year.

Creative Communities

The Creative Communities Committee met and considered 9 applications for Creative Communities local art funding and allocated \$10,167.00 in Round 2 funding to 8 applications that met the criteria. The CDA has completed the Annual Grants Tracking and we look forward to a renewal of the Creative New Zealand funding for the Westland Creative Communities Scheme (Safer Westland).

The Safer Westland Governance Group has met quarterly: 19 January and 24 April.

Safer Westland Coalition Meeting -26 January

- Te Wheke Digital Hubs South Westland – Presenter Lucretia Maitland
- South Westland Welcome packs – Rosie McGrath & Sarah Wilson community Public Health
- FIVE WAYS TO WELLBEING – promotion
- Updates from coalition agencies, groups, and individuals

Safer Westland Coalition Meeting – 22 March

- ECCA, funding and criteria
- West Coast Housing Forum
- Curtain Bank and Warmer Homes initiatives

Events

The first quarter has seen many events in vibrant Westland, Community Services promotes and assists where this fits in the budget.

January

- Driftwood & Sand – Beach Art Festival
- Woodstock Motorcycle Rally
- Creative Fibre Summer workshop series
- Kahawai fishing Competition
- Jo Ghastly Cancer & Cartwheels
- Westland Agricultural & Pastoral Show

February

- Waitangi Day
- ‘Your Health, Your Rights’ Nish Mohun at Westland District Library

March

- Lake Kaniere Scenic Triathlon
- Childrens Day
- Wildfoods Festival
- The Annual Hokitika Classic
- Unity week
- Wool Day – Westland industrial Heritage Park
- Franz Josef Ice Skate tour
- Whataroa Rugby Football Centennial
- Gorsebusters Okarito
- Kumara Car Boot Sale

4.4 Westland Mayors Task Force for Jobs (MTFJ):

Westland MTFJ Quarterly Report Overview

The Westland Mayors Taskforce for Jobs (MTFJ) Programme continues to perform well, achieving 50 employment outcomes so far this financial year and surpassing 300 sustainable employment opportunities since the programme's inception.

The Westland MTFJ employs 2.4 Full-Time Equivalent (FTE) staff and one casual staff member, playing vital roles in job seeker and employer support, pastoral care, youth employment programmes, programme administration, and community engagement.

Driver licensing remains a high priority for participants, especially after the withdrawal of funding from other local agencies this financial year. The Westland MTFJ supports learner licensing and defensive driving programmes in conjunction with WestREAP, which will be run in Hokitika and South Westland. The Westland team is also partnering with regional providers to deliver outreach throughout Westland and is connecting with local employers to offer vocational training.

The economic environment continues to challenge employers' willingness to hire unskilled youth, posing challenges for the Westland MTFJ. Some young job seekers struggle to understand the realities of entry-level positions, while others are eager and ready to tackle employment opportunities. Over the past three months the Team has welcomed an increase in job seeker drop-ins.

Looking Ahead

Youth Employment Programme: The Westland MTFJ team is excited to deliver another Youth Employment Programme, "Skilled." This movement-based employment programme, planned since November 2023, will be run out of the Pakiwaitara Building beginning June 2024.

Community Outreach: As the dairy and tourism industries enter their quieter seasons, the Westland MTFJ will offer upskilling support to rangatahi aged 16-24 throughout Westland. This will include tailored training.

Outward Bound: We look forward to supporting several Outward Bound scholarships for young locals eager to pursue outdoor vocational pathways and build independence and resilience.

Limited Service Volunteers: The Westland team recently visited Burnham Army Camp, this offered insight into the Limited Service Volunteers (LSV) programme, a six-week initiative aimed at youth aged 18 years and older. We are excited to encourage our young people to take advantage of this training opportunity.

Inspire to Aspire 2025: The Westland MTFJ is excited to announce that the 2025 Inspire to Aspire Careers Event will go ahead in February 2025, with planning already underway for this unique event.

The Westland team continues to develop the programme as the unique needs of Westland's youth develop. This ever-changing landscape offers the team an opportunity to create and build new programmes and provide youth with the tools and resources they need to succeed in the workforce. With funding secured for 2024/25 the team looks forward to another successful year ahead.



Photos: Campbell Murray, Apprentice Will Pilcher Electrical pictured with Mayor Helen Lash and Will Pilcher. Scott Matthews, Apprentice Aotea Electrical.

5. Options

- 5.1 Option 1: To receive the report.
- 5.2 Option 2: To not receive the report.

6. Risk Analysis

- 6.1 Risk has been considered and no risks have been identified.

7. Health and Safety

- 7.1 Health and Safety has been considered and no items have been identified.

8. Significance and Engagement

- 8.1 No public consultation is considered necessary.

9. Assessment of Options (including Financial Considerations)

- 9.1 Option 1 is the preferred option.
There are no financial implications to this option.
- 9.2 Option 2 is not the preferred option.
There are no financial implications to this option.

10. Preferred Option(s) and Reasons

- 10.1 The preferred option is Option 1.
- 10.2 The reason that Option 1 has been identified as the preferred option is that the report enables Council to be kept fully informed of projects and matters of significance that are underway in the Westland District.

11. Recommendation(s)

- 1. That the Quarterly Report from the Chief Executive dated 30th May 2024 be received.

Simon Bastion
Chief Executive

Appendix 1 – CE Report - Local-Water-Done-Well-Information-for-councils-April-2024
Appendix 2 – CE Report - BDC Mayoral Letter - Westland District Council - Regional CCO



April 2024

Local Water Done Well: Information for councils

This document provides an overview of policy decisions that will be reflected in the proposed Local Government Water Services (Transitional Provisions) Bill, which will soon be considered for introduction to Parliament. It also contains information on other transitional matters that may be of interest to councils.

It is based on Cabinet decisions announced by the Minister of Local Government in April 2024.

Introduction

Measures to be introduced through new legislation in mid-2024 will establish the Local Water Done Well framework and the transitional arrangements for the new water services system.

The measures include requirements for councils to develop Water Services Delivery Plans, steps towards future economic regulation, and streamlined processes for setting up water services council-controlled organisations (water services CCOs).

Water Services Delivery Plans

What are they?

The overarching purpose of the Plans is for councils – individually or jointly – to publicly demonstrate their intention and commitment to deliver water services in ways that are financially sustainable, meet regulatory quality standards for water network infrastructure and water quality, and unlock housing growth.

What do they mean for councils?

Through the development of these Plans, councils will provide an assessment of their water infrastructure, how much they need to invest, and how they plan to finance and deliver it through their preferred service delivery model.

Ringfencing of water services and revenue from other council activities is a key feature of the Plans.

The Plans will be a way for councils to provide transparency to their communities about the costs and financing of water services, and empower them to make decisions about managing and delivering high-quality water services that reflect their local needs and circumstances.

The Plans can also be prepared jointly, and so provide an opportunity for councils to have conversations with other councils about joint arrangements for water services delivery.

What information do they need to cover?

The Plans cover information across three key areas:

1. Financial and asset information	Information about each council’s financial and asset information and performance measures, pricing and other related policies, methodologies, and assumptions
2. Investment required	Planned levels of investment, approach to operations, and whether these are sufficient to deliver proposed level of service, meet infrastructure standards and meet regulatory standards
3. Service delivery arrangements	Councils’ proposed service delivery arrangements – including proposals for joint arrangements, across more than one council

To demonstrate financial sustainability, councils will have to show what needs to be invested to deliver water services to regulated standards and to provide for growth. They will also have to show how they will fund and finance long-term investment in water infrastructure, including renewals and operating costs.

What is the process and timeline for producing a Plan?

Activity	Indicative timing / milestone
DIA releases Plan guidance Councils formally begin development of Plans	Mid-2024 Local Government Water Services (Transitional Provisions) Bill enacted
DIA/council check-in Councils identify contact point(s), whether they will be submitting an individual or joint Plan, whether they need technical support	+ 3 months (following Bill enactment)
DIA/council check-in(s) to monitor progress	+ 6-9 months (following Bill enactment)
Councils submit final Plan to DIA	Within 12 months (of Bill enactment)
DIA accepts the Plan meets statutory requirements or refers back to council for further work	Following submission of Plan
Council publishes Plan on council website	Once Plan is accepted by DIA

What happens if council(s) don’t submit a Plan?

There will be a series of check-ins by the Department of Internal Affairs throughout the Plan development process to ensure councils are on track in preparing and submitting an acceptable plan. There will be guidance and some ‘light touch’ technical support provided by DIA.

During the Plan preparation process, councils may request, and the Minister of Local Government will be able to appoint, a Crown Facilitator who could provide additional assistance (at councils’ expense). For example, the Crown Facilitator could assist and advise a council on how to prepare a Plan, or work across a group of councils to facilitate or negotiate a joint Plan (including providing an arbitration role if requested and agreed by councils).

If a council fails to submit a plan by the statutory deadline, the Minister of Local Government will be able to appoint someone to prepare a Plan on that council's behalf, and (if necessary) to direct the council to adopt and submit this Plan (a 'regulatory backstop' power). Again, any expenses associated with this appointee and the preparation of the Plan would be covered by the council.

Key information



Plans are one-off, transitional documents, to set a pathway forward to sustainability.



Plans can be developed by individual councils, or jointly where groups of councils are planning to jointly establish a water organisation.



Plans must include drinking water, wastewater and stormwater – but councils have flexibility about transferring stormwater in proposed new service delivery arrangements.



It will be up to councils to determine how best to engage with their communities as part of the Plan development process.



Plans have no regulatory function – LTPs continue to be councils' primary planning and accountability document.



Plans cover a 10-year timeframe, with detailed information provided on the first three years.

Steps towards future economic regulation

Economic regulation is a key feature of Local Water Done Well. It is intended to ensure consumers pay efficient, cost-reflective prices for water services, that those services are delivered to an acceptable quality, and that water services providers are investing sufficiently in their infrastructure.

Development of an economic regulation system for water services will be led by the Ministry of Business, Innovation and Employment. Relevant provisions would be included in the third Local Water Done Well Bill (to be passed in mid-2025), and implemented by the Commerce Commission after that point.

Through the Water Service Delivery Plans, councils will be asked to provide baseline information about their water services operations, assets, revenue, expenditure, pricing, and projected capital expenditure, as well as necessary financing arrangements.

This is not a regulatory information gathering exercise, but is a useful first step to build the capability of councils and prepare the Commerce Commission ahead of the full economic regulation regime being introduced from the middle of next year.

All councils that have water service delivery responsibilities (either directly or through existing council-controlled organisations) will be subject to these requirements. As well as the Plans being published, information collected through them will be shared with the Commerce Commission, to help them with the development of the future regulatory regime.

The Bill will also provide for some councils to be subject to an early form of information disclosure by the Commerce Commission, prior to the full economic regulation regime.

This will build on the information collected through the Plans, and is intended to be for councils that have more advanced asset/financial management practices, or those that moved quickly to establish new organisations and are ready for a faster track toward more detailed oversight.

Streamlined processes for establishing council-controlled organisations

Under Local Water Done Well, a range of structural and financing tools will be available to councils to use for water services including a new class of financially independent council-owned organisations.

These options will be included in the third Local Water Done Well Bill, with policy decisions expected to be announced in mid-2024. This Bill is expected to be introduced in December 2024, and passed in mid-2025.

However, it is recognised that some councils may want to move quickly to start shifting the delivery of water services into more financially sustainable models. The Local Government Water Services (Transitional Provisions) Bill will include provisions that help streamline the process for establishing water services CCOs, as currently provided for under the Local Government Act 2002.

The Bill will contain a bespoke set of consultation and decision-making arrangements that will enable councils to streamline this process, while continuing to provide the opportunity for community input. These streamlined arrangements are voluntary for councils to choose to use, as an alternative to some of the standard requirements in the Local Government Act.

The arrangements include provisions that:

- Clarify that councils can set up joint committees that can consult on a proposal across multiple districts (instead of each council carrying out separate consultation), and to make recommendations to participating councils
- Set minimum consultation and information requirements – so one round of consultation is required, and information only needs to be provided on the analysis of two options (status quo + preferred option)
- Enable councils to consider the collective benefits/impacts of a proposal (across multiple districts), in addition to the interests of their individual districts – and to factor in the view of other participating councils.

Current Better Off and Transition Support funding arrangements will be retained

Cabinet has agreed to retain existing funding arrangements under the previous Government's water reform programme, and has asked the Department of Internal Affairs to work with councils and Iwi Collectives to align these to Local Water Done Well.

This includes:

- Retaining current Better Off funding for all councils, but for the Department of Internal Affairs to work with councils to identify opportunities to redirect unspent Better Off funding to increase investment in water infrastructure or to help establish new water services delivery organisations.
- Retaining current Council Transition Support funding to enable councils to use this funding for work relating to Local Water Done Well, including supporting the establishment of new water services delivery organisations, or other planning work to support the transition to Local Water Done Well.

The Department of Internal Affairs will work with councils on any changes to current contractual arrangements to reflect decisions in relation to aligning funding to LWDW.

The Department of Internal Affairs will follow up with individual councils to provide further details.

Next steps

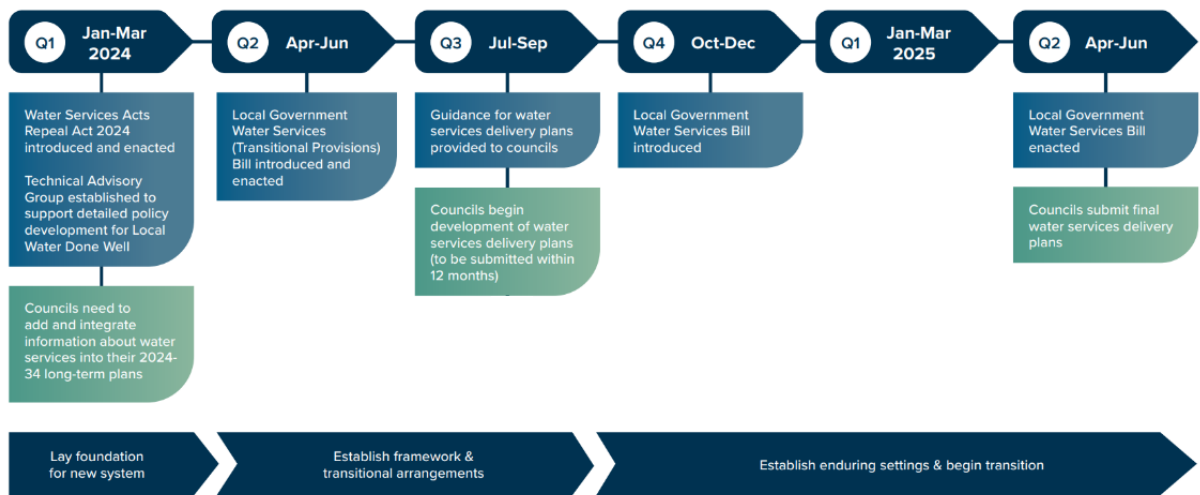
The Government will provide details in mid-2024 on the broader range of structural and financing tools, including through the New Zealand Local Government Funding Agency (LGFA), which will be available to councils to ensure they can access the long-term debt required for investment in water services infrastructure. These tools will be implemented through further legislation that will establish the enduring settings for the new system.

Policy areas to be included in further legislation include:

- Setting long-term requirements for financial sustainability
- Providing for a range of structural and financing tools, including a new class of financially independent council organisations
- Planning, accountability and reporting frameworks for water services
- Considering the empowering legislation for Taumata Arowai to ensure the regulatory regime is efficient, effective, and fit-for-purpose, and standards are proportionate for different types of drinking water suppliers
- Providing for a complete economic regulation regime
- Considering additional Ministerial powers of assistance and intervention in relation to water services, and regulatory powers to ensure effective delivery of financially sustainable water services.

Indicative timeline

The below timeline provides an indicative outline of policy, legislation and related council activity. It is subject to parliamentary processes and timetables.



Further information

Once the proposed Local Government Water Services (Transitional Provisions) Bill has been introduced to Parliament, it will be available at www.legislation.govt.nz.

For further information about Local Water Done Well, visit www.dia.govt.nz/Water-Services-Policy-and-Legislation

Questions? Contact waterservices@dia.govt.nz



OFFICE OF THE MAYOR
Jamie Cleine

5 April 2024

Mayor Helen Lash
Westland District Council

Via email: helen.lash@westlanddc.govt.nz

Dear Mayor Lash

As I'm sure you are aware the Government's recent repeal of Three Waters legislation has resulted in a re-think of how small districts such as Buller can deliver affordable water services to our communities. One avenue preferred by the government in their Local Water Done Well policy is legislation that enables voluntary formation of CCOs by Local Government authorities to achieve economies of scale and a financially sustainable water services model. On behalf of my Council, we are keen to ascertain if pursuing this avenue or some other shared services model with the Buller District Council aligns with your council's objectives.

In the first instance we invite in-principal agreement from your council to explore the establishment of a Regional Council Controlled Organisation (RCCO) for water services or alternative collaboration with the Buller District Council to achieve a financially sustainable water service.

If your Council is open to working with Buller I would appreciate an opportunity to meet, alongside our respective teams for an initial conversation on the potential benefits of establishing such an entity. Your insights and perspective are invaluable as we evaluate this opportunity to enhance our collective impact and explore a financially sustainable water services model across the South Island.

It will be a significant piece of work to develop a collaborative CCO model for our small Council. For this reason it seems important we get an early indication of in-principal support before committing the resources to developing any options further, thus focusing our efforts with like-minded Councils.

Given the relatively short timeframe indicated by government to develop any potential CCO model and the likely complexity involved I would like to begin this work alongside your council as soon as possible. With this in mind, I would appreciate an indication of your Council position and level of interest in working with Buller by early May 2024.

In the interests of disclosure, I have also written to other councils that neighbour Buller or have a significant population base and have invited discussion with Ngāi Tahu.

I look forward to your response and appreciate your consideration of this opportunity.

Best Regards,



Jamie Cleine

Buller District Mayor

Phone 027 423 2629 | Email jamie.cleine@bdc.govt.nz

Report to Council



DATE: 30 May 2024
TO: Mayor and Councillors
FROM: Jan Visser

REALLOCATION OF BETTER OFF FUNDING

1. Summary

- 1.1. The purpose of this report is to update council on the proposed reallocation of Better Off Funding that is currently unallocated due to various reasons.
- 1.2. This issue arises from the fact that council needs to fully allocate the funding that was received as Tranche 1 of the Better Off Funding made available via the 3 Waters Reform. The fund can only be reallocated to projects that fit in within the project portfolios otherwise any remaining unallocated funding is required to be reallocated towards Local Water Done Well.
- 1.3. Council seeks to meet its obligations under the Local Government Act 2002 and the achievement of the District Vision adopted by the Council in June 2021, which are set out in the Long-Term Plan 2021 - 31. Refer page 2 of the agenda.
- 1.4. This report concludes by recommending that Council.
 - 1.4.1. Reallocate cost savings from the Better Off Funding, Community Halls portfolio to the Ross Hall project (additional \$20,000) and Whataroa Hall project (additional \$4,497).
 - 1.4.2. Cancel Better Off Funding, Community Halls portfolio, Harihari Hall project due to the project no longer being required and reallocate the remaining budget (\$11,697) to other Community Halls projects.
 - 1.4.3. Reduce budgets of completed Better Off Funded, Community Halls portfolio projects that have finished underbudget. Greypower hall and Kowhitirangi Hall.
 - 1.4.4. Reallocate \$40,320 of the Better Off Funding, Community Funding portfolio cost savings to the Fox Arboretum project.
 - 1.4.5. Reduce budgets of completed Better Off Funded, Community Funding portfolio projects that have finished underbudget. Bruce Bay Hall and Ross Civil Defence.
 - 1.4.6. Reallocate \$56,628 of the Better Off Funding, Community Funding portfolio, Lazar Park Hall project due to the project not being able to progress forward.
 - 1.4.7. Reallocate \$23,000 of the Better Off Funding, Community Funding portfolio cost savings to the Harihari project.

2. Background

2.1. Ross Hall

The Ross Hall currently has asbestos containing cladding on 2 sides of the hall. On the one side there is an accessible entrance ramp installed and in order to get to the asbestos cladding to remove it, the entire accessible ramp roof has to be removed and refitted together with heat pumps. A building consent would also be required to complete the replacement of the asbestos containing materials. A quote has been received for \$75,000 plus GST including potentially new building wrap if required by the building consent. Therefore, Council proposes to reallocate an additional \$20,000 in Better Off Funding to the Ross Hall in order to complete this project.

2.2. Whataroa Hall

The Whataroa hall project involved installing two new heat pumps to heat the main hall area. The project has experienced greater than expected installation costs of which has resulted in additional funding being required. Therefore, Council proposes to reallocate a further \$4,497.00 in Better Off Funding in order to complete this project on budget.

2.3. Harihari Hall

The Harihari Hall project is no longer required due to the community completing the works intended for the Better Off Funding to cover. These works included re-screwing the hall roof. When contacting the community hall group, it was indicated that the funding was no longer required, and no other works could be done at the hall to spend the funding. Therefore, Council proposes the funding allocated to the Harihari Hall (\$11,697) be reallocated to other community hall projects.

2.4. Fox Arboretum

The Fox Arboretum project involved designing and building a new community space at the Fox Glacier Hall. The project was a great success, and the Arboretum was officially opened on May 4th 2024. The Community was granted a total project budget of \$44,000 Excl Gst. However, due to a technical issue the funding allocated according to Council financial records was only \$3,680 Excl Gst. Council proposes to reallocate additional funding (\$40,320.00) in order to balance the funding granted to the Community with council financial records.

2.5. Lions Club – Lazar Park Hall

Council expressed concerns with the Lions Club Hokitika in December 2023 regarding the future of the Lazar Park Hall project after the only tender received for the works was significantly higher than the approved funds and as such unaffordable. Council has allocated \$47,000 towards this project to date for planning and design work, building and resource consents. Given the lack of certainty over the delivery of this project Council proposes to reallocate the \$56,628.00 in remaining funding to another community project within the Community Funding portfolio.

2.6. Better Off Funding

Apart of the 3 Waters Reform Westland District Council was allocated \$2.79 Million. Westland District Council adopted the original “Better Off Funding” allocation in April 2023, with 49 individual projects spread across Westland receiving funding. These funding allocations were separated into five different portfolios based on the following table:

Category	Value
Hokitika Swimming Pool (Township Development)	\$690,000.00
Community Funding	\$500,000.00
Community Halls	\$900,000.00
Culture & Heritage	\$500,000.00
Community Resilience	\$200,000.00
Total	\$2,790,000.00

In December 2023, Council approved project funding reallocations within two portfolios. The Community Halls and Culture and heritage portfolio. The total value of the portfolios did not change. These reallocations were as a result of one project never starting and other projects finishing under budget.

3. Current Situation

- 3.1. The current situation is that some Westland District Council, Better Off Funded projects have experienced cost savings. These projects are within the Community Halls and Community Funding portfolios. These cost savings need to be reallocated.
- 3.2. Community Halls project, Harihari Hall is no longer required by the community and therefor the funding needs to be reallocated.
- 3.3. Community Funding project, Lazar Park Hall is unable to be delivered within the required timeframe and within budget. Therefore, the project has been discontinued and budget needs to be reallocated. Council will confirm with DIA about the funding allocated to date and whether it is required to be returned.
- 3.4. Community Funding project, Fox Arboretum requires additional funding in order for the Community funding allocated budget to balance with the Council financial records budget. These figures do not balance currently due to a technical issue.
- 3.5. Community Funding project, Harihari Civil Defence original project finished under budget in 2023. Council proposes to increase the project scope and budget to allow the Harihari civil defence group to install an alternative emergency power source supply to the Harihari hall.
- 3.6. Community Hall project, Ross Hall is unable to be delivered on budget due to the extent of the work required as a result of a positive asbestos test. Council proposes to reallocate cost savings from the Community Hall portfolio in order to complete this project without a funding deficit.
- 3.7. Community Hall project, Whataroa Hall has experienced greater than expected project costs. Council proposes to reallocate cost savings from the Community Hall portfolio in order to complete this project without a funding deficit.

4. Options

- 4.1. Option 1: To reallocate part of the Better Off Funded, Community Halls funding to the Ross Hall (\$20,000.00) and Whataroa Hall (\$4,497.00) to help cover greater than expected project costs. Council also proposes to reallocate cost savings from the Community Funding portfolio to the Fox Arboretum (\$40,320.00) and HariHari Civil Defence (\$23,000.00)
- 4.2. Option 2: Council reallocates to other projects within the portfolio

4.3. Option 3: Council reallocates all unallocated Better Off Funding to Local Water Done Well

4.4. Option 4: Council do nothing

5. Risk Analysis

5.1. Risk has been considered and the following risks have been identified:

5.1.1. If Westland District Council do not reallocate part of the Better Off Funding, Community Halls Funding to the Ross Hall. Council risk having to financially cover the extra project costs incurred due to the increase in the project scope as a result of a positive asbestos test.

5.1.2. If Westland District Council do not reallocate part of the Better Off Funding, Community Halls Funding to the Whataroa Hall. Council will have to fund the project deficit incurred.

5.1.3. If Westland District Council do not reallocate part of the Better Off Funding, Community Funding to the Fox Arboretum. Council will have to fund the project deficit incurred.

6. Health and Safety

6.1. Health and Safety has been considered and no risks have been identified.

7. Significance and Engagement

7.1. The level of significance has been assessed as being low as these funding reallocation recommendations made are increasing the overall scope and positive reach that the Better Off Funding can have on the Westland Community.

7.1.1. Public consultation is considered unnecessary at this stage as these projects have previously been well supported by the public and Westland District Council would expect that the public would like to see these projects completed and all Better Off Funded allocated.

8. Assessment of Options (including Financial Considerations)

8.1. Option 1: To reallocate part of the Better Off Funded, Community Halls funding to the Ross Hall (\$20,000.00) and Whataroa Hall (\$4,497.00) to help cover greater than expected project costs. Council also proposes to reallocate cost savings from the Community Funding portfolio to the Fox Arboretum (\$40,320.00) and HariHari Civil Defence (\$23,000.00)

8.1.1. The following financial implications have been identified:

- Westland District Council will have reduced the financial impact (\$20,000.00) on the ratepayer by allocating funds to the Ross Hall. Therefore, the project will be entirely externally funded. No ratepayer contribution.
- Westland District Council will have eliminated the potential financial impact (\$4,497.00) on the ratepayer by allocating the extra funds required to the Whataroa Hall. Therefore, the project will be entirely externally funded. No ratepayer contribution.
- Westland District Council will have reduced the financial impact (\$23,000.00) on the ratepayer by allocating funds to the Harihari Civil Defence Group. Therefore, the project will be entirely externally funded. No ratepayer contribution.

8.2. Option 2: Council reallocates the available Better Off Funds to other projects

8.2.1. The following financial implications have been identified.

- Westland District Council will have to cover the expected project deficit of \$20,000.00 for the Ross Hall project. This will be unbudgeted council expenditure.
- Westland District Council will have to cover the expected project deficit of \$4,497.00 for the Whataroa Hall. This will be unbudgeted council expenditure.
- Westland District Council will have to cover the expected project deficit of \$23,000.00 for the Harihari Civil Defence Group. This will be unbudgeted council expenditure.

8.3. Option 3: Council reallocates all unallocated Better Off Funding to “Local Water Done Well” otherwise known as Three Water projects.

8.3.1. The following financial implications have been identified.

- Westland District Council would therefore not be spending the entire \$2.79 million on council original intention, Community projects that are less likely to qualify for other external grant opportunities

8.4. Option 4: Council do nothing.

8.4.1. The following financial implications have been identified:

- Westland District Council will have to cover the expected project deficits of the following projects. Ross Hall (\$20,000.00), Whataroa Hall (\$4,497.00), Fox Arboretum (\$40,320.00) and Harihari Civil Defence Group (\$23,000.00).
- Westland District Council will be unable to claim the entire Better Off Funding package (\$2.79 Million)

9. Preferred Option(s) and Reasons

9.1. The preferred option is Option 1

9.2. The reason that Option 1 has been identified as the preferred option is that this option allows Westland District Council to

- Be able to complete the Ross Hall, Whataroa hall, Fox Arboretum and Harihari Civil Defence group projects without having to contribute Westland District Council funds and therefor having no financial impact on the ratepayer.
- Be able to claim the Better Off Funding package to its full amount of \$2.79 Million.
- Be able to spend the entire Better Off Funding package on community projects that often don't qualify for other external grant opportunities.

10. Recommendation(s)

10.1. That the report be received.

10.2. That Council reallocate part of the Better Off Funded, Community Halls funding to the Ross Hall (\$20,000.00) and Whataroa Hall (\$4,497.00) to help cover greater than expected project costs. Council also reallocates cost savings from the Community Funding portfolio to the Fox Arboretum (\$40,320.00) and HariHari Civil Defence (\$23,000.00)

Jan Visser
Facilities and Properties Manager


Appendix 1: Current Better Off allocation vs Proposed reallocation


Appendix 2: Better Off Progress Update

Project	BOF Allocation December 2023	Proposed BOF Reallocation May 2024	Reallocation Value	Project Status
<u>Culture & Heritage Portfolio</u>				
Westland Industrial Heritage Park	\$199,000.00	\$199,000.00	\$0.00	Underway
150 Years Celebration	\$200,000.00	\$200,000.00	\$0.00	Underway
Regent Theatre	\$36,000.00	\$36,000.00	\$0.00	Underway
Hokitika Town Clock	\$15,000.00	\$15,000.00	\$0.00	Underway
Carnegie Fit Out	\$50,000.00	\$50,000.00	\$0.00	Completed
Portfolio Total	\$500,000.00	\$500,000.00		
<u>Community Resilience</u>				
Civil Defence Infrastructure	\$200,000.00	\$200,000.00	\$0.00	Underway
Portfolio Total	\$200,000.00	\$200,000.00		
<u>Township Development</u>				
Hokitika Swimming Pool Stage Two	\$690,000.00	\$690,000.00	\$0.00	Completed
Portfolio Total	\$690,000.00	\$690,000.00		
<u>Community Halls</u>				
Fox Glacier Hall	\$10,186.00	\$10,186.00	\$0.00	Completed
Franz Josef Hall	\$149,432.00	\$149,432.00	\$0.00	Underway
Haast Hall	\$56,309.00	\$55,309.00	-\$1,000.00	Underway
Harihari Hall	\$11,697.00	\$0.00	-\$11,697.00	On hold
Civil Defence Welfare	\$41,879.00	\$41,879.00	\$0.00	Underway
Ross Swimming Pool	\$40,000.00	\$40,000.00	\$0.00	Completed
Greypower Hall	\$45,426.00	\$34,500.00	-\$10,926.00	Completed
Hokitika Regent Theatre	\$88,580.00	\$88,580.00	\$0.00	Underway
Kokatahi Hall	\$46,334.00	\$46,334.00	\$0.00	Underway
Kowhitirangi Hall	\$9,290.00	\$8,230.00	-\$1,060.00	Completed
Okuru Hall	\$51,860.00	\$51,860.00	\$0.00	Underway
Ross Hall	\$65,300.00	\$85,300.00	+\$20,000.00	Underway
Waitaha Hall	\$16,201.00	\$16,201.00	\$0.00	Underway
Whataroa Hall	\$7,503.00	\$12,000.00	+\$4,497.00	Completed
Carnegie	\$260,000.00	\$260,000.00	\$0.00	Completed
Portfolio Total	\$899,997.00	\$899,811.00		
<u>Community Funding</u>				
Bruce Bay Community Hall	\$46,035.00	\$40,000.00	-\$6,035.00	Completed
Whataroa Community Association	\$78,882.00	\$78,882.00	\$0.00	Completed.
West Coast RDA – Arena Surface	\$57,234.00	\$57,234.00	\$0.00	Underway
West Coast RDA – Electrical works	\$35,733.00	\$35,733.00	\$0.00	Underway
Fox Arboretum	\$3,680.00	\$44,000.00	+\$40,320.00	Completed
Lake Kaniere Civil Defence	\$43,633.00	\$43,633.00	\$0.00	Completed
Kumara Civil Defence	\$39,964.00	\$39,964.00	\$0.00	Underway
Kumara Gentle Annie	\$29,115.00	\$29,115.00	\$0.00	Underway
Ross Civil Defence	\$24,559.00	\$23,300.00	-\$1,259.00	Completed
Harihari Civil Defence	\$22,944.00	\$45,944.00	+\$23,000.00	Completed
Otira Civil Defence	\$14,593.00	\$14,593.00	\$0.00	Underway
Lazar Park Hall	\$103,628.00	\$47,000.00	-\$56,628.00	On hold
Portfolio Total	\$500,000.00	\$499,398.00		

Community Funding

Project	Budget	Spent to Date	Open P/O	Project Update	Photos/Plans
Bruce Bay Hall Improvements	\$46,035.00	\$39,895.73 (Under budget)	\$0.00	Project finished. Works completed include the wooden floors being sanded and coated in polyurethane. New vinyl flooring and new windows installed throughout the hall.	
Fox Glacier Arboretum	\$3,680.00	\$43,275.11	\$0.00	Project finished. The official opening for the Arboretum was on May 4 th . This community event was a great success. The garden is a fantastic asset to the town.	
Harihari Civil Defence Plan	\$22,944.00	\$19,579.61 (Under budget)	\$0.00	Project finished. Two water tanks were purchased for the community to install. Bulk dry food supplies were purchased for the community civil defence group.	


Lake Kaniere Civil Defence	\$43,633.00	\$38,275.50	\$3,066.74	Project finished. Stopp digging installed the screws in April and both shipping containers were delivered to site in May.	
Lions Club Lazar Park Hall	\$103,628.00	\$47,000.00	\$0.00	Project on hold due to only tender received being significantly over budget.	
West Coast RDA, Arena Surface	\$57,234.00	\$37,200.00	\$15,000.00	Fibre bales arrived on site at the end of November. Henry Adams contracting installed a compacted river gravel pad for the new surface to be installed on.	
West Coast RDA, Arena Electrical Works	\$35,733.00	\$32,004.00	\$0.00	Majority of the electrical material has been ordered and some work has begun on site.	
Kumara Gentle Annie Track Extension	\$29,115.00	\$18,444.54	\$5,078.00	Fantastic progress has been made on the track. The project is on track to be completed by June 2024.	
Kumara Hall Resilience Container	\$39,964.00	\$16,416.67	\$1,533.37	Stopp digging installed the screws in April and the shipping container will be delivered to site in May. Remaining budget is being used to fit out civil defence container.	
Otira Civil Defence Hub	\$14,593.00	\$7,456.92	\$1,000.00	Stopp digging are expected to install the screws for the container by the end of May. The shipping container can then be scheduled to be installed on site.	
Ross Civil Defence Hub	\$24,559.00	\$22,293.13 (Under budget)	\$0.00	Project finished. The water tanks and generator have been installed.	

Whataroa Civil Defence Infrastructure	\$78,882.00	\$54,000.26	\$9,631.31	Project finished. CAT DE50EO generator purchased. Community to build shed for generator to be installed inside. Two Shipping containers have been delivered to site. Stop digging has installed the screws and Aotea has commissioned the generator.	
Total	\$500,000.00	\$375,841.47	\$35,309.42		

Township Development

Project	Budget	Spent to Date	Open P/O	Project Update	Photos/Plans
Hokitika Swimming Pool	\$690,000.00 (BOF Contribution)	\$690,000.00 (BOF Contribution) \$5,338,920.54 (Entire project)	\$0.00	Council adopted to reallocate the entire Township Development fund to the Hokitika Swimming Pool. All works funded by the Better Off funds have been completed. These works include the new pool liner and the new pump/filtration room. \$690,000.00 fully claimed.	
Total	\$690,000.00	\$690,000.00	\$0.00		



Community Resilience


Project	Budget	Spent to Date	Open P/O	Project Update	Photos/Plans
Civil Defence Com Supplies for Welfare sites in Westland	\$200,000.00	\$171,136.67	\$10,000.00	<p>All satellite communication kit equipment and 19 community Starlink internet kits have been delivered to each welfare center.</p> <p>Due to greater than expected cost savings the original project scope has been increased.</p> <p>Nelspecs have been contracted to supply and install new Tait base radios at all welfare centres. Some centres which require a roof mounted aerial will also have these installed.</p>	
Total	\$200,000.00	\$171,136.67	\$10,000.00		

Culture and Heritage

Project	Budget	Spent to Date	Open P/O	Project Update	Photos/Plans
Westland Anniversary – 150 years Celebration	\$200,000.00	\$177,460.88	\$4,504.25	<p>Destination Hokitika contracted Zane Smith to lead this project for the community.</p> <p>Some works completed to date include the 150 Years of Connection branding, supporting the Ofira Tunnel 100-year commemorations, designing a website and the new 2023/2024 Hokitika brochure design.</p> <p>The group is currently working on developing a Heritage App for Westland.</p>	
Hokitika Regent Theatre Upgrade	\$36,000.00	\$3,622.86	\$6,377.14	The Hokitika Regent Theatre has experienced project delays for the first 12months. A new project manager has been appointed and some works have begun on site.	
Hokitika Town Clock	\$15,000.00	\$4,298.23	\$14,500.00	Initial structural report site visit completed. Waiting for the final report. Council has requested the engineer provide a detailed design and scope of work for the clock.	
Carnegie Fit-out	\$50,000.00	\$21,236.89	\$66,723.56	Funding was reallocated to Carnegie Fit-out to help offset rate payer contribution to overall Carnegie fit-out project.	
Westland Industrial Heritage Park	\$199,000.00	\$176,263.31	\$20,689.13	Shed one is complete. The project is experiencing delays due to not receiving a building consent for shed 2. We expect to receive the building consent in May to then progress forward with the project. The kitset for shed 2 has been purchased.	
Total	\$500,000.00	\$382,882.17	\$112,794.08		

Community Halls

Project	Budget	Spent to Date	Open P/O	Project Update	Photos/Plans
Carnegie Strengthening Project	\$260,000.00	\$260,000.00 (BOF Contribution) \$2,846,708.78 (Entire Project)	\$0.00	Project finished.	
Fox Glacier Hall	\$10,186.00	\$10,146.13 (Under budget)	\$0.00	Project finished. Grant Gibb Construction has installed a new disability carpark at the front entrance to the Fox Glacier Hall.	
Franz Josef Hall	\$149,432.00	\$21,235.59	\$16,283.93	Seismic assessment complete. Waiting for the Seismic report to be completed. Once received council will be able to scope the project. Geotech and structural design report received.	
Haast Hall	\$56,309.00	\$10,152.75	\$21,919.07	Seismic assessment complete. Council has requested contractors to price the work required.	
Harihari Hall	\$11,697.00	\$543.62	\$0.00	Community had already completed the work. Project not required.	
Civil Defence Welfare	\$41,879.00	\$19,251.93	\$1533.37	Project rescoped. Working with Okarito community to install a civil defence container on road reserve. Stop Digging has installed the screws onsite. The container will be installed in May.	
Ross Swimming Pool	\$40,000.00	\$40,000.00 (BOF Contribution) \$40,236.88 (Entire project to date)	\$0.00	Project finished. Structural steel works have been completed at the swimming pool. Due to greater than expected cost savings the original project scope was increased. The remaining budget was used to install new hand dryers in the changing rooms as well as do some painting around the building.	
Grey Power Hall	\$45,426.00	\$34,065.71 (Under budget)	\$0.00	Project finished. New windows have been installed.	

Hokitika Regent Theatre	\$88,580.00	\$39,602.80	\$20,961.96	Repainted the exterior front wall of the theatre, repaired and reglazed the projections room art-deco window. Exterior building scaffolding removed. Project expected to make significant progress in next few months now that the theatre's peak summer season has finished.	
Kokatahi Hall	\$46,334.00	\$9,909.27	\$12,264.00	Seismic assessment complete. Waiting for the Seismic report to be completed. Once received council will be able to scope the project. Electrical upgrades have been completed to the switchboard on site.	
Kowhitirangi Hall	\$9,290.00	\$8,227.92 (Under budget)	\$0.00	Project finished. Matt Fairmaid installed replacement windows in the hall. Better Off Funding covered the small shortfall left from a lotteries grant.	
Okuru Hall	\$51,860.00	\$17,831.31	\$25,596.44	Seismic assessment complete. Waiting for the Seismic report to be completed. Once received council will be able to scope the project.	
Ross Hall	\$65,300.00	\$1,381.08	\$0.00	Cladding samples were taken, and the test results came back positive for asbestos. Contractor appointed to replace asbestos cladding. Starting on site at the end of May.	
Waitaha Hall	\$16,201.00	\$12,553.31	\$3,000.00	Water tanks installed. Small jobs around hall still to be completed.	
Whataroa Hall	\$7,503.00	\$11,761.11	\$0.00	Project finished. Aotea Electrical installed two new heat pumps in the hall.	
Total	\$900,000.00	\$496,662.53	\$89,294.77		

Report to Council



DATE: 30 May 2024
TO: Mayor and Councillors
FROM: Finance Manager

FINANCIAL PERFORMANCE – April 2024

1. Summary

- 1.1. The purpose of this report is to provide an indication of Council's financial performance for the month to 30 April 2024.
- 1.2. This issue arises from a requirement for sound financial governance and stewardship with regards to the financial performance and sustainability of a local authority.
- 1.3. Council seeks to meet its obligations under the Local Government Act 2002 and the achievement of the District Vision adopted by the Council in June 2021, which are set out in the Long Term Plan 2021 - 31. Refer page 2 of the agenda.
- 1.4. This report concludes by recommending that Council receive the financial performance report to 30 April 2024.

2. Background

- 2.1. Council receives monthly financial reporting so that it has current knowledge of its financial performance and position against budgets. A more detailed performance report is presented to the Risk and Assurance Committee (R&A Committee), previously known as the Audit and Risk Committee, on a quarterly basis which includes non-financial information against KPI's adopted through the Long Term Plan.

3. Current Situation

- 3.1. The information in the report is of a summarised nature, with only permanent variances over \$25,000 having comments. Temporary differences which are mainly budget phasing are not commented on as these will either approximate budget by the end of the financial year, or become a permanent variance which will be noted.
- 3.2. With the inclusion of the sustainability report, it is not necessary to include such detail to Council in the financial report, as the key business indicators are included in the sustainability report. A number of these indicators make up part of the covenants required to be reported half-yearly to the Local Government Funding Agency.

- 3.3. The financial performance report to 30 April 2024 is attached as **Appendix 1** and contains the following elements;
- 3.3.1.Sustainability report
 - 3.3.2.Statement of Comprehensive Revenue and Expense
 - 3.3.3.Notes to the Statement of Comprehensive Revenue and Expense
 - 3.3.4.Revenue and Expenditure Graphs
 - 3.3.5.Funding Impact Statement
 - 3.3.6.Statement of Financial Position
 - 3.3.7.Debtors
 - 3.3.8.Debt position
 - 3.3.9.Capital Report

4. Options

- 4.1. Option 1: That Council receives the Financial Performance Report to 30 April 2024.
- 4.2. Option 2: That Council does not receive the Financial Performance Report to 30 April 2024.

5. Risk Analysis

- 5.1. Risk has been considered and no risks have been identified in receiving the report, however if Council did not receive the report, it could be perceived that there was a lack of financial stewardship leading to reputational risk and conduct risk.

6. Health and Safety

- 6.1. Health and Safety has been considered and no items have been identified.

7. Significance and Engagement

- 7.1. The level of significance has been assessed as being low as the report is for information purposes only.
- 7.2. No public consultation is considered necessary

8. Assessment of Options (including Financial Considerations)

- 8.1. Option 1: The Council receives the report. This report is to inform Council on the monthly financial position and to encourage financial stewardship.
- 8.2. Option 2: If the Council does not receive the report there will be no oversight of the financial position of Council or whether the costs of Council are being managed in line with budgets.
- 8.3. There are no financial implications to these options.

9. Preferred Option(s) and Reasons

9.1. The preferred option is Option 1.

9.2. The reason that Option 1 has been identified as the preferred option is that the report is administrative in nature and to do nothing could create risks to council. Council would be carrying out its administrative stewardship in receiving the report.

10. Recommendation(s)

10.1. That the Financial Performance Report for 30 April 2024 be received.

Lynley Truman
Finance Manager

Appendix 1: Finance Performance Report for 30 April 2024

Appendix 1

WESTLAND
District Council | Te Kahui o Poutini



Financial Performance

Year to 30 April 2024

Contents

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Sustainability Report

Total revenue	Total expenditure	Total surplus/(deficit)
\$29.88M	\$28.40M	\$1.48M
Is 8.60% more than the total budget of \$27.51M	Is 6.85% more than the total budget of \$26.58M	Is 58.68% more than the total budget of \$0.93M

SUSTAINABILITY

Rates to operating revenue **52.90%**

Rates Revenue	\$15.81M
Operating Revenue	\$29.88M

52.9% of operating revenue is derived from rates revenue. Rates revenue includes penalties, water supply by meter and is gross of remissions. Operating revenue excludes vested assets, and asset revaluation gains.

Balanced budget ratio **105.21%**

Operating revenue	\$29.88M
Operating expenditure	\$28.40M

Operating revenue should be equal or more than operating expenditure. Operating revenue excludes vested assets and asset revaluation gains. Operating expenditure includes depreciation and excludes landfill liability and loss on asset revaluations. Year to date revenue is 105.21% of operating expenditure.

Interest to rates revenue (LGFA Cov.) **2.66%**

Net interest and finance	\$0.42M
Rates Revenue	\$15.81M

2.66% of rates revenue is paid in interest. Our set limit is 25% of rates revenue. Net interest is interest paid less interest received. 2.66% indicates that interest revenue is less than interest expense. Rates revenue includes penalties, water supply by meter and gross of remissions.

Interest to operating revenue **1.41%**

Net Interest and finance	\$0.42M
Operating revenue	\$29.88M

1.41% of operating revenue is paid in interest. Our set limit is 10% of operating revenue. Net interest is interest paid less interest received. 1.41% indicates that interest revenue is less than interest expense.

Liquidity Risk (LGFA Cov.) **128.00%**

Gross debt	\$30.32M
Undrawn committed facilities	\$3.98M
Cash and cash equivalents	\$7.91M

The liquidity risk policy requires us to maintain a minimum ratio of 110% which is also an LGFA covenant. Council's current liquidity risk is 128%.

Essential services ratio **67.71%**

Capital expenditure	\$3.68M
Depreciation	\$5.44M

Capital expenditure should be equal to or more than depreciation for essential services. Year to date capex is 67.71% of depreciation. Essential Services (ES) are Water Supply, Wastewater, Stormwater, and Roding. Capital expenditure is lower than Depreciation by 1.76M due to the following:

- Expenditure on Roding assets was brought forward into the 2022-23 financial year. This has had an impact of limiting current year expenditure by \$0.55M.
- Delays in receiving invoices, which has lead to outstanding purchase orders relating to ES projects totalling \$0.78M.
- Asset revaluations at the end of the 2022-23 financial year lead to a 6.18% increase in value of ES assets, which means an increase in depreciation totalling approximately \$0.43M.

Statement of Comprehensive Revenue and Expenditure

	Notes	Full Year Forecast (\$000)	Full Year Budget (\$000)	YTD Budget (\$000)	Actual YTD (\$000)	Variance YTD (\$000)	Var/Bud %
Revenue							
Rates	01	19,209	19,266	15,863	15,806	(58)	(0.36%)
Grants and subsidies	02	10,279	9,843	8,530	8,966	437	5.12%
Interest Revenue	03	989	268	224	944	721	322.44%
Fees and Charges	04	2,651	2,232	1,890	2,308	418	22.13%
Other revenue	05	2,083	1,235	1,006	1,854	848	84.32%
Total operating revenue		35,210	32,844	27,512	29,879	2,367	8.60%
Expenditure							
Employee Benefit expenses	06	6,396	6,274	5,228	5,350	122	2.34%
Finance Costs	07	1,553	1,130	942	1,365	423	44.85%
Depreciation	08	8,569	9,331	7,776	7,014	(762)	(9.80%)
Other expenses	09	17,680	15,643	12,634	14,671	2,037	16.12%
Total operating expenditure		34,197	32,378	26,580	28,399	1,819	6.85%
Operating Surplus/(Deficit)		1,013	466	932	1,479	547	59%

Notes to the Statement of Comprehensive Revenue and Expenditure

Comments are provided on permanent variances over \$25,000.

01 Rates

Variance is due to revenue from metered water charges being lower than forecast.

02 Grants and subsidies

Of the grant revenue received to date, \$3.2M relates to the Hokitika Swimming Pool redevelopment project. Capital grants relating to Transport are below budget by \$1.1M due to low capital spend this year.

All further variances relate to either timing or unbudgeted grants, including unbudgeted MTFJ grants which total to \$352k, and an unbudgeted grant for a Fox Glacier Water Treatment Plant upgrade \$156k.

03 Interest Revenue

Interest on swaps is \$374k over budget, while the rest of the variance (\$346k) is attributable to interest from our term deposits and the current account. The total variance of \$721k more than offsets the adverse increase of \$423k in finance costs against budget.

04 Fees and charges

Building and resource consent fees are over by \$147k and \$95k respectively due to higher consent numbers than anticipated as well as higher complexity (leading to more hours charged). This is offset by the variance in consent processing costs (\$174k over). Waste disposal levy payments are \$87k over, refuse site fees for rubbish removal to Butlers Landfill are \$54k over, both due to higher than expected tourist numbers and escalations.

05 Other Revenue

Non-cash gain on swaps is \$752k above budget. This is offset by loss on swaps mentioned in note 09. Unbudgeted cost recoveries relating to 3-Waters total \$200k.

06 Employee benefit expenses

Salary cost is relatively on track with budget.

07 Finance Costs

This is largely made up of interest expenses on our loans. While finance costs are over budget by \$423k due to higher than expected interest rates, these costs are more than offset by interest revenue, as noted above.

08 Depreciation

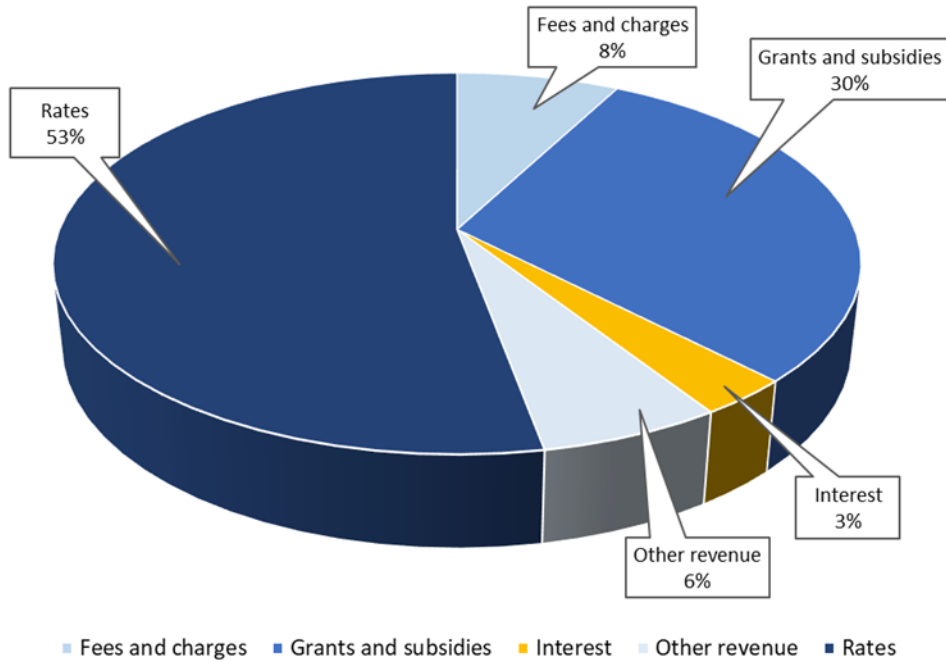
A number of depreciation rates were adjusted in line with our depreciation policy after the budget was set. This included our Bridge (Roading) assets where the adjustment resulted in a decrease in annual depreciation by approximately \$505k.

09 Other expenses

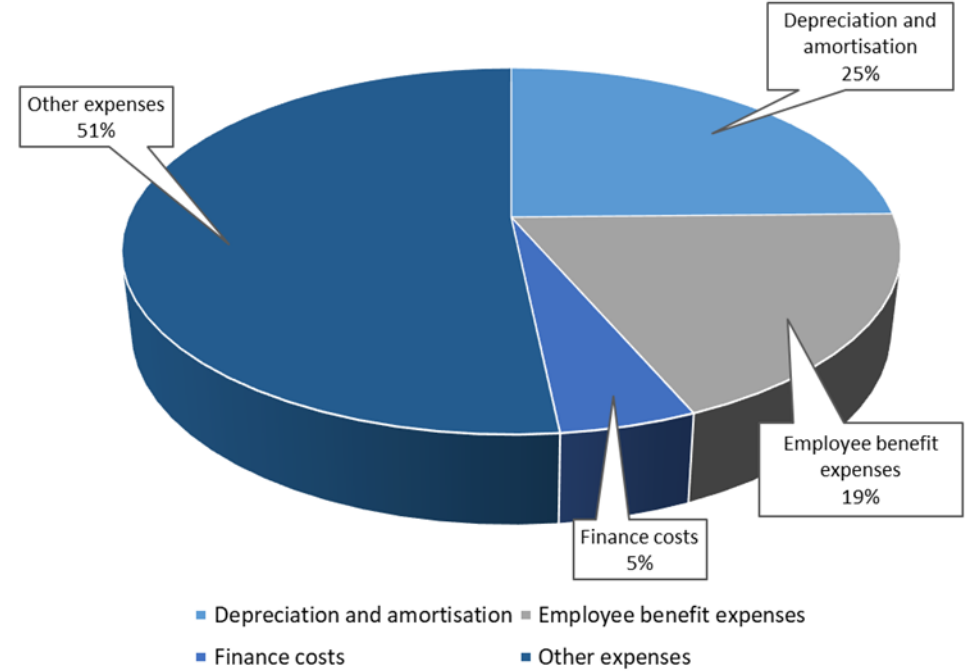
- Non-cash loss on swaps is over budget \$682k due to drops in swap rates.
- Maintenance of Water Services assets is over by \$530k due to additional sampling costs not budgeted for, as well as asset failures.
- Maintenance of Waste Water assets is over by \$161k. \$52k of this is due being undercharged for blockages costs dating back to November 2022. The rest relates to higher than expected escalation costs.
- Unbudgeted, fully funded MTFJ costs total \$178k.
- Land assets were disposed of/derecognized after we performed a historical wash-up of our asset register. Land was either merged with other land, deemed abandoned, or transferred to our CCOs. This resulted in a non-cash expense totalling \$158k.
- Resource and Building consent processing costs are \$133k and \$41k over respectively due to the increasing volume of consents being applied for. This is offset by the fees mentioned in note 04.
- Hokitika refuse collection costs are \$97k over due to escalations & increasing quantity of recycling.
- 3 waters transition consultancy is \$74k over - offset by recoveries mentioned in note 05.

Revenue & Expenditure Graphs

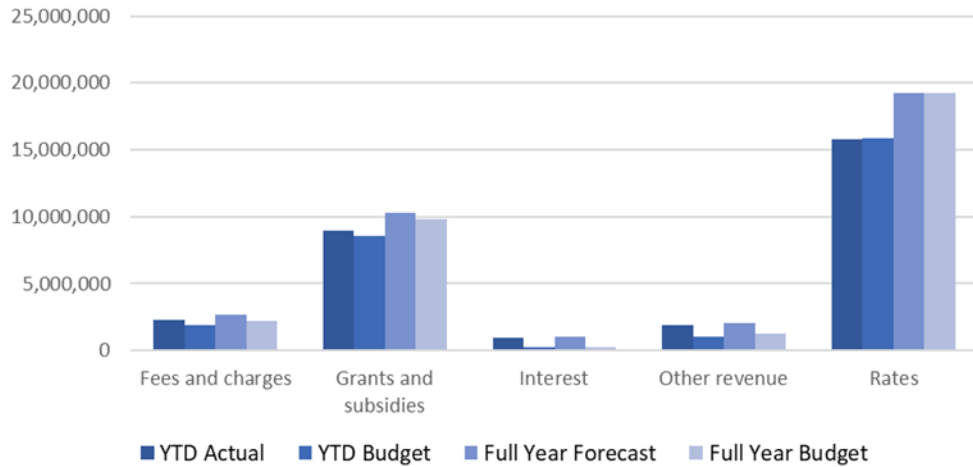
Operating Revenue Actual Year to April



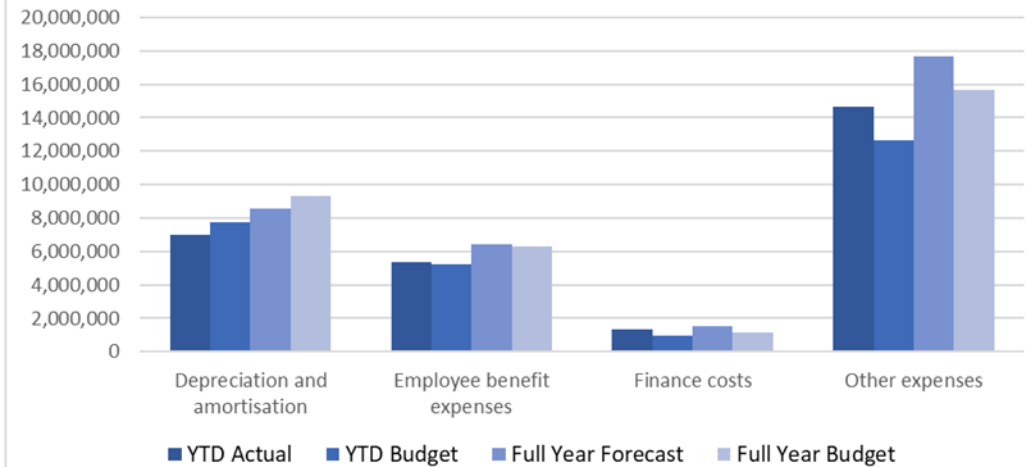
Operating Expenditure Actual Year to April



Operating Revenue



Operating Expenditure



Funding Impact Statement

Funding Impact Statement for Whole of Council				
	2023 Annual Plan \$000	2023 Annual Report \$000	2024 Annual Plan \$000	2024 Actual \$000
(SURPLUS) / DEFICIT OF OPERATING FUNDING				
Sources of Operating Funding				
General rates, uniform annual general charges, rates penalties	8,982	8,889	11,131	9,311
Targeted Rates	10,245	9,878	8,135	6,495
Subsidies and grants for operating purposes	2,135	3,867	2,638	2,427
Fees and charges	2,037	2,254	2,232	2,316
Interest and dividends from investments	257	1,050	518	1,144
Local authorities fuel tax, fines, infringement fees, and other receipts	1,084	2,649	985	1,646
Total Operating Funding (A)	24,740	28,588	25,639	23,339
Applications of Operating Funding				
Payments to staff and suppliers	19,950	23,011	21,916	19,836
Finance Costs	986	1,395	1,130	1,361
Total Applications of Operating Funding (B)	20,936	24,407	23,047	21,197
Surplus/(Deficit) of Operating Funding (A - B)	3,804	4,181	2,592	2,142
(SURPLUS) / DEFICIT OF CAPITAL FUNDING				
Sources of Capital Funding				
Subsidies and grants for capital expenditure	9,156	3,992	7,205	6,540
Development and financial contributions	-	-	-	-
Increase (decrease) in debt	5,941	(3,000)	6,887	-
Gross proceeds from sale of assets	-	12	-	8
Total Sources of Capital Funding (C)	15,097	1,004	14,092	6,548
Application of Capital Funding				
Capital Expenditure:				
- to meet additional demand	1,735	666	252	361
- to improve the level of service	14,250	4,929	10,600	5,933
- to replace existing assets	12,537	6,266	9,770	3,391
Increase (decrease) in reserves	(9,770)	(6,675)	(3,937)	(995)
Increase (decrease) of investments	149	-	-	-
Total Applications of Capital Funding (D)	18,901	5,185	16,684	8,689
Surplus/(Deficit) of Capital Funding (C - D)	(3,804)	(4,181)	(2,592)	(2,142)
Funding Balance ((A - B) + (C - D))	-	-	-	-

Statement of Financial Position

	At 30 April 2024 \$000	Annual Plan 2023/24 \$000	Actual 2022/2023 \$000
Assets			
Current assets			
Cash & cash equivalents	4,576	4,311	8,378
Debtors & other receivables	6,257	3,135	2,809
Tax receivable	-	-	-
Derivative financial instruments	157	12	53
Other financial assets	3,571	-	48
Total Current Assets	14,561	7,458	11,288
Non-current assets			
Council Controlled Organisation	12,695	12,695	12,695
Deferred Tax	176	137	176
Intangible assets	127	225	151
Assets Under Construction	18,202	10,781	9,571
Derivative financial instruments	705	493	1,052
Other Financial Assets	646	771	553
Property, Plant and Equipment	509,523	516,239	515,647
Total Non-current assets	542,074	541,340	539,845
Total Assets	556,635	548,797	551,133
Liabilities			
Current liabilities			
Creditors & other payables	1,562	2,863	4,001
Employee benefit liabilities	766	507	521
Borrowings	3,500	-	3,000
Derivative financial instruments	-	-	-
Other	3,308	1,475	595
Total Current Liabilities	9,136	4,846	8,116
Non-current liabilities			
Deferred Tax	-	-	-
Employee benefit liabilities	34	36	30
Provisions	3,335	2,821	3,335
Borrowings	26,818	36,180	23,818
Derivative financial instruments	-	-	-
Total Non-Current Liabilities	30,187	39,038	27,183
Total Liabilities	39,323	43,883	35,299
Net Assets	517,312	504,914	515,833

	At 30 April 2024 \$000	Annual Plan 2023/24 \$000	Actual 2022/2023 \$000
Equity			
Retained Earnings	174,037	179,854	172,412
Restricted Reserves	10,073	6,481	10,073
Revaluation reserves	333,025	318,402	333,170
Other comprehensive revenue and expense reserve	177	177	177
Total Equity	517,312	504,914	515,833

Debtors 30 April 2024

30/04/2024

Type	Over 90 Days	60-90 Days	30-60 Days	Current	Total (\$)
Building Consents	34,901	2,835	16,766	32,888	87,390
Building Warrants	1,707	-	1,156	798	3,662
Resource Consents	19,715	1,575	16,575	39,825	77,690
Sundry Debtors	41,796	5,311	227,465	113,261	387,834
Grant Debtors	497,986	73,046	-	34,500	605,531
Grand Total	596,105	82,767	261,963	221,273	1,162,106

30/04/2023

Type	Over 90 Days	60-90 Days	30-60 Days	Current	Total (\$)
Building Consents	23,793	1,543	18,171	22,813	66,319
Building Warrants					-
Resource Consents	4,815	275	6,200	30,415	41,705
Sundry Debtors	11,878	86,924	47,852	95,941	242,595
Grant Debtors	-	-	72,449	248,023	320,472
Grand Total	40,485	88,742	144,672	397,191	671,091

Grants outstanding as at 30/04/2024

Date Invoiced	Project	Total (\$)
6/11/2023	Better off Funding - Hokitika Swimming Pool	434,043
20/12/2023	Better off Funding - Community Halls	63,942
22/02/2024	Custom House Restoration claim	73,046
30/04/2024	Final claim for Westland Industrial Heritage Park reseal project	34,500
		605,531

Rates Debtors 30 April 2024

Rates Debtors at 31 March 2024 **537,799**

Rates instalment	4,930,462.35	
Less payments received	(676,644.27)	
Paid in advance change	(1,069,158.65)	
Previous years write off's	-	
Write off's	(403.97)	
Penalties	(75.54)	
Discounts	-	
Court Cost	-	
		3,184,179.92

Total Rates Debtors at 30 April 2024 **3,721,978.82**

Arrears included above at 30 April 2024	3,721,979	
Arrears at 30 April 2023	3,614,642	
Increase/(decrease) in arrears		107,337

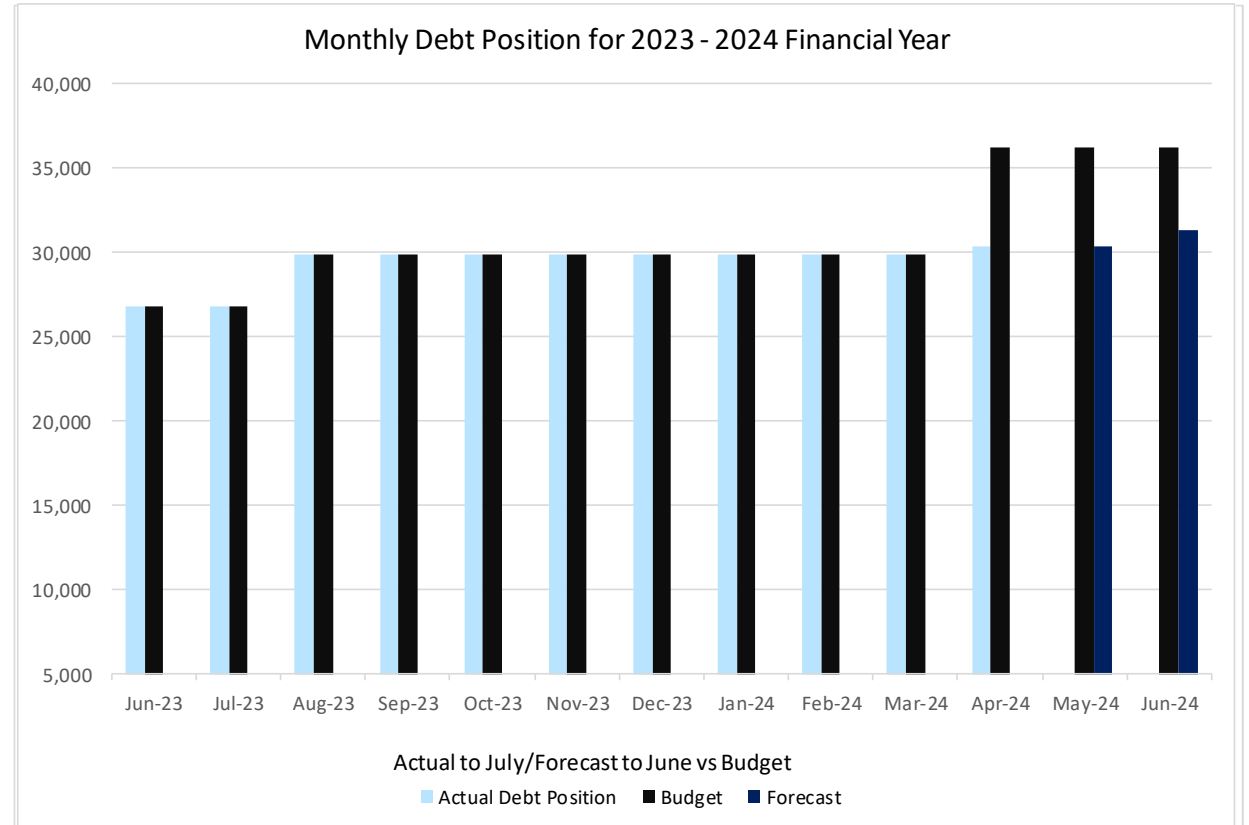
Debt Position

Debt Position 2023/2024 (\$000)

	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24
Actual Debt Position	26,818	26,818	29,818	29,818	29,818	29,818	29,818	29,818	29,818	29,818	30,318		
Budget	26,818	26,818	29,818	29,818	29,818	29,818	29,818	29,818	29,818	29,818	36,180	36,180	36,180
Forecast												30,318	31,318

Forecast Debt Position for 2023-2024 Financial Year

Forecast as at	Jun-24
Opening Balance	26,818
Loan funded capex forecast	7,500
Forecast repayments 2023-24	-3,000
Forecast balance June 2024 per AP	31,318



Capital Expenditure

Capital Projects 2023/24 As at 30/04/2024			
Project / Activity	YtD Expenses	Carry f/wd + Annual Plan	Forecast
	\$0	\$0	\$0
Leadership	212,801	512,049	338,594
Planning & Regulatory Services	33,670	1,560,708	28,058
Library & Museum	99,161	886,532	890,869
Water Supply	1,431,170	1,954,048	2,049,747
Waste Water	380,438	1,586,805	933,442
Solid waste	125,700	822,760	857,400
Storm water	165,363	228,340	212,440
Cemeteries	40,504	98,150	106,167
Swimming pools	2,892,050	2,197,950	2,892,050
Facilities & leisure services - other	481,606	2,498,835	1,146,066
Parks & reserves	1,548,737	6,986,596	5,612,404
Land transportation	1,501,330	3,741,538	2,242,905
Better Off Funded Projects	720,144	1,499,404	1,389,435
Less Operational Better Off Funding	327,807	615,893	551,704
Total Less Operational Better Off Funding	392,337	883,511	837,731
Unbudgeted capital expenditure	366,412	0	366,412
Funded Projects	12,887	0	0
Total	10,011,975	24,573,714	19,065,990
Total Less Operational Better Off Funding	9,684,168	23,957,821	18,514,286

For full details, please refer to report from District Assets.

Report to Council



DATE: 30 May 2024
TO: Mayor and Councillors
FROM: Transportation Manager

Speed & Traffic Counting for Hans Bay Road & Okarito Village

1. Summary

- 1.1. The purpose of this report is to provide an update to Council on the outcomes from seasonal traffic/speed monitoring carried out specifically in Hans Bay Road and Okarito Village.
- 1.2. This issue arises from the Lake Kaniere Community Association (LKCA) requesting council installs 2 additional speed humps on Hans Bay Road and the Okarito Community requesting Council consider installing speed humps through the main village to replace the community installed speed control devices.
- 1.3. Council seeks to meet its obligations under the Local Government Act 2002 and the achievement of the District Vision adopted by the Council in June 2021, which are set out in the Long Term Plan 2021 - 31. Refer page 2 of the agenda.
- 1.4. This report concludes by recommending that Council endorses the installation of additional speed humps along Hans Bay Road and new Speed Humps in Okarito Village.

2. Background

- 2.1. In February 2023 LKCA met with the Mayor, Cr Burden and several Council Staff to raise a concern about poor driver behaviour in Hans Bay area during the busy preceding summer period (December/January). Speed was the main concern as residents had observed numerous vehicles exceeding the 30km/h seasonal posted speed limit along Hans Bay Road. During the meeting it was suggested that as DOC also manage the Lake front Road that there could be some DOC involvement in an overall solution for the area but until such time as the data was available there would be little point following this up directly. To help identify/quantify the issue a traffic classifier was installed from 9 February til 12 April 2023. This classifier is able to record vehicle quantities, speed and vehicle type and provide a range of detailed reports from the data collected. Refer to appendices of reports created.

A general summary of the findings is indicated (below):

A counter was installed on 9 February 2023 and collected on 12 April 2023 and from the data collected the summary of findings is as follows:

Total traffic volume = 9934 (160 Vehicles/day)

Max recorded speed = 82km/h @ 1200hrs (Vehicle Type, Bus/MCV therefore possibly count error)

Average Speed = 25km/h

85%ile Speed = 32.94 km/h

95%ile Speed = 39.06 km/h

% exceeding 30km/h = 23.8%

In the 23/24 Christmas and New Year busy time the Counter was reinstalled from 29 November 2023 and collected 17 January 2024 and this data is as follows:

Total Traffic Volume = 10657 (219 Vehicles/day)

Max recorded speed = 98km/h (1-2 Vehicles @ 1700hrs in this range both Cars. While this is possible the data in the reports also suggests a possible data recording error. due to inconsistencies in the reports)

Average speed = 24km/h

85%ile Speed = 31.5km/h

95%ile Speed = 37.4km/h

% exceeding 30km/h = 19.2%

This second count actually indicates a slightly higher degree of compliance than previous. To date DOC have not been approached as there is no ability to gauge speed on the unsealed section of the lake front road that DOC manage but this is not perceived to be the problem area (by LKCA). Further large-scale development of the general area would also need to be a joint Council/DOC/Community initiative that would require funding and LTP/Annual plan activities created.

- 2.2. During the new Council induction tour the Okarito community mentioned that they would like consideration towards installation of speed control humps along the main road through Okarito. In particular there was a concern regarding the speed in the Southern end of the village as vehicles heading North were going downhill which they believed resulted in a greater increase in speed through this area. In April 2023 and later in November 2023/January 2024 traffic data was collected and the summary of that data is as follows:

Council contractors have carried out 3 specific counts for Okarito. The difference here is that Counts were taken at each end of Okarito Village in order to compare speeds at either end in the first instance (13-24 April 2023) and then a season peak count taken at the Northern End to help gauge the increase over the peak Xmas New Year Period (in this case 29 November 2023 – 19 January 2024.)

Count 1 Northern end results below

Total traffic volume =1564 (147 Vehicles/day)

Max recorded speed = 57.1km/h @ 1800hrs

Average Speed = 26km/h

85%ile Speed = 34.74km/h

95%ile Speed = 40.82km/h

% exceeding 30km/h = 31.2%

Count 2 Southern end results below

Total traffic volume =940 (88 Vehicles/day)

Max recorded speed = 58.5km/h @

Average Speed = 29km/h

85%ile Speed = 36.54km/h

95%ile Speed = 42.66km/h

% exceeding 30km/h = 44.7%

Count 3 Northern end (Seasonal Count) results below

Total traffic volume =13099 (257 Vehicles/day)

Max recorded speed = 64.5km/h @ 2100hrs (recorded by a Car or Light Commercial Vehicle)

Average Speed = 27km/h

85%ile Speed = 34.56km/h

95%ile Speed = 39.96km/h

% exceeding 30km/h = 32.3%

In comparing counts 1 & 3 there is not any significant difference other than the increase in daily traffic volume. Driver behaviour is fairly good with relatively low maximum speeds detected. While the overall %

exceeding 30km/h is close to 1/3rd of the total traffic there is an opportunity to modify this by formally installing rubber movable speed humps (Up to 3 in total) in place of the existing community installed rope style judder bars.

3. Current Situation

- 3.1. In the case of LKCA there has been a request to install 2 additional speed humps. It is believed the LKCA have tried some speed control of their own doing and that may have had a small effect on traffic speed over the more recent summer period. Installation of a further 2 temporary rubber speed control humps could be carried out along with further monitoring to check on the effectiveness of these devices. Presently Hans Bay has a temporary seasonal 30km/h speed restriction with the normal gazetted speed of 50km/h outside of the summer season. No immediate change is proposed here.
- 3.2. Okarito Community for several years appear to have successfully managed speed through their village with little/no assistance from Council other than the gazetting of the whole settlement to 30km/h. The addition of rubber speed humps in the place of the existing mussel rope judder bars and the inclusion of a 3rd speed hump at the Southern end of the village would be a good addition to the area by formalising what the local community have already been doing.

4. Options

- 4.1. Option 1: Endorse the installation of 2 additional rubber speed humps along Hans Bay Road & Replacement of 2 existing mussel rope judder bars with 3 rubber speed humps in Okarito Village, along with associated signage for each and monitor driver behaviour for the following 2024/25 summer season to determine the effectiveness of each installation.
- 4.2. Option 2: Install additional speed warning signage along Hans Bay Road and within Okarito Village and monitor the effectiveness over the 2023/24 Summer period.
- 4.3. Option 3: Status Quo for each location, no additional speed humps or signage but we continue to monitor the situation (seasonally) to determine if there is any kind of trend that could indicate an underlying problem.

5. Risk Analysis

- 5.1. Risk has been considered and there is always an underlying risk that none of the interventions will be successful. In this case the risk is low as inclusion of speed humps is generally an effective way of modifying driver behaviour. Keeping in mind that there is only 2 seasonal sets of data and that is not sufficient to identify any specific trends in driver behaviour.

6. Health and Safety

- 6.1. Health and Safety has been considered and with this area being a shared vehicle/pedestrian location with no separated pedestrian facilities the further reduction of speeds through the area will be of benefit and that has been reflected in the recommendation.

7. Significance and Engagement

- 7.1. The level of significance has been assessed as being Low
 - 7.1.1.No public consultation is considered necessary;

8. Assessment of Options (including Financial Considerations)

- 8.1. Option 1 – Endorse the Installation of 2 additional rubber speed humps along Hans Bay Road and 3 New Rubber Speed humps in Okarito Village. These should have immediate effect on the speed of traffic

through these areas, the slight disadvantage that occurs with all speed humps/judder bars is there will be an increase in traffic noise associated with these devices.

8.1.1. The estimated cost of installing 5 Rubber speed humps in the above locations is estimated to be approximately \$11,500 (including associated signs). Considering the late time within the present financial year this would be an activity that would need to be carried through into the 2024/25 financial year.

8.2. Option 2 – Installation of additional speed warning signage along Hans Bay Road (x2) and within Okarito Village (x3).

8.2.1. The estimated cost of installing additional signage has been estimated at approximately \$2000 and as above would be likely to fall within the 2024/25 financial year.

8.3. Option 3 – Status Quo but continue to monitor driver behaviour on a seasonal basis.

8.3.1. There are no financial implications to this option.

9. Preferred Option(s) and Reasons

9.1. The preferred option is Option 1 to endorse the installation of 2 additional speed humps along Hans Bay Road and 3 new speed humps within Okarito Village (and associated signage).

9.2. The reason that Option 1 has been identified as the preferred option is that it is the most likely to be effective in altering driver speed within each area.

10. Recommendation(s)

10.1. That the report be received.

10.2. That Council adopts Option 1 and endorses the installation of 2 additional speed humps on Hans Bay Road and 3 new Speed Humps in Okarito Village.

Karl Jackson
Transportation Manager

Appendices : Appendix 1 – Draft Speed Management Plan Westland Feedback.pdf

Summary of Feedback from Draft Regional Speed Management Plan. (Westland Submissions)

In March/April the Draft Regional Speed Management Plan was publicly consulted on. The outcome of this consultation is yet to be considered by the Regional Transport Committee at their next meeting in July 2024. The below data is a summary only of the questions asked in the consultation document. Questions 1-3 cover demographic information and Question 9 was a free text comments field. These have been excluded from this summary provided below.

Q4 : How safe to you feel current speed limits are in the West Coast Region?

Row Labels	Count of Feedback No.	% Feedback
Neutral	9	14.52%
Safe	12	19.35%
Unsafe	17	27.42%
Very Safe	5	8.06%
Very unsafe	16	25.81%
(blank)	3	4.84%
Grand Total	62	100.00%

Q5 : Our Speed Management Plan aims to reduce the harm an severity of injuries caused when accidents happen on our roads. Do you agree with this general aim?

Row Labels	Count of Feedback No.	% Feedback
Agree	29	46.77%
Disagree	7	11.29%
Strongly agree	19	30.65%
Strongly disagree	5	8.06%
(blank)	2	3.23%
Grand Total	62	100.00%

Q6 : What do you think should happen to speed limits on our rural local roads?

Row Labels	Count of Feedback No.	% Feedback
Decrease speed	25	40.32%
Increase speed limit	3	4.84%
Keep speed limit the same	32	51.61%
(blank)	2	3.23%
Grand Total	62	100.00%

Q7 : What do you think should happen to speed limits on our urban local roads?

Row Labels	Count of Feedback No.	% Feedback
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Decrease speed	34	54.84%
Increase speed limit	2	3.23%
Keep speed limit the same	24	38.71%
(blank)	2	3.23%
Grand Total	62	100.00%

Q8 : Regulation has required us to lower speeds around all schools in the district by 2027. Do you agree with the proposed approach to lowering local road speeds around schools?

Row Labels	Count of Feedback No.	% Feedback
No	15	24.19%
Yes	46	74.19%
(blank)	1	1.61%
Grand Total	62	100.00%

Report to Council



DATE: 30 May 2024
TO: Mayor and Councillors
FROM: Museum Director

NGĀ WHAKATŪRANGA - MUSEUM REDEVELOPMENT

1. Summary

- 1.1. The purpose of this report is to provide an update on the progress of Ngā Whakatūranga - the Hokitika Museum Redevelopment Project.
- 1.2. This issue arises from a request from Council for a report at the 28 April 2024 Council meeting.
- 1.3. Council seeks to meet its obligations under the Local Government Act 2002 and the achievement of the District Vision adopted by the Council in June 2021, which are set out in the Long-Term Plan 2021 - 31.
- 1.4. This report concludes by recommending that the Council continue to support the approved programme of works and budget for the implementation of Stages II and III of the Ngā Whakatūranga Hokitika Museum Redevelopment Project.

2. Background

- In September 2016, the Hokitika Museum was closed due to a seismic safety assessment.
- In November 2016 Destination Westland Ltd became responsible for the Carnegie Building.
- Staff were relocated to Revell Street and Museum exhibitions dismantled and stored in offsite containers.
- In 2018 management of Hokitika Museum transferred to Destination Westland Ltd and Judith Taylor was appointed as Museum Director. The Research Centre returned to Drummond Hall and the museum re-opened with reduced exhibitions.
- In June 2020 management of Museum (Carnegie and Drummond Hall) and staff returned to Westland District Council.
- In December 2020 the *All Saints Art Auction* is the final museum exhibition displayed in Carnegie Building.
- In April 2021 appointed contractors begin earthquake strengthening works.
- In May 2021 new Director Kararaina Te Ira was appointed and developed the Ngā Whakatūranga Project, which was approved by Council in November 2021.
- In April 2022 unbudgeted parapet work causes further delays to exhibition development which resulted in funds being diverted to meet costs of the additional earthquake strengthening work.
- In anticipation of a new museum building, staff organised public consultation workshops in early 2022, beginning in Kumara and finishing in Haast to engage local communities and learn what is important to them and what stories they wanted to see in their museum.
- Further earthquake strengthening delays occurred due to change of construction team, contractor illness and material shortages.

- In July 2023 new Direct Laureen Sadlier was appointed and commenced a re-evaluation of the Ngā Whakatūrangā Project. At the completion of the restrengthening build and removal of external scaffolding, access to the Carnegie Building was further delayed while awaiting the final Engineers report which was required to progress the granting of a Code Compliance Certificate. This prevented Council signing off Stage I effectively delaying the ability of Museum staff to safely access the Carnegie building to commence Stages II & III. In December 2023, Museum Director Lareen Sadlier and Project Manager Richard Bullet presented an overview of the museum redevelopment to Council. This presentation included project milestones, and exhibitions concept brief, details about the project staff requirements, and a comprehensive fitout program.
- On 22 February 2024, Council approved the budget, timetable, and recruitment of project staff for the development of Stages II & III. After formally gaining the approvals from Council and based on the presented programme, the Museum Team have progressed to the following current status.

3. Current Situation

3.1. Following Council's approval to proceed with engagement/appointment of staff/contractors to enable the approved programme 18 month timeline to be achieved, the following project items/milestones have been achieved, or are in progress:

- All Building Project Consultants procured.
- Base building concept plans completed. Detailed designs are underway.
- Resource Consent (RC) and Building Consent (BC) drawings completed.
- RC drawings and specs sent to Tim Holmes, Heritage Architect for a Heritage Impact Assessment Report.
- RC and BC applications in progress.
- Fire Report completed and updated.
- Construction drawings completed and provided to EJCL for pricing.
- Automated doors designed and costed.
- Joinery concept boards, finishes are being issued to stakeholders for comment/approval.
- Flooring concept with suppliers for costing.
- Window treatment options supplied and are being issued to stakeholders for comment/approval.
- Lighting and electrical options supplied and costed.
- Security scope completed, supply and costing in progress.
- History research consultancy completed.
- Preparation of office space created for new project staff.
- Lead Curator appointed and Māori Researcher in the process of being finalised.
- Digital Policy in progress.
- Audio Visual and Interactive hardware scoped.
- Exhibition concepts, core themes in development.

4. Options

4.1. There are no options for consideration as this is a project report update

5. Risk Analysis

5.1. Risk has been considered and the following risks have been identified if the project were to be impacted by matters outside of the control of Museum Project Staff/Contractors, such as procurement of personnel, resources and/or funding.

- Further delayed opening of Museum.
- WDC & Hokitika Museum Reputation risk.
- Increase in project, design, and build costs.
- Reduced museum offering and service.
- Decrease in customer relationships.

- Decrease in public confidence.
- Staff retention.
- Well being of staff compromised.

6. Health and Safety

- 6.1. Health and Safety has been considered and no items have been identified.
- 6.2. Health and Safety within Design has been taken into account by a parties during all aspects of the design process.
- 6.3. Prior to any work being carried out, a Site Risk Assessment will be completed and all contractors will supply a Site Specific Safety Plan and Task Analysis. This will be reviewed and approved by the project manager before any work proceeds.

7. Significance and Engagement

- The level of significance has been assessed as being high. The Council's Significance Engagement Policy [LGA s76AA (3)] lists the Hokitika Museum Carnegie Building as a Strategic Asset that Council needs to retain if it is to maintain the capacity to achieve or promote an outcome that it determines to be important to the current or future well-being of the community.
- Public consultation was undertaken with 15 workshops carried out within the wider Westland District in 2020 - 2021.

8. Assessment of Options (including Financial Considerations)

- The project is being delivered as detailed in the project timeline and budget approved by Council.
- All costs incurred to date are as detailed in budgeted expenditure.

9. Recommendation(s)

- 9.1. That the report be received.

Laureen Sadlier

Director Hokitika Museum, Regulatory and Community Services

- Appendix 1:** Council Report Hokitika Museum - OA Programme
Appendix 2: Council Report Hokitika Museum – Cost Estimate
Appendix 3: Council Report Hokitika Museum – Team Profile

Hoktika Museum - Interior Fitout
Overall Programme - Issue G 24May 2024

		2024												2025									
		Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct		
1.0 Exhibition																							
1.1 Consultant Procurement Brief	2 weeks	█																					
Complete Brief Appoint Museum Creative	2 weeks	█	█																				
1.2 Procurement of Consultant	4 weeks		█	█																			
1.3 Concept Design	20 weeks				█	█	█	█	█	█	█												
1.4 Developed Design	8 weeks								█	█	█												
1.5 Detailed Design	16 weeks										█	█	█	█	█	█	█	█	█	█			
1.6 Pricing & Tender	5 weeks														█	█	█	█	█	█			
Issue Construction Documents	5 weeks															█	█	█	█	█			
Order / Off Site Manufacture	6 weeks																█	█	█	█	█		
1.7 Construction Period	12 weeks																			█	█		
1.8 Completion & Opening - October 25	3 week																			█	█		
2.0 Base Build																							
2.1 Consultant Procurement	4 weeks	█	█																				
2.2 Concpet Design	4 weeks	█	█	█																			
2.3 Detailed design	2 weeks			█	█																		
2.4 Heritage Design / Impact Assessment	2 weeks				█	█																	
2.5 RC & BC Application / Approval	8 weeks					█	█	█	█	█	█												
2.6 Tender & Pricing	4 weeks						█	█	█	█													
2.7 Off Site Manufacturing	6 weeks							█	█	█	█												
2.8 Construction	12 weeks									█	█	█	█	█	█	█	█	█	█	█			
2.9 Completion / COC	2 weeks																			█	█		





Hokitika Museum - Preliminary Budget Estimate

14th December 2023 - Revised 22/5/24

Initial Estimate of Costs

Budget - Funding \$1,200,000.00 **\$1,200,000.00**

<i>Resource</i>	<i>Estimated</i>	<i>Committed PO - Cost to Date</i>	<i>Invoiced to Date</i>	
Consultants				Notes
Creative Designer				Internal WDC
Lead Curator				Internal WDC
Māori Researcher	\$43,000.00			Internal WDC
Architect/Designer	\$50,000.00	\$2,800.00		ArchitecturalWorkx stage 1 concept
		\$10,120.00		ArchitecturalWorkx stage 2 RC&BC
				ArchitecturalWorkx stage3 Construction
				ArchitecturalWorkx - Shane Johnstone 021 0222 8603 shane@architecturalworkx.co.nz
Structural Engineer	\$20,000.00			Required if walls are removed. Review scissor lift weight.
Project Management		\$66,984.00	\$16,897.40	RDBPM base build work up to Feb-24. \$10,215.40 invoiced to date.
				RDB Project Management - Richard Bullett 021 951 001, richard@rdbpm.co.nz
Fire Report	\$6,300.00	\$6,300.00		TM Consulting - Harry Shaw 021 0827 2964, Harrys@tmco.co.nz
Compliance				
Heritage Consultant	\$10,000.00	\$8,650.00	\$2,750.00	To complete a Heritage Impact assessment, RC application.
				Heritage Works Ltd, Tim Holmes, 021 024 20829, tim.holmes@heritageworks.co.nz
Resource Consent	\$8,000.00			Confirmed with WDC and Heritage NZ.
				Mike Gillie, Heritage NZ, 027 231 6753, Mgillies@heritage.org.nz
Building Consent	\$10,000.00			Confirmed with WDC.
Total Consultants & Compliance	\$398,284.00	\$94,854.00	\$19,647.40	
Based Build Construction				
Alteration Existing doors	\$2,000.00			Remove the existing entry doors and display on site.
Automatic Doors	\$5,500.00	\$16,560.31		Install new automatic glazed doors with seals. Estimate allows for power and connection to fire alarm.
				Design Windows 03 7680834
Foyer Alterations	\$3,500.00			Removal of the glazed wall, timber skirtings and all associated fittings. Make good where items removed.
Permanent Gallery Alterations	\$2,000.00			Alterations to the wall as outlined on the concept plan.
Retail Reception Alterations	\$32,000.00			Alterations as outlined on the concept plan including new reception desk and retail display area.
New Toilet Area Doorway	\$2,500.00			Alterations to the existing doorway as outlined on the sketch concept plan.
Line Fireplace	\$1,800.00			Line existing fireplace, gib, stop and paint.

Screen Windows	\$3,200.00		Install screens to windows that can be removed with remove access louvres to coloured arch window at top.
Install Automated Blinds	\$11,329.52		Window Treatments Window Treatments Commercial Angela Bosch 027 470 1582, angela.bosch@window-treatments.co.nz
Power to window treatments	\$5,000.00		Hardwire power.
Structural Work	\$18,000.00		Structural work associated with removal of the internal walls.
Alteration Fire Protection	\$4,500.00		Only required if the ceilings are changes.
Fire Egress Signage	\$2,400.00		Alterations to the existing affected by changes to the doors.
Alterations HVAC	\$12,000.00		Only required if the ceilings are changed or full height walls are installed.
Flooring	\$52,500.00		Allowance of \$150.00 a square metre overall area 350m2.
Lighting Supply	\$40,000.00	\$89,581.44	Estimates from Specialised LED. Design and supply only. Interior only no exterior.
Lighting Install	\$10,400.00		2 x electricians 80hrs each or two weeks to install =160 @\$65.00.
Painting	\$27,000.00		600m2 of wall at a square metre rate of \$45.00.
POS, Security	\$22,000.00		WDC, Mikhael Schumacher 0272689963, mikhael.schumacher@westlanddc.govt.nz
Projectors	\$22,000.00		
Audio Visual System	\$30,000.00		
Signage Exterior	\$10,000.00		

Other

Sub Total	\$319,629.52	\$106,141.75	\$0.00
Main Contractors Margin 10%	\$31,962.95		
Contingency 8%	\$25,570.36		
Total Construction	\$377,162.83	\$106,141.75	\$0.00
Total Consultants, Compliance, Construction	\$775,446.83	\$200,995.75	\$19,647.40
Remaining for Museum Fitout	\$424,553.17	\$999,004.25	\$1,180,352.60

HOKITIKA MUSEUM

Ngā Whakatūranga - Exhibition and Building Project Team

Exhibitions Redevelopment Team – Director Laureen Sadlier

- Lead Curator - Tania Price
- Māori Researcher – Paul Madgwick
- Exhibition Designer – In progress

Building Project Team – Project Manager Richard Bullet

- Draughtsman - Shane Johnston, Architectural Workx
- Heritage Consultant - Tim Holmes, Heritage Architect
- Facilities and Properties Manager - Jan Visser

Stakeholders Group

- Chief Executive - Simon Bastion
- Group Manager Regulatory & Community Services - Te Aroha Cook
- Group Manager District Assets – Scott Baxendale
- Māori History Expert Advisory Group
- Local History Expert Advisory Group

Exhibitions Redevelopment Team:



Director
Laureen Sadlier



Lead Curator
Tania Price



Māori Researcher
Paul Madgwick

Project Management Team:



Building Project Manager
Richard Bullett



Draughtsman
Shane Johnston



Heritage Consultant
Tim Holmes, Heritage Architect



Jan Visser
Facilities and Properties Manager