



AGENDA

RĀRANGI TAKE

NOTICE OF AN ORDINARY MEETING OF

COUNCIL

to be held on **Thursday 24 August 2023** commencing at **1:00pm** in the Council Chambers,
36 Weld Street, Hokitika and via Zoom

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



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 KAUNIHERA**

MINUTES OF MEETINGS

Minutes circulated separately via Microsoft Teams.

- **Ordinary Council Meeting Minutes – 20 July 2023** (Pages 5-12)

MINUTES TO BE RECEIVED FROM STANDING COMMITTEES:

- **Risk and Assurance Committee Meeting Minutes – 11 May 2023** (Pages 13-17)
- **Cycling & Walking Sub-Committee Meeting Minutes – 18 May 2023** (Pages 18-24)

6. **ACTION LIST**

Simon Bastion, Chief Executive

(Pages 25-26)

7. **NGĀ TĀPAETANGA PRESENTATIONS**

- **Introduction to the New Zealand Motor Caravan Association (NZMCA)** (1.15pm) (Circulated Separately)
Bruce Lochore, Chief Executive Officer, New Zealand Motor Caravan Association
- **Tonkin & Taylor Waste Strategy** - (1.45pm) (Circulated Separately)
Chris Purchas, Tonkin & Taylor

8. **PŪRONGO KAIMAHI STAFF REPORTS**

- **Financial Performance – July 2023** (Pages 27-41)
Cody Nabben, Financial Accountant
- **Hokitika Gorge Lower Suspension Bridge Closure** (Pages 42-68)
Karl Jackson, Transportation Manager
- **Voting Systems** (Pages 69-84)
Lesley Crichton, Group Manager, Corporate Services Risk and Assurance
- **Adoption of Terms of Reference – Hokitika Racecourse Development Working Group** (Pages 85-96)
Scott Baxendale, Group Manager, District Assets

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
1.	Confidential Minutes – 11 July 2023	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.	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))
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 (Schedule 7(2)(b)).
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))
2	Maintain legal professional privilege; or (Schedule 7(2)(g))
2	Enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities; (Schedule 7(2)(h))

**DATE OF NEXT ORDINARY COUNCIL MEETING – 28 SEPTEMBER 2023
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 20 JULY 2023 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 sung by Cr Neale

2. MEMBERS PRESENT AND APOLOGIES

Chairperson	Her Worship the Mayor	
Members		
	Cr Cassin (Deputy)	Cr Baird (via zoom for part of the meeting)
	Cr Burden	Cr Davidson
	Cr Gillett	Cr Manera
	Cr Neale	Cr Phelps

NGĀ WHAKAPAAHA APOLOGIES

Kw Madgwick

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

Kw Tumahai was absent until an apology was received at 3.35pm

STAFF PRESENT

S.R. Bastion, Chief Executive; S. Baxendale, Group Manager District Assets; T. Cook, Group Manager, Regulatory, Planning & Community Services (for part of the meeting); D. Maitland; Executive Assistant, E. Rae, Strategy and Communications Advisor (via zoom); S. Johnston; Governance Administrator.

Also in Attendance:

Paul Zaanen, Senior Project, and Business Development Manager - Joseph & Associates
Jason Mills, Architecture, Graphics & Project Management Associate – Joseph & Associates

3. WHAKAPUAKITANGA WHAIPĀNGA DECLARATIONS OF INTEREST

The Interest Register had been circulated via Microsoft Teams.
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**

There were no urgent items of business not on the Council Agenda.

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

The Minutes of the previous Meetings were circulated separately via Microsoft Teams.

- **Ordinary Council Meeting Minutes – 22 June 2023**
- **Extraordinary Council Meeting Minutes – 30 June 2023**

Moved Cr Burden, seconded Cr Manera and **Resolved** that the Minutes of the Ordinary Council Meeting held on the 22 June 2023 and the Minutes of the Extraordinary Council Meeting held on the 30 June 2023 be confirmed as true and correct records of the meetings.

The Chair **Approved** that their digital signature be added to the confirmed Council Meeting Minutes of 22 June 2023 and Extraordinary Council Meeting Minutes of 30 June 2023.

MINUTES TO BE RECEIVED FROM STANDING COMMITTEES:

- **Hokitika Wastewater Treatment Plant Oversight Sub-Committee Minutes – 8 February 2023**

Moved Deputy Cassin, seconded Cr Gillett and **Resolved** that the Minutes of the Hokitika Wastewater Treatment Plant Project Oversight Sub-Committee of 8 February 2023 be Received.

6. **ACTION LIST**

The Chief Executive spoke to the Action List and provided the following updates:

Item	Action	Update
Pakiwaitara Building & Council Offices	Business Case & scope of work to be brought back to Council	The review is still being undertaken. Workshop with Councillors to be held on the 10 th August 2023 to discuss further.
Hokitika Government Building	Workshop to be held with council to review numbers.	The review is still being undertaken. A workshop has been set with Councillors for the 10 th August 2023 to discuss further.
Hokitika Racecourse Development	Further update from Joseph & Associates at July Council Meeting.	A report is on this agenda for consideration.
Financial Performance	Summary of subsidies & grants received & what this has been spent on.	Included as part of the Chief Executive's report on the agenda.
Stafford Cemetery	Memorandum Of Understanding for ground maintenance to be signed. Scoping work being done	Memorandum Of Understanding has been drafted and is sitting with Heritage Hokitika for signing.

Central Business District Maintenance	Workshop to be arranged to review how Hokitika Central Business District is maintained	Council staff are working on a date. To understand what the contract looks like and what is involved with the Hokitika Central Business District maintenance as part of the workshop. Discussion to also include parking strategies.
Waka Kotahi NZ Transport Agency	List of areas with speed issues to be sent to James Caygill at Waka Kotahi NZ Transport Agency	Items have been identified and any feedback is welcome on this. Items can be sent directly to the Chief Executive who will pass onto the Transportation Manager.

Moved Cr Davidson, seconded Cr Phelps and **Resolved** that the updated Action List be received.

7. NGĀ TĀPAETANGA PRESENTATIONS

• Te Tai Poutini Kai Puku - Food Rescue Hub

Jade Winter, Project Lead at Te Tai Poutini Kai Puku spoke to the presentation and provided the following information:

Te Tai Poutini Kai Puku is the first food rescue organisation on the West Coast, which started in August 2022 and within 9 months rescued 36 tonne of kai that would have otherwise gone into landfill have gone into the community.

The following topics were discussed:

- Definitions
- Lack of food security and sovereignty
- Voices of people experiencing food insecurity on the West Coast
- Video: <https://www.facebook.com/MSDNewZealand/videos/784867262765852/>
- Improve Community & Individual Food Security
- Annual Plans / Long Term Plans in Local Government
- Christchurch Community Garden
- Call for Support

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

1. Council supports Te Tai Poutini Kai Puku and work towards identifying a piece of land that could be suitable for this project.

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

2. The presentation from Jade Winter of Te Tai Poutini Kai Puku be received.

• West Coast Road Safety Coordinating Committee

Glenys Byrne, West Coast Road Safety Coordinator spoke to the presentation and provided the following information:

Topics Discussed:

- Introduction
- History
- Road to Zero Video:

<https://nzta.govt.nz/safety/what-waka-kotahi-is-doing/nz-road-safety-strategy/our-vision/>

- Road Safety Coordinators Role
- Photos of events
- History of Road Safety in New Zealand
- Questions

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

1. The presentation from Glenys Byrne, Road Safety Coordinator be received.

- **Hokitika Racecourse Infrastructure Acceleration Fund – Development Options**

Deputy Mayor Cassin declared that he had a conflict of interest, had sought advice from the Auditor General and accordingly left the Council Chambers while this matter was discussed.

Cr Neale also advised that she had listened to advice regarding her potential conflict of interest with her involvement in the Riding for the Disabled Association (RDA) and advised that she did not want to declare a conflict of interest and advised that her intention was to be involved in the discussion and voting options provided due to the fact that RDA is only a portion of the bigger picture regarding the Racecourse Development Options.

The Mayor advised that as a Council it is important to make the decision on behalf of the rate-payer, and that she relied heavily on Councillors integrity and ability to discuss and make decisions with no pre-determination and from a neutral position.

The Chief Executive advised that if there is a decision to be made and an elected member voting on that decision had an outcome that went in their favour, there is potential that someone could challenge the decision, which would require a judicial review and Council would pay for that review.

The Chief Executive proposed a compromise, that Cr Neale provide the last vote, so that if there is a majority, Cr Neale wouldn't need to vote.

After further discussion with Councillors, Cr Neale advised that she would rescind her right to vote if that made Councillors more comfortable but would not rescind her right to be involved in the discussion.

Simon Bastion, Chief Executive spoke to this item and advised that the purpose of the report is to feed back to Council the outcomes of the public engagement exercise requested by Council on the 23rd March 2023. The report also supplies detailed infrastructure costings regarding the provision of trunk infrastructure to Hokitika Racecourse.

The Chief Executive invited Mr Paul Zaanen and Jason Mills from Joseph & Associates to support the discussion on the report.

Cr Burden left the chambers 2:24pm and returned at 2:25pm

Her Worship the Mayor left the chambers at 2:28pm and returned at 2:29pm

Moved Cr Phelps, seconded Cr Davidson and **Resolved** to extend the meeting time beyond 2 hours before taking a break as per clause 4.2 of Standing Orders.

Moved Cr Davidson, seconded Cr Manera that:

- **Option 3** is the preferred Option:
'Council continues with the Funding Agreement works but looks to ascertain an appropriate build partner of the site in either a series of super lots or one large development block. A well-articulated Expression of Interest/Request for Proposal process will seek to bring a development partner or partners to the table who will be capable of building out the lots or as part of a larger development.'

The motion was not put to the meeting and was not carried.

The amendments numbered 2 and 3 below replace the above resolution that was not carried.

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

1. The report be received

Carried

Moved Cr Manera, seconded Cr Burden and **Resolved by way of amendment** that:

2. Council continues with the Infrastructure Acceleration Funding Agreement works and seeks a development partner or partners through the creation of one or more super lots.

Cr Phelps recorded his vote against the motion.

Cr Neale did not vote on this matter.

Deputy Mayor Cassin was not in attendance for this part of the meeting and did not vote.

The amendment was put to the meeting and was carried.

The amendment became the substantive motion, was put to the meeting, and was carried.

Moved Cr Davidson, seconded Cr Gillett and **Resolved by way of amendment** that:

3. Council initiates an 'Expression of Interest and Request for Proposal' (EOI/RFP) process for the Hokitika Racecourse Development, to ascertain best-fit build partner or partners for the project and the community based on the outcomes of the engagement process.

Cr Phelps recorded his vote against the motion.

Cr Neale did not vote on this matter.

Deputy Mayor Cassin was not in attendance for this part of the meeting and did not vote.

The amendment was put to the meeting and was carried.

The amendment became the substantive motion, was put to the meeting, and was carried.

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

4. Expression of Interest / Request For Proposal is developed for further council consideration and that the Chief Executive will bring that back to Council at a future date.

Carried

Cr Phelps recorded his vote against the motion.

Cr Neale did not vote on this matter.

Deputy Mayor Cassin was not in attendance for this part of the meeting and did not vote.

PRESENTATIONS CONTINUED:

Her Worship the Mayor officially recognised Mr Ben Nilson and congratulated him on achieving 25 years of service given to the Kokatahi Kowhitirangi Rural Fire Service and commented that it was a mark of respect of his devotion to not just the community, but the people within it.

The Councillors adjourned for afternoon tea at 3:23pm and reconvened at 3:35pm

Her Worship the Mayor advised that an apology from Kw Tumahai had been received;

Moved Cr Phelps seconded Cr Cassin and **Resolved** that the apology from Kw Tumahai be received and accepted.

Cr Baird was not in attendance for this part of the meeting.

8. PŪRONGO KAIMAHI STAFF REPORTS

- **Chief Executives Report**

Chief Executive Simon Bastion spoke to this item and advised the purpose of this report is to provide an update on all aspects of what is happening in the Westland District, and any matters of significance and priority.

Cr Baird re-joined the meeting via zoom at 3:42pm

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

1. The Quarterly Report from the Chief Executive dated 20 July 2023, be received.

- **Update on Better Off Funding – Tranche One Projects**

Scott Baxendale, Group Manager, District Assets spoke to this item and advised that the purpose of the report is to provide an update to Council on the status of the Three Waters Reform, Better Off Funding Tranche One projects

- Councillors noted that the spelling of 'Lazar Park' was incorrect in the report to Council.

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

1. The report be received.

- **Elected Member Policies**

Simon Bastion, Chief Executive spoke to this item and advised that the purpose of the report was for Council to adopt the Elected Members Allowances Policy and Elected Member Parental Leave of Absence Policy and noted the following clauses in the Elected Members Allowance Policy needed further amendment as follows:

- 'That reference to the Audit & Risk Committee in Clause 3.3 of the Elected Members Allowances Policy be amended to Risk & Assurance Committee'

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

1. The report be received.

2. Council adopt the Amended Elected Members Allowances Policy with the following minor change:

- Clause 3.3 be amended from “Audit and Risk Committee” to “Risk and Assurance Committee”.

3. Council adopt the Elected Members Parental Leave of Absence Policy.

• **Creation of Loading Zone in Revell Street, Hokitika**

Karl Jackson, Transportation Manager spoke to this item and advised that the purpose of the report was to seek Council’s approval for a designated loading zone outside the St Vincent de Paul shop at 80 Revell Street, Hokitika.

Cr Manera left the chambers at 4:23pm and returned at 4:23pm

- Councillors noted that the reference to ‘Petrie Lane’ in the report to Council was incorrect and should read ‘Perry Lane’.

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

1. The report be received.
2. The Council resolves to accept Option 1 and designate the carpark space outside 80 Revell Street, Hokitika as a Loading zone in accordance with the Traffic and Parking Bylaw 2013 Section 3.2, part (b), subpart (i). and request that Councils Transportation Manager then arrange for signage and appropriate pavement markings to be installed as required.

• **Road Naming for Unnamed Road at Ruatapu**

Karl Jackson, Transportation Manager spoke to this item and advised that the purpose of the report was to obtain a Council resolution on the naming of an unnamed legal road off State Highway 6, Ruatapu.

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

1. The report be received.
2. That the Council resolves to adopt Bittern Creek Road as the new name for this unnamed section of road at Ruatapu as identified in red on the location map as attached to the agenda.

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

(to consider and adopt confidential items)

Moved Cr Gillett, seconded Cr Neale 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 4:32 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.	Confidential Minutes 22 June 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)

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
1	Protect information where the making available of the information: <ul style="list-style-type: none"> (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 (Schedule 7(2)(b)).
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 Cr Burden, seconded Cr Phelps and **Resolved** that the business conducted in the 'Public Excluded Section' be confirmed and accordingly, the meeting went back to the open part of the meeting at 4:33pm.

**DATE OF NEXT ORDINARY COUNCIL MEETING – 24 AUGUST 2023
COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA AND VIA ZOOM**

MEETING CLOSED AT 4:33 PM

Confirmed by:

Mayor Helen Lash
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 11 MAY 2023 COMMENCING AT 1:00 PM

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

Independent Chair:	Rachael Dean
Members:	
Her Worship the Mayor (part of the meeting)	Cr Gillett
Cr Phelps (part of the meeting)	Cr Baird
Kw Tumahai	Cr Neale

NGĀ WHAKAPAAHA APOLOGIES

Kw Madgwick
Apologies for Lateness – Cr Phelps
Apologies for lateness – Her Worship the Mayor

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

STAFF PRESENT

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

2. WHAKAPUAKITANGA WHAIPĀNGA DECLARATIONS OF INTEREST

The Interest Register had been circulated via Microsoft Teams and email.

¹The Chair advised of changes to be made to the Interest Register on her behalf and advised that she is no longer working in the Audit Role as Chair; for CKS Audit; is doing some Advisory work for the Upper Hutt Risk & Assurance Committee and is also in a Business Advisory role for a 'not for charity/not for profit' organisation; is working full time for Grant Thornton in the Business Advisory Unit - her current work is primarily with NFPs and Charities; is the Independent Chair of the Audit, Risk and Improvement Committee for South Waikato District Council and an independent advisor to the Upper Hutt Risk & Assurance Committee.

¹ Amended by the Risk & Assurance Committee 2 August 2023

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

There were no urgent items of business not on the Agenda.

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

The Minutes of the previous Meeting were circulated separately via Microsoft Teams and email:

- **Inaugural Risk and Assurance Committee Meeting Minutes – 9 February 2023**

It was noted that the Minutes of the 9 February 2023 needed an amendment made to the late agenda item which was the Draft Risk & Assurance Committee Rolling Workplan. The resolution did not contain the word '**Resolved**' and the Chair asked for a mover and seconder to add the word '**Resolved**' to the movement of this item to formalise it.

Moved Chair Dean, seconded Cr Gillett and **Resolved** that:

1. The amended Inaugural Minutes of the Risk and Assurance Committee Meeting held on the 9 February 2023 be confirmed as a true and correct record of the meeting.

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

5. ACTION LIST

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

- Insurance review- is in progress.
- Evaluation of performance – has been moved to 2024

Moved Chair Dean, seconded Cr Gillett and **Resolved** that the updated Action List be received.

**6. NGĀ TĀPAETANGA
PRESENTATIONS**

Nil

**7. PŪRONGO KAIMAHI
STAFF REPORTS**

1. **Quarterly Report: 1 January-31 March 2023**

Lynley Truman, Finance Manager and Emma Rae, Strategy & Communications Advisor spoke to this item and advised that the purpose of the report was to inform the Committee of Council's financial and service delivery performance for the nine months ended 31 March 2023.

The Chief Executive advised that an application for another round of storm damage funding from the Ministry of Business Innovation & Employment (MBIE) has been submitted.

The Chief Executive provided an update for the Committee on the following items:

- Hokitika Wastewater Treatment Plant Project
- National Transition Unit
- Impacts of the Better Off Funding withdrawal

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

1. The report be received.
2. The Committee receive the Quarterly Report Q3 January – March 2023

- **Risk & Assurance Rolling Workplan**

Lesley Crichton, Group Manager, Corporate Services and Risk & Assurance spoke to the Rolling Workplan.

A report regarding Insurance will be tabled at the next Risk & Assurance meeting in August.

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

1. The Rolling Workplan be received.

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

(to consider and adopt confidential items)

Moved Chair Dean, 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 1:25 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.	Inaugural Confidential Risk & Assurance Meeting Minutes – 9 February 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.	Ernst & Young Audit Plan FY23	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.	Health & Safety Report	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)
4.	IT Cybersecurity Report	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)
5.	Risk Report	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)
6.	Quarterly Report on Whistle-blower Services at 31 March 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)
7.	Policy Review: Data Privacy Policy	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	Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) (Schedule 7(2)(i))
1	Protect information where the making available of the information: <ul style="list-style-type: none"> (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 (Schedule 7(2)(b)).
1,3,4, 7	Protect the privacy of natural persons, including that of deceased natural persons (Schedule 7(2)(a))

Item No.	Interest
1, 4, 6, 7	Maintain the effective conduct of public affairs through – (i) the protection of such members, officers, employees, and persons from improper pressure or harassment; or (ii) the protection of such members, officers, employees, and persons from improper pressure or harassment; or (Schedule 7(2)(f))
2, 4, 7	Prevent the disclosure or use of official information for improper gain or improper advantage (Schedule 7(2)(j))
3	Avoid prejudice to measures protecting the health or safety of members of the public; (Schedule 7(2)(d))
3, 4, 5, 6, 7	Enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities; or (Schedule 7(2)(h))
4, 7	Avoid prejudice to measures that prevent to mitigate material loss to members of the public; (Schedule 7(2)(e))
4, 7	<i>Other reasons for withholding official information</i> Where this section applies, good reason for withholding official information exists, for the purpose of section 5 , unless, in the circumstances of the particular case, the withholding of that information is outweighed by other considerations which render it desirable, in the public interest, to make that information available. (Schedule 7)
4	Subject to sections 6, 8, and 17 , this section applies if, and only if, the withholding of the information is necessary to- (Schedule 7(2))
5, 6	Maintain legal professional privilege (Schedule 7(2)(g))

Moved Chair Dean, seconded Cr Phelps 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 3:04 pm.

DATE OF NEXT RISK AND ASSURANCE COMMITTEE MEETING – 10 AUGUST 2023
COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA AND VIA ZOOM

MEETING CLOSED AT 3:04 PM

Confirmed by:

Rachael Dean
Chair

Date: 2 August 2023

CYCLING & WALKING SUBCOMMITTEE MINUTES

MINUTES OF THE CYCLING AND WALKING SUBCOMMITTEE MEETING OF WESTLAND DISTRICT COUNCIL HELD IN THE COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA AND VIA ZOOM ON THURSDAY 18 MAY 2023 COMMENCING AT 3:00 PM

The Subcommittee 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	Cr Davidson	
Members	Her Worship the Mayor	
Other Members:	Cr Baird	Cr Burden
	Cr Gillett	Cr Neale
	T. Brownlee, Manawa Energy	Kw Tumahai
	I. Perkins, Herenga ā Nuku Aotearoa; The Outdoor Access Commission	O. Kilgour, Department of Conservation
	John Strange – On behalf of the Westland Mountain Bike Club	¹ M. Anderson, West Coast Wilderness Trail . CEO, Destination Westland (for part of the meeting)

NGĀ WHAKAPAAHA APOLOGIES

Jackie Gurden – West Coast Wilderness Trail Manager

John Wood – West Coast Wilderness Trail

Liam Anderson – Westland Mountain Bike Club

Paul Madgwick – Iwi Representative

Apologies for lateness – Owen Kilgour

ABSENT

Kw Tumahai

Moved Inger Perkins, seconded Cr Baird and **Resolved** that the apologies from Jackie Gurden, John Wood, Liam Anderson, and Kw Madgwick be received and accepted.

STAFF PRESENT

S.R. Bastion, Chief Executive; S. Baxendale, Group Manager District Assets; L. Crichton, Group Manager, Corporate Services, and Risk Assurance; D. Maitland; Executive Assistant; S. Johnston; Governance Administrator (via zoom).

2. WHAKAPUAKITANGA WHAIPĀNGA DECLARATIONS OF INTEREST

¹ Amended at Cycling & Walking Sub-Committee Meeting 17 August 2023

The Interest Register had been circulated via Microsoft Teams and available on the Council Chambers table.

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

There were no urgent items of business not on the Agenda.

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

The Minutes of the previous Meeting were circulated separately via Microsoft Teams.

- **Inaugural Cycling and Walking Subcommittee Meeting Minutes – 7 March 2023**

Moved Cr O'Connor, seconded Tim Brownlee and **Resolved** that the inaugural Minutes of the Cycling and Walking Subcommittee Meeting held on the 7 March 2023 be confirmed as a true and correct record of the meeting.

The Chair **Approved** that their digital signature be added to the confirmed Inaugural Cycling and Walking Subcommittee Meeting Minutes of 7 March 2023.

Owen Kilgour, Department of Conservation arrived at the meeting at 3:03pm

5. **ACTION LIST**

The Group Manager, District Assets spoke to the Action List and provided the following updates:

- **Milltown Weir Crossing**
 - Conversations still happening on how to keep that proposal moving forward
- **Mahinapua Historic Bridge – Highway Crossing & West Coast Wilderness Trail Exiting onto SH6**
 - Discussions are continuing with NZTA. Was raised at the last liaison meeting – will need to be taken up with someone senior if no response.
 - Health & Safety Hazard review – this is now being picked up with Westland District Council Health & Safety Committee with a hazard register being put into place to pick up and identify all issues on the Trail.
- **Pine Tree Road Connection**
 - A report is to come to the Sub-Committee at a later date from Council. Replace Inger Perkins name with Scott Baxendale's on the Action list.
- **Track Realignment Behind Racecourse**
 - Council had an action to investigate the proposed realignment at the Racecourse near Brickfield Road. There are investigations currently underway regarding this item.

Cr Gillett queried the Milltown Weir Crossing regarding a permanent easement.

The Chief Executive advised that there is a permanent easement through that area already. One option is to divert a highwater route via Tim Brownlee and his team allowing Council to go across the bridge and down the weir which is primarily the alternative route. The challenge managing the weirs is to get to the weirs if there has been an event, to ensure it's closed in time.

Cr Gillett's understanding was that the easement through a neighbouring property was a 12-month lease.

The Chief Executive advised that this would need to be investigated.

The Chief Executive provided further comment regarding the Health & Safety Hazard review and advised that a number of safety reports have been done in the past however, they were never converted into a hazard register. All known hazards from previous reports are being compiled into a hazard register and from there a critical assessment will be done which will prioritise future capital works on what needs to be done to mitigate or address those hazards on the Trail. It will come back to Council, affordability, and rate payers to resolve those issues.

Moved Owen Kilgour, seconded Inger Perkins and **Resolved** that the updated Action List be received.

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

7. PŪRONGO KAIMAHI REPORTS

- **West Coast Wilderness Trail**

Jackie Gurden, Trail Manager; West Coast Wilderness Trail provided a written update for the sub-committee, and was spoken to by Chief Executive Simon Bastion in Jackie's absence and provided an update on activity since the last sub-committee meeting:

- The Trail was visited by Mr Ross Ormsby who is a paraplegic and has historically done a number of evaluations on Major Great Rides. Mr Ormsby advised that he was able to ride the whole trail as a disabled athlete, and highlighted a couple of tight points that he was just able to navigate within his experience. Mr Ormsby will write a report to Council regarding wheelchair users. Council would like to see the Wilderness Trail be promoted as a safe access trail for future wheelchair users.
- Emergency Response Plan - there are a number parties who are keen to gather (including emergency services) to develop an overarching plan in terms of both Evacuation and Emergency response plans to go with it. Jackie Gurden is taking a lead on this along with Council staff.
- The Chief Executive acknowledged the work Vicki Price has done on behalf of Council for the Trail. Vicki has now moved onto another role within Council.
- An Ultra-Marathon was completed on the trail recently with a few hundred attendees which went very well.

Moved Cr O'Connor, seconded Cr Baird and **Resolved** that:

1. The Report from Simon Bastion on behalf of Jackie Gurden, Trail Manager of the West Coast Wilderness Trail be received.

- **Grey District Council**

Cr Jack O'Connor from Grey District Council provided an update from Grey District Council and highlighted the following points from his report:

- Visit by Rod Tolley was a good eye opener for Councillors, Mayor and Council staff that attended which brought a different view to cycling and walking. Cr O'Connor advised that Grey District already have 30km speed zone in the city space, and are looking at further bike stands, and making it a user-friendly space. Moving forward, Grey District Council are looking at Tourism Infrastructure Funding (TIF) for urban trails – linking small parts around Greymouth.

- Lake Brunner Scenic Trail – this is still an ongoing process and a construction site. It is 8km from Moana, will eventually end up at Mitchell's and will link up with the cycle trail through the roading process. Currently at stage 3 of the project.
- Shanty Town Trail – it is on Grey District Council's long-term plan; however, it is dependent on external funding.

Moved Cr Baird, seconded Inger Perkins and **Resolved** that:

1. The report from Cr Jack O'Conner from Grey District Council be received.

- **Manawa Energy**

Tim Brownlee, Operator; Manawa Energy advised that he had nothing new to update or report to the Sub-Committee.

- **Department of Conservation**

Owen Kilgour, Operations Manager; Department of Conservation spoke to the written report provided to the Sub-Committee, and highlighted the following points:

- DoC Rangers have completed maintenance on Mt Tuhua, Mahinapua, Mananui Tram, Hokitika Gorge and a number of back country tracks, huts, and structures.
- Further maintenance of track surface and bridge on the Mananui tram is scheduled for this winter (minor bridges and approaches to bridges)
- Canoe Cove Track at Lake Kaniere has re-opened after treefall damage has been repaired.
- DoC have provided a letter of support to Westland District Council for TIF application to maintain Hokitika Gorge Bridge.
- Currently reviewing approach to managing dog access on Public Conservation Land in the Hokitika District.

Moved Inger Perkins, seconded Tim Brownlee and **Resolved** that:

1. The report from Owen Kilgour, Operations Manager from Department of Conservation be received.

6. **NGĀ TĀPAETANGA PRESENTATIONS**

- **West Coast Wilderness Trail – Maintenance Update**

²Melanie Anderson, CEO, ~~West Coast Wilderness Trail~~. Destination Westland spoke to this presentation and provided an update on maintenance from February to April 2023.

- Signage – replacement of damaged, broken/missing, and directional signs
- Vandalism – Damaged Portaloo - Mahinapua, Camp Creek Shelter and Taramakau Shelter.
- Windfallen Trees – Clearing of trees and debris
- Culverts & Drains – Clearing sections of the track, preventative actions, and post weather events
- Health & Safety & Emergency Services Access points – Hunters gaining access onto cycleway on quads on various sections of the track.
- Scouring & Pot holes – repairing of scouring, and removal of wet, slippery leaves, small surface repairs

² Amended at Cycling & Walking Sub-Committee Meeting 17 August 2023

The Chief Executive advised that users of the track are advised to use the app 'Snap, Send Solve' which they can use to upload photos of areas of interest. This information provides great data and highlights areas of the track that need looking at or maintenance to be completed. This data will help compile future business cases as well.

Moved Cr Neale, seconded Cr Gillett and **Resolved** that the presentation from Melanie Anderson, CEO, West Coast Wilderness Trail be received.

PŪRONGO KAIMAHI REPORTS CONTINUED...

- **Herenga a Nuku Aotearoa – The Outdoor Access Commission**

Inger Perkins, Regional Field Advisor; The Outdoor Access Commission provided a written report to the sub-committee and highlighted areas of the report:

- **Visit from Dr Rod Tolley**
Inger Perkins asked the Sub-Committee what is happening in Westland, and queried how the Sub-Committee could advance forward with some of the ideas and thoughts raised at the meeting with Dr Rod Tolley such as the International Charter for Walking.
- **Active Transport Friendly Communities**
Inger Perkins queried how this topic could be advanced by this sub-committee.

The Chief Executive advised that when Council puts the Draft Annual Plan together (including budgets) it looks at opportunities that have been put in front of Council. If there are specific targeted programs with specified outcomes that can be put to the annual plan process, then that is something the sub-committee can do, and advised that as a sub-committee it would be advisable to workshop some ideas first to look at opportunities, and future planning and advised that it comes back to affordability for the residents.

The Chief Executive advised that he believed the Council had signed up to the International Charter for Walking and would come back and confirm this.

- It was agreed there be a Workshop for the Sub-Committee to look at opportunities and future planning.

Moved Cr O'Connor, seconded Cr Neale and **Resolved** that:

1. The report from Inger Perkins, Regional Field Advisor of Herenga a Nuku Aotearoa be received.

- **Westland Mountain Bike Club**

John Strange spoke on behalf of Liam Anderson for the Westland Mountain Bike Club and provided a verbal update to the sub-committee on activity since the last meeting:

- Westland Mountain Bike Club have provided a letter of support for the Tourism Infrastructure Funding (TIF) application by Council for the Blue Spur Heritage Loop Realignment, which is focused on removing the very steep section of the heritage trail as it rises to Brickfield Road. In addition to the letter of support, Westland Mountain Bike Club provided an estimate of volunteer hours that had gone into building and maintaining the tracks at Blue Spur Forest – this is conservatively estimated as 10k hours over the last 12 years.
- Blue Spur Forest Activity

- Have been carrying out access road improvement works, with small machinery input from neighbouring landowner.
 - General Trail Maintenance being undertaken
 - Planning a new entry/exit trail which will be an easy grade – which will be great for general access and promote less driving in the forest.
- Hokitika area - club members continue to do maintenance on the Airport track, Skyla Track, and Pipeline track to access the Blue Spur area.
 - Department of Conservation Lake Kaniere track – our resident club member trail rider and observer continues to do small general maintenance on the ride, including maintaining rideability through the creek crossings, which is proving to be very helpful.

John Strange advised that there is an APP called TrailForks (Trail APP) and that the Blue Spur Forest trails are well known on this.

The Chief Executive queried if there were any local competitions, or any plans to have a Westland Mountain Bike Competition in the future.

John Strange advised that the Westland Mountain Bike Club has evolved into a club of keen trail builders, trail maintainers, and trail riders and that there were aspirations to run races, however, the Club just needs to find the right people to organise races and advised that this is an on-going topic of discussion at the AGM meeting – which was happening soon.

Moved Tim Brownlee, seconded Inger Perkins and **Resolved** that:

1. The report from John Strange on behalf Liam Anderson, Club President from the Westland Mountain Bike Club be received.

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

(to consider and adopt confidential items)

Moved Cr Gillett seconded Cr Neale and **Resolved** that the Cycling and Walking Subcommittee confirm that the public were excluded from the meeting in accordance with Section 48, Local Government Official Information and Meetings Act 1987 at 3:59 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.	Confidential Inaugural Minutes of the Cycling & Walking Sub-Committee 7 March 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)

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)).
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 (Schedule 7(2)(b)).
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 Cr Gillett, 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 4:00pm

**DATE OF NEXT CYCLING AND WALKING SUBCOMMITTEE MEETING – 17 AUGUST 2023
COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA AND VIA ZOOM**






MEETING CLOSED AT 4:00 PM



Confirmed by:

Cr Paul Davidson
Chair

Date: 17 August 2023

24.08.23 - 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 Office, 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.	Mar 23	CE	The review is still being undertaken. A workshop with Councillors was conducted on 10 August 2023. Council has requested further work on the subject and to bring information back to council.
2.	26.08.21		Hokitika Government Building, Sewell Street, Hokitika		Mar 23	CE	A workshop with Councillors was conducted on the 10 August 2023. The outcome of the workshop confirmed that council will not be proceeding with the opportunity to tenant Government House
3	24.03.22		Hokitika Racecourse Development	Council to be keep abreast of the IAF Application	Sep 22	CE	Council resolved to continue with IAF Agreement works & to seek a development partner(s) through the creation of one or more super lots. For Council to initiate EOI/RFP process based on the outcomes of community engagement and EOI/RFP is developed for further council consideration & brought back to Council. Report to council to form a working group of council to progress the ROI/RFP process with consultants
4	25.05.23		Stafford Cemetery	To check Museum records & GPR use Further report to come back to Council	20.07.23	CE E. Bencich	An MOU has been drafted and is sitting with Heritage Hokitika for signing. Fence pricing via Heritage Hokitika has been accepted.
5	25.05.23		CBD Maintenance	Workshop to be arranged to review how the CBD is maintained.		CE	Footpath areas have had "soft wash" by roading team. Work has started over the last week with tree grate replacements and the Arborist has started pruning (10 th July). Walkover of garden plots have occurred and replacement of the barked areas with matting & stone is about to get underway (next 10 days). Council staff are working on a date to hold a workshop with Councillors to look at what is involved and what the contract looks like.

Item No.	Date of Meeting	COMPLETED IN PROGRESS OVERDUE	Item	Action	Completion Date/Target Date	Officer	Status
6	22.06.23		Waka Kotahi	Westland District Council to compile a list of areas with speed issues and send through to Mr. Caygill at Waka Kotahi NZ Transport Agency		CE / K. Jackson	A list of locations has been identified and any feedback is welcome. Items can be sent directly to the Chief Executive and will be passed on to the Transportation Manager.
7	20.07.23		Te Tai Poutini Kai Puku	Work towards identifying a piece of land suitable for this project		Mayor/CE	Meeting set for 1 Sep 2023 to progress

Report to Council



DATE: 24 August 2023

TO: Mayor and Councillors

FROM: Financial Accountant

FINANCIAL PERFORMANCE – July 2023

1. Summary

- 1.1. The purpose of this report is to provide an indication of Council's financial performance for the month to 31 July 2023.
- 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 31 July 2023.

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 31 July 2023 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.Debtors

3.3.7.Debt position

3.3.8.Capital Report

4. Options

4.1. Option 1: That Council receives the Financial Performance Report to 31 July 2023.

4.2. Option 2: That Council does not receive the Financial Performance Report to 31 July 2023.

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 31 July 2023 be received.

Cody Nabben
Financial Accountant

Appendix 1: Finance Performance Report for 31 July 2023



Financial Performance
Year to 31 July 2023

Contents

Sustainability Report	Error! Bookmark not defined.
Statement of Comprehensive Revenue and Expense	Error! Bookmark not defined.
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Whole of Council Financial Summary
Sustainability Report

Total revenue	Total expenditure	Total surplus/(deficit)
\$3.75M	\$2.53M	\$1.22M
Is 43.35% more than the total budget of \$2.61M	Is -0.76% less than the total budget of \$2.55M	Against a budget of \$0.06M

SUSTAINABILITY

Rates to operating revenue **38.03%**

Rates Revenue	\$1.43M
Operating Revenue	\$3.75M

38.03% 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 **148.04%**

Operating revenue	\$3.75M
Operating expenditure	\$2.53M

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 148.04% of operating expenditure.

Interest to rates revenue (LGFA Cov.) **-0.88%**

Net interest and finance costs	\$-0.01M
Rates Revenue	\$1.43M

-0.88% of rates revenue is paid in interest. Our set limit is 25% of rates revenue. Net interest is interest paid less interest received. -0.88% indicates that interest revenue is more than interest expense. Rates revenue includes penalties, water supply by meter and gross of remissions.

Interest to operating revenue		-0.33%
Net Interest and finance costs	\$-0.01M	
Operating revenue	\$3.75M	
-0.33% of operating revenue is paid in interest. Our set limit is 10% of operating revenue. Net interest is interest paid less interest received. -0.33% indicates that interest revenue is more than interest expense.		
Liquidity Risk (LGFA Cov.)		141%
Gross debt	\$26.82M	
Undrawn committed facilities	\$3.98M	
Cash and cash equivalents	\$6.89M	
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 141%.		
Essential services ratio		3.12%
Capital expenditure	\$0.02M	
Depreciation	\$0.61M	
Capital expenditure should be equal to or more than depreciation for essential services. Year to date capex is 3.12% of depreciation. Essential Services are Water Supply, Wastewater, Stormwater, and Rooding.		

Statement of Comprehensive Revenue and Expenditure

Statement of Comprehensive Revenue and Expense							
	Notes	Full Year Forecast (\$000)	Full Year Budget (\$000)	YTD Budget (\$000)	Actual YTD (\$000)	Variance YTD (\$000)	Var/Bud %
Revenue							
Rates	01	19,263	19,266	1,429	1,426	(3)	(0.23%)
Grants and subsidies	02	10,693	9,843	820	1,670	850	103.62%
Interest Revenue	03	381	268	23	137	114	491.59%
Fees and Charges	04	2,421	2,376	202	247	45	22.46%
Other revenue	05	1,219	1,091	141	269	128	90.95%
Total operating revenue		33,977	32,844	2,615	3,748	1,134	43.35%
Expenditure							
Employee Benefit expenses	06	6,255	6,274	523	504	(19)	(3.59%)
Finance Costs	07	1,161	1,130	94	124	30	31.96%
Depreciation	08	9,331	9,331	778	778		0.00%
Other expenses	09	15,612	15,643	1,157	1,126	(31)	(2.65%)
Total operating expenditure		32,359	32,378	2,551	2,532	(19)	(0.76%)
Operating Surplus/(Deficit)		1,619	466	64	1,216	1,153	1,815%

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

Notes to the Statement of Comprehensive Revenue and Expense

01 Rates

Rates overall are on track with budget

02 Grants and subsidies

Grant funding is over budget. MTFJ received its first tranche for the year totalling \$170k, and a grant of \$1.5M was received as a progress payment for the Hokitika swimming pool.

03 Interest Revenue

Variance mostly relates to timing as interest rate swaps pay out quarterly. The positive variance of \$114k more than offsets the adverse increase of \$30k in finance costs against budget.

04 Fees and charges

The positive variance of \$44k largely stems from Planning and Building, as Resource consent processing fees are over \$22k and Building consent processing fees are over budget \$12k

05 Other Revenue

Non-cash gain on swaps is \$50k above budget. Assuming interest rates do not continue to increase at the rate they have done over the last year, these gains will slow down. Unbudgeted cost recoveries relating to 3-Waters total \$88k.

06 Employee benefit expenses

Salary cost is relatively on track with budget with only a couple of vacant positions which have been advertised.

07 Finance Costs

While finance costs are over budget by \$30k due to higher than expected interest rates, these costs are more than offset by interest revenue, as noted above.

08 Depreciation

Depreciation has been accrued to budget pending completion of 2022/23 asset additions and disposals

09 Other expenses

No key variances at this stage. \$616k in maintenance costs was accrued to budget to more closely reflect actual costs incurred to date before all invoices have been received.

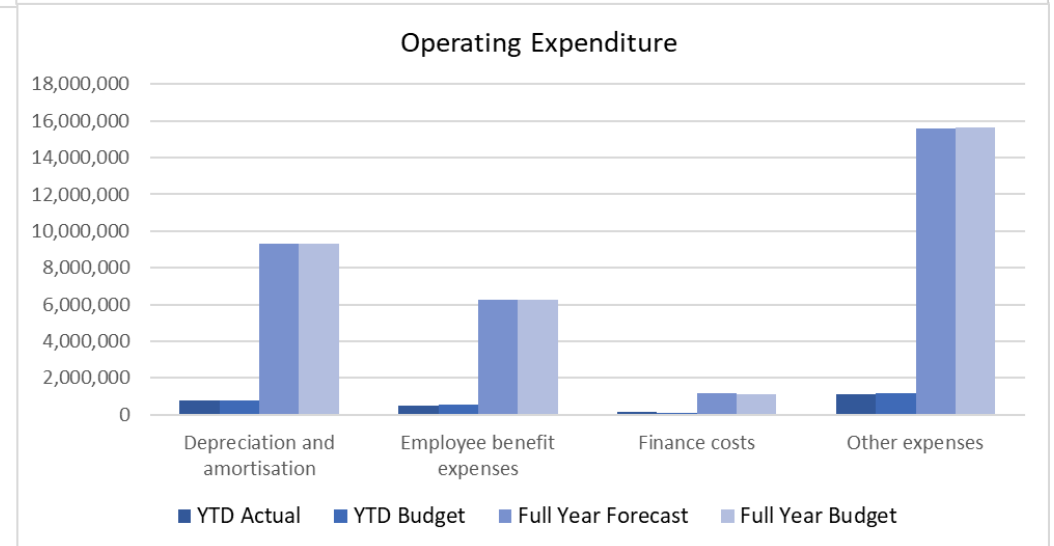
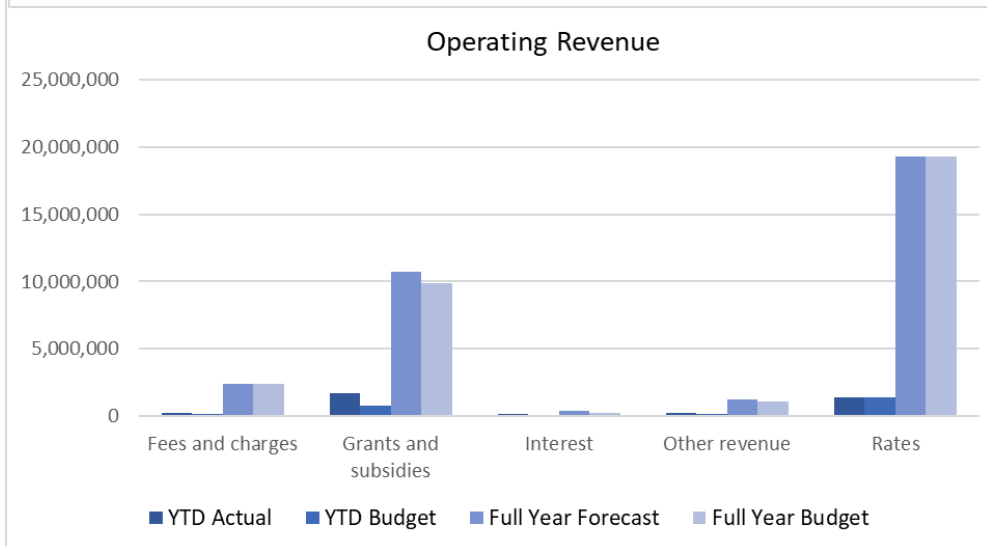
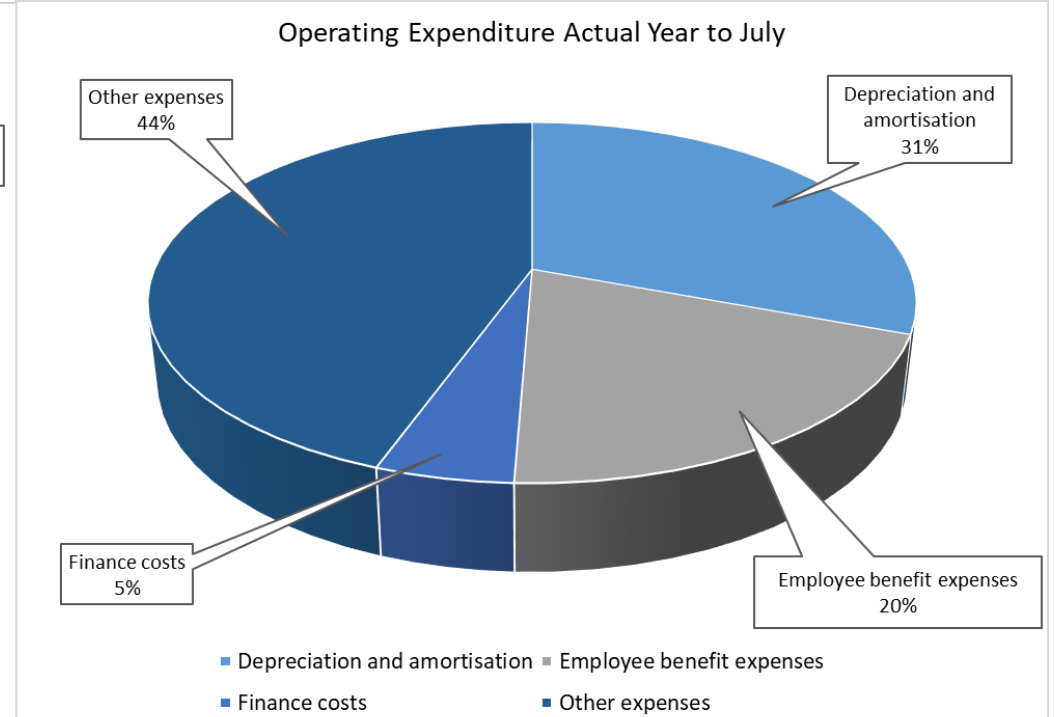
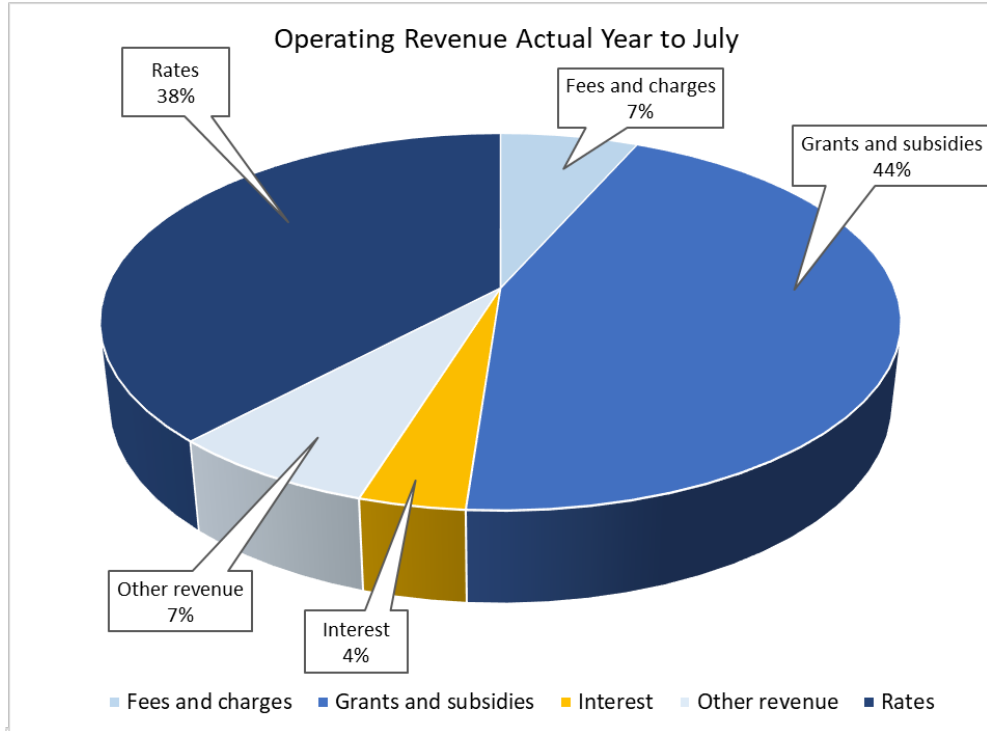
Statement of Financial Position

Statement of Financial Position			
	At 31 July 2023 \$000	Annual Plan 2023/24 \$000	Actual 2022/2023 \$000
Assets			
Current assets			
Cash & cash equivalents	7,213	4,311	10,385
Debtors & other receivables	6,470	3,135	2,138
Tax receivable	-	-	10
Derivative financial instruments	29	12	2
Other financial assets	48	-	48
Total Current Assets	13,760	7,458	12,583
Non-current assets			
Council Controlled Organisation	12,695	12,695	12,695
Deferred Tax	137	137	137
Intangible assets	151	225	105
Assets Under Construction	10,808	10,781	18,014
Derivative financial instruments	1,102	493	997
Other Financial Assets	561	771	564
Property, Plant and Equipment	495,707	516,239	488,307
Total Non-current assets	521,161	541,340	520,819
Total Assets	534,921	548,797	533,402
Liabilities			
Current liabilities			
Creditors & other payables	2,080	2,863	2,606
Employee benefit liabilities	563	507	477
Borrowings	3,000	-	3,000
Derivative financial instruments	-	-	-
Other	3,366	1,475	1,804
Total Current Liabilities	9,009	4,846	7,886
Non-current liabilities			
Deferred Tax	-	-	-
Employee benefit liabilities	30	36	30
Provisions	2,821	2,821	2,821
Borrowings	23,818	36,180	23,818
Derivative financial instruments	-	-	-
Total Non-Current Liabilities	26,669	39,038	26,669
Total Liabilities	35,679	43,883	34,556
Net Assets	499,242	504,914	498,846

	At 31 July 2023 \$000	Annual Plan 2023/24 \$000	Actual 2022/2023 \$000
Equity			
Retained Earnings	171,397	179,854	170,085
Restricted Reserves	12,335	6,481	12,968
Revaluation reserves	315,334	318,402	315,616
Other comprehensive revenue and expense reserve	177	177	177
Total Equity	499,242	504,914	498,846

APPENDIX 1

Revenue & Expenditure Graphs



Debtors 31 July 2023

31/07/2023					
Type	Over 90 Days	60-90 Days	30-60 Days	Current	Total (\$)
Building consents	34,029	31,145	5,319	19,992	90,485
Building Warrants	-	-	3,286	8,863	12,149
Resource consents	5,025	895	20,665	14,013	40,598
Sundry debtors	98,333	26,725	52,452	2,047,234	2,224,744
Grand Total	137,387	58,766	81,722	2,090,102	2,367,976
31/07/2022					
Type	Over 90 Days	60-90 Days	30-60 Days	Current	Total (\$)
Building Consents	20,960	879	7,543	27,618	57,000
Building Warrants	256	-	3,542	10,032	13,830
Resource Consents	562	51	91	32,986	33,691
Sundry Debtors	58,792	745,834	89,490	202,170	1,096,286
Grand Total	80,570	746,764	100,667	272,806	1,200,807

Rates Debtors 31 July 2023

Rates Debtors at 30 June 2023	318,117
Rates instalment	5,063,607.94
Less payments received	(1,297,992.51)
Paid in advance change	491,619.91
Previous years write off's	(35,677.08)
Write off's	(145,134.58)
Penalties	25,744.32
Discounts	(3,414.14)
Court Cost	29,955.60
	4,128,709
Total Rates Debtors at 31 July 2023	4,446,826.36
Arrears included above at 31 July	4,446,826
Arrears at 31 July 2022	4,384,259
Increase/(decrease) in arrears	62,567

APPENDIX 1

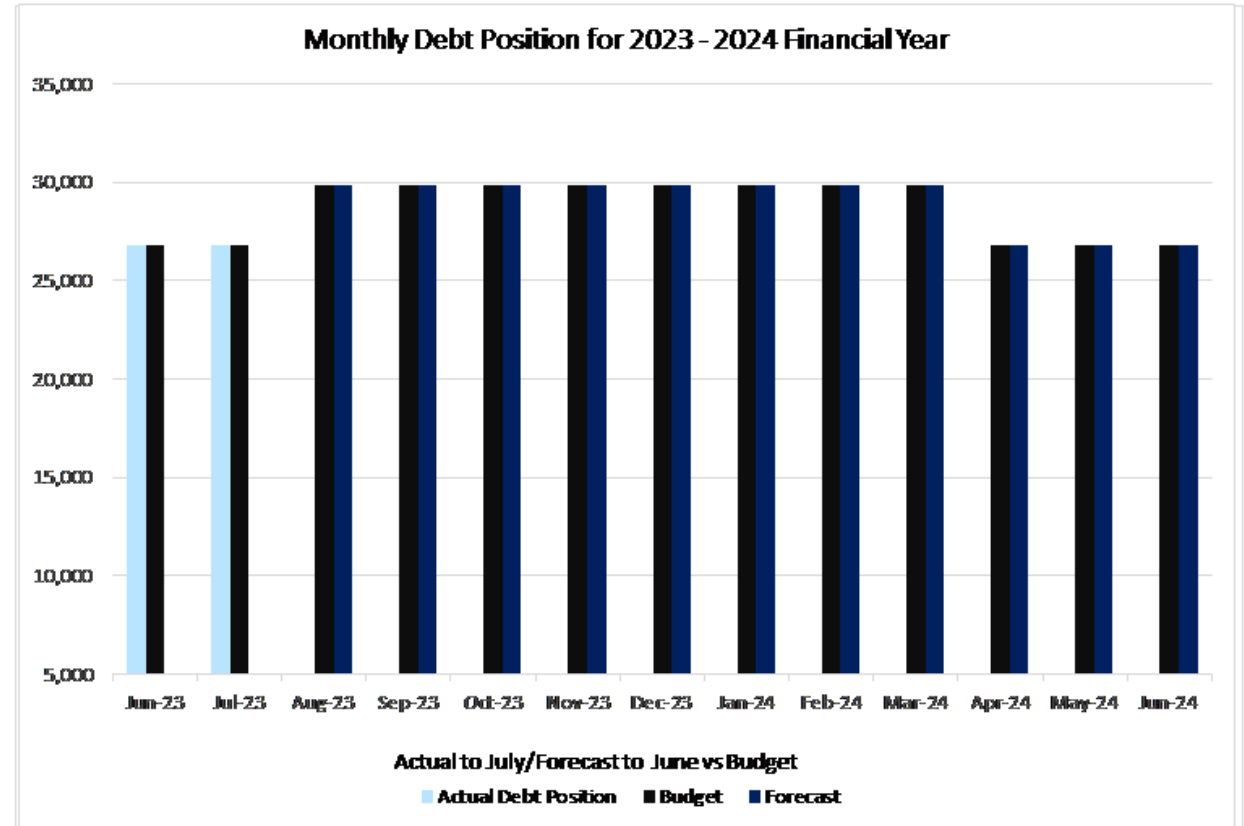
Debt Position

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											
Budget	26,818	26,818	29,818	29,818	29,818	29,818	29,818	29,818	29,818	29,818	26,818	26,818	26,818
Forecast			29,818	29,818	29,818	29,818	29,818	29,818	29,818	29,818	26,818	26,818	26,818

Forecast Debt Position for 2021-2022 Financial Year

Forecast as at	Jun-23
Opening Balance	26,818
Loan funded capex forecast	3,000
Forecast repayments 2023-24	-3,000
Forecast balance June 2024 per AP	26,818



Capital Expenditure

Capital Projects 2023/24

As at 31/07/2023

Project / Activity	YtD Expenses	Annual Plan
	\$0	\$0
Leadership	7,831	231,800
Planning & Regulatory Services	2,472	205,942
Library & Museum	9,613	139,440
Water Supply	18,010	562,080
Waste Water	966	448,240
Solid waste	17,557	456,673
Storm water	0	171,418
Cemeteries	0	40,480
Swimming pools	155,592	1,420,000
Facilities & leisure services - other	34,605	1,459,899
Parks & reserves	2,373	3,995,353
Land transportation	0	3,741,538
Unbudgeted capital expenditure	0	0
Funded Projects	7,606	0
Total	256,624	12,872,863

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

Report to Council



DATE: 24 August 2023

TO: Mayor and Councillors

FROM: Transportation Manager

HOKITIKA GORGE LOWER SUSPENSION BRIDGE CLOSURE

1. Summary

- 1.1. The purpose of this report is to update the Council on the closure (in October) of the Westland District Council (WDC) owned Hokitika Gorge Lower Suspension Bridge.
- 1.2. This issue arises from recent engineering reports and a Present Value End of Life (PVEoL) investigation carried out by WSP Greymouth Limited in late 2022 & early 2023. The Engineering report highlights a number of significant repair works that must be carried out for this structure to remain open to the public.
- 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 receives the report and acknowledges that the Hokitika Gorge Lower Suspension Bridge will be closed from 1 October 2023 until such time as it is either upgraded, rebuilt, or demolished.
- 1.5. A further report that details the options available to Council will be presented at the September Council meeting. This will provide the PVEoL analysis that has been carried out. That report will contain a recommendation and will seek a formal decision on the future of this structure.

2. Background

- 2.1. With reference to the timeline included as appendix 1 (that has been created by Department of Conservation / DoC) the future of this structure is something that has been in review since at least 2010.
- 2.2. Council and DoC officers have been working together on this matter. As dual stakeholders it is important that the visitor experience to the Hokitika Gorge is not diminished.
- 2.3. It has long been considered that divesting of this asset to DoC ownership is more fitting than to retain this structure in Council ownership with ratepayers funding the ongoing maintenance and renewals.
- 2.4. The structure itself was constructed in 1933 within road reserve that links to farmland on the opposite side of the Hokitika Gorge. It is now approximately 90 years old and with the possible exception of the ground anchors every component of this structure has likely been replaced at least once in the last 90 years.
- 2.5. In August 2022 WSP was commissioned to carry out an inspection of the structure and produced a report that contained specific maintenance and renewal recommendations. That report was completed and released in October 2022 and is included as appendix 2. The DoC timeline also makes reference to this

report. There are a number of items identified that needed to be completed within 12 months of this report.

- 2.6. Renewal costs were not budgeted for in an application to seek Tourism Infrastructure Funding (TIF) early in 2023. It was intended to use these funds (along with a \$50k Council contribution) to carry out the required maintenance that would extend the life of this structure while DOC planned and obtained funding for an eventual new structure to be built in this location. At the date of this report being written there was still no advice as to the success or failure of the TIF application.
- 2.7. Whilst load testing and the “Urgent” works the report recommends have been carried out none of the “High” priority works have been able to be advanced as they all rely on funding being available. As such the timeline for these works needing to be completed for the structure to remain open to the public is approaching. (October 2023)
- 2.8. It is fortunate that there is a second suspension bridge that can be used to provide alternative access to the opposite side of the river. While it will be necessary to close part of the track to the WDC suspension bridge it is still intended that the viewing platform and other significant sections of this track will remain open in order to maintain the visitor experience.

3. Current Situation

- 3.1. The bridge at present remains open but there is an increasing risk to the public of structural failure as a result of the maintenance/renewal works not having been carried out. DOC and Council staff are not prepared to allow this structure to remain open beyond 1 October 2023 and are now in the process of planning and advertising this closure.
- 3.2. A second report to the September Council meeting is being prepared and it will contain the PVEoL analysis and a number of options for consideration with regards to the future of this structure. Ongoing Maintenance, Renewals, Replacement and Demolition will be presented as options in this next report.

4. Options

- 4.1. Option 1: Council receives the report and acknowledges that the WDC owned Hokitika Gorge Suspension Bridge will be closed to all users from 1 October 2023. DOC and WDC will notify the public of this joint decision.

5. Risk Analysis

- 5.1. Risk has been considered and while the structure has been evaluated for load and restricted to 6 persons it is not physically possible to enforce that limitation without having someone stationed on site monitoring this. While the engineering report itself will contain a degree of conservatism in the assumptions and recommendations it should not be overlooked that this structure is at the end of its useful life and is in need of significant renewal and maintenance works. The longer this work is delayed the higher the risk of structural failure. The failure of any single component of this structure could potentially result in serious injury or death to those using it at the time of failure.

6. Health and Safety

- 6.1. Health and Safety has been considered and while there is nothing council officers are presently aware of that represents an immediate Health and Safety matter, we will investigate anything that is reported by the public or identified by WDC or DoC staff. The nature of anything that is identified may accelerate the closure process if deemed to be a significant Health and Safety risk.

7. Significance and Engagement

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

8. Assessment of Options (including Financial Considerations)

8.1. Option 1 - Council receives the report and acknowledges that the WDC owned Hokitika Gorge Suspension Bridge will be closed to all users from 1 October 2023. DoC and WDC will notify the public of this joint decision. No other option is presented as this closure must be carried out and the report is simply an advice note to Council that it is occurring.

8.1.1. There are no financial implications to this option; **or**

8.1.2. The following financial implications have been identified. While DoC will carry out the track closure it is likely that the structure itself might need to be disabled such that the public physically cannot use it. This might be by way of removing some of the decking at both ends and constructing a physical barrier at each end of the structure. An indicative cost estimate on this would be approximately \$2000-\$3000

8.1.3. The item is unbudgeted expenditure and will be funded from the land transport budgets.

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 there is no other option available.

10. Recommendation(s)

10.1. That the report be received.

10.2. That the following engagement will be undertaken – Westland District Council and Department of Conservation will create a media release and advertising for the October closure of the Hokitika Gorge Lower Suspension Bridge.

Karl Jackson
Transportation Manager

Appendix 1: DoC – Hokitika Gorge Suspension Bridge Timeline

Appendix 2: Hokitika Gorge Suspension Bridge Inspection Report

Hokitika Gorge Lower Suspension Bridge Timeline

Sept 2010

Opus inspection report – inspection report, remedial work plan and indicative costs, suggested inspection timeline

- *Hokitika Gorge Swing Bridge (108) Condition Inspection and Detailed Structural Analysis*

Recommended that additional Dowell rods are installed in all anchor blocks

Dec 2015

Discussion between DOC and WDC around load limit signage and load testing

No test conduct – reason unknown

Mar 2017

Opus special inspection and report – inspection report, remedial work plan and indicative costs

- *Hokitika Gorge FoOtbridge (108) - 2017 Special Inspection*

Recommendation that additional Dowell rods are installed in all anchor blocks within 12 months

April 2018

Discussion between DOC and WDC on the Department load testing the bridge

DOC offer to conduct load testing. No decision by WDC.

April 2019

Post Flood Inspection completed by DOC engineer Jason Davidson, noted items to be corrected and ask if work had been completed as noted in an earlier Opus reports and asks if load testing has been considered

October 2019

WDC/DOC - discussions around asset disposal and replacement of the bridge begin

Agreed that disposal of the Bridge by WDC to DOC presents a likely best option, but would require road reserve to be vested to DOC

October 2021

DOC - discussion on timeline for bridge replacement and Inclusion into WSI 4 yr capital plan

Engineering team recommend a full inspection, would requiring drilling of towers and need WDC consent

Department decides that it would not take on the aging asset, full replacement would be subject to capital approvals and removal of old structure by WDC.

August 2022

WDC and DOC meeting – Discussion to load test Bridge as of recommended by DOC engineering team.

WDC recommend load testing on hold until WSP report received and if anything significant is identified in the inspection the bridge is decommissioned immediately

October 2022

WSP bridge report received – inspection report, remedial work plan and indicative costs

- *Hokitika Gorge Suspension Bridge Inspection 2022*

5 prioritised work streams and completion timeframes identified

– Urgent (6mths), High (12 mths), Medium (5 yrs), low (10 yrs), Monitor

WDC to seek further information from WSP on risk of load testing and anchors works

Estimated \$200k of remedial works identified in report

December 2022

Response received from WSP for further information on the report – anchor work and load limits

Meeting with WDC and DOC – discussing WSP report

WSP and DOC engineers recommend closure of the bridge or access to it if works not complete within 12 months (Oct 23)

WDC to have WSP to complete PVEoL and options paper

Decided load test to be completed to give some confidence for the next 10 – 11 months

Owen outlines bridge situation and options to general Council meeting

January 2023

Load test completed by DOC

February 2023

Meeting with WDC and DOC around future options - funding

Discussion paper and timeline for the bridge drafted by DOC – awaiting WSP input (PVEoL & options)

Decision made to close access and the structure as recommended (12 months - Oct 23)

WDC to investigate TIFF funding further either for maintenance works or full replacement

May 2023

Letter of support for TIFF application supplied to Council by DOC

June 2023

WDC Tiff application lodged

July 2023

WSP report received - options analysis

- *Hokitika Gorge Suspension Bridge - PVEoL & options Report*

Replacement is most cost effective option

August 2023

WDC and DOC meeting to discuss further

Memorandum

To	Karl Jackson
Copy	John Bainbridge
From	Rem Markland
Office	Greymouth
Date	18 October 2022
File/Ref	6-WWES3.94
Subject	Hokitika Gorge Suspension Bridge Inspection 2022

1 Introduction

WSP have been engaged by Westland District Council to carry out a detailed inspection of the Hokitika Gorge Suspension Bridge. The inspection has been carried out to assess the current condition of the bridge and to understand the scope of repair costs and any further investigations required as part of a proposal to transfer ownership or alternatively remove the structure.

In accordance with our offer of service dated 05th August 2022, WSP have offered the following services in regard to this bridge inspection.

1.1 Detailed Visual Inspection

- Carry out a detailed visual inspection of all accessible components and assess the condition of the bridge.
- Identify any maintenance or repairs required and provide rough order cost (R.O.C) estimates for these.
- Compare current condition to previous inspections and comment on any changes or advance of existing defects.
- Provide recommendations on any further investigations required including cost estimates (where appropriate).

1.2 Timber Drilling

- Clean around each tower's hardwood piles and drill near ground level at 1 location for each pile (4 holes total)
- Drill each hardwood tower cross head at two locations (4 holes total)
- Visual inspection of the hardwood external surfaces
- Record the results of the drilling and any rough order costs for defects found
- Assess any decay and effects on the structure
- Prepare a drilling summary and results to include in the assessment report

2 Inspection Data

The bridge data (including inspection information) has been added to the “Opus Bridge Information System” (OBIS) and can be retrieved by WDC. A summary printout of the bridge inventory data, inspection results and recommendations is attached in Appendix A of this report.

2.1 Remedial Works and prioritisation

Remedial works are classified against work categories as outlined in NZTA’s Planning Programming and Funding Manual (2008). This is for ease of compiling funding applications. Remedial work for the bridge has been scheduled and prioritised as follows.

2.1.1 *Routine Bridge Maintenance (114A)*

This category is essentially routine bridge repairs, in other words, repairs and maintenance requiring little or no design input, and able to be undertaken by the Maintenance Contractor.

2.1.2 *Structural Bridge Maintenance (114B)*

This category is essentially bridge repairs where design input is required, and/or where specialist Contractors would be expected to undertake the work.

2.1.3 *Further Investigation*

This category is essentially recommending further investigation into components of the bridge. For example, this might include localised breakout to inspect a hidden component for condition issues or completing a capacity assessment. These investigations give more accuracy on the structures true condition and repair costs of these unknown items. These investigations can also provide more conclusive understanding of risk. There are however instances where the costs associated with further investigations can prove uneconomical compared to replacement costs.

2.1.4 *Priority Ranking*

The following ranking has been applied to the defects noted in the inspection with recommended time frames to intervene with the recommended maintenance.

U – Urgent: prompt action required (within about 6 months).

H – High: Complete within about 1 year.

M – Medium: Complete within about 5 years.

L – Low: Complete within about 10 years or as resources allow.

Z – Monitor: (No costs assigned).

The schedule provided is preliminary and will change as a result of the further investigations recommended.

2.1.5 *Cost estimates*

Rough Order Cost (R.O.C) estimates have been provided for each defect and have been assumed at +/- 25%. Each defect has been estimated standalone without taking into account any efficiencies of combining works.

3 Inspections/Observations

The bridge was inspected on the 7th August 2022 by Rem Markland (WSP Principal Bridge Inspector).

The following sections cover the observations noted during the detailed inspection and timber drilling.

3.1 Visual inspection results

Tables 1 – 3 below lists the defects noted during the inspection with priority and R.O.C estimates under each Work Category.

3.1.1 Routine Bridge Maintenance (114A)

Table 1 Summary of routine maintenance items

Component	Defect	Recommendation	Priority	R.O.C
Handrail/barrier system around anchors	Vegetation clearance	Remove vegetation	Urgent	\$800
Handrail system on bridge	Previous netting repair complete, follow up eye bolt snagging hazard	Fit caps to threads protruding into carriageway	High	\$550
Routine Maintenance Costs				\$1,350

3.1.1.1 Structural Bridge Maintenance (114B)

Table 2 Summary of Structural maintenance items

Component	Defect	Recommendation	Priority	R.O.C
Anchors	No design available to understand connections within mass concrete anchor. Corrosion of anchor rods in sleeves into mass concrete very difficult to treat and inspect	Would require concrete break out to inspect and treat.	Medium	\$8,000
Tower components	Hardwood components showing advancing decay both internally and externally (see drilling results)	Estimate repair or augmentation in 2-5 years. Requires design.	Medium	\$45,000
Suspension Cables	Corrosion general red rust and isolated pitting and coating failure	Assess pitting rust pass fail criteria – replace cables or prep and re-coat within 1 year	High	\$32,000
	Cable clamps orientation originally wrong and may have damaged the cables as a result	Assess working loads, pass fail criteria and consider re-stringing the bridge	Medium	\$45,000
	Corrosion, section loss in older saddle clamps around Abutment B	Replace	Medium	\$600
	Cable saddles over tower cap – corroded (general corrosion). Saddle design not providing side support to cable over curve, hence flattening the cable	Consider upgrading the saddle to a designed sheave	Medium	\$12,000
Hangers	Sheltered corrosion on hanger thread through treated timber transoms	Have to be removed to inspect – will require replacement as a precaution	High	\$40,000
	Section loss to upper hanger to cable connection clamp / hanger 1 upstream Abutment B	Replace fixings	High	\$600

	Slack to be adjusted in first 3 hangers (both sides) at each end of bridge	Adjust and add spacers if thread has run out	High	\$1,000
Sway Cables	Replaced circa 2018 – still terminated low at waterline with risk of flood debris damage	Relocate higher in the rock face	Medium	\$12,000
	Rigging screws connecting sway brace to bridge corroded only installed in 2018	Replace with HDG components	Medium	\$2,000
Decking	Highly polished deck surface with no slip resistance. Splitting of plank ends minor around fixings	Consider risks and replace defective planks. Consider installing slip resistance	Medium	\$15,000
Structural Maintenance Costs				\$213,200

3.1.1.2 Further Investigation

Table 3 Summary of Structural maintenance items

Component	Defect	Recommendation	Priority	R.O.C
Anchors	No design available to understand connections within mass concrete anchor. Water observed flowing out from anchor and bedrock downstream Abutment A is concerning in terms of corrosion of dowels or steel connections	Investigate the need to remediate the risk by upgrading the anchors	High	\$20,000
Load capacity	No history of load testing	Assess risk and proof load the bridge	Medium	\$15,000
Hardwood components	Date of next drilling	Drill components 2026	Medium	\$7,000
Treated Timber Components	Only visually inspected for condition	Currently observed as okay – however replacements need to be considered in EOL assessment	Medium	\$2,500
Summary of costs				\$44,500

Further detail can be found in the structure inspection PDF attached in appendix A of this report.

3.2 Drilling results

As part of our inspection, the hardwood components of the towers were drilled to assess their condition. While we always focus our drilling in common decay areas, it should be noted that these only represent the specific area drilled.

The drilling results are listed in Tables 4 & 5 below:

3.2.1 Abutment A (true right) Tower

Table 4 Drilling summary for Abutment A (true right) tower components

Component	Location Drilled	Results	Comments/Actions
Upstream Tower Support	300mm above mortar base	<ul style="list-style-type: none"> - 100 mm of softer material with possible white spot observed - Dark staining at 180mm (likely through crack) - Surface decay on U/S-D/S faces up to 30mm deep to 1.7 metres high 	<p>Surface decay advancing and significant visual impact to users</p> <p>Monitor</p>
Tower cap U/S side	In 250mm from U/S tower support through soffit of cap	<ul style="list-style-type: none"> - Soffit of beam 30mm of surface decay widespread with white spot observed - 10mm of decay widespread on top surface of cap 	<p>Decay advancing and significant visual impact to users</p> <p>Monitor</p>
Downstream Tower Support	300mm above mortar base	<ul style="list-style-type: none"> - 60mm of central decay in beam. 	<p>Appears to be tallow wood and can rapidly decay once underway</p> <p>Monitor</p>
Tower cap D/S side	In 250mm from U/S tower support through soffit of cap	<ul style="list-style-type: none"> - Soffit of beam 30mm of surface decay widespread with white spot observed - 10mm of decay widespread on top surface of cap 	<p>Surface decay advancing and significant visual impact to users</p> <p>Monitor</p>

3.2.2 Abutment B (True Left) Tower

Table 5 Drilling summary for Abutment B (true left) tower components

Component	Location Drilled	Results	Comments/ Actions
Upstream Tower Support	300mm above mortar base	<ul style="list-style-type: none"> - 50-260mm 20% loss of fibre damp - 120-260mm 5-10% loss of fibre - River face surface decay pockets widespread up to 30mm deep 	<p>Decay advancing and visual impact to users</p> <p>Potential Augmentation 1-3 years</p> <p>Monitor</p>
Tower cap U/S side	In 150mm from U/S tower support through soffit of cap	<ul style="list-style-type: none"> - Beam top ropey with widespread depth of 10mm and vegetating - 20-260mm dry soil decay full loss of fibre (vertically) - Central 90mm dry soil decay horizontally 	<p>Recommend design and augmentation within 1 year</p>
Downstream Tower Support	300mm above mortar base	<ul style="list-style-type: none"> - Downstream face has 30mm surface decay widespread 	<p>Decay advancing and visual impact to users</p> <p>Potential Augmentation 1-3 years</p> <p>Monitor</p>
Tower cap D/S side	In 150mm from U/S tower support through soffit of cap	<ul style="list-style-type: none"> - Generally, sound with 20mm of staining 	<p>Augment due to opposite end decay within 1 year</p>

Photographs from the timber drilling are located in Appendix C.

4 Discussion

This bridge forms a loop track following the recent addition of a new suspension bridge and minor structures constructed upstream by the Department of Conservation. There has been significant investment in the area within the last 3 years and this bridge is a critical part of that track.

Based on our detailed inspection and drilling of the hardwood components, it is evident that the bridge condition is starting to deteriorate and is in need of significant repairs, upgrades and augmentation.

The highest priority components are the concrete anchor blocks and associated unknown connections to the bedrock. Visible defects include water flowing under the downstream true right anchor which raises concerns in terms of corrosion/section loss of the dowels or connections (if they exist) and the anchors long term capacity. The anchor rod detail into the mass anchor block is also showing signs of corrosion. Due to the detail, it is almost impossible to access for inspection or treatment without significant breakout of the anchor. This work would be risky and costly considering additional supplementary anchors are likely required regardless.

The hardwood components are starting to advance in both surface and central decay compared to the 2015 drilling. Tower sections will require augmentation within 1-5 years. Abutment B is exhibiting the most advanced decay with the tower support cap having lost significant section on the upstream side.

Suspension cables and hangers are still deteriorating due to corrosion and replacements will be inevitable within the next 5 years

The ROC and priorities for both routine/structural maintenance and further investigations are summarised in Table 6 below. Noting these costs may increase based on the outcomes of the further investigations and exclude any professional fees.

Table 6 Summary of required maintenance & investigation costs.

Priority	Repair breakdown		Total ROCs (+/- 25%)
Urgent (within 6 months)	- Routine (I14A): - Structural (I14B): - Further Invest (I):	\$800 - -	\$800
High Priority (within 1 year)	- Routine (I14A): - Structural (I14B): - Further Invest (I):	\$550 \$73,600 \$20,000	\$94,150
Medium Priority (within 5 years)	- Routine (I14A): - Structural (I14B): - Further Invest (I):	- \$139,600 \$24,500	\$164,100
Low Priority (within 10 years)	- Routine (I14A): - Structural (I14B): - Further Invest (I):	- - -	-

As shown above, there is approx. \$95k of urgent/high priority repairs that need to be completed within 1 year and an additional \$164k of medium priority repairs within 5 years. This results in a \$259k investment (excluding professional fees) over the next 5 years to maintain the structure in safe serviceable condition. The outcomes of the further investigations will also likely increase these overall costs.

While significant component replacements are recommended, the structure will still have a limited remaining useful life compared to the new suspension bridge and other structures on this loop track.

These costs could support a reasonable case for replacement, based on the current condition of the bridge, the existing load restrictions and investment required to maintain the current level of service. A present value end of life (PVEOL) assessment would support any replacement decision.

5 Recommendations

Our detailed inspection and timber drilling have highlighted widespread conditional issues that need to be addressed and further investigations are required to understand and manage risk. We recommend the following:

- Review this report and prepare a maintenance plan to address the short term repairs to maintain the safety of the bridge for visitors.
- Undertake a brief options assessment (including a present value end of life justification) to determine the best long term solution for the bridge. The new DOC swing bridge upstream will provide an indication on the replacement costs and this can be compared against the required maintenance costs outlined above.
- If repair and maintain the existing bridge is considered as a viable option, the further investigations need to be undertaken to determine the true extent of repairs and any residual risks the WDC/Doc would need manage.

Prepared by:



Rem Markland (Principal Bridge Inspector)

Reviewed by:



Campbell Apthorp (Principal Bridge & Civil Structures Engineer)



Disclaimer

This report ('**Report**') has been prepared by WSP exclusively for [Westland District Council] ('**Client**') in relation to [Hokitika Gorge Suspension Bridge Inspection 2022] ('**Purpose**') and in accordance with the offer of service dated 5th August 2022. The findings in this Report are based on and are subject to the assumptions specified in the Report offer of service dated 5th August 2022. WSP accepts no liability whatsoever for any reliance on or use of this Report, in whole or in part, for any use or purpose other than the Purpose or any use or reliance on the Report by any third party.

Appendix A

OBIS INSPECTION REPORT PDF 2022

RAMM / Alt. Database ID:	
Road Name:	WHITCOMBE VALLEY ROAD (1522)
Road ID:	2288
Waterway Name:	
Structure Type:	Footbridge
Displ:	9.8 (km)
Date Built:	1933
Age:	89
Remaining Life:	5 Years
Inspected By:	Rem Markland
Inspected Date:	07/09/2022

Cross Section Of Superstructure:	Other
Long Section Of Superstructure:	Other
Deck type:	Timber, Longitudinal Planks
Beam type:	Other
Material:	Steel
Length:	47 metres
Spans (No./Length or diameter(m)):	1/47.0 0/0.0 0/0.0
Reviewed By:	Campbell Apthorp
Reviewed Date:	26/09/2022

CONDITION ASSESSMENT

GENERAL		
G1	Appearance	R
G2	Approach adequacy	✓
G3	Special approach signs	✓
G4	Bridge reflector signs	N/A
G5	Vibration	✓
G6	Bearings	I
G7	HD bolts and linkages	✓
G8	Expansion joints	✓
G9	Footways	✓
G10	Handrail or guardrail	R
G11	Deck drainage	✓

FOUNDATIONS AND SUBSTRUCTURES		
F1	Settlement	✓
F2	Cracking	✓
F3	Spalling	✓
F4	Abrasion	✓
F5	Corrosion of steel	S
F6	Decay	✓
F7	Date of last boring	✓
F8	Other defects	S

WATERWAY		
W1	Waterway adequate	✓
W2	Erosion of abutments	✓
W3	Erosion of piers	N/A
W4	Other defects	✓

SCOUR AND RIVER		
S1	River aggrading	✓
S2	River degrading	✓
S3	Channel meander	✓
S4	Trees and tree roots	✓

SUPERSTRUCTURE TIMBER		Deck	Beams
ST1	Decay	S	S
ST2	Warping and cracking	S	✓
ST3	Deck wear	S	
ST4	Bolts and spikes	✓	✓
ST5	Other defects	✓	✓
ST6	Date of last boring	✓	
ST7	Broken timbers	✓	✓

SUPERSTRUCTURE CONCRETE		Deck	Beams
SC1	Cracking	N/A	N/A
SC2	Spalling	N/A	N/A
SC3	Reinforcement corrosion	N/A	N/A
SC4	Other defects	N/A	N/A

SUPERSTRUCTURE STEEL		Deck	Beams
SS1	Condition of paint	✓	N/A
SS2	Corrosion	✓	N/A
SS3	Joints	✓	N/A
SS4	Rivets or bolts	✓	N/A
SS5	Other defects	✓	N/A

CONDITION RATING

Element	Score
General	3
Foundations/Substructure	4
Waterway and Scour	1
Superstructure	4
Overall Rating*	3

Condition Rating Notes:

1. **Excellent:** Cyclic maintenance only
2. **Very Good:** Minor and cyclic maintenance only
3. **Good:** Significant maintenance required
4. **Average:** Significant renewal/upgrade required
5. **Poor:** Unserviceable

DESCRIPTION	MARKING CODE
Not Inspected	-
Satisfactory	✓
Routine Maintenance	R
Structural Maintenance	S
Investigate	I
Not Applicable	N/A

COMMENTS AND RECOMMENDATIONS

Ref	Brief description of faults and recommendations for repair.	Priority	W/E	Cost Estimate	Completed
G1 - Appearance	Upgrade barrier fences and clear scrub around cable anchor blocks for appearance and corrosion control.2020	Urgent	114A	800	
G6 - Bearings	Due to historic concerns with these anchored connections, the current corrosion, water flow between one of the anchors and bedrock and lack of as- built, these critical foundations should be replaced. Further investigations and the component replacement costs need to be considered with the other wide range of defects elsewhere before proceeding.	High	I	3000	
G10 - Handrail or guardrail	Replace and fix new netting at Abutment B. Re-orientate rope clamps to avoid injuries to public at approaches. lock eye bolts in main handrail eye bolts to prevent rotation and use a dome nut to back up single nut on eye bolt. 2020 Secured, however damaged & should be replaced. 2022 repaired netting eye bolts still snagging hazard.	High	114A	600	
F5 - Corrosion of steel	Wire ropes painted circa 2018-19 (3-4 years ago) with coating delaminating/cracking exposing rust corrosion with isolated pitting of individual strands. Requires detailed coating specification and application. Rope access required and power tool preparation. Need to consider resource consent requirements. Evaluate pass/fail criteria for working ropes prior to proceeding.	High	114B	32000	
F5 - Corrosion of steel	Sheltered corrosion occurring in hanger threaded ends through treated timber transoms. Very difficult to observe without removal and inspection, inevitably will require replacement as a precaution (vulnerable point of failure).	High	114B	40000	
F8 - Other defects	Adjust slack in hanger rods under transoms at Abutment A end, Check sufficient thread is available or provide packing to support. 2022 Adjust slack in hangers 1-3 at each end of the bridge, hangers 9 each side in mid span. threads may have run out so install packers (galvanized)	High	114B	1000	
F8 - Other defects	Anchor block holding down suspect - Install additional dowel bars (Refer Opus Report Sep 2010) - (2011) SAME. Same 2014. 2017.03.16 Anchor rods and bolts exhibiting ring bark corrosion. Single anchor rods extend into concrete anchor blocks in pockets. These areas will retain water and moisture causing corrosion. Recommend Biocide treatment for mosses and following high pressure water blasting/drying and application of sika flex SF11 sealant. Inspection of rods to be carried out before sealing and after full cleaning. 2020, 2022 no change - hidden risk with very restrictive access to full inspection without destructive breakout	High	114B	8000	
F8 - Other defects	CORROSION ON CLAMP NUTS. CLEAN AND COVER WITH DENSO OR SIMILAR. 2017.03.16 Identified by Westroads Contractor during repairs following inspection. These nuts were replaced and clamps and hangers coated. Complete. 2022 1st hanger (upstream abutment B) to main cable clamp nuts are heavily corroded and require replacement	High	114B	600	

Ref	Brief description of faults and recommendations for repair.	Priority	W/E	Cost Estimate	Completed
F8 - Other defects	Water flowing from under anchor block between concrete mass block and assumed bedrock at Abutment A downstream. Due to unknown detail for doweling or anchor termination within the block, this raises concern of the condition of this detail. Investigate the need to remediate this risk by upgrading the anchor.	High	I	20000	
G6 - Bearings	Consider Load testing the structure. Currently posted for 6 people or 1000kgs. Load testing has not been carried out to our knowledge in the previous 8 years	Medium	I	15000	
F5 - Corrosion of steel	Corrosion and section loss of main cable saddle clamps mainly at Abutment B, however additional clamps recently fitted look like replacements.	Medium	114B	600	
F8 - Other defects	Anchor cable stay clamps are orientated incorrectly as previously noted in reports, Clamp fitted to live rope (not saddle) and will damage the cable when fitted this way. Re-orientation of these now will not reverse the damage done. Look at pass/failure criteria for the cable and its working loads and consider replacement cable with better rigging practices. Significant costs to re-string the bridge	Medium	114B	45000	
F8 - Other defects	SWAY CABLES ARE MOUNTED LOW AT Rock ANCHOR BELOW FLOOD LEVELS, CATCHING DEBRIS. Same 2014. same 2017. 2020 new installation of sway cables to similar locations. 2022	Medium	114B	12000	
F8 - Other defects	All 4 tower cable saddles inspected closely, general rust corrosion around saddle surface. Cables have no side support due to original design and are flattening over the saddle. No individual broken strands were observed. Consider upgrading saddles to correct part sheave for support.	Medium	114B	12000	
ST1 - Decay	2022 treated timber braces, transoms have not been drilled and are monitored on visual condition from surface, Currently look okay however, consideration to future replacement should be included in EOL assessment.	Medium	I	2500	
ST1 - Decay	Date of next test drilling - drilled 07/09/2022 - refer to 2022 detailed report for results. Recommend next drilling within 4 years -towers and tower caps	Medium	I	7000	
ST1 - Decay	Decay in hard wood components outlined in 2022 report. Note significant decay in tower cap at Abutment B. Advancing decay observed in drilling results of tower support bases compared to 2015 drilling. surface decay pockets more widespread now. Estimate repair or augmentation of some elements in 2-5 years.	Medium	114B	45000	
ST3 - Deck wear	Decking planks highly polished from large volumes of foot traffic, minor end splitting of planks around fixings. consideration to replacement in 2-3 years as a precaution. No slip resistant surfacing is on the deck, however the heavy trafficking, gritty silt and exposure to elements has not proven to be a risk in the past. Consider adding if Client deems this a safety risk.	Medium	114B	15000	
SS5 - Other defects	Rigging screws (turn buckles) threaded sections are corroding rapidly since recent installation. Access to clean up threads and denso tape all items. Fall arrest positioning required for access.	Medium	114B	2000	
TOTAL COST ESTIMATE:				262100	

ENGINEERS COMMENTS

Comment	Engineer Name	Date
Tower vertical columns and horizontal caps drilled 07/09/2022. Some advancement of internal decay noted as well as advancing surface decay.	Rem Markland	07/09/2022
Bridge drilled in 2015. 3 of 4 tower columns drilled, D/S TR tower lighter timber type and some minor decay near ground level. Tops of towers and cross members on towers in good condition. Drill in 2021.	Willis Macbeth	27/02/2015
Bridge evaluated 2010 - OK for unrestricted pedestrian loading subject to anchor bocks being upgraded	Anthony Rooke	01/09/2010

Appendix B

INSPECTION PHOTOGRAPHS 2022

Hardwood Tower Components



Figure 1. General view of tower support Abutment A (true right)



Figure 2. General view of tower support Abutment B (true left)



Figure 3. Upstream Abutment A tower support showing surface decay pockets up to 30mm



Figure 4. Upstream Abutment A tower cap soffit showing surface decay pockets up to 15mm with white spot

Anchor Components



Figure 5. General view of tower anchor assembly Abutment A (true right) downstream



Figure 6. Water flowing out from anchor block to assumed bed rock level



Figure 7. Example of the anchor rods in their tube fixed into the concrete mass block



Figure 8. Example of anchor rod where corrosion is visible outside the cast in tube

Suspension Bridge Span Components



Figure 9. General view of deck condition noting polished surface and plank end cracking



Figure 10. Main cable condition noting isolated pitting in strands and previous repair coating delaminating and cracking



Figure 11. Typical condition of the main cable saddles at tower tops showing general corrosion and spreading of the cable due to no side support in the sheave



Figure 12. Typical coating damage adjacent to new clamps (not slippage)



Figure 13. Older clamps exhibiting section loss and requiring replacement

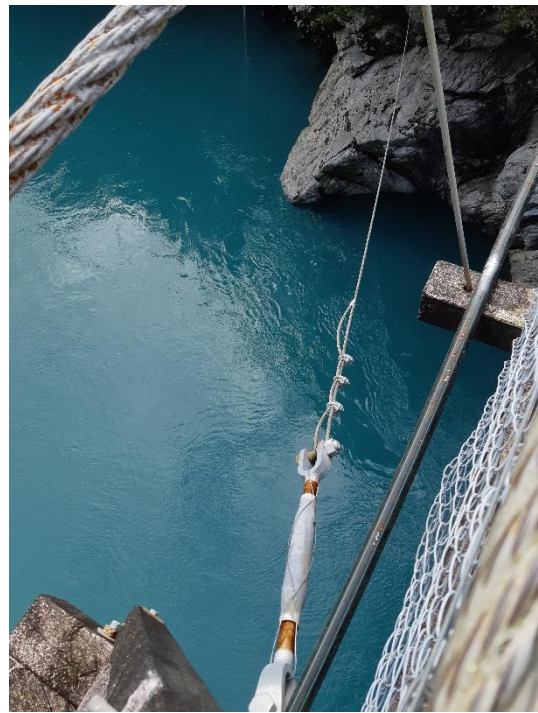


Figure 14. Corrosion on threads of newly installed turn buckles



Figure 15. Abutment B hanger clamp 1 upstream with heavy section loss to main cable clamp fixings. Replace.



Figure 16. Typical view of sheltered corrosion of hanger rods through treated timber transoms with unknown section loss deeper in timber section.



Figure 17. Slack requiring adjustment in hanger rod



Figure 18. General view under span



Figure 19. General view of sway brace at mid span

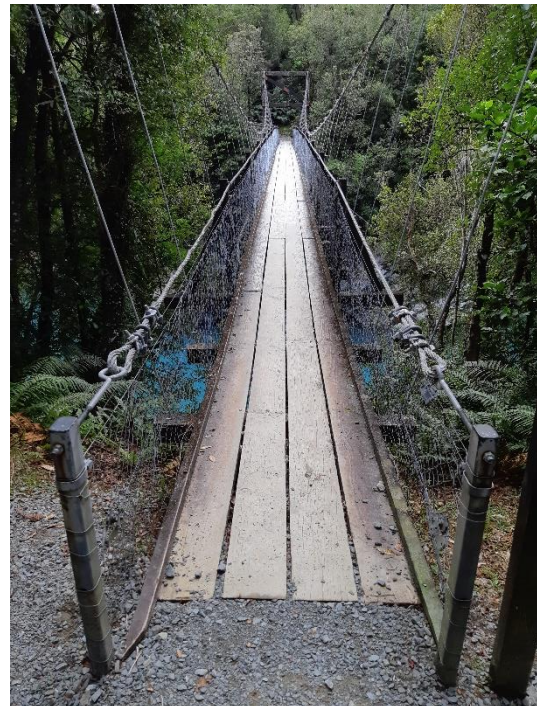


figure 20. General view of Abutment B approach noting the eyebolt threads in the posts requiring end caps

Appendix C

TIMBER DRILLING RESULTS 2022

Abutment A (true right) Results

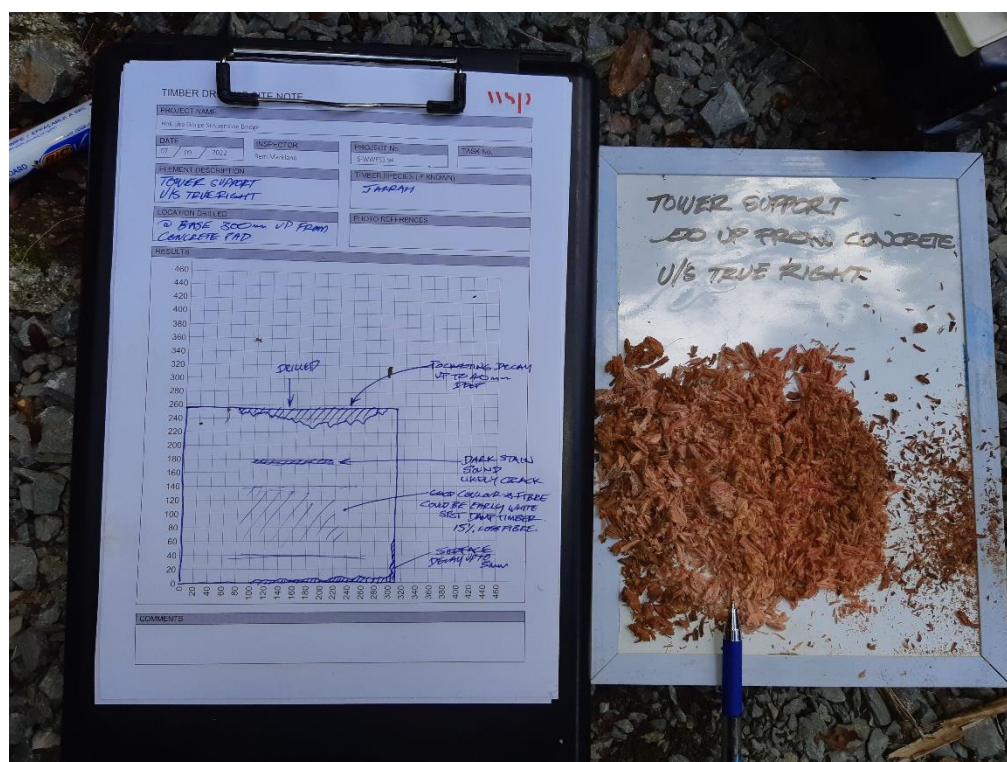


Figure 1. Upstream tower support drilled 300mm above mortar pad

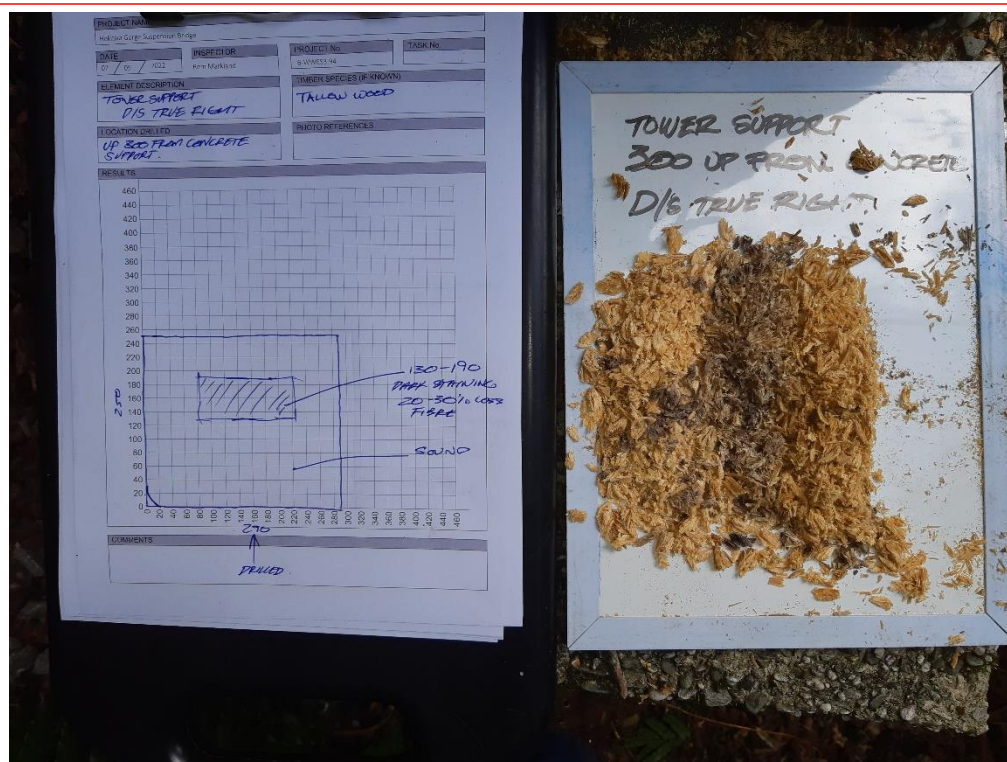


Figure 2. Downstream tower support drilled 300mm above mortar pad

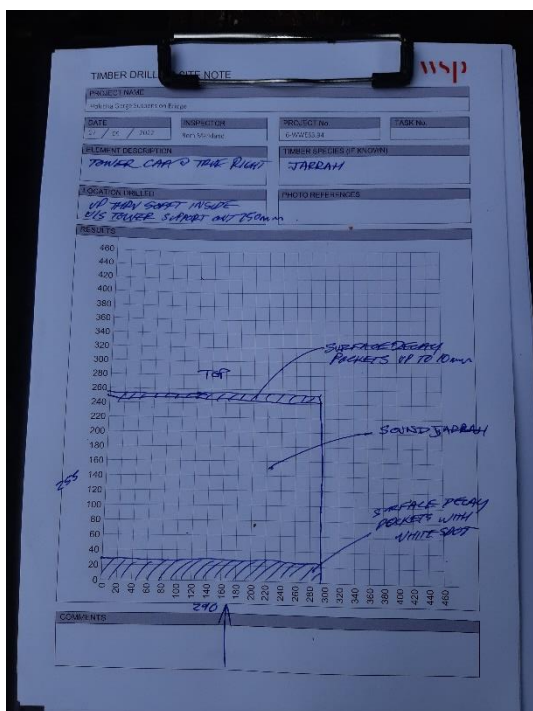


Figure 3. Upstream tower cap drilled in 250mm from tower support through soffit

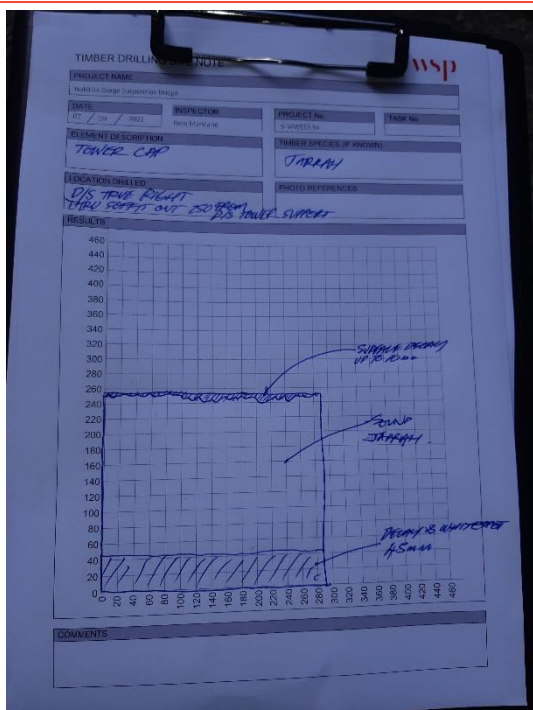


Figure 4. Downstream tower cap drilled in 250mm from tower support through soffit

Abutment B (true left) Results

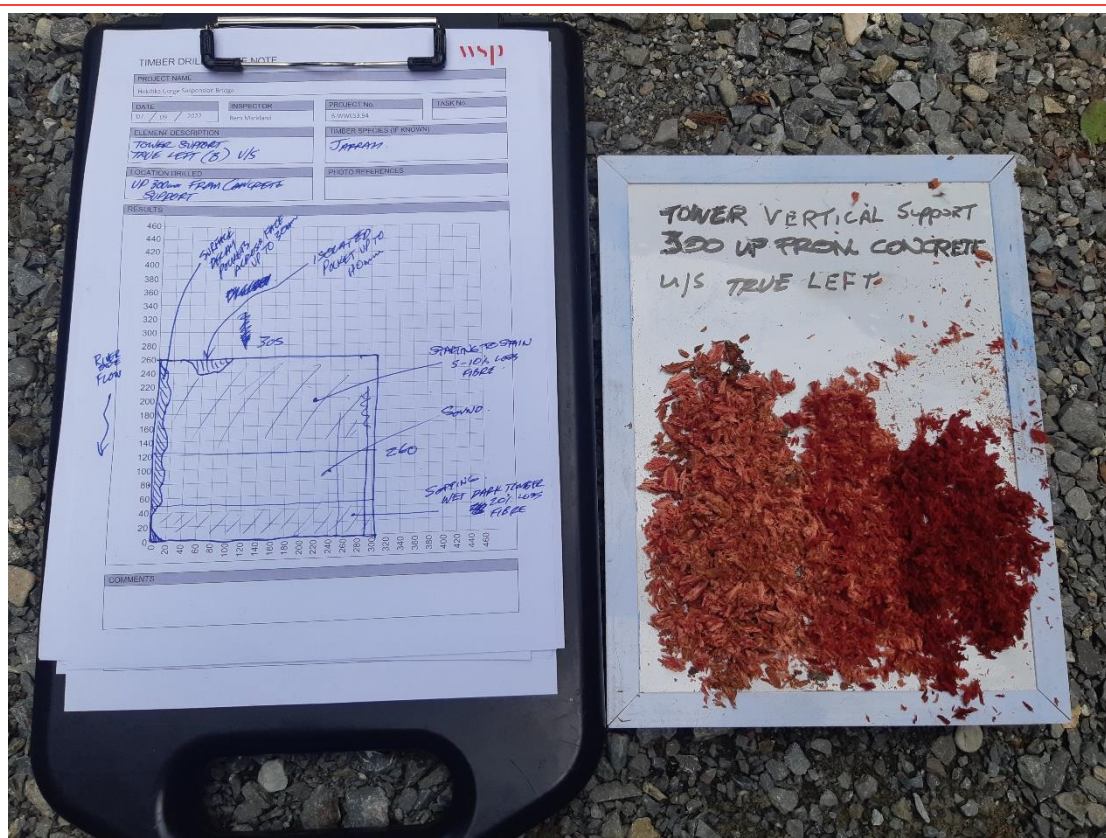


Figure 5. Upstream tower support drilled 300mm above mortar pad

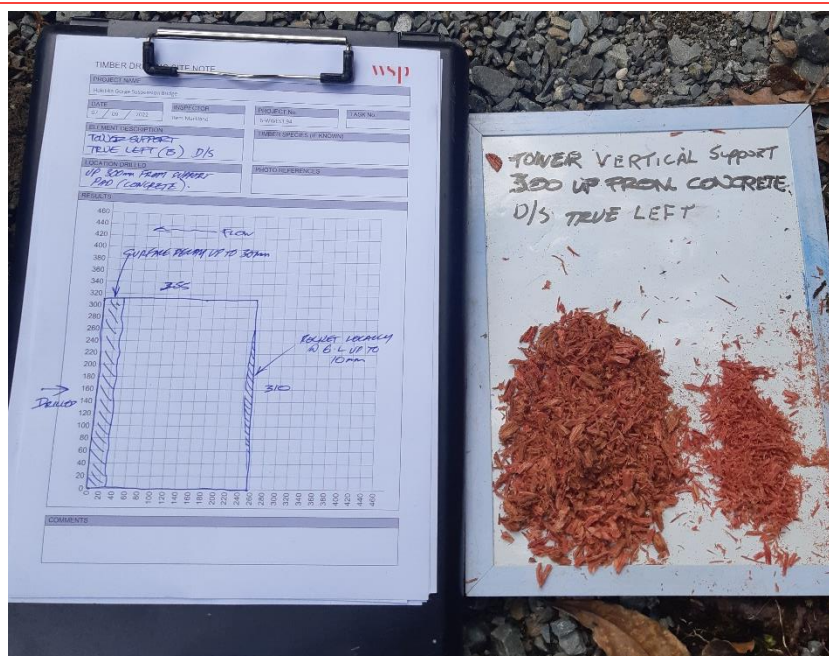


Figure 6. Downstream tower support drilled 300mmm above mortar pad

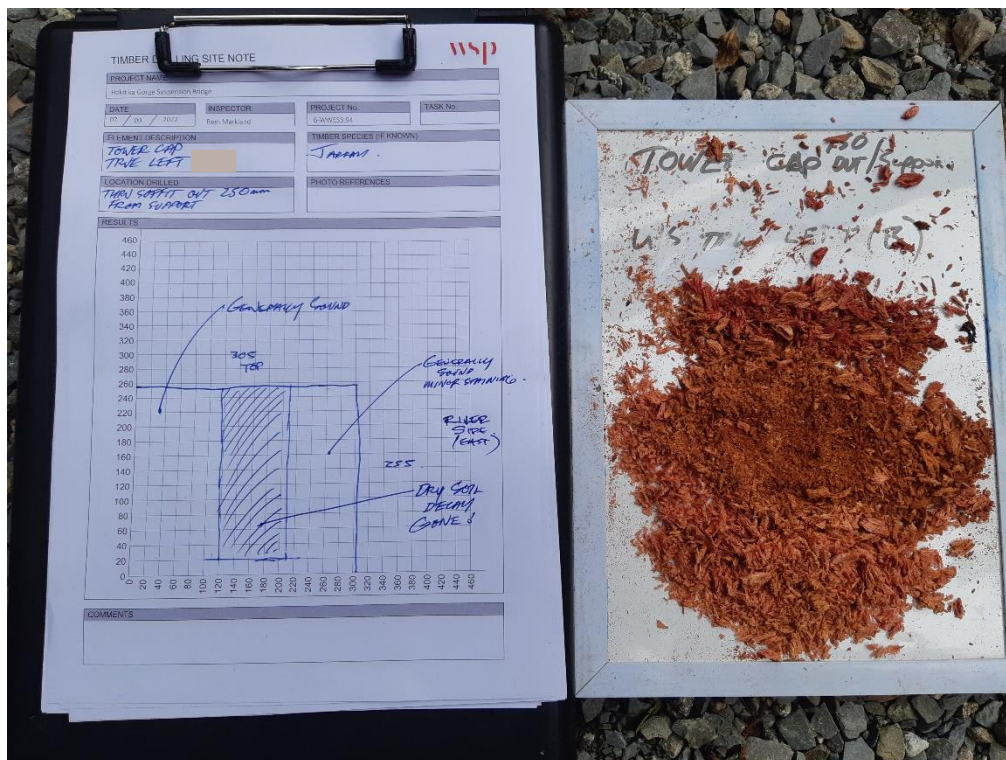


Figure 7. Upstream tower cap drilled in 150mm from tower support through soffit

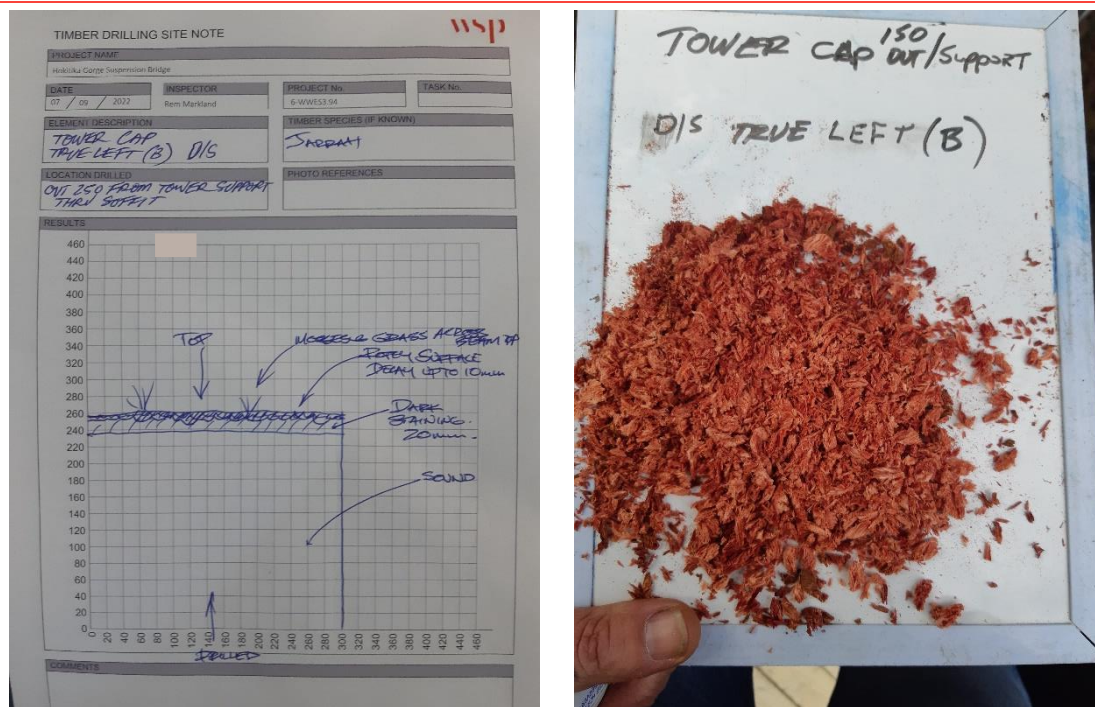


Figure 8. Downstream tower cap drilled in 150mm from tower support through soffit

Report to Council



DATE: 24 August 2023

TO: Mayor and Councillors

FROM: Group Manager, Corporate Services, Risk & Assurance

VOTING SYSTEM

1. Summary

- 1.1. The purpose of this report is for Council to consider the choice of Electoral Voting System for the 2025 and 2028 Local Government Triennial Elections.
- 1.2. This issue arises from the requirement for councils to resolve to change electoral voting systems by 12 September 2023 if the council wishes to change the electoral system for the next two triennial elections.
- 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 resolve to continue to use the First Past the Post Electoral System for the 2025 and 2028 triennial elections.

2. Background

- 2.1. Westland District Council (WDC) currently uses the First Past the Post (FPP) Electoral System.
- 2.2. There is no requirement to change the voting system, however if council does wish to do so, a resolution must be passed by 12 September 2023, the system would then be in place for the 2025 and 2028 elections.
- 2.3. Regardless of council making a resolution to change the electoral system, it is mandatory to publish a public notice of the right of electors to demand a poll by 19 September 2023.
- 2.4. A poll can be initiated by council resolution or be demanded by a minimum of 5% of the electors in the Westland District.
- 2.5. The result of a poll is binding, and the electoral system adopted must be used for the next two local elections and all subsequent elections until council passes another resolution or a further poll is held.

3. Current Situation

- 3.1. The current situation is that the Future for Local Government (FfLG) report contains a recommendation that a Single Transferrable Vote (STV) electoral system be adopted as the nationwide method for local elections.
- 3.2. Most local authorities use the FPP electoral system, however after the FfLG report it is likely that local authorities may consider the merits of a change in electoral system.
- 3.3. The presentation from electionz.com attached as **Appendix 1** details the system and potential advantages and disadvantages of both FPP and STV systems.
- 3.4. The STV system is considered easy to use, however understanding how the system works is more complicated than FPP. Generally, it is found that more queries are received after the results of an STV election as the results can be unexpected.
- 3.5. FPP is easier to understand as electors get one vote for each vacancy to be filled.

4. Options

- 4.1. Option 1: That Council resolves to use a STV Electoral System for the 2025 and 2028.
- 4.2. Option 2: That Council resolves to continue to use the FPP for the 2025 and 2028 triennial elections.

5. Risk Analysis

- 5.1. Risk has been considered and the following risks have been identified, process and reputational risk from not meeting election timelines.

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 medium as the choice of voting system will be of interest to the community, however resolving on the voting system is an administrative function.
- 7.2. No public consultation is considered necessary.

8. Assessment of Options (including Financial Considerations)

- 8.1. Option 1 – That Council resolves to use a Single Transferrable Voting System for the 2025 and 2028 local government elections.
 - 8.1.1. The following financial implications have been identified.
 - 8.1.2. The elections would be budgeted, however the cost of STV is approximately 25% or \$2 thousand more than FPP for Westland District Council.
 - 8.1.3. Election costs are rated to the whole community at large through the general rate.
 - 8.1.4. The results can be delayed due to the extra time required to produce the results due to the capture and processing of more data.
 - 8.1.5. Tactical voting can occur which can be used to keep someone out.
- 8.2. Option 2 - That Council resolves to continue to use the FPP Voting System for the 2025 and 2028 triennial elections.
 - 8.2.1. If WDC does nothing council will continue to use the FPP electoral system.

- 8.2.2. There is potential for the electors to demand a poll to change the electoral system.
- 8.2.3. The FPP system is easy to understand, and electors are familiar with the system.
- 8.2.4. If WDC were to resolve to change to STV two voting systems on one document may confuse electors. West Coast Regional Council (WCRC) use FPP.

9. Preferred Option(s) and Reasons

- 9.1. The preferred option is Option 2
- 9.2. The reason that Option 2 has been identified as the preferred option is that it is a familiar and easy to understand voting system. The cost of FPP is less than that of STV. Electors get as many votes as there are positions. The voting system will be the same for both WDC and WCRC and cause less confusion.

10. Recommendation(s)

- 10.1. That the report be received.
- 10.2. That Council resolve to continue to use the First Past the Post Electoral System for the 2025 and 2028 triennial elections.

Lesley Crichton
Group Manager, Corporate Services, Risk & Assurance

Appendix 1: Electoral systems options



2025 Electoral Systems Option

Electoral Officer Presentation

Westland District Council

3rd August 2023

The Electoral System Option

Proven
election
services
experience

Proven
vote
processing
capability

Proven
risk
management
experience

Proven
online
voting
experience

- ◆ A change to the electoral system can be initiated by:
 - a resolution by the local authority; or
 - a poll of electors
- ◆ Decision by a local authority must be made by 12 September 2023 **if a council wishes to change the electoral system** for the next two triennial elections (s27)
- ◆ ***Not Mandatory*** – council can do nothing, the status quo will continue to apply unless changed by a council resolution or a poll of electors
- ◆ Public Notice of the right of electors to demand a poll must be published by 19 September 2023 – the public notice ***is mandatory*** whether the Council passes a resolution or not
- ◆ Decision (and public notice) is not necessary if the current system was put in place by a poll that applies to the 2022/2025 or 2022/2028 elections or a council has already resolved to hold a poll.

Electoral System Poll

Proven
election
services
experience

Proven
vote
processing
capability

Proven
risk
management
experience

Proven
online
voting
experience

◆ Can be either:

- held at the initiative of a council (by resolution); or
- be demanded by a minimum of 5% of the electors
- 5% of 6,352 electors in Westland DC in 2022 is **318**

The result of a poll is binding and the electoral system adopted must be used for the next two triennial local elections and all subsequent elections until the council passes another resolution to change the electoral system or a further poll is held

Future For Local Government Report

Proven
election
services
experience

Proven
vote
processing
capability

Proven
risk
management
experience

Proven
online
voting
experience

- ◆ The FFLG report (page 87) has recommended that STV be adopted as the nationwide voting method for council elections, to quote.....

“STV can be more representative of voters’ choices because a vote can be transferred if a preferred candidate does not meet a certain threshold. This transfer of votes avoids wasted ballots. Early research demonstrates that STV leads to improvements in the representation of women (Vowles and Hayward 2021). However, the representative benefits of STV work best when there is a large pool of candidates and wards with more than one seat being contested.”

First Past the Post (FPP)

Proven
election
services
experience

Proven
vote
processing
capability

Proven
risk
management
experience

Proven
online
voting
experience

- ◆ You get as many votes as there are positions to fill
- ◆ You tick the boxes of the candidates you want to vote for, up to the number of positions to be filled, ie one for mayor, up to 8 for the Council
- ◆ The candidates, equal to the number of positions to be filled, with the most votes are elected
- ◆ The voters for the unsuccessful candidates have no further say in the election
- ◆ FPP progress results sent to council at 12.43pm on election day in 2022

FPP Mayoral Result - 2022

Proven
election
services
experience

Proven
vote
processing
capability

Proven
risk
management
experience

Proven
online
voting
experience

Mayoralty Votes Received

LASH, Helen		1,188
COOK, Te Arohanui (TC)		1,071
MARTIN, Latham	Experience and Results for Westland	748
REA, Christopher John		623
PATERSON, Phil		126
OSMASTON, Richard	Money Free Party New Zealand	16
INFORMAL		4
BLANK VOTING PAPERS		36

Helen LASH is declared elected.

The voter return was 58.75%, being 3,732 votes, excluding special votes.

STV (Single Transferable Vote)

Proven
election
services
experience

Proven
vote
processing
capability

Proven
risk
management
experience

Proven
online
voting
experience

- ◆ You have a single vote (regardless of the number of positions to be filled) and your vote can be transferred between candidates
- ◆ You rank (1, 2, 3 ...) as many or as few candidates as you wish
- ◆ If your first preferred candidate (no. 1):
 - *either* does not need all the votes they get, part of your vote is transferred to your next preferred candidate
 - *or* has no chance of being elected, your whole vote is transferred to your next preferred candidate
- ◆ Your vote continues to be transferred, if either your next preferred candidate does not need all the votes they get, or has no chance of being elected, until all positions are filled

STV Counting Process

Proven
election
services
experience

Proven
vote
processing
capability

Proven
risk
management
experience

Proven
online
voting
experience

- ◆ The 'quota' of votes needed to be elected is calculated (the total number of votes divided by one more than the number of positions)
- ◆ First preference votes (the no. 1s) are counted
- ◆ Any candidate who reaches the quota is elected, and their surplus votes (votes above the quota) are transferred to voters' next preference(s)
- ◆ If, after these transfers, not all the positions are filled, the candidate with the least number of votes is excluded and their votes are transferred to those voters' next preferences
- ◆ This counting process continues until all positions are filled
- ◆ STV results sent to councils between 1.30-2.30pm on election day
- ◆ Costs about 25% more to process the votes - approx \$2K for Westland DC

Who uses STV

Proven
election
services
experience

Proven
vote
processing
capability

Proven
risk
management
experience

Proven
online
voting
experience

15 councils – 14 TLAs and 1 RC

◆ *Since 2004:*

Kaipara, Kapiti Coast, Porirua, Wellington, Marlborough, Dunedin

◆ *Since 2013:*

Palmerston North, Greater Wellington RC

◆ *Since 2019:*

Tauranga, Ruapehu, New Plymouth

◆ *Since 2022:*

Far North, Hamilton, Gisborne, Nelson

Advantages and Disadvantages

Proven
election
services
experience

Proven
vote
processing
capability

Proven
risk
management
experience

Proven
online
voting
experience

- ◆ There is no perfect system, all have advantages and disadvantages
- ◆ FPP is more familiar and easier to understand, you have as many votes as they are positions, whereas STV is one vote split many ways
- ◆ STV has better outcomes:
 - a fairer system as the preferences of more voters are reflected in election results and less votes are ‘wasted’
 - can achieve representation proportional to all the significant communities making up the district
 - Works best for single member elections and at-large or large wards (5-7 members)
 - For the mayoralty, winning candidate has support from more than 50% of the votes cast
- ◆ But:
 - some see STV as more work to rank the candidates
 - STV not as easy to understand how votes are counted
 - STV takes longer to produce the results, more data to capture and process
 - STV costs about an extra 25% for vote processing
 - FPP mayoralty can result in a “minority” mayor

STV Advantages

A fairer system:

- ◆ subject to the number of preferences you identify, you will contribute to the election of at least one candidate, i.e. vote not 'wasted' (on candidates who don't need all the votes they receive, or are not successful)
- ◆ because votes are transferable, there is no incentive to vote other than in accordance with your true preferences
- ◆ as a result, the true preferences of more voters are reflected in election results
- ◆ compared to FPP – block voting by sizeable minority interests can outweigh the votes of the majority spread over many candidates; two popular candidates may split the votes with a less popular candidate coming through the middle; 'tactical' voting to keep someone out
- ◆ STV recommended by The Future of Local Government Report for all councils

Proven
election
services
experience

Proven
vote
processing
capability

Proven
risk
management
experience

Proven
online
voting
experience

STV informal votes

Proven
election
services
experience

Proven
vote
processing
capability

Proven
risk
management
experience

Proven
online
voting
experience

- ◆ Is ranking of candidates that difficult?
 - 2008 Local Government Commission survey showed “a large majority of respondents (79%) who had heard of STV and voted in DHB elections found the system ‘easy to understand and use’.”
 - 84% agreed or strongly agreed ‘it was easy to fill in the form and rank the candidates’
- ◆ Two different systems (STV and FPP) on same voting document can result in more informal votes for the second election
 - Currently FPP for Westland DC and WCRC
 - Rate of informal votes may increase for the WCRC FPP election if Westland DC was STV, some electors would rank the WCRC candidates instead of ticking (often 2-3%)

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Thank You
Questions?

Report to Council



DATE: 24 August 2023

TO: Mayor and Councillors

FROM: Group Manager District Assets

ADOPTION OF TERMS OF REFERENCE – HOKITIKA RACECOURSE DEVELOPMENT WORKING GROUP

1. Summary

- 1.1. The purpose of this report is for the Council to adopt the Terms of Reference and appointment of members for the Hokitika Racecourse Development Working Group.
- 1.2. This issue arises from the need to ensure that the results of the Community Engagement consultation process completed in Stage 1 of the project are reflected in the ongoing work to develop and to progress the Hokitika Racecourse Development Registration of Interest (ROI) and subsequent Request for Proposal (RFP) process (Appendix 2) and provide feedback to Council on the Community Benefits Broader Outcomes. Establishing a Working Group will that works closely with the project team will ensure that a community voice to the proposed Hokitika Racecourse Development is carried through into the ROI/RFP process.
- 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 adopt the Terms of Reference and appointment of members for the Hokitika Racecourse Development Working Group.

2. Background

- 2.1. The reason the report has come before the Council is that there is an MoU between Westland District Council (WDC) and Kāinga Ora (KO) for the Infrastructure Acceleration Fund (IAF) Funding and Housing Outcomes Agreement.
- 2.2. The Council made a number of resolutions at its 20 July 2023 Council meeting which will now need to be progressed.

3. Current Situation

- 3.1. The current situation is that in order to progress the above matter, a working group will need to be established to progress the Hokitika Racecourse Development Registration of Interest (ROI) and subsequent Request for Proposal (RFP) process and provide feedback to Council on the Community Benefits Broader Outcomes.
- 3.2. Establishing a Working Group will ensure that the community is represented to provide guidance on the strategy or the project.

4. Options

- 4.1. Option 1: Adopt the Terms of Reference for the Working Group.
- 4.2. Option 2: Request changes to the Terms of Reference for the Working Group.
- 4.3. Option 3: Do not adopt the Terms of Reference for the Working Group.

5. Risk Analysis

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

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 administrative in nature and therefore of low significance.
 - 7.1.1. No public consultation is considered necessary.

8. Assessment of Options (including Financial Considerations)

- 8.1. Option 1 – Adopt the Terms of Reference for the Working Group and confirm the appointments. This will enable efficient and effective decision-making for some of the more complex governance processes and will provide recommendations to Council.

The Council must adopt the Terms of Reference before the Working Group can start operating.

For the matters delegated to the Working Group, good process can be just as important, if not more so, than the final decision.

8.1.1. There are no financial implications to this option.

- 8.2 Option 2 - Request changes to the Terms of Reference and confirms the appointments.
 - 8.2.1 There are no financial implications to this option.

- 8.3 Option 3 – Do not adopt the Terms of Reference for the Working Group.
 - 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.
- 9.2. The reason that Option 1 has been identified as the preferred option is to enable a more community-focused contribution throughout the ROI/RFP process.

10. Recommendation(s)

- 10.1. That the report be received.
- 10.2. That Council adopts the Terms of Reference for the Hokitika Racecourse Development Working Group and confirms the appointment of the following members:

- Mayor Helen Lash
- Councillor Gillett
- Councillor Burden
- John Strange
- Rebecca Pearson

10.3. That the Delegations Manual be updated.

10.4. That the Local Governance Statement be updated.

Scott Baxendale
Group Manager District Assets

Appendix 1: Terms of Reference for the Hokitika Racecourse Development Working Group

Appendix 2: Registration of Interest (ROI) and Request for Proposal (RFP) Process for Approval



Terms of Reference for the Hokitika Racecourse IAF Development Working Group

Title	Hokitika Racecourse Development Working Group
Authorising Body	Mayor/Council
Status	
Quorum	The Chair plus 2 members
Adopted by Council	
Administrative Support	

Purpose

The purpose of the Hokitika Racecourse Development Working Group (HRDWG) is to provide a community focused contribution throughout the Hokitika Racecourse Development Registration of Interest (ROI) and subsequent Request for Proposal (RFP) process. The Working Group honours the MoU between Westland District Council (WDC) and Kāinga Ora (KO) for the Infrastructure Acceleration Fund (IAF) Funding and Housing Outcomes Agreement (HOA). The makeup of the Working Group provides community representation to provide guidance on the strategy of the project.

Responsibilities

The Hokitika Racecourse Development Working Group is responsible for the following:

- Provide feedback on the Community Benefits Broader Outcomes which were results of the submissions received and Community Engagement consultation process completed in July 2023.
- Provide feedback on the proposed IAF Developed Masterplan and how it meets the Community Benefits Broader Outcomes.
- Provide feedback on the evaluation criteria of the Community Benefits Broader Outcomes and advocate that they are considered throughout the ROI and RFP process.
- Assisting to bring a community voice to the proposed Hokitika Racecourse Development.
- Assisting with bridging project barriers with the Project team, WDC staff, Councillors and Community.
- Working closely and collaboratively with all key Stakeholders in the ROI and RFP process.
- Consider the Community Benefits Broader Outcomes for the Hokitika Racecourse Development in relation to the Long-Term Plan and Annual Plan.
- Raise any concerns made aware of in relation to any protected disclosure, ethics, Conflicts of Interest, bribery and/or fraud related instances.
- Raise key issues or risks and proposed mitigation strategies.
- Review the existence and quality of cost-effective internal control systems and the proper application of procedures.

Delegated Authority

The Hokitika Racecourse Development Working Group will have the following delegated powers and be accountable to the Council for exercising these powers. In exercising the delegated powers, the Working Group will operate within:

- Policies, plans, standards, or guidelines that have been established and approved by Council.
- The overall priorities of the Council
- The needs of Iwi and the local communities
- The approved budgets for the activity.

The Hokitika Racecourse Development Working Group can recommend to Council.

- Co-opt other members as appropriate.
- Power to co-opt technical advice as appropriate.
- Raising of matters for which there could be high public interest.

Power to Delegate

The Hokitika Racecourse Development Working Group may not delegate any of its responsibilities, duties, or powers.

Membership

The Hokitika Racecourse Development will comprise the following, one of which will be the chairperson:

- Her Worship the Mayor (Chair)
- Councillor 1
- Councillor 2
- Stakeholder 1
- Stakeholder 2

Role of Chair

The Chairperson is responsible for:

- The efficient functioning of the Working Group.
- Setting the agenda for Working Group meetings in conjunction with the Chief Executive
- Ensuring that all members of the Working Group receive sufficient timely information to enable them to be effective members of Working Group.
- The Chair should ensure that after each meeting appropriate minutes are prepared from the Working Group to the Council.
- Encourage good, open relationships between the Working Group and WDC Staff

The Chairperson will be the link between the Working Group and Council staff.

Quorum

The quorum at any meeting of the Working Group shall be the Chairperson and any two members.

Frequency of Meetings

The Working Group shall meet as required, but not less than monthly, anticipated for two meetings per month for six months by which time the ROI/RFP process should have concluded.

Relationship with other Parties

- The Chief Executive is responsible for servicing and providing support to the Working Group in the completion of its duties and responsibilities. The Chief Executive shall assign council staff as required to provide these functions on his/her behalf.
- The Working Group acknowledges that there are a number of external stakeholders interested in the outcome of the project and whilst they do not form part of the membership of the

Working Group, they will be consulted on any aspect of the Working Group's work that they will be impacted by.

Contacts with Media and Outside Agencies

- The Working Group Chairperson is the authorised spokesperson for the Working Group in all matters where the Working Group has the authority or a particular interest.
- The Working Group members, including the Chairperson, do not have delegated authority to speak to the media and/or outside agencies on behalf of the Council on matters outside of the Working Group delegations.
- The Chief Executive will manage the formal communications between the Working Group and its constituents and for the Working Group in the exercise of its business. Correspondence with central government, other local government agencies or other official agencies will only take place through Council staff and will be undertaken under the name of the Westland District Council.

Conduct of Affairs

The Working Group shall conduct its affairs in accordance with the Local Government Act 2002, the Local Government Official Information and Meetings Act 1987, the Local Authorities (Members' Interests) Act 1968, Council's Standing Orders and Code of Conduct.

Public Access and Reporting

Notification of meetings to the public and public access to meetings and information shall comply with Standing Orders, but it should be noted that:

- Workshops may be held to provide an opportunity for councillors to give guidance to staff on the next steps (direction setting), however, they cannot make decisions or formal resolutions.
- Extraordinary meetings of the Working Group must be held in accordance with Standing Orders.

The public may be excluded from the whole or part of the proceedings of the meeting and information withheld on one or more of the grounds specified in s.48 of the Local Government Official Information and Meetings Act 1987.

Minutes of Meetings

The Working Group shall record minutes of all its proceedings.

Hokitika Racecourse Development

Registration of Interest & Request for Proposal process for WDC Council

Background

In June 2021, the New Zealand Government announced the Infrastructure Acceleration Fund (IAF) initiative as part of the Housing Acceleration Fund (announced in March 2021).

The IAF is designed to allocate funding to new or upgraded infrastructure (such as transport, three waters and flood management infrastructure) to (1) unlock housing development in the short-to-medium term, and (2) enable a meaningful contribution to housing outcomes in areas of need.

Kāinga Ora (KO) has been mandated by the New Zealand Government to administer the IAF and to conduct a process designed to allocate IAF funding to suitable eligible infrastructure projects to unlock housing developments and enable housing outcomes.

Westland District Council (WDC) were successful in receiving IAF Enabling Funding for the design and construction of an arterial trunk road 1 and associated Three Waters Infrastructure (Drinking water, Stormwater and Wastewater services). The Enabling Infrastructure Funding is provided on the basis that WDC support the IAF Housing Outcomes Agreement (HOA) to provide approx. 110 dwellings on land previously part of the Hokitika Racecourse. WDC are not planning to be the developer and/or build the dwellings themselves.

WDC intend to meet the Housing Outcomes Agreement requirements through the sale of residential lands via Superlots to Developer/s to build the dwellings over several years.

As per the Conditions of the IAF Infrastructure Agreement Funding for the trunk road, it is expected to be complete by 30 September 2024 along with the land sales of Superlots to Developer/s. The dwellings required as the Housing Outcomes Agreement (HOA) are expected to be delivered in stages between 2025 – 2035.

Davis Ogilvie (DO) have designed the Trunk Road as part of IAF Enabling Works and this will be directly funded by the IAF Infrastructure funding. The arterial trunk road design and Construction is outside of this scope of works.

The profits derived from the sale of Superlots will be directed to Community Recreational Facilities. It is anticipated that the successful Developer/s selected by this process, will have planned how their full Proposal will contribute to the Community Benefit Broader Outcomes heard through the Community Engagement Consultation mahi early this year to accommodate the best housing outcomes for Hokitika.

The Registration of Interest and Request for Proposal Process for Housing Developer/s selection is set out in this document. WDC are seeking endorsement of this process.

ROI and RFP Process

WDC have chosen to 'go to the market' to select a Developer/s through a Registration of Interest (ROI) and a subsequent Request for Proposal (RFP) process to allow for open and fair competition for the delivery all or part of the Housing Outcomes.

The ROI is the first step in a multi-step procurement process. Following ROI submission and evaluation, shortlisted Respondents will be invited to submit a full proposal in response to the RFP.

The number of Developers interested in submitting a proposal will not be limited, so long as the pre-conditions are met. It is acknowledged that there may be various sized Developers, some with limited capacity, others who may wish to provide all the dwellings and the arterial trunk road. We are wanting to ensure maximum benefit is achieved for WDC, to encourage a variety of interested parties who can meet the Housing Outcomes agreed with Kāinga Ora.

The ROI and RFP selection will be run through the Government Electronic Tenders Service (GETS) website and will be widely generally publicised by WDC to ensure it is widely known and there is fair opportunity for local and regional Developer/s to review the ROI Documentation and submit their interest through the GETS Website.

By the end of this process WDC will have several viable options they can select to negotiate with, to deliver the 110 new dwellings and associated infrastructure over the next 10 years, bringing much needed affordable housing to Hokitika.

ROI and RFP Methodology Overview

WDC intend to set up a Working Group to support this process, to encourage collaborative communication, input and feedback for evaluation Criteria for the Community Benefits Broader Outcomes derived from the Community Engagement consultation, the council completed earlier this year.

1. Draft ROI documentation will be prepared for WDC staff, Working Group, Legal and Kāinga Ora IAF team for review and feedback.
2. Once approved, ROI documents will be issued and uploaded to GETS by WDC Staff.
3. Josephs will manage queries and ensure Respondents can attend a site visit, if they wish during the submission period. Dates for both ROI and RFP submission will be included in ROI documents.
4. After the deadline for registrations, Josephs will collate the submissions and set aside any that did not meet the pre-conditions for WDC to agree be discounted and provide remaining to WDC Evaluation Panel for review and shortlisting.
5. All successful Respondents will be notified that they will be invited to the next stage.
6. All non-successful Respondents will be notified accordingly.
7. Draft RFP documents will be prepared for WDC staff, Working Group, Legal and Kāinga Ora IAF team review and feedback.
8. Once approved, RFP documents will be issued and uploaded to GETS by WDC Staff to be published to shortlisted Respondents only.
9. Josephs will manage queries and clarifications during the RFP submission period.
10. After the deadline for submission is closed, Josephs will collate all proposal for the WDC Panel to evaluate, interview and provide recommendations for further negotiation directly with Developer/s.

WDC will be asking for ROI submissions from Respondents that have experience, capability, capacity, appropriate health and safety procedures and good financial standing, that are interested in delivering the dwellings to meet the IAF Housing Outcomes Agreement. The Developer/s that score higher in the ROI/RFP evaluation will have needed to indicate how they can incorporate the Community Benefits Broader Outcomes.

WDC will provide input into each stage of the ROI and RFP process through further stakeholder meetings and feedback from the Working Group. Updates will be provided at the monthly council Meetings. The ROI and RFP Documentation will be prepared and issued to WDC Staff, Working Group, WDC Legal and IAF Kāinga Ora (KO) team for feedback and to ensure WDC interests and IAF Housing Outcomes are being met.

ROI and RFP Documentation will clearly list the Evaluation Criteria that will be used to shortlist Respondents. The evaluation criteria will be endorsed by WDC / Working Group/ Councillors in the draft ROI and RFP documentation. The Evaluation model used, will be weighted-attribute method, meaning criteria can be assigned different levels of importance, so the ability of Respondents to meet the Community Benefits Broader Outcomes may be ranked higher than other criteria such as previous housing delivery experience.

Respondents are not required to submit pricing information in response to the ROI. Respondents will be invited to attend an individual meeting on site, to view the area, prior to submitting their ROI proposal. Once the ROI submission are confirmed to have met the pre-conditions, a WDC Panel will evaluate the submissions and agree the shortlist of Respondents, who will be invited to submit a full RFP proposal.

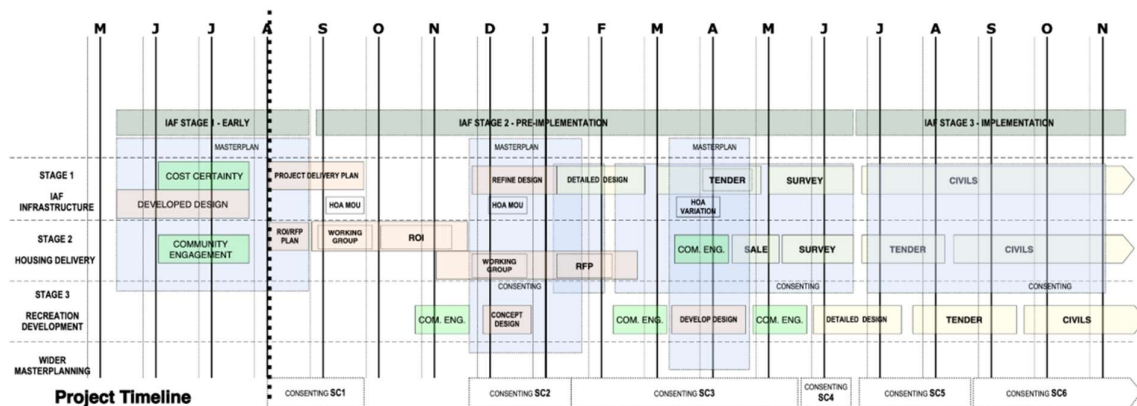
The Evaluation criteria for the RFP will be much more focus on how the Housing Outcomes can be achieved and will need to specify the mix, size and number of the Superlots potentially for sale by WDC.

The process is expected to take 6 months, at the end of which WDC should be able to advance negotiations with Developer/s for sale of Superlots.

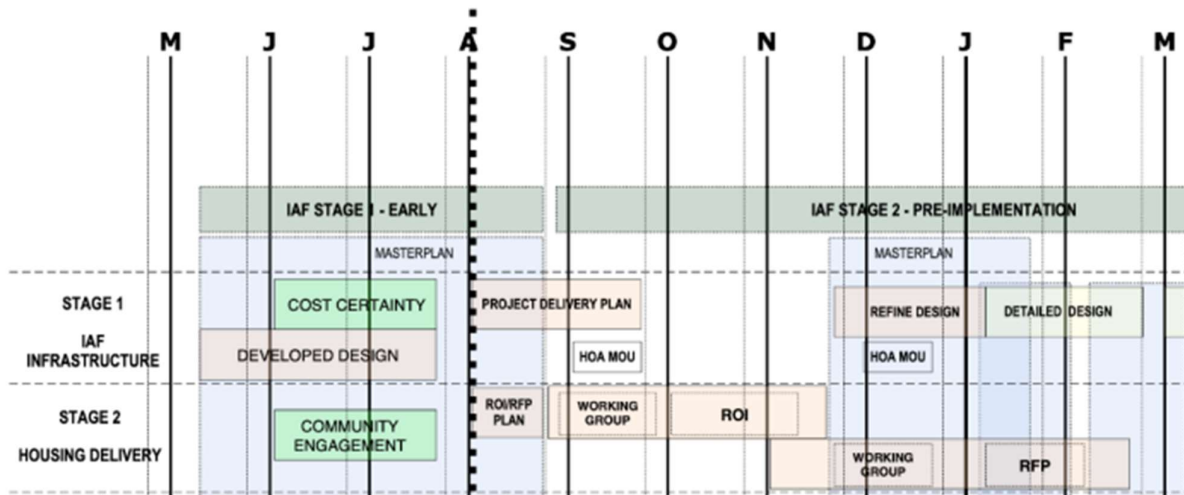
An approximate timeline for the ROI/RFP process is outlined below.

Timeline

High-level Project Timeline for all work streams



High level project timeline expanded for the ROI/RFP Process



Registration of Interest & Request for Proposal Milestones.

Activity	Milestone Dates (Indicative)	Responsible (Lead in bold)
Data gathering for the draft ROI and RFP Process and wording for the Terms of Reference (TOR) for the Working Group	1/8/2023	Josephs / WDC
Prepare final documents for the ROI/ RFP Process & TOR for the working Group for Council Meeting papers	15/8/2023	Josephs / WDC
Council Meeting	24/8/2023	WDC / Josephs
Establish Working Group	1/9/2023	WDC
Working Group workshop x2	4/9/2023 - 18/9/2023	Josephs / WDC
Prepare draft ROI documentation and issue to WDC Staff, Working Group, WDC Legal & KO for feedback	4/9/2023	Josephs / WDC
Further to feedback, amend & Issue final ROI Documents for approval to release	18/9/2023	Josephs / WDC
Council Meeting	28/9/2023	WDC / Josephs
Issue ROI Documents for release on GETS -3/10/2023	2/10/2023	Josephs /WDC
ROI published on GETS – responding to queries and Site visits until closure @4pm 31/10/2023	31/10/2023	Josephs /WDC
Collate ROI proposals and present to WDC panel	3/11/2023	Josephs

WDC panel evaluate & prepare recommendations	10/11/2023	WDC / Josephs
Review with WDC Staff, Working Group, WDC Legal and KO for feedback	17/11/2023	Josephs/ WDC
Prepare Shortlist of Respondents	18/11/2023	Josephs/ WDC
Council Meeting	23/11/2023	WDC/ Josephs
Prepare draft RFP documentation and issue to WDC Staff, Working Group, WDC Legal & KO for feedback	11/12/2023	Josephs / WDC
Amend final RFP documentation for approval to release	13/12/2023	Josephs / WDC
Council Meeting – Special Meeting or normal?	21/12/2023	WDC/ Josephs
Christmas Break		
Review / amend RFP documentation further to final review by WDC Staff, Working Group, WDC Legal and KO	15/1/2024	Josephs/WDC
Issue RFP Documents to shortlisted Respondents on GETS -18/1/2024	17/1/2024	Josephs/WDC
RFP published on GETS – responding to queries until closure @4pm 22/2/2024	22/2/2024	Josephs/WDC
Collate RFP proposals and present to WDC panel	5/3/2024	Josephs
WDC panel evaluate, interview Respondents & prepare recommendations	18/03/2024	WDC / Josephs
Review with WDC Staff, Working Group, WDC Legal and KO for feedback	21/03/2024	Josephs/WDC
Prepare Final recommendations	22/03/2024	Josephs/WDC
Council Meeting – Special Meeting or normal?	28/03/2024	WDC/ Josephs

Assumptions made about the ROI and RFP Process:

- It is expected that along with WDC nominated Staff, the Working Group, WDC Legal and KO will provide input into the ROI process and will be consulted throughout the ROI and RFP process.
- All communications will be managed through the GETS website.
- Only Respondents accepted at the ROI stage will be invited to submit an RFP.

- A proposal with a score below the minimum agreed level, will not be invited to submit an RFP.
- Each registration must meet all the pre-conditions and achieve a “Pass”. Registrations which fail to pass one or more will be eliminated from further consideration.
- Respondents will meet their own costs associated with preparation, Site Visits, presentation and negotiation of the registration.
- Respondents must complete a Conflicts of Interest declaration in the ROI Response Form
- WDC Communications team will manage media and social media and WDC project team direct contact with known interested parties, will help notify potential Developers of the ROI publication date.
- If, after publishing the ROI’s we need to change anything about the ROI or ROI process or want to provide or clarify information to suppliers, a further notice will be issued via GETS or contacting Respondents by email.
- The RFI is for development of Superlots only, builders wanting Individual sections will not be approved to submit an RFP, a minimum number of development units will be decided within this process.

Exclusion to the ROI/ RFP Process

- No Development Consents will be undertaken in this process.
- No site activity other than site visits will be undertaken.
- No Community Engagement will be undertaken in the process.