

**AGENDA
RĀRANGI TAKE**

**NOTICE OF AN ORDINARY MEETING OF
COUNCIL**

to be held on **Thursday 25 January 2024** commencing at **1.00 pm**
in the Council Chambers, 36 Weld Street, Hokitika and via Zoom

Chairperson	Her Worship the Mayor
Deputy & 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**

<i>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!</i>	<i>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!</i>
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**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**

- **Ordinary Council Meeting Minutes – 14 December 2023** (Pages 6-13)

MINUTES OF MEETINGS TO BE RECEIVED

- Nil

6. ACTION LIST

Simon Bastion, Chief Executive

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7. NGĀ TĀPAETANGA PRESENTATIONS

Nil.

8. PŪRONGO KAIMAHI STAFF REPORTS

- **Chief Executive's Quarterly Report** (Pages 15-52)
Simon Bastion, Chief Executive
- **Financial Performance – December 2023** (Pages 53-67)
Cody Nabben, Graduate Accountant
- **Performance Measures for Long Term Plan 2024-2034** (Pages 68-90)
Emma Rae, Strategy and Communications Advisor

9. ADMINISTRATIVE RESOLUTIONS

Council is required to confirm its Seal being affixed to the following documents:

- **Warrants of Appointments**

David LOUW	Warrant of Appointment - Enforcement Officer	To act in the Westland District as: <ul style="list-style-type: none">• An Authorised Enforcement Officer pursuant to Sections 164, 168, 172, 174 & 177 of the Local Government Act 2002; and• an Enforcement Officer under the Westland District Council Bylaws; and• a Litter Control Officer under Sections 5, 7 of the Litter Act 1979; and• an Enforcement Officer under Sections 38, 332 & 333 (Including Powers of Entry and Search) of the Resource Management Act 1991; and• an Authorised Officer (General Powers) under Section 23 of the Health Act 1956; and• an Engineer under the Water Supplies Protection Regulations 1961; and• a Ranger under Sections 8, 10 of the Reserves Act 1977; and• an Authorised Person under Sections 110 & 111 of the Public Works Act 1981; and• an Authorised Officer under Sections 355, 357 & 468 of the Local Government Act 1974; and• an Enforcement Officer under Section 76 of the Waste Minimisation Act 2008.
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Yolanda KNOETZE	Warrant of Appointment - Alcohol Licensing Inspector	To act in the Westland District as: <ul style="list-style-type: none"> • Licensing Inspector pursuant to s.197 Sale and Supply of Alcohol Act 2012. • Enforcement Officer pursuant to s.38 – Resource Management Act 1991. • Authorised Officer pursuant to s.332 and s.333 – Resource Management Act. • Authorised Officer pursuant to s.174 – Local Government Act 2002. • Enforcement Officer pursuant to s.177 – Local Government Act 2002 for all offences under this Act, all offences against bylaw made under this Act and all infringement offences provided for by regulations made under s.259 of this Act. • Inspector and Authorised Officer to enforce Westland District Council Bylaws.
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**10. 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 – 14 December 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	Administrative Resolution – Hokitika Airfield Deed of Sublease	Good reason to withhold exist under Section 7	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists. Section 48(1)(a)
3	Organisation Change Proposal	Good reason to withhold exist under Section 7	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists. Section 48(1)(a)

4.	Westland Holdings Limited (WHL) Review	Good reason to withhold exist under Section 7	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists. Section 48(1)(a)
5.	Hokitika Racecourse Development	Good reason to withhold exist under Section 7	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists. Section 48(1)(a)

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

Item No.	Interest
1, 3, 4	Protect the privacy of natural persons, including that of deceased natural persons. Section (7)(2)(a))
1, 4, 5	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. Section 7(2)(b))
2	Enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities. Section 7(2)(h)
2	Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations). Section 7(2)(i)
3	Protect the privacy of natural persons, including that of deceased natural persons Section 7(2)(a)
3, 4	Maintain the effective conduct of public affairs through— (i) the free and frank expression of opinions by or between or to members or officers or employees of any local authority, or any persons to whom section 2(5) applies, in the course of their duty; or (ii) the protection of such members, officers, employees, and persons from improper pressure or harassment. Section 7(2)(f)
5	Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations). Section 7(2)(i)

**DATE OF NEXT ORDINARY COUNCIL MEETING – 22 FEBRUARY 2024
COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA AND VIA ZOOM**

ORDINARY COUNCIL MINUTES

MINUTES OF THE ORDINARY COUNCIL MEETING OF WESTLAND DISTRICT COUNCIL HELD IN THE COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA AND VIA ZOOM ON THURSDAY 14 DECEMBER 2023 COMMENCING AT 1.00 PM

The Council Meeting was live-streamed to the Westland District Council YouTube Channel and presentations were made available on the Council Website.

1. KARAKIA TĪMATANGA OPENING KARAKIA

The opening Karakia was read by Her Worship the Mayor.

2. MEMBERS PRESENT AND APOLOGIES

Chairperson	Her Worship the Mayor	
Members	Cr Cassin (Deputy Mayor)	
	Cr Burden	Cr Neale
	Cr Davidson	Cr Baird
	Cr Gillett	
	Kw Madgwick	

NGĀ WHAKAPAAHA APOLOGIES

Cr Manera, Cr Phelps, Kw Tumahai

Moved Cr Neale, seconded Deputy Mayor Cassin and **Resolved** that the apologies from Cr Manera, Cr Phelps and Kw Tumahai be received and accepted.

ABSENT

Nil.

STAFF PRESENT

S.R. Bastion, Chief Executive; T. Cook, Group Manager Regulatory Planning and Community Services; L. Crichton, Group Manager: Corporate Services Risk & Assurance; S. Baxendale, Group Manager District Assets; D.M. Maitland; Executive Assistant and Council Secretary, E. Rae, Strategy and Communications Advisor (via Zoom).

3. WHAKAPUAKITANGA WHAIPĀNGA DECLARATIONS OF INTEREST

The Interest Register had been circulated via Microsoft Teams.
There were no amendments made to the Interest Register.

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 – 23 November 2023**

Moved Cr Neale, seconded Cr Gillett and **Resolved** that the Minutes of the Ordinary Council Meeting held on 23 November 2023 be confirmed as a true and correct record of the meeting.

The Chair approved that their digital signature be added to the confirmed Council Meeting Minutes of 23 November 2023.

MINUTES TO BE RECEIVED FROM STANDING COMMITTEES:

- **Chief Executive’s Review Committee Extraordinary Minutes – 25 May 2023**

Moved Cr Burden, seconded Deputy Mayor Cassin and **Resolved** that the Extraordinary Minutes of the Chief Executive’s Review Committee dated the 25 May 2023 be received.

6. ACTION LIST

Simon Bastion, Chief Executive spoke to the action list as follows:

Item	Current Action
1. Pakiwaitara Building, 41 Weld Street, Hokitika.	Items 1 and 2 were considered together.
2. Council Headquarters Building, 36 Weld Street, Hokitika.	Further work to be done on Geotech assessments for both the Pakiwaitara Building and Council Headquarters Buildings in Weld Street, Hokitika which has yet to be commissioned. Final quotes for the Geotech work will be received on the 15 December 2023.

Paul Zaanen, Senior Project and Business Development Manager for Josephs and Associates Ltd attended the meeting via Zoom and provided an update on the Hokitika Racecourse Development Project with regard to the engagement session held on Saturday 9 December 2023 and the registration of interest process. The Registration of Interest was released on the 6 November 2023 with a site visit on the 20 November 2023 with responses received by the 1 December 2023. There were responses received from the private sector indicating an interest in the site (Superlots 1, 2 and 3), and a meeting with the Working Group will be held on the afternoon of the 14 December 2023 to score the responses against the criteria previously circulated, with a full report to come back to the January Council Meeting.

Moved Cr Baird, seconded Cr Davidson and **Resolved** that the updated Action List from the Chief Executive, including the update from Mr Zaanen be received.

7. NGĀ TĀPAETANGA PRESENTATIONS

- **Civic Awards and Young Achiever Awards**

The recipients of the Civic Awards and Young Achiever Awards (awarded on behalf of Council and the Lions Club of Hokitika) were in attendance at the meeting as follows:

Name	Award
Jack Matthews	Percy Atkinson Trophy for Sporting Achievement
Rishjarn-Karlos Hereaka	Ron Wieblitz Trophy in Arts and Culture
Charlotte Provis	Brian McCarthy Trophy for Community Involvement
Scott Matthews	George Groufsky Presidential Trophy for a single outstanding achievement in any category and the Westpac Trophy: Overall winner.
Ella Stewart	Westland Scholarship
Helene Hindman (unable to attend the ceremony)	Local Hero Award to recognise often-unnoticed service to the district or a township within a district.
Te Hono O Ngā Waka	Community Group/Organisation of the Year to recognise a group of people that together have made an outstanding difference to their community.
Eileen Jones (unable to attend the ceremony)	Senior Westlander of the Year to recognise those aged 60 and over who have made a positive contribution to our district.
Mike Keenan	Westlander of the Year to honour the achievements and contribution of an inspirational person who has made a significant contribution to their district.

- **Westland District Youth Council and Strategy**

Deputy Mayor Cassin, Samuel Bastion and Te Haeata Nikau-Tootell provided a Powerpoint presentation regarding the Westland District Youth Council and Strategy prepared in conjunction with Mayors Taskforce for Jobs and also supported by Jade Mahuika and Cr Burden.

Topics covered included:

- Work in conjunction with youth to redevelop the youth plan.
- Build on the success other districts have had with their youth councils.
- Invest in the future by enhancing youth autonomy within the district.
- Encourage youth engagement in local decision-making.
- Engagement and connectedness with youth in our district.
- A chance to fulfil the adopted 2005 Youth Strategy obligations.
- Key insights from other Councils.
- Mana Taiohi – Code of Ethics.
- Positive Youth Development in Aotearoa Framework.
- Bringing together 12-16 youth of different ages, locations and backgrounds.
- Westland MTFJ is currently funded for another 18 months.
- Willing to share a space for hosting.
- Open to helping to recruit youth to the Youth Council.

- Offering consultation to Council for supporting youth.
- Agreement in principle to support this process.
- Allowing the group to return with a report and costings to the February Council meeting for a formal decision to form the Youth Council.

Her Worship the Mayor acknowledged Deputy Mayor Cassin being nominated for the Young Elected Member of the Year Award, LGNZ, which had posthumously been awarded to Louis Rāpihana, former Ōpōtiki District Councillor and YEM, who passed away earlier in the year.

Moved Cr Baird, seconded Cr Davidson and **Resolved** that the Youth Council Strategy presentation be received.

8. PŪRONGO KAIMAHI STAFF REPORTS

- **Reallocation of Better off Funding**

Scott Baxendale, Group Manager District Assets spoke to this item.

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

1.1. That the report be received.

1.2. That Council reallocate part of the Better Off Funded, Culture and Heritage, Westland Interpretation panel project funding (\$19,000) to the Westland Industrial Heritage Park Project; and reallocate part of the Better Off Funded, Culture and Heritage, Westland Interpretation panel project funding (\$50,000) to the Carnegie Fit-out Design; and reallocate cost savings in the Better Off Funded, Community Halls Portfolio (\$40,000) to the Ross Swimming Pool Emergency Works.

- **Draft Significance and Engagement Policy**

Emma Rae, Strategy and Communications Advisor spoke to this item.

Kw Madgwick enquired as to why the Pakiwaitara Building, 41 Weld Street, Hokitika is listed as a strategic asset. The Group Manager Corporate Services advised that when the building was purchased it was resolved to be added as a strategic asset to the Significance and Engagement Policy, however, it was not added at that time.

Kw Madgwick advised that items 2.2 (Appropriate Forms of Engagement) and 3.7 (In Determining Appropriate Forms of Engagement) in the policy refer to Iwi and Rūnanga which are one and the same which require amendment.

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

1.1. That the report be received.

1.2. That the draft Significance and Engagement Policy be adopted for inclusion in the draft Long Term Plan 2024 – 2034, subject to Items 2.2 and 3.7 being amended with reference to Iwi and Rūnanga.

1.3. That the following engagement and consultation will be undertaken: inclusion of the Significance and Engagement Policy in the Long Term Plan consultation process.

- **Sale of Land**

Lesley Crichton, Group Manager Corporate Services and Risk Assurance spoke to this item.

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

1.1. That the report be received.

1.2. That Council declare the land (situated in Kumara, SH73, DP404269) as surplus and to be sold.

9. ADMINISTRATIVE RESOLUTIONS

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

- **Annexure Schedule – Consent Form**

Shooting Creek Limited – Record of Title 1058774 – Consent to Partial Surrender of Easement Instrument for Right to Convey Water.

- **Warrants of Appointments**

Christina Lee TAPSEL	Warrant of Appointment - Enforcement Officer	To act in the Westland District as: <ul style="list-style-type: none">• Enforcement Officer pursuant to s.177 – Local Government Act 2002 for all offences under this Act, all offences against bylaw made under this Act and all infringement offences provided for by regulations made under s.259 of this Act• Inspector and Authorised Officer to enforce Westland District Council Bylaws.• Enforcement officer pursuant to s.32 of the Freedom Camping Act.
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Anthony Eric KENNEDY	Warrant of Appointment - Enforcement Officer	To act in the Westland District as: <ul style="list-style-type: none">• Enforcement Officer pursuant to s.177 – Local Government Act 2002 for all offences under this Act, all offences against bylaw made under this Act and all infringement offences provided for by regulations made under s.259 of this Act• Inspector and Authorised Officer to enforce Westland District Council Bylaws.
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<ul style="list-style-type: none"> Enforcement officer pursuant to s.32 of the Freedom Camping Act.
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Liam Ray TAILBY	Warrant of Appointment - Enforcement Officer	<p>To act in the Westland District as:</p> <ul style="list-style-type: none"> Enforcement Officer pursuant to s.177 – Local Government Act 2002 for all offences under this Act, all offences against bylaw made under this Act and all infringement offences provided for by regulations made under s.259 of this Act Inspector and Authorised Officer to enforce Westland District Council Bylaws. Enforcement officer pursuant to s.32 of the Freedom Camping Act.
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**10. KA MATATAPU TE WHAKATAUNGA I TE TŪMATANUI
RESOLUTION TO GO INTO PUBLIC EXCLUDED**
(to consider and adopt confidential items)

Moved Cr Baird, seconded Cr Davidson and **Resolved** that Council confirm that the public were excluded from the meeting in accordance with Section 48, Local Government Official Information and Meetings Act 1987 at 2.37 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 – 23 November 2023 Confidential Minutes to be Received: <ul style="list-style-type: none"> CE’s Review Committee Minutes – 25 May 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)
3.	District Licensing Commissioner	Good reason to withhold exist under Section 7	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists. Section 48(1)(a)
4.	Briefing to the Incoming Government	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, 3	Protect the privacy of natural persons, including that of deceased natural persons. Section (7)(2)(a)
1, 3	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. Section 7(2)(b)
4	Protect information which is subject to an obligation of confidence or which any person has been or could be compelled to provide under the authority of any enactment, where the making available of the information. (ii) would be likely otherwise to damage the public interest. Section 7(2)(c)(ii)
3	Maintain the effective conduct of public affairs through— (i) the free and frank expression of opinions by or between or to members or officers or employees of any local authority, or any persons to whom section 2(5) applies, in the course of their duty; or (ii) the protection of such members, officers, employees, and persons from improper pressure or harassment. Section 7(2)(f)
2	Maintain legal professional privilege

		Section 7(2)(g)
2, 4	Enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities.	Section 7(2)(h)
1, 4	Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).	Section 7(2)(i)

Moved Cr Baird, seconded Cr Burden 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 3.17 pm.

**DATE OF NEXT ORDINARY COUNCIL MEETING – 25 JANUARY 2024
COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA AND VIA ZOOM**



MEETING CLOSED AT 3.17 PM

Confirmed by the Council at their meeting on 25 January 2024

Mayor Helen Lash
Chair

Date: 25 January 2024

25.01.24 – COUNCIL MEETING ACTION LIST

Item No.	Date of Meeting	COMPLETED IN PROGRESS OVERDUE	Item	Action	Completion Date/Target Date	Officer	Status
1	26.08.21		Pakiwaitara Building, 41 Weld Street Hokitika Council Headquarters, 36 Weld Street, Hokitika	Business case and scope of work to be brought to Council after the structural elements of the work have been identified, costed and timelines finalized.	Mar 23	CE	Work is being undertaken on building assessments for both the Pakiwaitara Building and also the Council Headquarters Building. Geotech work for both buildings is also being progressed. Both buildings are being assessed for healthy buildings.
2	28.09.23		Hokitika Racecourse Development Project	Amount spent on Consultants fees to date for the Racecourse Development Project. Also, for Hokitika Racecourse Working Group to report back to Council rather than the Consultants.	Completed	CE	Consultant spend supplied in Dec council meeting.

Report to Council



DATE: 25 January 2024
TO: Mayor and Councillors
FROM: Chief Executive

CHIEF EXECUTIVE'S QUARTERLY REPORT

1. Summary

- 1.1. The purpose of this report is to provide an update on all aspects of what is happening in the Westland District, and update Council on any matters of significance and priority.
- 1.2. Council seeks to meet its obligations under the Local Government Act 2002 and the achievement of the District Vision adopted by the Council in June 2021, which are set out in the Long-Term Plan 2021 - 31. Refer page 2 of the agenda.
- 1.3. This report concludes by recommending that Council receive the Chief Executive's Report dated 25 January 2024.

2. Background

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

3. Matters of significance and priority list

The current matters of Significance and Priority are as follows:

3.1 The Incoming Government

With the new Government now on-board they are in full swing implementing their 100 day plan. Key updates of the plan that impact on local government are the following:

- Repeal Labour's Three Waters legislation. - early 2024
- Repeal Labour's RMA 2.0 laws. - passed through parliament on the 19th Dec (Resource Management (Natural and Built Environment and Spatial Planning Repeal and Interim Fast-track Consenting) Act 2023)
- Stop Labour's blanket speed limit reductions – NZTA Waka Kotahi has put a hold on further works aligned to speed limit changes.
- Introduce a fast-track consenting regime - yet to be implemented

On the 15th December 2023, Local Mayors and the Chairs of the West Coast Regional Council, Te Rūnanga o Ngāti Waewae and Te Rūnanga o Makaawhio, and Development West Coast presented their congratulations and briefing on the West Coast to the incoming Government.

The briefing expresses to the new government that the West Coast is eager to do business with the government, with the country, and with the world. “The wealth of natural resources here on the Coast means that it is well positioned to drive New Zealand’s economic renaissance. The West Coast has been New Zealand’s economic engine in the past, and with the right partnership with central government, can be again.

The briefing outlines how certain regulatory and policy changes can create a welcoming and supportive environment for business and investment. This alone, with no financial investment required from central government, will unlock billions of dollars of regional resources, generating hundreds of millions of dollars in revenue, for the region and the nation.

The government is also asked to recognise the support that is needed for upgrades of critical infrastructure in the areas of stormwater and flood water, transport links and housing throughout the West Coast through the proposed Regional Infrastructure Fund. These are critically important as the West Coast is vulnerable to severe natural events like storms and the potential for a serious earthquake along the Alpine Fault. Investment in this infrastructure will facilitate the region’s growth and ensure the success of business and investment.

3.2 Affordable Waters Reform

On 14th December, the Minister of Local Government Hon Simeon Brown announced that the Government will introduce and pass legislation early this year to repeal the previous government’s water services legislation. The repeal bill is the first part of the Government’s new approach to water services delivery, Local Water Done Well, and is expected to be introduced in February 2024 and enacted as soon as possible as part of the Government’s 100-day plan. The Government’s bill makes the following changes:

- All legislation relating to water services entities will be repealed (contained in the Water Services Entities Act 2022, Water Services Entities Amendment Act 2023, and Water Services Legislation Act 2023).
- All previous legislation related to the provision of water services will be reinstated (including local government legislation). This will restore council ownership and control of water services, and responsibility for service delivery.
- The Northland and Auckland Water Services Entity (the only entity that had been legally established under the Water Services Entities Act 2022) will be disestablished and any outstanding work on the entity’s set-up will cease.
- Councils will need to add and integrate information about water services into their 2024 long-term plans.
- To provide flexibility for the needs and circumstances of different councils, Cabinet agreed the repeal bill will include provisions that make temporary modifications to local government legislation for the transitional period affecting the 2024 long-term plans.
- Once the bill is passed, the options will be available for councils to use as appropriate. This includes:
 - Councils can continue to consult on their long-term plan under previous policy settings and include water services material in the final plan, without re-consulting (but must consider the views and preferences of affected and interested persons as they consider appropriate).
- For councils that are needing more time to develop and consult on long-term planning material, the statutory deadline by which the 2024 long-term plan must be adopted will be extended by three months – to 30 September 2024. This flexibility may be desirable to smaller councils with fewer resources, or those councils that would prefer to wait until the repeal legislation is enacted before starting consultation.
- Councils will also be permitted to have unaudited long-term plan consultation documents. This would allow auditing of the final long-term plan to proceed in tandem with consultation, to help achieve statutory deadlines.

Further details about the Government’s future plans for water services are continuing to be worked on and will be shared as they are available in the New Year. The Government have laid out a set of

principles that "local water done well will follow. These are laid out in a letter to Mayors sent by the minister on 14th December 2023. A copy of which is enclosed in appendix 2. Those principles include:-

- Introducing greater central government oversight, economic and quality regulation.
- Fit-for-purpose service delivery models and financing tools, such as improving the current council-controlled organisation model and developing a new class of financially separate council-owned organisation.
- Setting rules for water services and infrastructure investment.
- Ensuring water services are financially sustainable. Financial sustainability means revenue sufficiency, balance sheet separation, ring-fencing and funding for growth.

In mid-December 2023 West Coast Chief Executives were approached by the Canterbury Mayoral Forum and invited to join with Canterbury to engage in further discussions on the future of three waters across the Canterbury and West Coast Region.

Appendix 2 – letter from R Honourable Simeon Brown to Mayor Helen Lash.

3.3 The Hokitika Wastewater Treatment Plant (WWTP).

1. The project working Group for the wastewater treatment plant met at the Arahura Marae on September 6th 2023. The focus of the meeting was to work through the draft material for public engagement sessions which was subsequently held at the RSA in Hokitika on the 4th and 8th of November 2023.
2. The public engagement outlined the history of the project, the close working partnership with iwi and the current status of the project. This included sharing the options that are being considered. The public engagement went well and was well received by attendees.
3. Following the changes to three waters following the election Stantec have been asked to produce cost estimates on a "worst case" basis to enable Council to put together cost proposals for the Long-Term Plan and any approach to Governments for external funding.

3.4 Three Waters Projects

Chlorination of remaining water supplies

In conjunction with Council staff, Filtec Ltd and Westroads have been installing chlorination units throughout the district in those supplies that were not yet chlorinated to meet the new requirements of the Drinking Water Quality Assurance Rules. This project is now completed with the last supply, Haast, having chlorination implemented at the end of October.

Fox Glacier WTP

On Thursday 30th November the Boil Water notice for Fox Glacier was lifted. The new Water Treatment Plant was successfully commissioned with water being produced for a couple of weeks before the notice was lifted. The new plant consists of membrane filtration with flocculation along with chlorination. The budget for the project is \$1.09M. Included in this is Tourism Infrastructure Funding of \$468,000.



Lutra Database Implementation

Lutra has been working with the 3 Waters Team and various other contractors to implement their compliance tool, Infrastructure Data. The primary focus of this tool will be to report on protozoal compliance at our water treatment plants. While we have the appropriate protozoal barriers in place, we have been unable to prove compliance (or non-compliance), which this tool will now report on and feed back to the water regulator, Taumata Arowai. This project is currently 95% complete, with a few minor implementations to allow for the additional chlorination in the district to be included in the database.

Kumara Water Reservoir

Temporary reservoirs have been set up ready for the investigation and upgrade of the existing reservoir project next financial year.



Haast and Franz Josef Generators

Generators have been installed at the Haast and Franz Josef wastewater pump stations to help improve resilience with this infrastructure.



Hokitika Wastewater Z-Line Replacement

WSP Consultants have been engaged to scope the project, let the contract and project manage with input from Council staff. Contract documents will be out for tender early in the New Year with completion of the project due before the end of the financial year.

Hokitika Stormwater Mains Replacement

Three separate replacements have been undertaken for this project. Sections of mains have been replaced in Weld St, Sewell St and Rolleston St.

3.5 Solid Waste and Recycling Update

Waste Minimisation

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

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

Regional Service Delivery (Waste & Recycling)

Combined regional services delivery (Buller / Grey / Westland) is still in the process of feasibility checking. This activity involves a full review and cost benefits on joint services delivery between the three councils. Kerb-side collections of waste, current recycling, and the addition of household glass along with management of transfer stations are part of the scope. Westland must extend the current contracts regardless to allow for standalone or combined future contracts.

Butlers Landfill

Development continues at this site. Works undertaken include:

- Installing stormwater network drainage and pipes to match current outlets in the new leachate field once operational
- Clearance and shaping of the leachate area ready for fencing and planting of hundreds of native trees.
- Deer fencing will be installed in February 2024.

Council staff will look into utilising schools to assist with native plants growing through Enviro-Schools or other community avenues.

3.6 Waiho River Update

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

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

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

3.7 West Coast Wilderness Trail

Mahinapua Viewing Platform

After extensive design and material availability delays the physical works on the Mahinapua viewing platform has been completed. An opening event and celebration of the 10-year anniversary of the west coast wilderness trail was undertaken on the 16th of December. The event was well attended by dignitaries and officials.



Stafford Loop/Lake Trail Extension

Works were completed on the troublesome area of trail beside Kapitea reservoir. There had been ongoing issues with trail flooding and width sharing between cyclists and vehicles. External funding was utilised to widen this area and raise the levels to minimise accidents.



3.8 Transportation

Special Purpose Road (SPR)

Following a collaborative approach that WDC and Buller District Council made to Waka Kotahi, Council has been contacted by Waka Kotahi to be advised that the SPR will continue to be funded for another three years at 100% FAR rate. This is a positive result for Council and the ratepayers. Council will continue to advocate for this road to be fully funded by Waka Kotahi.

3.9 Carnegie Building

The Carnegie Building seismic strengthening project has been completed with practical completion being granted in October 2023. The building has been upgraded to 100% NBS IL2, and planning has started for the internal fit out of the museum. Working with Heritage New Zealand, the building has kept the same iconic external look with some fresh life breathed into it.



3.10 Hokitika Swimming Pool

Construction on the Hokitika Swimming Pool has started on 6 June 2023. All work on the pool hall has been completed and the pool was opened to the public on 10 October 2023 under a new CPU.

Completed work within the pool hall area includes:

- Installation of a new pool liner
- Construction and commissioning of a new plantroom
- Upgrade to the overflow channel grating and nib wall
- Painting of the walls and bleaches
- Construction of new open showers
- Construction of temporary change room facilities

Work on the new entrance, change rooms, and reception area will continue until April 2024.



3.11 Cass Square Toilets

The installation of the new Cass Square toilets has been completed and the toilets has opened for public use on 28 December 2023. Planting of grass around the newly poured concrete paths will be done in January 2024.



3.12 Cass Square Playground Development

Westland District Council has successfully applied to the Lottery grant board for funding that matched the Council contribution, creating a total of \$1.1 million to upgrade the playground. Westland District Council awarded CreoSpace the tender for the new Cass Square Playground. The working group of council workshopped the final design with CreoSpace to optimise the community input and ensure it provides the right level of service for the users. Work is expected to begin on site in the first quarter of 2024.

Activity Plan

<ul style="list-style-type: none"> 01 3-bay swing set* 02 Piano chimes* 03 Waka* 04 Wheel chair carousel* 05 Ground trampoline 06 Mound with embankment slide 	<ul style="list-style-type: none"> 07 Ground games* 08 Flying fox 09 Seesaw 10 Mound with tunnel 11 Mouse wheel 12 Tower with 2 slides and ropes* 	<ul style="list-style-type: none"> 13 Overhead grab bar 14 Log jam 15 Talk tubes* 16 Optional - Cass Square Sign*
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Note:
Creative intent only. Not finalised design.
Design to be further refined.
*Accessible equipment

3.13 Racecourse Development

After receiving the go-ahead from Council to proceed with the ROI and RFP process, council has made some good progress on the planning stages of the Racecourse. The ROI process was completed on 1 December 2023, and the evaluation panel has scored the proposals received from the interested parties. The RFP document will be drawn up and worked through with the working group in January 2024 with the aim of getting it out to the interested parties in February 2024.

3.14 Hokitika Beachfront Access Ramp

TIF funding has been received for the beachfront access ramp and the project has started to gain some momentum after a period of standing still. Council have received tenders for the work. Construction works is being planned to start in April 2024 and would take 4 weeks to complete.

A tender document will be coming to council in February for consideration and letting of the contract.

3.15 Ross Swimming Pool

Temporary repair works on the steel covering for the Ross pool has been completed and the pool was opened to the public on 24 December 2023. The newly installed steel will give the pool 1.5 - 2 years, but a larger project needs to be initiated to do repairs on the rest of the steel structure.



3.16 Building Options - Council Headquarters and Pakiwaitara Building

Following the council workshop held in October 2023, further design options were explored and the 2 main options for the council HQ building would be to either strengthen the current Council HQ building

while temporarily housing staff at the Pakiwaitara building or moving to the Pakiwaitara building permanently.

Investigative work has started in determining the foundation strength and geotechnical reports will be done on both Pakiwaitara and council HQ offices early in 2024. Following the results from the Geotech reports the options will be taken to council meeting with a recommendation.

3.17 Better Off Funding Update

Please see **Appendix 1**

4 Other Activities

4.1 Corporate Services

Strategy and Communications

On 31 October 2023, Council adopted the Annual Report 2022/2023. This is always an important milestone in the year and a great achievement for the Finance and Strategy and Communication teams.

During the remainder of Q2 the focus for the Strategy and Communications Advisor (SCA) was working with Elected Members, the Executive Team and staff on developing the 2024-2034 Long Term Plan (LTP), in preparation for adoption in June 2024. Workshops on the following topics were held:

- Activities and Levels of Service – Elected Members and activity managers
- Draft Infrastructure Strategy – Elected Members and District Assets staff
- Capital Expenditure budgets – Executive team, activity managers and finance staff
- Operational budgets – Executive team, activity managers and finance staff

Audit of the background information to the LTP also began in this quarter, with the SCA working closely with the Auditors, EY, and relevant staff.

Outside of business-as-usual activities, the SCA continued to work closely with Stantec on community information and engagement for the Hokitika Wastewater Treatment Plant project, and Joseph and Associates for the Hokitika Racecourse development. The four West Coast Councils are working on their Speed Management Plans with consultants Abley. This will require engagement with the community in each district.

4.2 Regulatory, Planning & Community Services

Building

Performance in this activity

Community Outcome	Level of service	Measure / Target	Current Performance
Diverse Economy	Timely processing of Building Consents.	100% of building consents processed within 20 working days as per the requirements of the Building Act	Consents issued = 47 95.7% issued within 20-day statutory timeframe
	Timely processing of Code Compliance Certificates	100% of code compliance certificates processed within 20 working days as per the requirements of the Building Act	CCC issued = 47 95.7% issued within 20-day statutory timeframe

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

This quarter has seen the TA undertake 34 Building Warrant of Fitness audits across the district.

Earthquake prone notices have had 2 more issued.

Planning Department Update

Applications for resource consents continue to rise, also certification requests for final sign off on granted subdivision applications. Development through land use activities continues to grow, and an increase in pre-application meetings indicate that this type of development will continue throughout this calendar year.

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

Collaboration between the four West Coast Councils through workshops to discuss stormwater matters throughout the region have been undertaken. Ideas for improvement on stormwater management has been identified to enable Councils to effectively mitigate issues relating to stormwater. This work will continue to progress into the next quarter.

Overall, the Planning Department continues to ensure that applications are processed within statutory timeframes as one priority which is being successfully achieved. The other priority being monitoring of historical resource consents and this work continues to progress at a satisfactory rate.

Hokitika Museum Report

Phase II & III of the Ngā Whakatūranga Project, the internal fitout and exhibition development of the Carnegie Building was presented to Council in late 2023. Museum Staff and Project Manager Richard Bullet outlined build, timelines, thematic and exhibition delivery proposals at the Museum Redevelopment familiarisation presentation in December 2023.

Drummond Hall had work carried out on external exit doors to ensure compliance with fire safety requirements and the removal of defective air conditioning units.

Staff continue to provide access to its Collections through research enquires and photograph orders. The public accessed material tracing family histories, shipping arrivals, Hokitika businesses and building plans for the Regent Theatre. Photos orders were made for the new Pounamu Pathways at Mawhera, the Rimu dredge, family, and local history books. The museum was willed a firearm that had been displayed previously, but on further acquisition and provenance research, projected costs, and the requirements of the Arms Act the offer was declined.

To ensure more of the Collection is on public display, staff are working with the Industrial Museum to long-term loan and relocate the Fosters Coach, Meccano Gold Dredge and duplicate mining and logging tools. The challenges of moving such large items have required the removal of a dead tree from the Drummond Hall courtyard and the hiring of a crane to lift the carriage onto a transport truck. The move is scheduled for late February.

The museum is working with the New Zealand Archaeological Association and Department of Conservation to help increase public awareness and highlight the importance of protecting our archaeological heritage. The museum holds the dig material and report from an excavation carried out at Bruce Bay by Ray Hooker in the early 1990s. The museum is working with DOC Archaeologist Tom Barker and Paul Madgwick Te Runanga o Makaawhio with the hope of developing a touring display and presentations.

Staff hosted Manager Kirsty Cox through the EMU Expert Knowledge Exchange programme offered by Te Paerangi National Services – Te Papa for 3 days. Staff gained invaluable experience and much clarity regarding the capabilities of the CMS. Kirsty worked directly with EMU providers in Australia to improve overall access, activate the online package and worked with staff to develop a user-friendly catalogue manual.

Exhibition development work continues with staff streamlining research content to match an overall thematic approach. Individual story lines have been identified and object enquires are being made with staff tracking and requesting potential loans from other museum collections.

Back of house moves are underway with the planned removal of the carriage and dredge to the Industrial Museum. The relocation of all archives into the front room of Drummond Hall will allow better access for staff and the public. The work is planned to be completed by May 2024.

Westland District Library Report

Volunteers – supporting the delivery of library services

On International Volunteer Day, a morning tea was held to thank our volunteers for their ongoing support. Their contribution is vital to the delivery of library services across the district.

There are 32 volunteers contributing over 20 hours/week to support the delivery of library services in the main library and across the district.

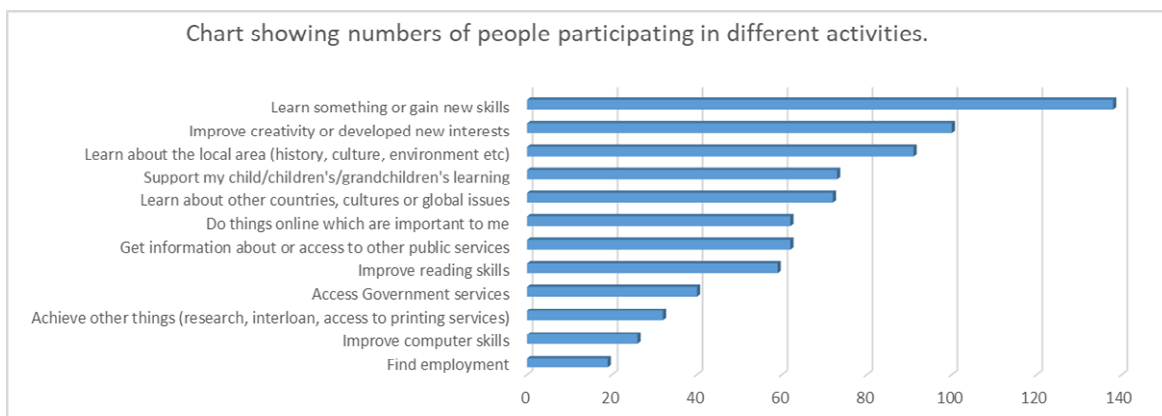
Community Libraries – providing access to library collections to remote communities

The Community Libraries exist to support access to the collection to communities at some distance from the library in Hokitika. There continue to be difficulties for some community libraries, and they are not all delivering access to the collection effectively. Both library services, patron expectations and the communities they serve have changed since these libraries were established, some over 10 years ago. Library staff are identifying potential options for improvements.

Library Spaces – providing safe, inclusive, and welcoming spaces for learning, social and recreational purposes

The library is a multi-use hub and part of the social infrastructure of the district. Ongoing partnerships with local and national organisations give the community easy access to their services. Community groups utilise library spaces to meet, share skills, knowledge and socialise. Footfall is similar to the previous quarter, with 3568 visitors to the library. November recorded our highest monthly footfall this year (3819), this is still below pre-pandemic levels.

A survey of library users has been completed and provides insight into the way the community use the library and the impact library use has had on their literacy and wellbeing. 230 library users responded, 98% reporting that the library is a welcoming place to visit, 95%, that the library is important to them and 90% that it improves their quality of life. Over time, using the library has enabled respondents to engage in lifelong learning, actively participate in the community in person and on-line (Chart 1).



Library users feedback:

- ‘Staff always happy to have a chat, the interior and layout are welcoming, having other activities going on make it more than just a library, it's a community asset.’
- ‘When my kids were very little I would often spend time with them at the library, it is a comfortable and welcoming place and my kids always love being there. This has felt like a refuge.’
- ‘I think moving to a new town where you know no-one, it's important to find a common point of interest to find like-minded people and to me, that's The Library. Our library made a huge impact by making me feel welcome.’

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

Our regular literacy, social programmes and outreach are well attended and have continued to offer learning and social opportunities to children and adults. A total of 83 events or programme sessions (including Book-A-Librarian) have been delivered and 605 people have attended. Outreach for this quarter has been focused on preschool and primary schools with Halloween and Christmas story-times and promoting the annual Summer Reading Challenge. Survey feedback demonstrates that the programmes and events offered are valued by the community and provide learning and social opportunities that support wellbeing.

Library users feedback:

- '[The library] hosted programmes (like the Rubbish Trip) that inspired new enthusiasm about caring for myself and my environment.'
- 'Every Books and Banter meeting makes me feel good!'
- 'Making friends at the book group.'

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

Library issues (physical and digital) have been similar to the previous quarter (17409 issues in Q2). Demand on the e-platforms continues to grow, with issues from the e-platforms continue to increase and the issues from Overdrive this quarter (2332) have surpassed even those in the first COVID lockdown (2067) when there was no access to the physical collection.

Feedback from the library survey shows that browsing and borrowing physical books is the main reason most people visit the library and that our physical collections are being managed to meet reader's needs. However, there has been feedback (6% of respondents) expressing frustration at the long waitlists for e-books and e-audiobooks and the limited selection available on our e-platforms, suggesting that these collections are not meeting the community's needs. As part of two e-resource consortia, library members now have access to approximately 20,000 titles but these are shared by all the library patrons of the consortia, compared to the 30,000 physical titles at the Westland District Library, available to members of the Westland District Library.

Library users feedback:

- '[The library] has enabled me to access up to date information about long-Covid just when I needed it.'
- 'I have borrowed books on cooking and pickling, and I have been able to use all of my leftover food, instead of throwing it away.'
- 'The library gave me access to books I am not able to afford for myself.'
- 'Continue to expand e-book & e-audiobook inventory via BorrowBox.'

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

The library provides access to APNK ICT equipment and ultrafast broadband, supporting digital equity in the community. The number of connections and minutes of use of the APNK is similar to the first quarter, with 842 logins to APNK computers, 32813 minutes of use and 2778 devices using Wi-Fi. Feedback through our survey demonstrate that this enables people to access government services online, do other things that are important to them online, print and scan documents for work, Visa's, and job applications.

The library facilitates residents to get online at home with Skinny Jump modems and referral to the Ministry of Education's Equity Digital Operations Service that provides free household Internet for whānau with school-aged children at home.

Book A Librarian services are increasingly popular with people needing support with their smart phones. Lack of know-how is as much a barrier to digital inclusion as lack of access to the internet and the library provides opportunities for people to upskill at a time, place and pace that suits them.

Library users feedback:

- '[Library staff gave me] Help with printing important papers. Helped organising COVID passes.'
- 'When I needed to apply for a visa and I had no internet, I did it without stress at the library.'
- 'I really needed to send a copy of a document and was able to do so through email in the library.'
- 'Enabling connection with grandchildren overseas through reading books over Skype - gold!!! I seriously cannot thank you enough.'

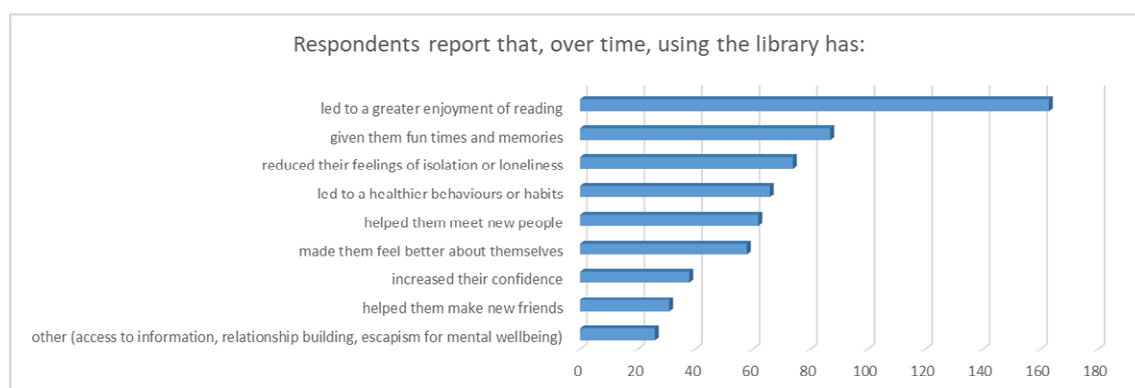
Wellbeing – the library is critical community infrastructure that supports individual and community wellbeing and resilience.

The Westland District Library continues to support community wellbeing and resilience. The services delivered support the community to access accurate information which combats misinformation and disinformation, 91% of survey respondents felt that the library provided access to reliable, trusted information that enabled people to make decisions (18% neither agreed nor disagreed). Access to good information enables people to make decisions about their lives that support their wellbeing and engage with democratic processes.

Literacy is essential for participation in society, employment, education and democracy and our survey respondents report that use of the library enabled them to read more, reading more improves their literacy skills and enjoyment of reading.

The library also plays a vital role in creating community cohesion and tackling loneliness and isolation, with programmes, events and library spaces providing opportunities for everyone to socialise. Chart 2 shows a number of ways the library has supported wellbeing.

Chart 2



Library users feedback:

- ‘Having access to books is important to me and my family and essential to our wellbeing.’
- ‘Being able to borrow books is important to me. I previously had an extensive library of books of my own but had to downsize a couple of years ago and having the library here is helpful for my mental well-being.’
- ‘Libraries are a place for me to refresh my creativity and develop plans for moving forward. They don't try and sell me something (or shouldn't), but calmly allow me to discover positive options forward.’
- ‘Going to the library always makes me feel part of the community. It is a "treasure chest" that we all share, and which enriches what our town has to offer its residents.’

4.3 Community Development and Assistance

Community Development and Assistance

The Community Development Advisor maintains lines of communication with the community and groups throughout Westland. All available funding is promoted, and the CDA is available for individuals and groups to discuss funding processes and go over funding applications.

Township Development Fund

The CDA has worked with the Westland Township groups and all have completed; Accountability Reports 2022-2023, signed Township Funding Agreements 2023-2024, all but two groups have submitted their invoices for payment.

Creative Communities

The Creative Communities Committee meet and considered 9 applications for Creative Communities local art funding and 3 applications for CCS Festival Funding.

The CCS Committee allocated \$10,167.00 funding to 6 applications that met criteria, and allocated CCS Festival Funding \$6,645.37 to 3 Festival applicants.

Age Friendly Aotearoa New Zealand Network

Westland District Council were approached and have joined the Age Friendly Aotearoa NZ Network. This is led by the Office for Seniors and provides guidance and support for communities that are exploring or committed to becoming Age Friendly. This membership comes under Community Services and Safer Westland with a second representative from the Safer Westland Governance Group as part of this membership. It is a great forum for discussion, information sharing, learning and online Network sessions on specific Age-related topics.

Safer Westland

Governance Group

The Safer Westland Governance Group has met quarterly, and have updated the Safer Westland Terms of Reference (**attached as Appendix 3**).

Safer Westland Meetings

The Safer Westland Coalition meet bi-monthly with the November meeting, Keeping Safe in Summer, and the Festive Season, having two presenters:

ACC ‘Have a Hmmm’ Jennifer Harris (Regional ACC)

Coalition members have received a ‘Have a Hmmm’ email and are asked to consider how they could potentially integrate ‘Have a Hmmm’ – a national initiative that provides an opportunity for ACC to work with local and rural communities. This year the campaign has developed to add ‘Have a Hmmm Hints’ and focusing on summertime outdoors activities e.g. swimming, mountain biking, fishing, hiking etc.

West Coast Cancer Society – Pavel Bares

NZ leads the world with melanoma rates. But what are we doing about it. Sun Smart campaign. Schools have Sun Smart Policy, but it is often not used rigorously by teaching staff or applied to teaching and support staff. Opportunity for all Safer Westland organisations, agencies, and groups to promote Sun Safe as part of Health & Safety.

4.4 Westland Mayors Task Force for Jobs (MTFJ):

The Westland Mayors Taskforce for Jobs (MTFJ) has achieved 35 outcomes this financial year, including 22 sustainable outcomes and 13 placements where youth have been employed for under three months while supporting approximately 30 additional youth seeking employment. With a set target of 37 sustainable outcomes for the 2023/24 period, MTFJ is tracking remarkably well. The programme recently concluded a 4th ten-week Youth Employability Programme and, in December, was eligible to request a second tranche of funding based on the programme outcomes amounting to **\$175K**.

The Westland MTFJ employs 2.4 Full-Time Equivalent (FTE) staff and one casual staff member and plays vital roles in Job Seeker and Employer support, Pastoral Care, Youth Employment Programmes, Programme Administration, and Community Engagement.

The introduction of the MTFJ Hub has proven to be a game-changer, attracting many youth and their whanau, albeit with increased workload challenges for MTFJ staff.

Driver licensing remains a high priority for the Westland MTFJ participants, especially after funding from other local agencies was withdrawn this financial year. Economic challenges have impacted employers' ability to hire unskilled youth, which has posed challenges for the work the Westland MTFJ is undertaking. Some of our young job seekers struggle to grasp the reality of entry-level positions and associated tasks when entering the workforce whereas others are ready to work and tackle employment opportunities head-on.

The Westland MTFJ team looks forward to hosting a Solar Tsunami Showcase with the Tuhura Otago Museum at the Pakiwaitara Building from January 20 to February 25 instead of the Inspire to Aspire event this year, holding the fifth Youth Employability course during the second quarter of 2024 and exceeding the expected employment outcomes for the 2023/24 financial year.



Photos: Tom Riley, Apprentice Bridge Motors | Youth Employability Participants | Hamish Miller, Simpson Residential Apprentice

4.4 Staffing Update

Incoming and Outgoing Staff (November 2023 – January 2024)

Arrivals:

David Louw

Project Manager Operations



Alicia Paulsen

Asset Strategy and Development Manager



Chris Wieblitz

Building Control Officer



Suretha Visser

Administration Officer – Building Control



Starting soon:

- Penny Coleman – Governance Administrator – 5 February 2024
- Sweta Kumar- Senior Planner – 4 March 2024

Departures:

- Gill Mace (Administration Officer – Building Control) departed 22 December to return to previous employer
- Aayushi Puri (Information Officer) departed 4 January to move to Napier with her husband
- Samuel Bastion (MTFJ Intern) departed 4 January to return to the hospitality industry
- Petro Klopper (Rates Officer) departed 19 January to take up a role at Grey DC
- Gokul Prabha (Assistant Transport Engineer) departed 19 January to return to India

Current Vacancies:

- Information Officer
- Rates Officer
- Assistant Transport Engineer

Training Provided:

- Beginner Te Reo Māori sessions (2 hours weekly) -16 staff
- Warrant of Appointment Training (7 hours) 16 staff
- Civil Defence Emergency Management - D4H training (2x 3 hour sessions)
- Retirement Planning Workshop (4 hours) – online – 2 staff
- MyHR Performance Planning & Review training for line managers

Well-being Calendar events:

- Gumboot Friday
- Staff End of Year Celebration
- Deck the Door competition
- Morning tea Floor shouts
- Quarterly Quiz

6. Options

- 6.1 Option 1: To receive the report.
- 6.2 Option 2: To not receive the report.

7. Risk Analysis

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

8. Health and Safety

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

9. Significance and Engagement

- 9.1 No public consultation is considered necessary.

10. Assessment of Options (including Financial Considerations)

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

11. Preferred Option(s) and Reasons

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

12. Recommendation(s)

- 1. That the Quarterly Report from the Chief Executive dated 25 January 2024 be received.

Simon Bastion
Chief Executive

Appendix 1 – Better off Funding Update Projects


Appendix 2 – Letter from R Honourable Simeon Brown to Mayor Helen Lash in regards to 3 Waters

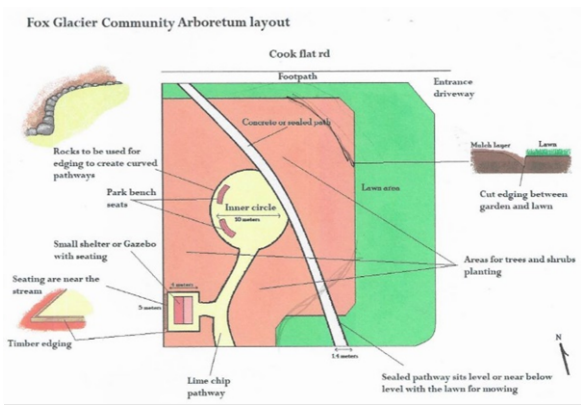

Appendix 3 - Safer Westland Coalition – Terms of Reference



APPENDIX 1: UPDATE ON BETTER OFF FUNDING PROJECTS


The current funding grant situation is detailed in the below tables separated by portfolio and project.



Community Funding

Project	Project Scope	Project Status	Costs to Date (Excl Gst)	Project update	Photos/Plans
Bruce Bay Community Hall Improvements	<p>Budget Allocation: \$46,035.00</p> <p>Replace windows. Sand and coat wooden floors. Replace kitchen vinyl.</p>	<p>Project Complete 6/12/23.</p>	\$39,895.00	<p>The halls wooden floors have been sanded and coated.</p> <p>Replacement windows have been installed by Local contractor Dean Caldwell.</p> <p>Addisons Flooring have finished laying the new vinyl in the kitchen. The community hall board have purchased and installed a new dishwasher, now making the kitchen a commercial, hygienic friendly kitchen.</p>	

<p>Fox Glacier Memorial Arboretum</p>	<p>Budget Allocation: \$44,000.00</p> <p>Install new plating, bench seat and parkland shelter.</p>	<p>In progress</p>	<p>\$1,622.64</p>	<p>Stafan from Sartens Gardens Ltd has designed an Arboretum Garden plan for the Fox Community Hall.</p> <p>Local contractor Grant Gibb has been contracted to construct the concrete path and inner circle area.</p> <p>A shelter has been purchased from NZShelter and will be installed in February.</p>	 <p>The diagram illustrates the layout of the Fox Glacier Community Arboretum. It features a central 'Inner circle' (20m diameter) surrounded by a 'Concrete or sealed path'. A 'Footpath' runs along 'Cook flat rd'. Other elements include 'Park bench seats', a 'Small shelter or Gazebo with seating', and 'Seating area near the stream'. The layout also shows 'Timber edging', 'Lime chip pathway', and 'Sealed pathway sits level or near below level with the lawn for mowing'. Planting areas are designated for 'Areas for trees and shrubs planting' and 'Lawn areas'. A 'Cut edging between garden and lawn' is also indicated. A north arrow is present in the bottom right corner.</p>
<p>HariHari Civil Defence Plan</p>	<p>Budget Allocation: \$22,944.00</p> <p>Supply two new water tanks at Guy Menzies Park. Purchase bulk dry food for civil defence container.</p>	<p>Project Complete 31/08/23</p>	<p>\$18,771.01</p>	<p>Water tanks were purchased and delivered to site. The HariHari community have organised the final installation.</p> <p>Bulk dry food was purchased and delivered to site. Community to store these in the Civil Defence container.</p>	 <p>The top photograph shows several stacks of 'READYWISE EMERGENCY FOOD SUPPLY' containers, which are red and white plastic tubs. The bottom photograph shows two large, white, cylindrical water tanks mounted on a trailer, parked outdoors.</p>
<p>Lake Kaniere Community</p>	<p>Budget Allocation: \$43,633.00</p>	<p>In progress</p>	<p>\$8,401.32</p>	<p>Westroads have completed the gravel pad at the lake Kaniere Civil Defence infrastructure site.</p>	

Resilience Plan	Install two new containers to be used for civil defence purposes.			<p>StopDigging will be on site the second week of February to install the screws for the shipping containers to be installed on.</p> <p>Two A grade modified containers have been purchased from NZBox and are expected to be installed on site in the first week of April</p>	
Lions Club Lazar Park Hall Upgrade	<p>Budget Allocation: \$103,628.00</p> <p>Extension to existing Lazer Park Hall.</p>	In Progress	\$46,655.12	<p>The Lazar Park Hall strengthening/extension project is progressing well and on schedule.</p> <p>Lions Club of Hokitika have sought tenders for the work and they are currently assessing the received tenders.</p>	
West Coast RDA, Arena surface	<p>Budget Allocation: \$57,234.00</p> <p>Install new indoor arena surface</p>	In progress	\$37,200.00	<p>The internal floor surface materials for the indoor arena have arrived. Local contractor Henry Adams has begun foundation works on site. RDA experiencing delays sourcing sand to blend with the fibre for the floor surface.</p>	
West Coast RDA, Arena electrical works	<p>Budget Allocation: \$35,733.00</p> <p>Electrical work for indoor arena.</p>	In progress	\$22,993.40	<p>Electrical works have been completed in the main area of the indoor arena. however, delays in the admin area being built have meant electrical works have been unable to get underway.</p>	


<p>Kumara Gentle Annie Track Extension</p>	<p>Budget Allocation: \$29,115.00</p> <p>Track extension linking Gentle Annie at Sunset Point.</p>	<p>In progress</p>	<p>\$11,522.54</p>	<p>Samual Blight and Jan Visser visited site towards the end of 2023. Significant progress had been made on site with large sections of the trail being cleared and large culverts being installed.</p>	
<p>Kumara Memorial Hall Resilience Container</p>	<p>Budget Allocation: \$39,964.00</p> <p>Install new civil defence container.</p>	<p>In progress</p>	<p>\$904.70</p>	<p>StopDigging will be on site the second week of February to install the screws for the shipping container to be installed on.</p> <p>An A grade modified container has been purchased from NZBox and is expected to be installed on site in the second week of April</p>	
<p>Otira Civil Defence Hub</p>	<p>Budget Allocation: \$14,593.00</p> <p>Install civil defence container alongside some fencing</p>	<p>In progress</p>	<p>\$221.44</p>	<p>StopDigging will be on site the second week of February to install the screws for the shipping container to be installed on.</p> <p>An A grade modified container has been purchased from NZBox and is expected to be installed on site in the first week of May</p>	

<p>Ross Civil Defence Hub</p>	<p>Budget Allocation: \$24,559.00</p> <p>Install two water tanks for civil defence purposes.</p>	<p>Project complete 1/10/23</p>	<p>\$22,422.09</p>	<p>The Ross Community group have been doing a fantastic job at self-managing this project funded by both Better Off Funds and community fundraising efforts.</p> <p>The water tanks and generator have been installed.</p>	
<p>Whataroa Civil Defence Infrastructure</p>	<p>Budget Allocation: \$78,882.00</p> <p>Install civil defence container and a 50kVA diesel generator.</p>	<p>In progress</p>	<p>\$33,964.78</p>	<p>CAT DE50EO generator ordered. Community to build shed for generator to be installed inside. Purchased order to be raised for ITM.</p> <p>StopDigging will be on site second week of February to install the screws for the shipping containers to be installed on.</p> <p>Two A grade containers have been purchased from NZBox and are expected to be installed on site in the last week of March</p>	


Township Development


Project	Project Scope	Project Status	Costs to Date (Excl Gst)	Project update	Photos/Plans
Hokitika Swimming Pool	<p>Budget Allocation: \$690,000.00</p> <p>Funding for Hokitika swimming pool project overruns</p>	<p>Project Complete 22/09/2023</p>	<p>\$3,200,072</p> <p>(Includes \$690,000 from BOF)</p>	<p>Council adopted to reallocate the entire Township Development fund to the Hokitika Swimming Pool.</p> <p>Stage Two of the Hokitika Swimming Pool Project began on 06/06/2023.</p> <p>All works funded by the Better Off funds have been completed.</p> <p>\$690,000.00 fully claimed.</p>	

Community Resilience



Project	Project Scope	Project Status	Costs to Date (Excl Gst)	Project update	Photos/Plans
<p>Civil defence resilience supplies such as Starlink Comms, Radios, Rapid deployment and communication kits.</p>	<p>Budget Allocation: \$65,064.00</p> <p>Supply Civil defence equipment to various Welfare centre throughout Westland.</p>	<p>In Progress</p>	<p>\$168,748.92</p>	<p>All satellite communication kit equipment and 19 community Starlink internet kits have been ordered and arrived.</p> <p>It is expected that the Community Resilience projects will be completed by the end of June 2024.</p> <p>This project is being internally managed by Westland District Council IT staff and Civil Defence staff.</p>	

Culture and Heritage

Project	Project Scope	Project Status	Costs to Date (Excl Gst)	Project update	Photos/Plans
Westland Anniversary Expended Legacy Digital Initiative	<p>Budget Allocation: \$200,000.00</p> <p>Fixed term event coordinator and project manager. Event seed funding for 2023 community events throughout Westland. Event program and advertisement.</p>	In progress	\$23,231.96	<p>Destination Hokitika contracted Zane Smith to lead this project for the community.</p> <p>Projects completed to date include designing the 150 years of connection branding, designing a Website, the Otira Tunnel 100-year commemorations and the Hokitika Brochure.</p> <p>Events coming up include the 100 years of aviation event, Hokitika classic surf competition and the Nolan Family Reunion</p>	


<p>Hokitika Regent Theatre Upgrade</p>	<p>Budget Allocation: \$36,000.00</p> <p>Exterior building lighting. Main auditorium LED lighting and display. Interpretation panels</p>	<p>In progress</p>	<p>\$394.78</p>	<p>Initial project meeting to be held on site between Hokitika Regent Theatre and Westland District Council.</p> <p>Regent theatre has begun work on site. More progress is expected to be made during the winter. Theatre currently in their peak season.</p>	
<p>Hokitika Town Clock Feasibility Study</p>	<p>Budget Allocation: \$15,000.00</p> <p>Engineering inspection report on Hokitika Town Clock</p>	<p>In progress</p>	<p>\$2,399.23</p>	<p>Eliot Sinclair to complete an Infra-red scan on the clock. Once this is complete the contractor will complete a detailed design/plan for the Hokitika town clock.</p>	
<p>Westland Industrial Heritage Park</p>	<p>Budget Allocation: \$180,000.00</p> <p>Two new kit set sheds</p>	<p>In progress</p>	<p>\$116,513.00</p>	<p>Kits sets for both sheds have been purchased and arrived on site. The first shed was granted a BC in 2023 and has been built. Delays with shed two BC and land agreements have meant the second shed has not been built yet.</p>	

Community Halls

Project	Project Scope	Project Status	Costs to date (Excl Gst)	Project update	Photos/Plans
Carnegie Strengthening Project	Budget Allocation: \$260,000.00	Project Completed 6.10.2023	\$2,851,335.07 \$260,000 BOF	Council adopted to reallocate part of the Community Halls funding to the Carnegie Strengthening Project. Project completed as of October 2023.	 
Fox Glacier Hall	Budget Allocation: \$19,000.00 Installation of disability access.	In progress	\$1,317.32	Local contractor Grant Gibb has been contracted to install the new disability park at the entrance of the Fox Glacier Hall. Works are expected to be complete on site by March 2024.	

<p>Franz Josef Hall</p>	<p>Budget Allocation: \$149,432.00</p> <p>Seismic Assessment, Temporary propping, and bathroom improvements</p>	<p>In progress</p>	<p>\$7,539.52</p>	<p>Working with the community to establish next steps forward for project. Seismic Assessment work has been completed and a design is currently being drafted.</p> <p>Electrical safety improvements have been completed at the hall.</p>	
<p>Haast Hall</p>	<p>Budget Allocation: \$56,309.00</p> <p>Stormwater work, Electrical work, and Seismic assessment.</p>	<p>In progress</p>	<p>\$6,284.31</p>	<p>Initial project site meeting held.</p> <p>Fire has been installed. Seismic Assessment has been completed, now waiting on the design.</p> <p>Project to be scoped once Engineers design/recommendation received.</p>	
<p>HariHari Hall</p>	<p>Budget Allocation: \$11,697.00</p> <p>Heat pump drain, fix spouting, investigate ceiling ventilation,</p>	<p>In Progress</p>	<p>\$515.54</p>	<p>Jan meeting contractor on site at the end of January to establish a project scope. Works to be completed post site meeting.</p>	

	Roof improvements				
Civil Defence Welfare Centres	<p>Budget Allocation: \$41,879.00</p> <p>Install a shipping container at Okarito</p>	In progress	\$876.72	<p>StopDigging will be on site the second week of February to install the screws for the shipping containers to be installed on.</p> <p>An A grade container has been purchased from NZBox and is expected to be installed on site at the same time as other civil defence containers. Date still to be confirmed.</p>	
Ross Swimming Pool Emergency Works	<p>Budget Allocation: \$40,000.00</p> <p>Emergency repairs to the building structure</p>	In progress	\$13,234.69	<p>Temporary repair works completed. Planning started for further works required.</p>	
Grey Power Hall	<p>Budget Allocation: \$45,426.00</p> <p>Install new windows</p>	In progress	\$19,125.19	<p>Windows expected to arrive on site the middle of February. Contractor to install windows by start of March.</p>	
Hokitika Regent Theatre	<p>Budget Allocation: \$88,580.00</p>	In progress	\$9,260.27	<p>Repainted the exterior front wall of the theatre, repaired and reglazed the projections room art-deco window. Exterior building scaffolding removed.</p>	

	Exterior maintenance works.			More intrusive works are expected to begin once the peak season passes.	
Kokatahi Hall	Budget Allocation: \$46,334.00 Seismic assessment, electrical board, and heating	In progress	\$2,700.00	Local electrician contracted to install a heating system, as well as a new switchboard. Seismic Assessment work underway, awaiting report/design.	
Kowhitirangi Hall	Budget Allocation: \$9,290.00 Replace some windows at the hall.	Project Completed 10/07/23	\$8,227.92	Matt Fairmaid has installed new windows at the Kowhitirangi Hall. Better Off Funding covered the small shortfall left from a lotteries grant.	
Okuru Hall	Budget Allocation: \$51,860.00	In progress	\$10,681.12	Seismic assessment work underway. Seismic report/design will determine the future scope of the project.	

	Seismic assessment etc				
Ross Hall	Budget Allocation: \$65,300.00 Removal of Asbestos cladding	In progress	\$1,381.08	Cladding sample was taken, and test results came back positive for asbestos. Jan working with local contractors to price exterior cladding work.	
Waitaha Hall	Budget Allocation: \$16,201.00 Balance needed for Water tanks	In progress	\$9,457.00	Plumber has finished on site. Electrician to wire Water Pump to switchboard. Project on track to be complete by February 2024.	
Whataroa Hall	Budget Allocation: \$13,000 Install Two new heat pumps.	In progress	\$728.20	Community has installed handrails and lighting storage with community funding. Projects funds now going to install two heat pumps in the hall. Heat pumps to be installed by the end of January.	

Hon Simeon Brown

MP for Pakuranga

Minister for Energy

Minister for Auckland

Minister of Local Government

Minister of Transport

Deputy Leader of the House



Mayor Helen Lash
Westland District Council
Email: mayor@westlanddc.govt.nz

cc. Simon Bastion Chief Executive
Email: simon.bastion@westlanddc.govt.nz

Dear Mayor Lash

New direction for water services delivery

This morning I announced that earlier this week Cabinet agreed to repeal the previous government's water services legislation. I also signalled next steps for implementing our plan for water services, Local Water Done Well.

I wish to provide you with further information about three key aspects of our plan, to ensure you have the clarity and certainty you need as you develop your council's 2024-34 long-term plan and prepare for your next financial year:

1. Repeal of the previous government's water services legislation
2. Options to help your council complete its 2024-34 long-term plan
3. Local Water Done Well – key principles of our future direction for water services.

I want to acknowledge that councils across the country are facing multiple challenges, including pressures with water infrastructure. I also want to acknowledge that many councils have done a good job of managing their water infrastructure, and that there is not a one size fits all solution to moving to more financially sustainable water services.

The Government is committed to addressing the longstanding challenges this country is facing with our water services infrastructure.

Our Local Water Done Well approach recognises the importance of local decision making and flexibility for communities and councils to determine how their water services will be delivered in future. We will do this while ensuring a strong emphasis on meeting rules for water quality and investment in infrastructure.

1. Repealing the previous Government's water services legislation

Cabinet has agreed to introduce a repeal bill that will restore council ownership and control of water infrastructure and services. The bill makes the following changes:

- All legislation relating to water services entities will be repealed (Water Services Entities Act 2022, Water Services Entities Amendment Act 2023, and Water Services Legislation Act 2023).
- Previous legislation related to the provision of water services will be reinstated (including local government legislation). This will restore continued council ownership and control of water services, and responsibility for service delivery.

- The Northland and Auckland Water Services Entity (the only entity that had been legally established under the Water Services Entities Act 2022) will be disestablished and any outstanding work on the entity's set-up will cease.
- Councils will need to add and integrate information about water services into their 2024 long-term plans. Some transitional support options are available to assist you (below).

The repeal bill is expected to be introduced in February 2024 and enacted as soon as possible.

2. Options to help your council complete its 2024-34 long-term plan

I have heard that councils are seeking legislative certainty for your 2024-34 long-term plan and are seeking direction and support for how to continue to plan for and finance water services.

I am also conscious that different councils will have different needs and preferences and will be at various stages of developing their long-term plans.

To provide flexibility for these local circumstances, Cabinet has agreed the repeal bill will include temporary modifications to local government legislation for the transitional period affecting the 2024 long-term plans. Once the bill is passed, these options will be available for councils to use, as appropriate.

I recognise a few councils are preparing an unaudited three-year plan, with a focus on cyclone recovery, rather than a standard 10-year plan. As such, some of the proposed modifications may be less relevant to you.

If your council is...	Options available
<p>Starting to prepare or consult on long-term planning material that includes water services information – ahead of the repeal bill being enacted</p>	<p>The enacted provisions clarify that the council can include water services material in the final plan, without re-consulting, but:</p> <ul style="list-style-type: none"> • Must include new/updated information on water services in its final plan – to reflect the continuation of its responsibilities; • Must consider the views and preferences of affected and interested persons as it considers appropriate; and • Does not have to delay the adoption of its long-term plan past 30 June 2024 (in order to provide opportunities for public consultation on its revised proposals). <p>Transitional provisions will also help ensure the risks of future legal challenge (associated with concerns about possible issues in process) will be minimised.</p>

If your council is...	Options available
<p>Needing more time to develop and consult on long-term planning material</p>	<p>The statutory deadline by which the 2024 long-term plan must be adopted will be extended by three months – to 30 September 2024.</p> <p>This flexibility may be desirable to smaller councils with fewer resources, or those councils that would prefer to wait until the repeal legislation is enacted before starting consultation.</p> <p>The deadline for adopting the 2023/24 annual reports will also be extended, to reflect the possible overlap in auditing processes if councils are taking longer than usual to finalise the long-term plan.</p>
	<p>Councils will be permitted to have unaudited long-term plan consultation documents.</p> <p>This would allow auditing of the final long-term plan to proceed in tandem with consultation, to help achieve statutory deadlines.</p>

3. Local Water Done Well – key principles of our future direction for water services

With Local Water Done Well we are going to do things in a way that recognises the importance of local decision making and flexibility for communities and councils to determine how their water services will be delivered in future. We will do this while ensuring a strong emphasis on meeting rules for water quality and investment in infrastructure.

We want to enable councils and communities to determine what works best for them, while establishing clear expectations and bottom lines.

Key principles of our future plan for the delivery of water services include:

- Introducing greater central government oversight, economic and quality regulation.
- Fit-for-purpose service delivery models and financing tools, such as improving the current council-controlled organisation model and developing a new class of financially separate council-owned organisation.
- Setting rules for water services and infrastructure investment.
- Ensuring water services are financially sustainable. Financial sustainability means revenue sufficiency, balance sheet separation, ring-fencing and funding for growth.

I intend to work with all councils on the development of our Local Water Done Well policy to ensure it reflects your local needs and circumstances.

I look forward to working with you in the New Year to refine our approach to water services delivery.

Yours sincerely,



Hon Simeon Brown
Minister of Local Government

TERMS OF REFERENCE

SAFER WESTLAND COALITION

Vision Statement

Westland whanau and manuhiri are connected, safe and well.

Mission

Mahi Ngatahi – we are working together for the safety, resilience, and well-being of Westland.

Purpose

The Safer Westland Coalition meets bi-monthly under the umbrella of Westland District Council. It fulfils in part the Westland District Council Vision Statement:

“By investing in our people, caring for the environment, respecting Mana Whenua cultural heritage, and enabling investment, growth, and development we will enrich our district and the people that reside here.”

Safer Westland Coalition Partners

Since its inception under the New Zealand Safe Communities Foundation, Safer Westland welcomes all agencies, organisations, community groups, and individuals to be part of the Safer Westland Coalition for the betterment of Westland communities’ safety, resilience, and well-being.

Governance

The Safer Westland Governance Group are nominated representatives, with the addition of:

- Mayor Westland District Council
- Up to 3 elected Councillors, of which one Councillor will chair the Safer Westland meetings.
- Safer Westland Coordinator

The Governance Group can have up to 12 nominated representatives with a strong alliance to the Vision, Mission, and Purpose of the Safer Westland Coalition.

STRUCTURE

Governance Group

- Reviewed and nominations open every 2 years Oct/Nov 2024,2026, etc.
- Provides leadership and strategic direction for Safer Westland Coalition
- Oversees any Projects of the Safer Westland Coalition
- Advocates for Safer Westland coalition work and works to secure additional resources for projects as required.
- Members of the Governance Group foster support for Safer Westland within their agencies, and within the wider community.

Coordinator

- Is the first point of contact for any queries or information regarding Safer Westland
- Provides advice to and supports the Governance Group
- Organises and attends Safer Westland and Governance Group meetings.
- Maintains Safer Westland records (agendas, minutes, reports, plans, communications).
- Helps to facilitate communications and information sharing.

Nov 2023

- Assists to secure funding for agreed projects.
- Position is supported by WDC up to 16 hours per fortnight.

Safer Westland Members

- Meet bi-monthly to address issues of mutual concern for Westland, identifying common priorities and plan activities and projects.
- Work together to initiate, plan and deliver projects which align with Safer Westland focus and priority areas as set out in the Strategic Plan 2022-2025 - Safety and Well-being areas: Community & Family Violence, Safe Roads, Older Adults, Children & Young People, Emergency Preparedness & Response, Covid-19 Response, Inclusion & Diversity, and Smokefree 2025.

Quorum

Governance Group – Chair and 5 members

Safer Westland – Chair and 7 members

Chair Position is aligned with WDC elections and change of Council elected representatives to Safer Westland Governance and Coalition Meetings, with provision for WDC Mayor to identify a new Chair should circumstances prevent the Chair from completing term.

Frequency of Meetings

Governance Group – Quarterly with facility to meet more often as required by Zoom or in person.

Safer Westland Coalition – Bi-monthly with facility to increase frequency as required.

Project Meetings – as required by Project Lead

Accountability and Reporting

- Each member of the Safer Westland Coalition is accountable to their parent organisation.
- Project Leaders report to Safer Westland Meeting where applicable
- Members will be expected to share any pertinent updates at the Safer Westland meetings and keep their parent organisation informed on projects and activities of the Safer Westland Coalition.
- Project leaders will report quarterly to contribute to the Quarterly and Annual Westland District Council Reports.
- Safer Westland Coordinator updates WDC Chief Executive, and Council where applicable.

Record of Proceedings

- The agenda together with previous minutes, relevant reports and documents will be forwarded to members in sufficient time to enable consideration prior to meetings.
- Accurate minutes will be kept of each meeting of the Safer Westland Coalition and Safer Westland Governance Group and ratified at the subsequent meeting.

Information Management

Safer Westland will provide effective communications to internal and external audiences about its work and progress by:

- Ensuring alignment and coordination of key messages
- Ensuring a 'no surprises' environment by discussing and agreeing on all media statements in advance
- Coordinating all media requests to Westland District Council's Communications manager for collation and direction to media outlets.

Report to Council



DATE: 25 January 2024
TO: Mayor and Councillors
FROM: Graduate Accountant

FINANCIAL PERFORMANCE – DECEMBER 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 December 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 December 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 December 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 December 2023.
- 4.2. Option 2: That Council does not receive the Financial Performance Report to 31 December 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 December 2023 be received.

Cody Nabben
Graduate Accountant

Appendix 1: Finance Performance Report for 31 December 2023

Appendix 1



Financial Performance Year to 31 December 2023

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Sustainability Report

Total revenue	Total expenditure	Total surplus/(deficit)
\$18.77M	\$17.34M	\$1.43M
Is 9.4% more than the total budget of \$17.15M	Is 7% more than the total budget of \$16.2M	Against a budget of \$0.95M

SUSTAINABILITY

Rates to operating revenue **50.39%**

Rates Revenue	\$9.46M
Operating Revenue	\$18.77M

50.39% 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 **108.25%**

Operating revenue	\$18.77M
Operating expenditure	\$17.34M

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 108.25% of operating expenditure.

Interest to rates revenue (LGFA Cov.) **2.56%**

Net interest and finance costs	\$0.24M
Rates Revenue	\$9.46M

2.56% of rates revenue is paid in interest. Our set limit is 25% of rates revenue. Net interest is interest paid less interest received. 2.56% indicates that interest revenue is less than interest expense. Rates revenue includes penalties, water supply by meter and gross of remissions.

Interest to operating revenue **1.29%**

Net Interest and finance costs	\$0.24M
Operating revenue	\$18.77M

1.29% of operating revenue is paid in interest. Our set limit is 10% of operating revenue. Net interest is interest paid less interest received. 1.29% indicates that interest revenue is less than interest expense.

Liquidity Risk (LGFA Cov.) **145%**

Gross debt	\$29.82M
Undrawn committed facilities	\$3.98M
Cash and cash equivalents	\$9.43M

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 145%.

Essential services ratio **57.11%**

Capital expenditure	\$1.9M
Depreciation	\$3.32M

Capital expenditure should be equal to or more than depreciation for essential services. Year to date capex is 57.11% of depreciation. Essential Services are Water Supply, Wastewater, Stormwater, and Roading. The low % is largely attributable to delays in receiving invoices, which has lead to outstanding purchase orders relating to Essential Services projects totalling \$0.94M.

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	19,119	19,266	9,603	9,456	(147)	(1.53%)
Grants and subsidies	02	10,501	9,843	5,813	6,471	658	11.31%
Interest Revenue	03	707	268	135	574	439	326.53%
Fees and Charges	04	2,470	2,232	1,109	1,347	237	21.39%
Other revenue	05	1,660	1,235	493	919	426	86.39%
Total operating revenue		34,457	32,844	17,153	18,766	1,613	9.40%
Expenditure							
Employee Benefit expenses	06	6,305	6,274	3,137	3,168	31	0.99%
Finance Costs	07	1,381	1,130	565	816	251	44.37%
Depreciation	08	8,929	9,331	4,666	4,263	(402)	(8.62%)
Other expenses	09	16,898	15,643	7,833	9,089	1,255	16.02%
Total operating expenditure		33,513	32,378	16,201	17,336	1,135	7.00%
Operating Surplus/(Deficit)		944	466	952	1,430	478	50%

Notes to the Statement of Comprehensive Revenue and Expenditure

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

01 Rates

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

02 Grants and subsidies

Of the grant revenue received to date, \$3.2M relates to the Hokitika Swimming Pool redevelopment project. Transport grants are below budget by \$1.2M due to timing.

03 Interest Revenue

Interest on swaps is \$221k over budget, while the rest of the variance is attributable to interest from our term deposits and the current account. The positive variance of \$439k more than offsets the adverse increase of \$251k in finance costs against budget.

04 Fees and charges

Building and resource consent numbers are higher than anticipated. This is offset by the variance in planning and building costs as the processing continues to be outsourced.

05 Other Revenue

Non-cash gain on swaps is \$204k above budget. This is more than offset by loss on swaps as mentioned in note 09. Unbudgeted cost recoveries relating to 3-Waters total \$200k.

06 Employee benefit expenses

Salary cost is relatively on track with budget.

07 Finance Costs

While finance costs are over budget by \$251k due to higher than expected interest rates, these costs are more than offset by interest revenue, as noted above.

08 Depreciation

Timing. As more assets are capitalized throughout the year, monthly depreciation will increase and eventually catch up to the budget.

09 Other expenses

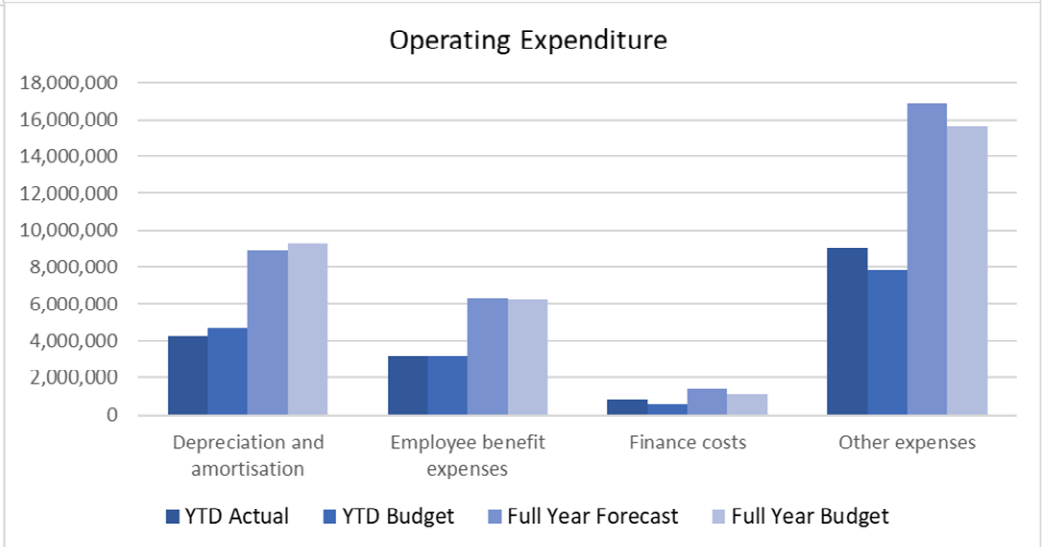
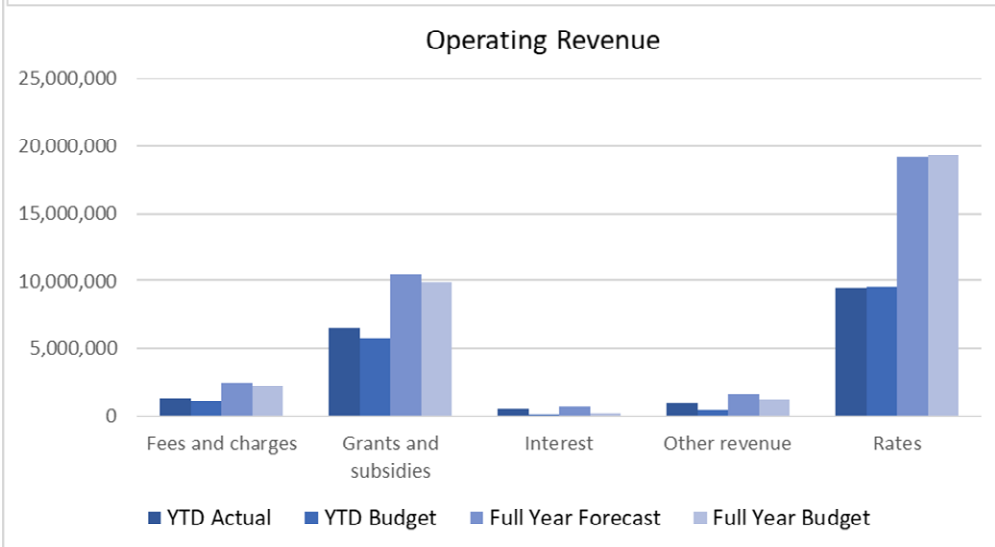
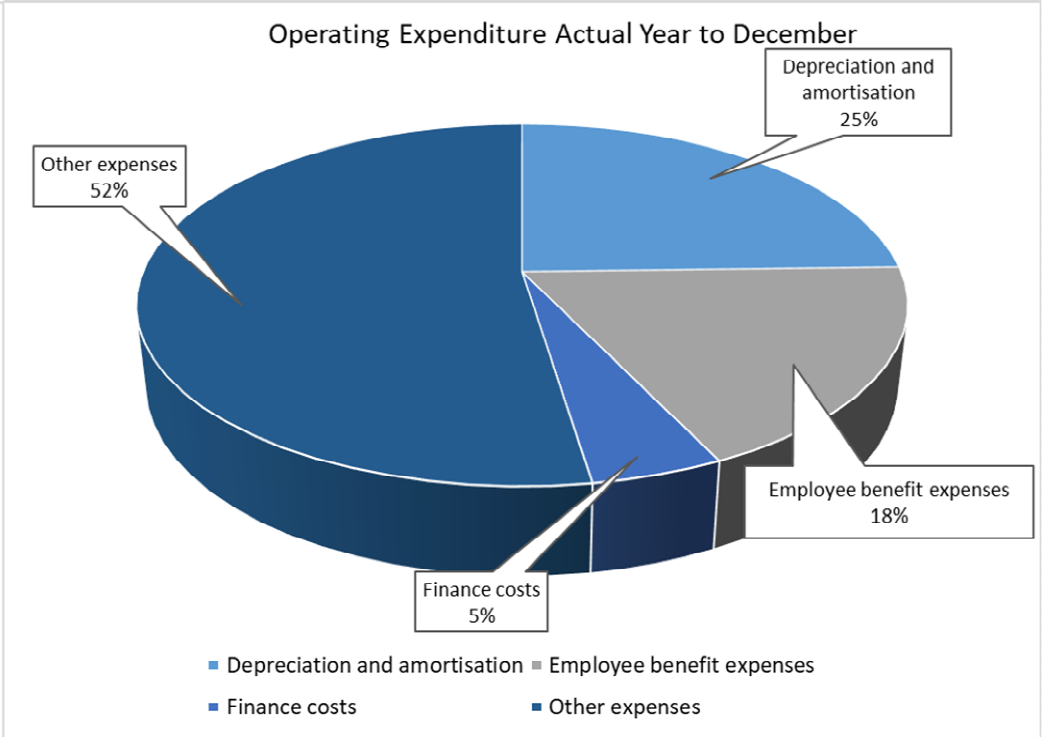
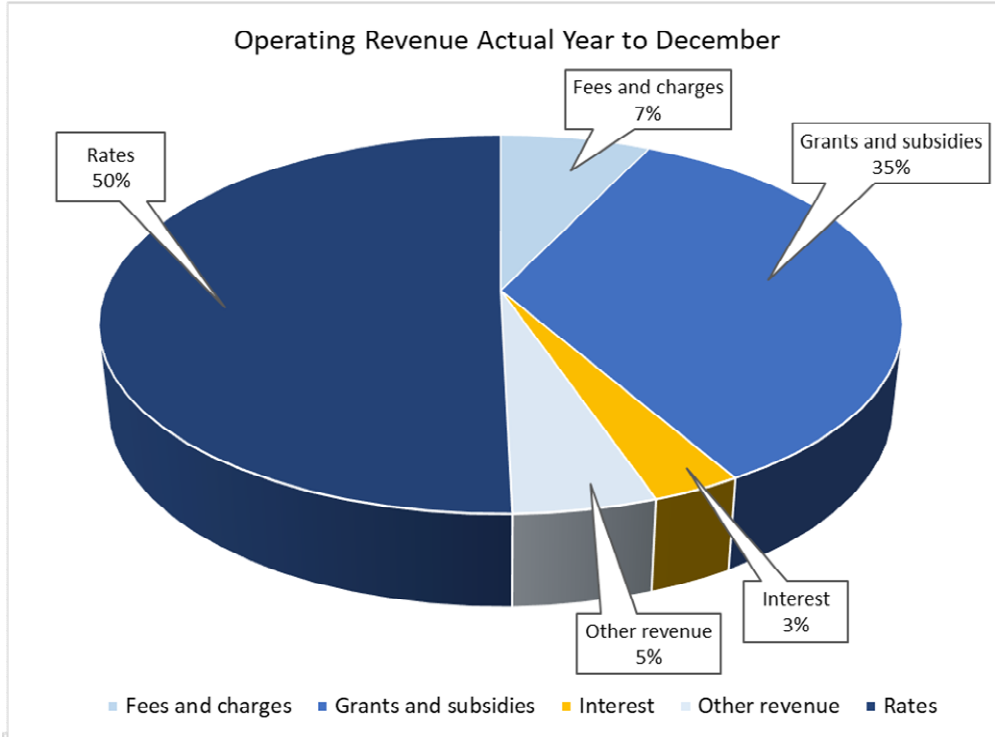
- Loss on interest rate swaps is over budget \$615k due to a drop in swap rates.
- Maintenance of 3 waters assets collectively over by \$400k.
- Unbudgeted, fully funded MTFJ costs total \$135k.
- Unbudgeted consultancy fees related to the HQ appraisal \$92k.

Statement of Financial Position

	At 31 December 2023 \$000	Annual Plan 2023/24 \$000	Actual 2022/2023 \$000
Assets			
Current assets			
Cash & cash equivalents	6,639	4,311	8,378
Debtors & other receivables	4,755	3,135	2,809
Tax receivable	-	-	-
Derivative financial instruments	196	12	53
Other financial assets	3,100	-	48
Total Current Assets	14,691	7,458	11,288
Non-current assets			
Council Controlled Organisation	12,695	12,695	12,695
Deferred Tax	176	137	176
Intangible assets	135	225	151
Assets Under Construction	15,148	10,781	9,571
Derivative financial instruments	378	493	1,052
Other Financial Assets	627	771	553
Property, Plant and Equipment	511,926	516,239	515,928
Total Non-current assets	541,085	541,340	540,126
Total Assets	555,776	548,797	551,414
Liabilities			
Current liabilities			
Creditors & other payables	2,200	2,863	4,001
Employee benefit liabilities	618	507	521
Borrowings	3,000	-	3,000
Derivative financial instruments	-	-	-
Other	2,442	1,475	595
Total Current Liabilities	8,261	4,846	8,116
Non-current liabilities			
Deferred Tax	-	-	-
Employee benefit liabilities	31	36	30
Provisions	3,335	2,821	3,335
Borrowings	26,818	36,180	23,818
Derivative financial instruments	69	-	-
Total Non-Current Liabilities	30,253	39,038	27,183
Total Liabilities	38,513	43,883	35,299
Net Assets	517,263	504,914	516,115

	At 31 December 2023 \$000	Annual Plan 2023/24 \$000	Actual 2022/2023 \$000
Equity			
Retained Earnings	173,846	179,854	172,693
Restricted Reserves	10,073	6,481	10,073
Revaluation reserves	333,167	318,402	333,170
Other comprehensive revenue and expense reserve	177	177	177
Total Equity	517,263	504,914	516,115

Revenue & Expenditure Graphs



Funding Impact Statement

Funding Impact Statement for Whole of Council				
	2023 Annual Plan \$000	2023 Annual Report \$000	2024 Annual Plan \$000	2024 Actual \$000
(SURPLUS) / DEFICIT OF OPERATING FUNDING				
Sources of Operating Funding				
General rates, uniform annual general charges, rates penalties	8,982	8,889	11,131	5,555
Targeted Rates	10,245	9,878	8,135	3,901
Subsidies and grants for operating purposes	2,135	3,867	2,638	1,392
Fees and charges	2,037	2,254	2,232	1,347
Interest and dividends from investments	257	1,050	518	574
Local authorities fuel tax, fines, infringement fees, and other receipts	1,084	2,649	985	911
Total Operating Funding (A)	24,740	28,588	25,639	13,680
Applications of Operating Funding				
Payments to staff and suppliers	19,950	23,011	21,916	12,636
Finance Costs	986	1,395	1,130	821
Total Applications of Operating Funding (B)	20,936	24,407	23,047	13,458
Surplus/(Deficit) of Operating Funding (A - B)	3,804	4,181	2,592	223
(SURPLUS) / DEFICIT OF CAPITAL FUNDING				
Sources of Capital Funding				
Subsidies and grants for capital expenditure	9,156	3,992	7,205	5,078
Development and financial contributions	-	-	-	-
Increase (decrease) in debt	5,941	(3,000)	6,887	-
Gross proceeds from sale of assets	-	12	-	8
Total Sources of Capital Funding (C)	15,097	1,004	14,092	5,086
Application of Capital Funding				
Capital Expenditure:				
- to meet additional demand	1,735	666	252	39
- to improve the level of service	14,250	4,929	10,600	4,401
- to replace existing assets	12,537	6,266	9,770	1,686
Increase (decrease) in reserves	(9,770)	(6,675)	(3,937)	(817)
Increase (decrease) of investments	149	-	-	-
Total Applications of Capital Funding (D)	18,901	5,185	16,684	5,309
Surplus/(Deficit) of Capital Funding (C - D)	(3,804)	(4,181)	(2,592)	(223)
Funding Balance ((A - B) + (C - D))	-	-	-	-

Debtors 31 December 2023

31/12/2023					
Type	Over 90 Days	60-90 Days	30-60 Days	Current	Total (\$)
Building Consents	25,833	7,499	18,081	48,508	99,921
Building Warrants	1,064	1,803	745	2,737	6,349
Resource Consents	16,916	2,775	6,785	31,100	57,576
Sundry Debtors	29,390	7,181	483,287	492,766	1,012,625
Grand Total	73,203	19,258	508,898	575,112	1,176,470
31/12/2022					
Type	Over 90 Days	60-90 Days	30-60 Days	Current	Total (\$)
Building Consents	15,321	6,564	13,096	7,756	42,736
Building Warrants	885	1,174	220	199	2,478
Resource Consents	610	160	7,210	8,821	16,801
Sundry Debtors	114,055	19,293	20,042	180,407	333,796
Grand Total	130,871	27,191	40,567	197,183	395,812

Rates Debtors 31 December 2023

Rates Debtors at 30 November 2023		664,589
Rates instalment	-	
Less payments received	(742,702.03)	
Paid in advance change	480,230.42	
Previous years write off's	-	
Write off's	-	
Penalties	-	
Discounts	131.54	
Court Cost	-	
		(262,340.07)
Total Rates Debtors at 31 December 2023		402,249.01
Arrears included above at 31 December 2023	402,249	
Arrears at 30 September 2022	440,702	
Increase/(decrease) in arrears		(38,453)

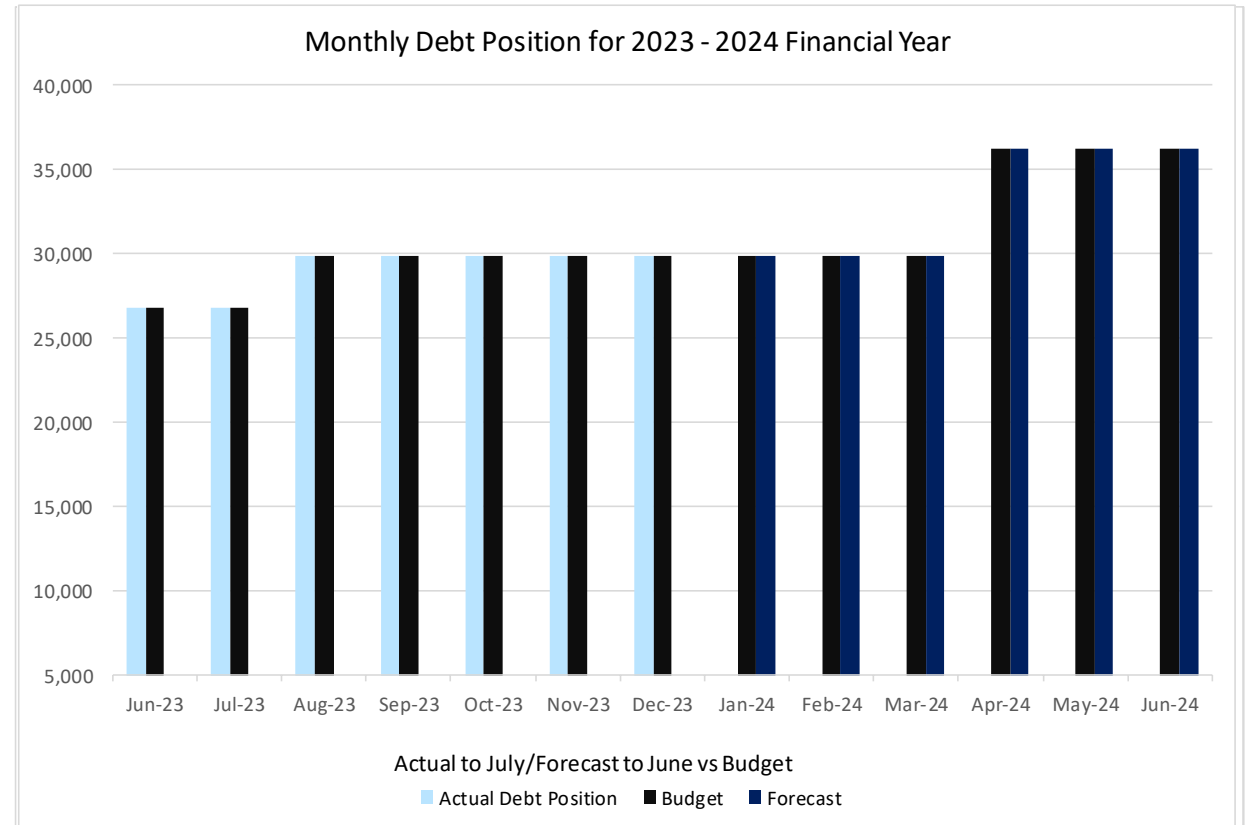
Debt Position

Debt Position 2023/2024 (\$000)

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

Forecast Debt Position for 2023-2024 Financial Year

Forecast as at	Jun-23
Opening Balance	26,818
Loan funded capex forecast	12,362
Forecast repayments 2023-24	-3,000
Forecast balance June 2024 per AP	36,180



Capital Expenditure

Capital Projects 2023/24			
As at 31/12/2023			
Project / Activity	YtD Expenses	Carry f/wd + Annual Plan	Forecast
	\$0	\$0	\$0
Leadership			
	142,402	512,049	512,049
Planning & Regulatory Services			
	112,237	1,778,752	1,778,752
Library & Museum			
	67,538	883,663	883,663
Water Supply			
	972,998	1,954,048	1,954,048
Waste Water			
	240,408	1,586,805	1,586,805
Solid waste			
	68,984	822,760	822,760
Storm water			
	155,079	228,340	228,340
Cemeteries			
	19,796	98,150	98,150
Swimming pools			
	2,238,331	2,197,950	2,197,950
Facilities & leisure services - other			
	470,207	3,068,416	3,068,416
Parks & reserves			
	1,078,905	7,990,728	7,990,728
Land transportation			
	529,389	3,741,538	3,741,538
Unbudgeted capital expenditure			
	17,088	0	0
Funded Projects			
	12,887	0	0
Total	6,126,250	24,863,199	24,863,199

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

Report to Council



DATE: 25 January 2024
TO: Mayor and Councillors
FROM: Strategy and Communications Advisor

PERFORMANCE MEASURES FOR LONG TERM PLAN 2024-2034

1. Summary

- 1.1. The purpose of this report is to provide the draft performance measures for groups of activities to be adopted for the draft Long Term Plan 2024 – 2034 (LTP).
- 1.2. This issue arises from the requirements of Schedule 10, clause 4 of the Local Government Act 2002.
- 1.3. Council seeks to meet its obligations under the Local Government Act 2002 and the achievement of the District Vision adopted by the Council in June 2021, which are set out in the Long Term Plan 2021 - 2031. Refer page 2 of the agenda.
- 1.4. This report concludes by recommending that Council adopt the draft performance measures for inclusion in the draft Long Term Plan 2024 – 2034.

2. Background

- 2.1. The reason the report has come before the Council is due to the requirement in Schedule 10, cl 4 of the LGA to include performance measures against Council activities that can be reported on in each year's Annual Report, including mandatory measures as prescribed by Secretary for Local Government under s 261B:

4 Statement of Service Provision

A long-term plan must, in relation to each group of activities of the local authority, include a statement of the intended levels of service provision that specifies—

- (a) any performance measures specified in a rule made under section 261B for a group of activities described in clause 2(2); and
 - (b) the performance measures that the local authority considers will enable the public to assess the level of service for major aspects of groups of activities for which performance measures have not been specified under paragraph (a); and
 - (c) the performance target or targets set by the local authority for each performance measure;...
- 2.2. Staff analysed the current Levels of Service and performance measures outlined in the 2021 – 2031 LTP. This was presented to Council for discussion in a workshop in October 2023. Council advised that in general the level of service and performance measures remain suitable for the purpose of allowing the public to assess Council's performance.

2.3. Council directed staff that their preference is for on-going, real-time surveying of users of Council services to understand customers levels of satisfaction. This allows staff to make service improvements with up-to-date understanding of customer perception and current issues.

Staff are reviewing the appropriate way to implement real-time surveying and will use suitable data-capture methods for each activity identified. Results will be reported to the Risk and Assurance Committee regularly for the following activities: Leadership, Planning, Building Control, Environmental Health and Liquor Licencing, Animal Control, Community Halls, Parks and Reserves, Public Toilets, Swimming Pools, Westland District Library.

3. Current Situation

3.1. The current situation is that performance measures have been reviewed and some have been updated to reflect the direction of the Council following the October workshop and are attached as **Appendix 1**. In order to improve the relevance for the public, summarised information under the headings ‘What we do’ and ‘why this is important’ has been introduced.

3.2. Performance measures should be appropriate to the service, unambiguous, quantifiable and achievable. Measures that rely on customer service surveys have been removed and replaced with alternative measures where possible. For activities that report to legislative timeframes this provides users with suitable information. For activities with an Asset Management Plan, measures have been sourced from these.

3.3. Performance measures for the Three Waters activities have been included in Appendix 1 using the current mandatory measures. The government has announced that Three Waters will be treated as it was prior to the legislation introduced by the previous government. There may be further amendments to these measures once the Three Waters reform legislation is repealed.

3.4. The following new or updated measures are included in Appendix 1, other measures remain the same as the LTP 2021 – 2031 if they are good practice and reflect Council’s strategic intent:

Our goal	Measure	Current performance (2022/2023)	Performance targets 2024 – 2034
Building Control			
Timely processing of Code Compliance Certificates.	% of Code Compliance Certificates processed within 20 working days as per the requirements of the Building Act	New Measure <i>Required by the Building Act. Baseline to be established.</i>	100%
Environmental Health and Liquor Licencing			
Encourage compliance with health standards by undertaking inspections so that all food, liquor and other licensed premises comply with the relevant legislation.	% licensed and registered premises are inspected <i>prior to renewal of licence.</i>	Food Premises Not achieved 93% (82/88 – based on currently registered businesses)	100%

Our goal	Measure	Current performance (2022/2023)	Performance targets 2024 – 2034
	<i>Measure updated in 2024 LTP to reflect current inspection system.</i>		
		Liquor Premises Not achieved 96% (49/51 – based on currently registered businesses).	100%
Emergency Management			
Council is prepared for and maintains an effective response capacity to manage civil defence emergencies	At least one Emergency Operations Centre (EOC), <i>and community group</i> activation occurs annually (event or exercise).	Achieved Achieved multiple partial activations during financial year. EOC fully set up more than twice.	Achieved
	At least two training sessions are held annually for Council CDEM Incident Management Personnel <i>and community groups</i> .	Achieved Welfare Needs Assessment, Assessor training and lifelines coordination training were all run in May 2023. These were open to staff and the public. A CIMS4 course was also run in Greymouth that was open to all West Coast Council staff and the public.	Achieved
CDEM relationships with WC CDEM Group territorial authorities, emergency services, and life line utilities are maintained and strengthened	Council is represented at CDEMG Joint Committee meetings by the Mayor, or a nominated attendee.	Achieved Council was represented at 4/4 meetings = 100% of the time.	100% of the time <i>Increased from 80%</i>
	Council is represented at CEG meetings by the Chief Executive or a nominated attendee.	Achieved Council was represented at 4/4 meetings = 100% of the time.	100% of the time <i>Increased from 80%</i>

Our goal	Measure	Current performance (2022/2023)	Performance targets 2024 – 2034
Community Halls			
Day to day operational activities that ensure assets provide services.	Performance of Operational Contracts.	New Measure <i>Baseline to be established</i>	Achieved
Maintenance that ensures the asset can continue to provide services	Number/Cost of unplanned reactive repairs required, due to insufficient maintenance.	New Measure <i>Baseline to be established</i>	Figure remains static or decreases year-on-year
Hokitika Museum			
Collections developed, documented and maintained with access provided	Collections continue in line with Hokitika Museum policies.	Achieved	Achieved
Parks and Reserves			
Day to day operational activities that ensure assets provide services.	Performance of Operational Contracts.	New Measure <i>Baseline to be established</i>	Achieved
Maintenance that ensures the asset can continue to provide services	Number/Cost of unplanned reactive repairs required, due to insufficient maintenance.	New Measure <i>Baseline to be established</i>	Figure remains static or decreases year-on-year
Public Toilets			
Day to day operational activities that ensure assets provide services.	Performance of Operational Contracts.	New Measure <i>Baseline to be established</i>	Achieved
Maintenance that ensures the asset can continue to provide services	Number/Cost of unplanned reactive repairs required, due to insufficient maintenance.	New Measure <i>Baseline to be established</i>	Figure remains static or decreases year-on-year
Swimming Pools			
Day to day operational activities that ensure assets provide services.	Performance of Operational Contracts.	New Measure <i>Baseline to be established</i>	Achieved
Maintenance that ensures the asset can	Number/Cost of unplanned reactive	New Measure <i>Baseline to be established</i>	Figure remains static or decreases year-on-year

Our goal	Measure	Current performance (2022/2023)	Performance targets 2024 – 2034
continue to provide services	repairs required, due to insufficient maintenance.		
West Coast Wilderness Trail			
The visitor experience meets or exceeds expectations	Net Promotor Score	New Measure <i>Baseline to be established.</i>	Is greater than 80% over a 12-month average.
Westland District Library			
To provide access to a physical collection that is current and of appropriate quality to meet the needs of the community.	% of physical collection items purchased in the last 5 years (excluding Local History and Stack)	New Measure <i>Baseline to be established</i>	40-45%
Ensure library users have access to computing technology and the internet to allow them to access relevant information, government, community, retail, recreational and communication services.	Minimum provision of:	New Measure <i>Baseline to be established</i>	<ul style="list-style-type: none"> • 2 public access internet devices per 2.500 people (Westland = 7) • Printer, scanner and BYOD print options. • Onsite Wi-Fi access.
Delivering activities that enable increased accessibility.	Number of programmes & events (excluding Book-A-Librarian).	New Measure <i>Baseline to be established</i>	200 programmes/events
	Attendance at events (Excluding Book A Librarian)	New Measure <i>Baseline to be established</i>	2000 attendees
Solid Waste			
Maximised recycling efficiency	Reduce incidents of recycling bin contamination.	Not achieved 17% contamination. Investigation is underway to seek clarification on the recent rise in contamination.	15% or lower contamination per year.

4. Options

- 4.1. Option 1: Adopt the performance measures in Appendix 1 for the Draft LTP 2024 - 2034.
- 4.2. Option 2: Amend the performance measures in Appendix 1 and adopt them for the Draft LTP 2024 - 2034.
- 4.3. Option 3: Do not adopt the performance measures in Appendix 1 and retain performance measures from the LTP 2021 – 2031.

5. Risk Analysis

- 5.1. Risk has been considered and the following risks have been identified:
 - 5.1.1. Legislative risk: Council is required to maintain a set of performance measures that allow the public to assess Council's performance and include these in the LTP.
 - 5.1.2. Reputational risk: Council's performance measures are a part of Council's strategy. Updating the performance measures gives comfort to the public that Council has a strong strategic focus.

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. Council is required to maintain performance measures and report to the public each year through the Annual Report. These measures give a focus for the activity groups to ensure they are providing a level of service that is satisfactory to the Council and the public.
 - 7.1.1. No separate public consultation is considered necessary as the performance measures are included in the draft Long Term Plan and the public can provide feedback during the consultation process.

8. Assessment of Options (including Financial Considerations)

- 8.1. Option 1 – Adopt the performance measures in Appendix 1 for the Draft LTP 2024 – 2034. This allows Council to meet its legislative obligations, ensures that Council's levels of service meet its strategic vision and provides the public with information to assess Council's performance.
 - 8.1.1. There are no financial implications to this option.
- 8.2. Option 2 – Amend the performance measures in Appendix 1 and adopt them for the Draft LTP 2024 – 2034. Council could make amendments to the proposed performance measures if they do not fully reflect its strategic intent. Adopting performance measures allows Council to meet its legislative obligations.
 - 8.2.1. There are no financial implications to this option; **or**
- 8.3. Option 3 – Do not adopt the performance measures in Appendix 1 and retain all performance measures from the LTP 2021 – 2031. Council could retain the performance measures agreed by the previous Council for the 2021 – 2031 LTP. This would not reflect the current Council's strategic intent. Including these performance measures in the 2024 – 2034 LTP would allow Council to meet its legislative obligations.
 - 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 – Adopt the performance measures in Appendix 1 for the Draft LTP 2024 – 2034.
- 9.2. The reason that Option 1 has been identified as the preferred option is that Council has workshopped these measures and amended them to reflect their strategic intent. It will allow Council to continue to develop the draft LTP and meet the legislative requirements.

10. Recommendation(s)

- 10.1. That the report be received.
- 10.2. That Council adopt the performance measures in Appendix 1 for inclusion in the draft Long Term Plan 2024 – 2034.

Emma Rae
Strategy and Communications Advisor

Appendix 1: LTP 2024-2034 Draft Performance Measures for Adoption

Corporate Services

What we do: Provide professional support services to support other activities in Council and ensure smooth operating and fulfilment of statutory requirements.

Our goal	Measure	Current performance (2022/2023)	Performance targets 2024 - 2034
Provide accountability about Council activities	LTP, Annual Plans and Reports adopted on time.	Achieved 100%: The Annual Report 2022/2023 was adopted on 15 December 2022 as allowed by the amendment to the Local Government Act. The Annual Plan 2023/2024 was adopted on 30 June 2023.	100%
	LTP and Annual Reports receive unqualified Auditor's Opinions.	Achieved 100%: The Long Term Plan 2021 – 2031 received an unqualified Auditor's opinion. The Annual Report 2021/2022 received an unqualified Auditor's opinion.	100%
	<p>Why this is important:</p> <p>Meeting our legislative obligations to report on our activities and review our budgets, and achieving unqualified Auditor's Opinions on our reports and plans, gives the community confidence that Council is actively working to promote community well-being and be fiscally responsible.</p>		

Resource Management

What we do: Deliver sound policy and regulation to protect the environment.

Our goal	Measure	Current performance (2022/2023)	Performance targets 2024 - 2034
Resource consents processed in accordance with relevant legislation	% of resource consents processed within statutory time frames	Not achieved 93.5% of resource consents were processed within statutory time frames. 91.8% land use consents and 97.4% subdivision consents = 123 consents in total. Statutory timeframes were exceeded on 8 resource consents due to staffing shortages.	100%

	<p>Why this is important:</p> <p>We know that it is important to our customers that we process their consents in a timely manner. We also want to meet our statutory obligations.</p>
--	--

Consents and Compliance

What we do: Deliver fair, appropriate and customer-friendly inspections and compliance services that support community health and safety.

Our goal	Measure	Current performance (2022/2023)	Performance targets 2024 - 2034
Timely processing of Building Consents.	% of building consents processed within 20 working days as per the requirements of the Building Act	<p>Not achieved</p> <p>Consents issued = 263</p> <p>94% issued within the 20 day statutory timeframe.</p> <p>12 consents (6%) were issued outside of the statutory timeframe.</p>	100%
Timely processing of Code Compliance Certificates.	% of Code Compliance Certificates processed within 20 working days as per the requirements of the Building Act	<p>New Measure</p> <p><i>Required by the Building Act. Baseline to be established.</i></p>	100%
	<p>Why this is important:</p> <p>We know that it is important to our customers that we process their consents in a timely manner. We also want to meet our statutory obligations.</p>		
Encourage compliance with health standards by undertaking inspections so that all food, liquor and other licensed premises comply with the relevant legislation.	% licensed and registered premises are inspected prior to renewal of licence.	<p>Food Premises</p> <p>Not achieved</p> <p>93% (82/88 – based on currently registered businesses)</p>	100%
		<p>Liquor Premises</p> <p>Not achieved</p> <p>96% (49/51 – based on currently registered businesses)</p>	100%
	<p>Why this is important:</p> <p>We know that it is important to our customers that they are able to renew their licences in a timely manner. We also want to meet our statutory obligations and ensure that hospitality businesses are safe for patrons.</p>		

Animal Control

What we do: Deliver fair, appropriate and customer-friendly inspections and compliance services that support animal owners and community health and safety.

Our goal	Measure	Current performance (2022/2023)	Performance targets 2024 – 2034
Keep the public safe from dogs and wandering stock	% of known dogs registered by 30 June each year	Achieved 99.2% - 2059/2075 known dogs registered	99%
	Response times to Priority 1 callouts:	Achieved 100% - 11 / 11 of response times to priority 1 callouts in 30 minutes or less	30 minutes or less (excluding travel time)
<p>Why this is important:</p> <p>The faster that staff can respond to a priority 1 callout, the greater the likelihood of apprehending the offending dog and dealing with the matter appropriately.</p> <p>Dogs that are registered are more likely to be managed responsibly by their owner. Registered dogs can be reunited with owners more quickly if they are found wandering and this can reduce the overall cost to the owner of pound and compliance fees.</p>			

Civil Defence Emergency Management

What we do: Improve the readiness of communities to respond to emergency events and build emergency management capability across the sector.

Our goal	Measure	Current performance (2022/2023)	Performance targets 2024 – 2034
Council is prepared for and maintains an effective response capacity to manage civil defence emergencies	Council's e-text alerting system is tested twice per annum.	Achieved Council has utilised e-text system to send 44,698 messages in the last 12 months.	Achieved
	At least one Emergency Operations Centre (EOC), and community group activation occurs annually (event or exercise).	Achieved Achieved multiple partial activations during financial year. EOC fully set up more than twice.	Achieved
	At least two training sessions are held annually for Council CDEM Incident Management Personnel and community groups.	Achieved Welfare Needs Assessment, Assessor training and lifelines coordination training were all run in May 2023. These were open to staff and the public. A CIMS4 course was also run in Greymouth that was open	Achieved

		to all West Coast Council staff and the public.	
	Why this is important: An emergency event can occur at any time. It is important that EOC staff and community groups are prepared for and can support the community during an emergency event.		
CDEM relationships with WC CDEM Group territorial authorities, emergency services, and life line utilities are maintained and strengthened	Council is represented at CDEMG Joint Committee meetings by the Mayor, or a nominated attendee.	Achieved Council was represented at 4/4 meetings = 100% of the time.	100% of the time
	Council is represented at CEG meetings by the Chief Executive or a nominated attendee.	Achieved Council was represented at 4/4 meetings = 100% of the time.	100% of the time
	Why this is important: Council needs to be represented at emergency management committees to take part in decision making that affects the Westland District. It is also important to build and maintain relationships with other key organisations.		

Community Development

What we do: Deliver programmes and funding opportunities that contribute to residents' health, safety and wellbeing.

Our goal	Measure	Current performance (2022/2023)	Performance targets 2024 – 2034
Supporting Communities to improve their social and cultural wellbeing	<p>CDA co-ordinates funding and committee process for:</p> <ul style="list-style-type: none"> • Creative Community Scheme funding local arts. • Sport NZ Rural Travel Fund. • Funding to promote events for Community well-being and social connectedness. 	<p>Achieved</p> <p>Funding was advertised and promoted throughout Westland and committees followed procedure for funding allocation.</p> <ul style="list-style-type: none"> • Creative Community Committee allocated \$10,167 • Sport NZ Rural Travel Fund Committee allocated \$12,825 <p>Funding to promote events:</p> <ul style="list-style-type: none"> • Driftwood & Sand \$5,000 • Christmas Lights Grant allocated \$10,000 	Achieved

	Why this is important: We know that funding opportunities allow communities to be vibrant and thrive. Council support ensures that people are supported in their applications and funding is allocated appropriately.		
Commitment to “Safer Westland”	Safer Westland Governance Group meets bi-monthly.	Achieved Safer Westland Bi-monthly meetings are established, with the Safer Westland Governance Group meeting quarterly.	Achieved
	Why this is important: Providing support to the Safer Westland Governance Group ensures that organisations have the opportunity to work cooperatively to encourage community safety and wellbeing in the district.		

Community Halls

What we do: Provide places that support social, recreation, and other activities for communities.

Our goal	Measure	Current performance (2022/2023)	Performance targets 2024 – 2034
Day to day operational activities that ensure assets provide services.	Performance of Operational Contracts.	New Measure <i>Baseline to be established</i>	Achieved
Maintenance that ensures the asset can continue to provide services	Number/Cost of unplanned reactive repairs required, due to insufficient maintenance.	New Measure <i>Baseline to be established</i>	Figure remains static or decreases year-on-year
	Why this is important: Community Halls are the heart of many of the smaller communities around the district. We want community halls to be well maintained and meet the needs of the communities that they service.		

Cemeteries

What we do: Provide places that support the cultural needs of the deceased and their bereaved.

Our goal	Measure	Current performance (2022/2023)	Performance targets 2024 – 2034
Council owned cemeteries are appropriately maintained	Customer Satisfaction: The number of service requests received per cemetery.	Achieved Hokitika: 4 Kumara: 4 Ross: 0	Hokitika: ≤ 5 Kumara: ≤ 5 Ross: ≤ 5

	Why this is important: We want our cemeteries to be pleasant resting places for departed community members.		
Burials adhere to the relevant legislation	Standards for burial adhere to Cemeteries and Cremations Act 1964 or any replacement legislation	Achieved 100% 40/40 Interments Hokitika: 34 Kumara: 2 Ross: 4	100%
	Why this is important: The Act recognises a variety of different types of burial land. It also contains a number of specific provisions around controlling and managing these places and outlines the statutory restrictions that apply. Council wants to meet its statutory obligations for burials.		

Hokitika Museum

What we do: Acquire, conserve, research, communicate and exhibit Westland stories for purposes of study, education and enjoyment, material evidence of West Coast people and their environment.

Our goal	Measure	Current performance (2022/2023)	Performance targets 2024 – 2034
Collections developed, documented and maintained with access provided	Collections continue in line with Hokitika Museum policies.	Achieved	Achieved
	Deaccessions and disposals are aligned with Hokitika Museum policies.	Achieved	Achieved
	Why this is important: Appropriate management of the Museum collection ensures that the archives and artifacts are useful and relevant to those interested in Westland and West Coast history.		

Parks and Reserves

What we do: Provide parks and open spaces that support the recreational needs of our community and visitors.

Our goal	Measure	Current performance (2022/2023)	Performance targets 2024 – 2034
Day to day operational activities that ensure assets provide services.	Performance of Operational Contracts.	New Measure <i>Baseline to be established</i>	Achieved
Maintenance that ensures the asset can continue to provide services	Number/Cost of unplanned reactive repairs required, due to insufficient maintenance.	New Measure <i>Baseline to be established</i>	Figure remains static or decreases year-on-year

	<p>Why this is important:</p> <p>We want our parks and reserves to be safe, enjoyable and well-maintained places for our community and visitors to use.</p>
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Public toilets

What we do:

Provide public toilets throughout the district for the convenience of our communities and visitors, and protection of the environment.

Our goal	Measure	Current performance (2022/2023)	Performance targets 2024 – 2034
Day to day operational activities that ensure assets provide services.	Performance of Operational Contracts.	New Measure <i>Baseline to be established</i>	Achieved
Maintenance that ensures the asset can continue to provide services	Number/Cost of unplanned reactive repairs required, due to insufficient maintenance.	New Measure <i>Baseline to be established</i>	Figure remains static or decreases year-on-year
	<p>Why this is important:</p> <p>We want to provide clean and tidy public conveniences that meet community and visitor needs.</p>		

Swimming Pools

What we do: Provide recreation facilities for our communities to enjoy exercise, education and social activities.

Our goal	Measure	Current performance (2022/2023)	Performance targets 2024 – 2034
Day to day operational activities that ensure assets provide services.	Performance of Operational Contracts.	New Measure <i>Baseline to be established</i>	Achieved
Maintenance that ensures the asset can continue to provide services	Number/Cost of unplanned reactive repairs required, due to insufficient maintenance.	New Measure <i>Baseline to be established</i>	Figure remains static or decreases year-on-year
	<p>Why this is important:</p> <p>We want our facility to meet the needs of the community and attract visitors. Users have the opportunity to connect, exercise, learn and have fun.</p>		

West Coast Wilderness Trail

What we do: Provide an outstanding local and visitor attraction that draws people to Westland.

Our goal	Measure	Current performance (2022/2023)	Performance targets 2024 – 2034
The cycle trail is well used	Numbers using the trail as measured by trail counters	<p>Not achieved</p> <p>Counters along the trail recorded between 7,966 and 33,004 annual cycle users at various points. Total users recorded is 90,514.</p> <p>This represents a decrease in daily utilisation of 9%.</p> <p>Full trail length rider utilisation has only reduced by 1.1%</p>	Show year-on-year growth.
	<p>Why this is important:</p> <p>The level of use of the cycle trail reflects the appropriateness and effectiveness of this asset for our community and visitors, and whether we are actually meeting their needs.</p>		
The visitor experience meets or exceeds expectations	Net Promotor Score	<p>New Measure</p> <p><i>Baseline to be established.</i></p>	Is greater than 80% over a 12-month average.
	<p>Why this is important:</p> <p>We want this asset to provide a quality experience for visitors and be an ambassador to promote the Westland district, which supports the local economy.</p>		

Westland District Library

What we do: Provide a safe and inclusive environment that welcomes everyone and creates a community hub.

Our goal	Measure	Current performance (2022/2023)	Performance targets 2024 – 2034
To provide access to a physical collection that is current and of appropriate quality to meet the needs of the community.	% of physical collection items purchased in the last 5 years (excluding Local History and Stack)	<p>New Measure</p> <p><i>Baseline to be established</i></p>	40-45%
Ensure library users have access to computing technology and the internet to allow them to access relevant information, government, community, retail, recreational and communication services.	Minimum provision of:	<p>New Measure</p> <p><i>Baseline to be established</i></p>	<ul style="list-style-type: none"> • 2 public access internet devices per 2.500 people (Westland = 7) • Printer, scanner and BYOD print options. • Onsite Wi-Fi access.

<p>Delivering activities that enable increased accessibility.</p>	<p>Number of programmes & events (excluding Book-A-Librarian).</p>	<p>New Measure <i>Baseline to be established</i></p>	<p>200 programmes/events</p>
	<p>Attendance at events (Excluding Book A Librarian)</p>	<p>New Measure <i>Baseline to be established</i></p>	<p>2000 attendees</p>
	<p>Why this is important:</p> <p>We want our library services to meet the needs of users, and to be responsive to the increasing changes of the way that customers use a modern library service.</p> <p>We need to provide a variety of resources and services to meet the needs of individuals and groups for information, life-long learning, personal development, recreation and leisure.</p>		

Land Transport

What we do: Provide safe and well-maintained roading and footpaths, at a reasonable cost to the community.

Our goal	Measure	Current performance (2022/2023)	Performance targets 2024 – 2034
<p>The transportation network is safe for all users in Westland District</p>	<p>Road safety: The change from the previous financial year in the number of fatalities and serious injury crashes on the local road network, expressed as a number.</p>	<p>Not achieved 1 fatality 2 serious crashes recorded in the 2022/2023 year.</p>	<p>0 fatalities and serious crash injuries.</p>
<p>The surface condition of roads in Westland is of good quality</p>	<p>Road Condition: The average quality of ride on a sealed local road network, measured by smooth travel exposure.</p>	<p>Not Measured Primary Collector: 95.5% Secondary Collector: 93.4% Access: 91.1% Low Volume: 87.4% No new roughness survey data has been collected hence the similarity with the previous year.</p>	<p>Primary Collector >= 93% Secondary Collector >= 93% Access >= 90% Low Volume >= 89%</p>
<p>The surface condition of roads in Westland is maintained to a high standard</p>	<p>Road maintenance: % of the sealed local road network that is resurfaced</p>	<p>Not achieved 4.8% of sealed local road network resurfaced. Continued rising prices for bitumen have affected this result.</p>	<p>≥6.5%</p>
<p>Footpaths are maintained in good condition and are fit for purpose</p>	<p>Footpaths: % footpaths within a territorial authority district that fall within the Our goal or service standard for the condition of footpaths that is set out in the territorial authority's relevant document (such as its annual plan, activity management plan, asset management plan, annual works program or long term plan).</p>	<p>Achieved Footpath condition ratings are now: Rated between 1-4: 94% Rated Between 1-3: 75% Rated 5: 6%. There is still no agreed Our goal standard for footpaths.</p>	<p>90%</p>
<p>Response to service requests are dealt with promptly</p>	<p>Customer service requests: Customer service requests relating to roads and footpaths to which the territorial authority responds.</p>	<p>Not achieved 47% of Transportation related service requests were responded to within 3 days (154/330 requests).</p>	<p>100% within 3 days</p>
	<p>Why this is important: These measures have been developed by the Department of Internal Affairs - Te Tari Taiwhenua (DIA) and all councils must report on these. They reflect a range of</p>		

	information about our asset condition and responsiveness to service requests that assists us in managing these assets and our service delivery. They also enable us to benchmark against other councils.
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Solid waste

What we do: Provide solid waste solutions across the district, from rubbish bins in public areas, to urban and rural transfer stations.

Our goal	Measure	Current performance (2022/2023)	Performance targets 2024 – 2034
Solid waste is managed appropriately	All necessary consents for solid waste activities and capital projects are applied for, held and monitored accordingly.	Achieved 100% consents in place and monitored.	100%
	<p>Why this is important:</p> <p>We have resource consents that specify certain conditions that we must meet when delivering solid waste services. Meeting our resource consent conditions minimises the impact of this service on our environment.</p>		
Maximised recycling efficiency	Reduce incidents of recycling bin contamination.	Not achieved 17% contamination. Investigation is underway to seek clarification on the recent rise in contamination.	15% or lower contamination per year.
	<p>Why this is important:</p> <p>We aim to reduce the amount of waste going to landfill through our efforts to encourage and enable reduction, reuse or recycling. The less recycling material that is contaminated, the greater the amount that can be sent for recycling.</p>		

Drinking water

What we do: Deliver safe drinking water efficiently and effectively to urban households.

Our goal	Measure	Current performance (2022/2023)	Performance targets 2024 – 2034
<p>Council supplied potable water is safe to drink</p>	<p>Safety of drinking water:</p> <p>The extent to which the local authority’s drinking water supply complies with:</p> <p>a) Part 4 of the drinking water standards (bacteria compliance criteria), and</p> <p>b) Part 5 of the drinking-water standards (protozoal compliance criteria)</p>	<p>Not achieved</p> <p>a) 6 out of the 9 supplies are fully compliant with bacterial compliance criteria at both the water treatment plant and in the distribution zone.</p> <p>Fox Glacier is on a permanent boil water notice until the new WTP is operational.</p> <p>Not achieved</p> <p>b) 0 out of the 9 supplies are compliant with protozoal compliance criteria.</p> <p>Non-compliance is due to technical requirements to prove compliance.</p> <p>Barriers for protozoa are in place and Council staff are working with Lutra on implementing their data compliance tool, Infrastructure Data, at the treatment plants to assist with compliance in this area.</p>	<p>a) 90%</p> <p>b) 90%</p>
<p>Requests for service are dealt with promptly</p>	<p>Fault response times:</p> <p>Where the local authority attends a call-out in response to a fault or unplanned interruption to its networked reticulation system, the following median response times measured:</p> <p>a) % attendance for urgent call-outs: from the time that the local authority receives notification to the time that service personnel reach the site (2 hours), and</p> <p>b) % resolution of urgent call-outs: from the time that the local authority receives</p>	<p>Not achieved</p> <p>a) 20% (15/76)</p> <p>b) 78% (59/76)</p> <p>c) 51% (79/148)</p> <p>d) 74% (115/148)</p> <p>Fault response times are discussed in the commentary.</p>	<p>a) 95%</p> <p>b) 100%</p> <p>c) 100%</p> <p>d) 100%</p>

	<p>notification to the time that service personnel confirm resolution of the fault or interruption. (12 hours)</p> <p>c) % attendance for non-urgent call-outs: from the time that the local authority receives notification to the time that service personnel reach the site (24 hours) , and</p> <p>d) % resolution of non-urgent call-outs: from the time that the local authority receives notification to the time that service personnel confirm resolution of the fault or interruption (72 hours).</p>		
Council supplied water is reliable	<p>Maintenance of the reticulation network:</p> <p>The percentage of real water loss from the local authority's networked reticulation system (including a description of the methodology used to calculate this).</p>	<p>Not measured</p> <p>Monitored in a number of ways including; telemetry, water meters, repair program, mains replacements and pressure management. This is in context with the Benchloss NZ Manual.</p>	<p>Council does not intend to measure this as it will impose an unreasonable cost.</p>
	<p>Demand management:</p> <p>The average consumption of drinking water per day per resident within the territorial authority district is < 500l/day.</p>	<p>Not measured.</p> <p>Council does not have the equipment to measure average consumption hence a new three yearly measurement has not been performed since 2016/2017.</p> <p><i>Most recent measurement was 2016/2017: Winter 253l per head, Summer 480l per head</i></p>	<p>The average water consumption per person per day is < 500l/day.</p>
Customers are generally satisfied with the Council supplied water	<p>Customer satisfaction:</p> <p>The total number of complaints received by the local authority about any of the following:</p> <ul style="list-style-type: none"> a) Drinking water clarity b) Drinking water taste c) Drinking water odour d) Drinking water pressure or flow e) Continuity of supply, and 	<p>Not achieved</p> <ul style="list-style-type: none"> a) 2 b) 0 c) 0 d) 9 e) 75 f) 5 <p>Total number of complaints = 91</p> <p>Complaints per 1000 connections = 32 (2837 connections)</p> <p>The total number of complaints is high this year due to a non-programmed unnotified water shutdown affecting all of the</p>	<p>Expressed per 1000 connections to the local authority's networked reticulation system:</p> <p>25 complaints per 1000 connections</p>

	f) The local authority's response to any of these issues. Expressed per 1000 connections to the local authority's networked reticulation system.	Hokitika & Kaniere area in the first quarter.	
	<p>Why this is important:</p> <p>These measures have been developed by the Department of Internal Affairs - Te Tari Taiwhenua (DIA) and all councils must report on these. They reflect a range of information about our asset condition and responsiveness to service requests that assists us in managing these assets and our service delivery. They also enable us to benchmark against other councils.</p>		

Stormwater

What we do: Deliver urban stormwater systems efficiently and effectively to protect public health and private property.

Our goal	Measure	Current performance (2022/2023)	Performance targets 2024 – 2034
Council Stormwater systems have the capacity to resist major storms and flooding events	<p>System adequacy:</p> <p>a) The number of flooding events that occur in a territorial authority district. No more than 2.</p> <p>b) For each flooding event, the number of habitable floors affected. 10 per 1000 properties connected to the territorial authority's stormwater system.</p>	<p>Not measured</p> <p>a) 0 – flooding events affecting habitable floors within the Council reticulated stormwater system.</p> <p>Not measured</p> <p>b) Total habitable floors = 0</p> <p>Per 1000 connections = 0 (556 connections)</p>	<p>a) . No more than 2.</p> <p>b) 10 per 1000 properties connected to the territorial authority's stormwater system.</p>
Requests for service are dealt with promptly	<p>Response times:</p> <p>The median response time to attend a flooding event, measured from the time that the territorial authority receives notification to the time that service personnel reach the site. (within 2 hours)</p>	<p>Not measured</p> <p>There were no reported flooding events for the 2022/2023 year.</p>	95%
	<p>Customer Satisfaction:</p> <p>The number of complaints received by a territorial authority about the performance of its storm water system, expressed per 1000 properties connected to the territorial authority's storm water system.</p>	<p>Not achieved</p> <p>Total number of complaints = 26 Complaints per 1000 = 46.8</p> <p>A 'complaint' is a service request regarding any of: ponding, complaints, and reported flood events.</p> <p>Several heavy rain events throughout the year resulted in an increase in</p>	10 per 1000 Stormwater connections

		requests regarding ponding.	
Council storm water systems protect the natural environment	Discharge compliance: Compliance with the territorial authority's resource consents for discharge from its stormwater system, measured by the number of: a) Abatement notices b) Infringement notices c) Enforcement orders; and d) convictions	Achieved a) 0 b) 0 c) 0 d) 0 100% compliance.	100%
	Why this is important: These measures have been developed by the Department of Internal Affairs - Te Tari Taiwhenua (DIA) and all councils must report on these. They reflect a range of information about our asset condition and responsiveness to service requests that assists us in managing these assets and our service delivery. They also enable us to benchmark against other councils.		

Wastewater

What we do: Deliver safe and acceptable systems for the collection, transfer and disposal of wastewater.

Our goal	Measure	Current performance (2022/2023)	Performance targets 2024 – 2034
Council wastewater systems are managed without risk to public health	System and adequacy: The number of dry weather sewerage overflows from the territorial authority's sewerage system.	Achieved 2 dry weather overflows reported. Complaints per 1000 connections = 0.9 (2208 connections)	10 per 1000 Wastewater connections
Council wastewater systems are safe and compliant	Discharge compliance: Compliance with the territorial authority's resource consents for discharge from its sewerage system measured by the number of: a) abatement notices b) infringement notices c) enforcement orders, and d) convictions. Received by the territorial authority in relation those resource consents.	Achieved a) 0 b) 0 c) 0 d) 0 100% compliance achieved.	100%
Customers are generally satisfied with the Council wastewater systems	Fault response times: Where the territorial authority attends to sewerage overflows resulting from a blockage or other fault in the territorial authority's sewerage system, the following median response times measured: a) attendance time: from the time that the territorial authority	Not achieved a) 50% (1/2) Not achieved b) 50% (1/2)	a) 95% b) 90% .

	<p>receives notification to the time that service personnel reach the site (2 hours); and</p> <p>b) resolution time: from the time that the territorial authority receives notification to the time that service personnel confirm resolution of the blockage or other fault (4 hours).</p>		
	<p>Customer satisfaction:</p> <p>The total number of complaints received by the territorial authority about any of the following:</p> <p>a) sewage odour b) sewerage system faults c) sewerage system blockages, and d) the territorial authority's response to issues with its sewerage system,</p> <p>10 per 1000 connections</p>	<p>Achieved</p> <p>a) 0 b) 2 c) 10 d) 1</p> <p>Total number of complaints = 13</p> <p>Complaints per 1000 connections = 5.9 (2208 connections)</p>	<p>10 per 1000 Wastewater connections</p>
	<p>Why this is important:</p> <p>These measures have been developed by the Department of Internal Affairs - Te Tari Taiwhenua (DIA) and all councils must report on these. They reflect a range of information about our asset condition and responsiveness to service requests that assists us in managing these assets and our service delivery. They also enable us to benchmark against other councils.</p>		