AGENDA

RĀRANGI TAKE

NOTICE OF AN ORDINARY MEETING OF

COUNCIL

to be held on **Thursday 20 July 2023** commencing at **1:00pm** in the Council Chambers, 36 Weld Street, Hokitika and via Zoom

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

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

Council Vision

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

Purpose

The Council is required to give effect to the purpose of local government as prescribed by section 10 of the Local Government Act 2002. That purpose is:

(a) To enable democratic local decision-making and action by, and on behalf of, communities; and

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

1. KARAKIA TĪMATANGA
OPENING KARAKIA

Kia hora te marino	***May peace be widespread***
Kia whakapapa pounamu te moana	***May the sea be like greenstone***
Hei hurahai mā tātou	***A pathway for us all this day***
I te rangi nei	***Give love, received love***
Aroha atu, aroha mai	***Let us show respect for each other***
Tātou i a tātou katoa	***Bind us all together!***
Hui e! Tāiki e!	

2. NGĀ WHAKAPAAHA
APOLOGIES

3. WHAKAPUAKITANGA WHAIPĀNGA
DECLARATIONS OF INTEREST

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

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

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

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

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

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

5. NGĀ MENETI O TE HUI KAUNIHERA
MINUTES OF MEETINGS

Minutes circulated separately via Microsoft Teams.

- **Ordinary Council Meeting Minutes – 22 June 2023** (Pages 5-11)
- **Extraordinary Council Meeting Minutes – 30 June 2023**

MINUTES TO BE RECEIVED

- **Hokitika Wastewater Treatment Plant Project Oversight Sub-Committee Meeting Minutes – 8 February 2023** (Pages 15-21)

6. ACTION LIST

Chief Executive, Simon Bastion

7. NGĀ TĀPAETANGA
PRESENTATIONS

- **Te Tai Poutini Kai Puku – Food Rescue Hub**
  Jade Winter, Project Lead, Te Tai Poutini Kai Puku

- **West Coast Road Safety Coordinating Committee** (Circulated separately)
  Glenys Byrne, Road Safety Coordinator

- **Hokitika Racecourse Infrastructure Acceleration Fund – Development Options** (Pages 24-162)
  Paul Zaanen and Jason Mills from Joseph & Associates

- **25-Year Service Tankard to Rural Fire Fighter Ben Nilson** (3:00pm)
  Her Worship the Mayor

8. PŪRONGO KAIMAHI
STAFF REPORTS

- **Chief Executives Quarterly Report** (Pages 163-215)
  Chief Executive, Simon Bastion

- **Better Off Funding** (Pages 216-230)
  Scott Baxendale, Group Manager, District Assets

- **Elected Member Policies** (Pages 231-241)
  Simon Bastion, Chief Executive

- **Creation of Loading Zone in Revell Street** (Pages 242-244)
  Karl Jackson, Transportation Manager

- **Road Naming for Unnamed Road at Ruatapu** (Pages 245-253)
  Karl Jackson, Transportation Manager

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

(to consider and adopt confidential items)

Resolutions to exclude the public: Section 48, Local Government Official Information and Meetings Act 1987. The general subject of the matters to be considered while the public are excluded, the reason for passing this resolution in relation to each matter and the specific grounds under Section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of the resolution are as follows:

Item No.	General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under Section 48(1) for the passing of this resolution
1.	Confidential Minutes – 22 June 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)

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

Item No.	Interest
1	Protect the privacy of natural persons, including that of deceased natural persons (Schedule (7)(2)(a))
1	Protect information where the making available of the information: (i) would disclose a trade secret; and (ii) would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information (Schedule 7(2)(b)).
1	Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) (Schedule 7(2)(i))

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

ORDINARY COUNCIL MINUTES

MINUTES OF THE ORDINARY COUNCIL MEETING OF WESTLAND DISTRICT COUNCIL HELD IN THE COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA AND VIA ZOOM ON THURSDAY 22 JUNE 2023 COMMENCING AT 1 PM

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

1. KARAKIA TĪMATANGA
OPENING KARAKIA

The opening Karakia was read by Deputy Mayor Cassin

1. MEMBERS PRESENT AND APOLOGIES

Chairperson	**Her Worship the Mayor**	
Members		
	Cr Cassin (Deputy)	Cr Baird
	Cr Burden	Cr Davidson
	Cr Manera	Cr Neale (via zoom in attendance for part of the meeting)
	Kw Tumahai (via zoom in attendance for part of the meeting)	Cr Phelps
	Kw Madgwick	
Also in attendance	Paul Zaanen and Jason Mills – Joseph & Associates (via zoom)	

NGĀ WHAKAPAAHA
APOLOGIES
Cr Gillett
Cr Neale – Apologies for lateness
Kw Tumahai – Apologies for lateness

ABSENT

Nil

Moved Cr Phelps seconded Deputy Mayor Cassin and **Resolved** that the apology from Cr Gillett be received and accepted.

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. Maitland; Executive Assistant, E. Rae, Strategy and Communications Advisor (via zoom); S. Johnston; Governance Administrator.

3. WHAKAPUAKITANGA WHAIPĀNGA
DECLARATIONS OF INTEREST

The Interest Register had been circulated via Microsoft Teams.

There were no changes to the Interest Register noted.

UNCONFIRMED

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

Nil

5. NGĀ MENETI O TE HUI KAUNIHERA
MINUTES OF MEETINGS

The Minutes of the previous Meetings had been included in the Council Agenda:

- **Ordinary Council Meeting Minutes – 25 May 2023**
- **Extraordinary Council Meeting Minutes – 7 June 2023**

Moved Cr Baird seconded Cr Phelps and **Resolved** that the Minutes of the Ordinary Council Meeting held on the 25 May 2023 and the Extraordinary Council Meeting held on the 7 June 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 25 May 2023 and the Extraordinary Council Meeting Minutes of 7 June 2023.

6. ACTION LIST

The Chief Executive spoke to the Action List and provided updates. Paul Zaanen and Jason Mills from Joseph & Associates were in attendance via zoom to speak to the Racecourse Update as part of the Action List.

Item	Status	Update
Pakiwaitara & Council Office	Water issues to be repaired. Quote for works will be considered by Council. Financial & valid information relating to repairs/EQ strengthening/fit out etc will be revisited for these buildings. Further workshop with Council re: Council buildings with report expected to be tabled at August CM.	Work is still being evaluated and revisited. Some work has started on guttering that was failing. Butanol replacement needs to be done as well as guttering. The roof was assessed in the last fortnight and the recommendation was to re-roof. One quote obtained for a total roof replacement is $170k. Further quotes to be obtained for comparison. There is a budget allocated mainly for structural repairs to ensure building is water tight.
Government Building	Funding options still being worked through. Refer to update from Andrew Coleman, Heritage NZ	Update from Heritage NZ as part of agenda from CEO Andrew Coleman who advises that they are still working through aspects of the design and funding requirement to complete the work. Currently evaluating commercial options that they have given us to date. The intention is to have another workshop (within the next 30 days) with council to review numbers.
Hokitika Racecourse	2 Engagement sessions have been held, and a public meeting held on 10 June 2023. Paul Zaanen to provide a verbal update during this session.	Engagement sessions have been completed. Paul Zaanen advised that they have received 45 written submissions with 30-40 at each workshop and 80 in attendance for the drop-in session. Joseph & Associates will come back to council in July with a full written report on the engagement findings and the civil cost certainty updates. The submission process closes on 30 June 2023. Any questions or concerns – would be good to get feedback.

UNCONFIRMED

		Workshop has been pencilled in on the 30 June 2023 with Councillors to summarise the engagement feedback.
Better Off Funding Tranche 1	Standard report to Council as part of the agenda	A report was provided at the last Council meeting in May. On discussion with the Mayor, it has been decided this report is not required monthly – unless there is a significant update. Will be included as part of CE update.
Financial Performance – Summary of Subsidies & Grants received & what it was spent on	This will be included as part of the CE's report in July 2023.	Planning to include this information as part of the CE's update at July Council Meeting. Will go back over 3 years.
Stafford Cemetery	To check museum records & GPR use. Further Report to come back to Council.	An MOU is tabled with Heritage Hokitika for ground maintenance is yet to be signed. Scoping work is being done around the agreements and Fencing & panel work to be done.
Risk & Assurance	Amended appointments to the Committee	Completed.
CBD Maintenance	Full review of how CBD is maintained	Workshop to be arranged.

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

7. NGĀ TĀPAETANGA PRESENTATIONS

- **Waka Kotahi NZ Transport Agency Update**
  James Caygill, Director of Regional Relationships, West Coast/Canterbury/Otago & Southland.

  - **Maintenance and Operations Programme**
  - **Speed Management Planning**
    State Highway Speed Management Plans
    Waka Kotahi will only look at speed management changes where:
    1. The top 1% dangerous highways in the Country (none in the South Island)
    2. Areas where the state highway goes through urban – (where there is a speed change)
    3. Where community want a speed change (high hazard areas)
  - **Government Policy Statement on Land Transport (GPS)**
  - **Indicative Strategic Priorities for GPS 2024**
  - **Special Purpose Roads (SPR)**
    - Westland District – Haast to Jackson Bay Road
    - SPR roads are part of the nation-wide transition of SPR roads to local road status planned for -1 July 2024.
    - The transition will be preceded by formal engagement between Waka Kotahi and Council at Officer and then Governance level.
  - **Network Resilience**

Cr Burden left the chambers at 1:59pm and returned at 2:00pm

  - **Transport System Resilience**
  - **Recommendations of National Resilience PBC**
  - **National Resilience PBC – Current Risks**

UNCONFIRMED

- **Budget 23 Resilience Funding**
- **He Tohu Huarahi Māori Consultation**
  Consultation open on 94 bilingual traffic signs grouped by type
  Signs that need to be replaced (particularly in cyclone hit regions) will be rolled out first. This is a low-cost implementation as the new signs will be rolled out when new signs or replacements are needed.

The Chief Executive advised that Westland District Council will compile a list of speed issues in the area and key issues to send through to Mr Caygill at Waka Kotahi NZ Transport Agency.

Moved Cr Phelps seconded Cr Cassin and **Resolved** that the presentation from James Caygill from Waka Kotahi NZ Transport Agency be received.

8. PŪRONGO KAIMAHI
STAFF REPORTS

- **Financial Performance: May 2023**
  Cody Nabben, Financial Accountant spoke to this item and advised the purpose of the report was to provide an indication of Council's financial performance for the month to 31 May 2023.

  Moved Cr Manera seconded Cr Davidson and **Resolved** that:

  1. The Financial Performance Report for 31 May 2023 be received

- **Rates Write Offs and Remissions 2022-2023**
  Lynley Truman, Finance Manager spoke to this item and advised the purpose of the report was to request Council approval to write off rates debts deemed uncollectable, and to apply remissions, for the financial year ended 30 June 2023.

  Moved Cr Baird seconded Cr Cassin and **Resolved** that:

  1. The report be received.
  2. Council approves the total proposed rates write offs and remissions of $282,037 including GST.

- **Remits to Local Government New Zealand**
  Simon Bastion, Chief Executive spoke to this item and advised the purpose of the report was to seek endorsement of suitable Local Government New Zealand (LGNZ) remits. The remits must have formal support from at least one zone or sector group meeting, or five Councils, prior to their being submitted, in order for the proposer to assess support and achieve clarity about the ambit of the proposal.

  Cr Gillett arrived in Chambers 2:49pm

  Moved Cr Phelps seconded Cr Burden and **Resolved** that:

  1. The report be received.
  2. Council support the endorsement of remits (as below) being submitted to the Local Government New Zealand Annual General Meeting on the 26 July 2023 as follows:

Remit	Supported / Not Supported
Remit 1 - Allocation of Risk & Liability in the Building Sector	Supported
Remit 2 - Rates Rebate	Supported

UNCONFIRMED

Remit 3 - Roading/Transport Maintenance Funding	Supported
Remit 4 - Local Election Accessibility	Supported
Remit 5 - Ability for Co-Chairs at Formal Meetings	Supported
Remit 6 - Parking Infringement Penalties	Supported
Remit 7 - Rural and Regional Public Transport	Supported
Remit 8 - Establishing Resolution Service	Supported
Remit 9 - Earthquake Prone Buildings	Supported
Remit 10 - KiwiSaver Contributions for Elected Members	Not Supported
Remit 11 - Audit NZ Fees	Supported

3. Council endorse Her Worship the Mayor as Presiding Delegate to vote at the Local Government New Zealand Annual General Meeting 2023 on behalf of Westland District Council.

- **Update on Capital Works Projects 2022-2023**
  Scott Baxendale, Group Manager, District Assets spoke to this item and advised the purpose of the report was to provide an update to Council on the status of the 2022-2023 Westland District Council, Capital Works Projects.
  The Group Manager introduced elected members to Jan Visser, Facilities and Properties Manager.

  Moved Cr Cassin seconded Cr Burden and **Resolved** that:

  1. The Report be received

  *Moved Cr Baird seconded Cr Phelps and **Resolved** that the meeting extends beyond the 2 hours in accordance with Clause 4.2 of Standing Orders.*

PRESENTATIONS CONTINUED…

Citizenship Ceremony June 2023

Her Worship the Mayor extended a very warm welcome to Westland District's seven new citizens who were in attendance to undertake their Oath of Allegiance/ and Affirmation of Allegiance and bear true Allegiance to His Majesty King Charles the Third, King of New Zealand, the following people received their Certificate of Citizenship before the Mayor and Councillors:

Given Name	Family Name
Juliane	Pfeifer
Cassandra	Mealey
Hanoilize	Hills
Frederik	Gerhardus
Wendy	Pangan
Mark	Pangan
Andrea	Pangan

The new citizens watched a video and welcome from the Governor-General, Her Excellency the Rt Hon Cindy Kiro, and also the Hon Barbara Edmonds, the Minister of Internal Affairs, sang the National Anthem of New Zealand, received a copy of the NZ Citizenship Story from Internal Affairs, and received a native tree from Council.

*Moved Cr Phelps, seconded Cr Gillett and **Resolved** that the meeting adjourn at 3.30 pm to have afternoon tea with the new citizens, their families, and supporters. The meeting reconvened at 3.50 pm.*

UNCONFIRMED

REPORTS CONTINUED…

Cr Neale was not online for this part of the discussion

- **Westland Holdings – Final Statement of Intent 2023-2026**
  Joanne Conroy, Chair of Westland Holdings Limited joined via zoom and spoke to this report and advised the purpose of the report was:

  1. To present the Final 2023-2026 Statement of Intent (SOI) for approval by Council.
  2. This issue arises from the statutory requirement for Westland Holdings Limited (WHL) to present the final SOI for adoption prior to the end of June.

  Moved Cr Burden seconded Cr Davidson that:

  1. The report be received.
  2. Council approve the Westland Holdings Limited 2023-2026 Statement of Intent as presented.

  The motion was put to the vote and was lost on a show of hands:
  Cr Manera supported the motion.
  Cr Baird, Cr Phelps, and Deputy Mayor Cassin abstained from voting.
  Cr Gillett recorded his vote against the motion.

After further discussion and clarification at the meeting with the approval of the original mover and seconder to the resolution, it was resolved as follows:

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

1. The report be received.
2. Council approve the Westland Holdings Limited 2023-2026 Statement of Intent as presented.

The motion was carried.

Cr Gillett recorded his vote against the motion.

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

(to consider and adopt confidential items)

Moved Cr Baird seconded Cr Phelps and **Resolved** that Council confirm that the public were excluded from the meeting in accordance with Section 48, Local Government Official Information and Meetings Act 1987 at 4;08 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

UNCONFIRMED

1.	Confidential Minutes – 25 May 2023	Good reasons to withhold exist under Section 7	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists. Section 48(1)(a)
2.	CCO Review – Phase 2	Good reasons to withhold exist under Section 7	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists. Section 48(1)(a)

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

Item No.	Interest
1	Protect the privacy of natural persons, including that of deceased natural persons (Schedule (7)(2)(a))
1, 2	Protect information where the making available of the information: (i) would disclose a trade secret; and (ii) would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information (Schedule 7(2)(b)).
2	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 the protection of such members, officers, employees, and persons from improper pressure or harassment; (Schedule (7)(2)(f))
2	Enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities; (Schedule (7)(2)(h))
1	Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) (Schedule 7(2)(i))

Moved Cr Phelps seconded Cr Baird and **Resolved** that the business conducted in the 'Public Excluded Section' be confirmed and accordingly, the meeting went back to the open part of the meeting at 5:11pm.

DATE OF NEXT ORDINARY COUNCIL MEETING – 20 JULY 2023
COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA AND VIA ZOOM

MEETING CLOSED AT 5:11 PM

Confirmed by:

_____

Mayor Helen Lash **Date:**
Chair

EXTRAORDINARY COUNCIL MINUTES

MINUTES OF THE EXTRAORDINARY COUNCIL MEETING OF WESTLAND DISTRICT COUNCIL HELD IN THE COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA AND VIA ZOOM ON FRIDAY 30 JUNE 2023 COMMENCING AT 3:00 PM

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

1. MEMBERS PRESENT AND APOLOGIES

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

NGĀ WHAKAPAAHA
APOLOGIES

Kw Tumahai

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

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

2. WHAKAPUAKITANGA WHAIPĀNGA
DECLARATIONS OF INTEREST

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

3. PŪRONGO KAIMAHI
STAFF REPORTS

- **Adoption of the Rating Policy 2023/2024 and Annual Plan 2023/2024**
  Emma Rae, Strategy & Communications Advisor, and Lynley Truman, Finance Manager spoke to this report and advised that the purpose of this report is to present the final draft Annual Plan 2023/2024 (Annual Plan) and amended Rating Policy 2023/2024 (Rating Policy) for adoption

The Strategy & Communications Advisor advised that there are some minor changes that have been made to agenda as follows:

Page 12 of Agenda:

- Average rate increase – should read 0.22% - this has been updated.

Page 17 of Agenda

- Figure for new Otira Public Toilets - $325K is the correct updated figure.

Page 28 of Agenda

- Date of rates information, rate samples whole of Council funding impact statements have been amended to 2023 – 2024 (not 2022-2023)

Page 39 of Agenda

- Figure for Limit of debt affordability benchmark has been corrected to $57,476,650.00

Her Worship the Mayor called for a mover and seconder for the Adoption of the Rating Policy 2023 / 2024 and Annual Plan 2023/2024.

Due to the absence of a mover when called for by the Chairperson, the motion lapsed.

After further discussion by Council, Her Worship the Mayor then re-read the resolution and it was moved by Cr Baird, seconded Cr Manera and **Resolved** that:

1. The Report be Received

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

2. Council adopts the Rating Policy 2023/2024 as attached to the agenda.

Cr Phelps, Cr Neale, and Cr Gillett recorded their votes against the motion.

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

3. Council adopts the final Annual Plan 2023/2024.

Cr Gillett and Cr Phelps recorded their votes against the motion.

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

4. Council directs the Chief Executive to make these documents available to the public.

- **Adoption of the Rates Resolution 2023 / 2024**

Lesley Crichton, Group Manager, Corporate Services Risk & Assurance spoke to this report and advised that the purpose of this report is to set the rates for the year ended 30 June 2024.

Moved Deputy Mayor Cassin seconded Cr Manera and **Resolved** that:

1.1 The report be received.

Cr Gillett & Cr Phelps recorded their votes against the motion.

1.2 Council adopts all the rates described and quantified in the Rates Resolution 2023-24.

Cr Gillett & Cr Phelps recorded their votes against the motion.

1.3 Council instructs the Chief Executive to strike the rates for the year ended 30 June 2024 in accordance with the Annual Plan 2023-24.

Cr Gillett & Cr Phelps recorded their votes against the motion.

DATE OF NEXT ORDINARY COUNCIL MEETING – 20 JULY 2023
COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA AND VIA ZOOM

MEETING CLOSED AT 3.20 PM

Confirmed by:

_____

Her Worship the Mayor **Date:**
Chair

Hokitika Wastewater Treatment Plant Project Oversight Subcommittee Minutes

MINUTES OF THE HOKITIKA WASTE WATER TREATMENT PLANT OVERSIGHT SUBCOMMITTEE MEETING OF WESTLAND DISTRICT COUNCIL HELD IN THE COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA AND VIA ZOOM ON WEDNESDAY 8 FEBRUARY 2023 COMMENCING AT 3.00 PM

The Subcommittee Meeting was recorded and uploaded to the Westland District Council YouTube Channel and presentations are made available on the Council website.

1. OPENING KARAKIA – Ema Weepu

2. MEMBERS PRESENT APOLOGIES

Chairperson	Her Worship the Mayor, Helen Lash	
Members		
	Cr Neale	E. Weepu, Ngāti Waewae Representative
	P. Adams, Ngati Maahaki Representative	
	Cr Burden	Cr Cassin
Also, in attendance	J. Strange – Senior Civil Engineer - Stantec	J. Bradley, Technical Director, Environmental & Public Health, Stantec

NGĀ WHAKAPAAHA
APOLOGIES
Barry Wilson - Ngāti Maahaki Representative

ABSENT
James Mason-Russell – Ngāti Waewae Representative

Moved Cr Cassin, seconded Pauline Adams and **Resolved** that the apology from Iwi Representative Barry Wilson be received and accepted.

STAFF PRESENT

S.R. Bastion, Chief Executive; S. Baxendale, Group Manager District Assets; D. Maitland; Executive Assistant, E. Rae, Strategy and Communications Advisor, S. Johnston, Governance Administrator

3. WHAKAPUAKITANGA WHAIPĀNGA DECLARATIONS OF INTEREST

The Interest Register had been circulated via Microsoft Teams and available on the Council Chambers table. There were no changes to the Interest Register noted.

Unconfirmed

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 Agenda.

5. NGĀ MENETI O TE HUI KAUNIHERA
MINUTES OF MEETINGS

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

- **Hokitika Waste Water Treatment Plant Oversight Subcommittee Meeting Minutes – 14 December 2022**

  Moved Cr Burden seconded Cr Neale and **Resolved** that the Minutes of the Hokitika Waste Water Treatment Plant Oversight Subcommittee Meeting held on the 14 December 2022 be confirmed as a true and correct record of the meeting.

  ***STATEMENT** – I **Approve** that my digital signature be added to the confirmed Hokitika Waste Water Treatment Plant Oversight Subcommittee Meeting Minutes of the 14 December 2022.

5. NGĀ TĀPAETANGA
PRESENTATIONS

- **Hokitika Wastewater Project – Potential Wastewater Schemes Short-List for Endorsement**
  John Strange, Senior Civil Engineer, Stantec and Jim Bradley, Technical Director, Environmental & Public Health, Stantec spoke to the presentation.

  John Strange introduced Jim Bradley - the Technical Director, Environmental and Public Health from Stantec to the Oversight Sub-Committee.

  Jim Bradley expressed his thanks for being part of the meeting and commented that he was very delighted to be back on the Coast.

  John advised the objective of the meeting was to share with the committee some of the history, the work that has been done to date, to show the options assessment process and to seek the endorsement from the Committee of the potential short-listed scheme of options that will be presented during the meeting.

  Hokitika Wastewater Upgrade Project:

- **Introduction**
  - Resource consent for the current Hokitika Wastewater Treatment Plant discharge expires in April 2026
  - Westland District Council (WDC) is investigating wastewater treatment and disposal options for Hokitika.
  - In 2019 Westland Milk Products (WMP) offered the Westland District Council the opportunity to join in with their then proposed ocean outfall project.
  - The Community was consulted with two options:
    - Option 1 – partner with WMP on the Ocean outfall project
    - Option 2 – Wait until Resource Consent is due to expire (April 2026)
  - WDC agreed to ocean outfall option. Following projected cost increases, WDC reviewed alternative methods of discharge and consulted with the community through the Annual Plan 2020/2021 with two potential options presented:

Unconfirmed

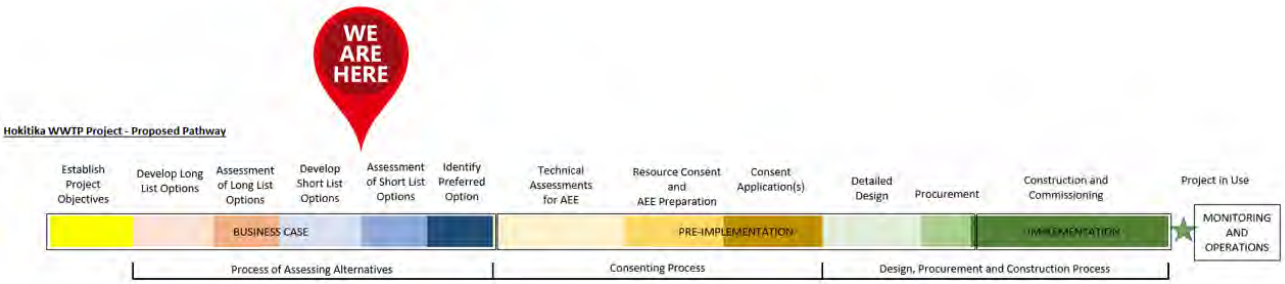
- Option 1 – Increased cost of Westland Milk Products project
- Option 2 – Investigate alternative options

- Following the Draft Annual Plan 2020/2021 hearing process, the community's preference for Option 2 of investigating alternative options was adopted.
- WDC committed to working partnership with Poutini Ngāi Tahu in the decision-making process to develop a solution that is sensitive to cultural and environmental concerns, and that meets the needs of the Community.
- Hokitika Wastewater Treatment Plant Project Oversight Sub-Committee was formed, consisting of four representatives each from Poutini Ngāi Tahu and Westland District Council.

- **Overview**
  - Westland District Council engaged Stantec to take the project lead
  - Project outcome statement, process, and stakeholder involvement agreed by the Hokitika Wastewater Treatment Plant Project Oversight Sub-committee at their inaugural meeting in August 202.
  - Problems and benefits of investment were defined by the Project Working Group (made up of Iwi representatives, Westland District Council staff and Stantec workers) in September 2021 and endorsed by the Oversight Sub-Committee in October 2021
  - Technical elements of the project were defined by the Project Working Group, including West Coast Regional Council staff in October 2021.
  - A Draft Strategic Case Report was issued to Westland District Council for review in November 2021.

- **Overview of Work to Date – Options Development**
  - Options for key elements of the Wastewater Treatment Plant were explored by the Project Working Group in November 2021 and March 2022.
  - Discussions were commenced with Silver Fern Farms regarding the project process and consideration of their discharges within the options consideration process in November 2021.
  - Fatal flaw assessment of the base scheme elements was completed by the Project Working Group in May 2022.
  - Site visit to Greymouth Wastewater Treatment Plant by Project Working Group in June 2022.
  - Traffic Light Assessment of base scheme options 'Long list' completed by Project Working Group in June 2022, July 2022, and January 2023 to identify a short-list.

    Pathway of Work to Date:



Confirmed

- **Options / Alternatives – Sieving Approach**

John Strange advised this image shows the process of starting with a "long, long" list of options that moves through the fatal flaws assessment, through the traffic light assessment, until there are feasible options, which then creates a shortlist – which is the stage where the Sub-Committee is today.

Jim Bradley advised that this particular sieving process has been used throughout three major projects in New Zealand and has stacked up well. MCA = Multi Criteria Assessment. This is done as the project reaches the bottom of the sieve, and it is becoming a common practise to use this multi-criteria assessment to help with decision making.

- **Elements of a Wastewater Scheme**
  - Receiving Environment Options
  - Wastewater Treatment Plant Location and Potential Treatment Options
  - Wastewater Inputs Management options

Ema Weepu arrived at the Council Chambers at 3.35pm.

- **Assessment Overview and Criteria**
  - Set out in the Options Assessment Framework document, which was endorsed by oversight Sub-Committee in April 2022.
  - The Sub-Committee is currently at the stage of carrying out a Traffic Light Assessment on the Short-List of potential wastewater schemes.

- **Identify Base Scheme Elements**
  - Fatal Flaw Assessment of Elements (Domestic).
  - Project Working Group worked through the list, identified, and fatally flawed many options.
  - Elements were taken forward to Scheme Options.

- **Develop Base Scheme Options (Domestic) and Assess**
  - Created a 'Long-long' list (153 options)
  - Reduced to a Long List (21 options)
  - Traffic Light Assessment of 'Long-List' (21 options) including treatment enhancements, but before Silver Fern Farm considerations.

Cr Burden left he chambers at 3:59pm and returned at 4:01pm.

- **Develop Base Scheme Options (Domestic) and Assess**
  - 'Short List' of potential wastewater schemes (11 options) following Traffic Light Assessment.
  - 'Short List' summary:

Unconfirmed

Summary:	Short Listed Schemes for Detailed Investigations and adding in of Silver Fern Farms Options, ahead of Multi Criteria Analysis (MCA) and Decision Making
Schemes (11)	Being combinations of the items below.
Receiving Environments (2)	**Ocean** (via Westland Milk Products existing ocean outfall) **Land** (West of airport via Rapid Infiltration Basins / Trenches)
Base Treatment Options (2)	**Biological Trickling Filter** (to Ocean) **Conventional Secondary Treatment** (to Land)
Treatment Enhancements (3)	**UV Disinfection** **Membrane Filtration** **Cultural**
Treatment Plant Sites (3)	**Existing Site** **West of Airport** **Airport**

- Oversight Sub Committee Endorsement of the Short List
  - Short List of potential wastewater schemes (11 options)
  - Set of effectively 4 options, but 3 have 3 sub-options
  - Receiving Environments
  - Base Treatment Options
  - Treatment Enhancements
  - Treatment Plant Sites

- **Summary of Out puts to Date**
  - Diagram on presentation identifying the summary outputs to date.
  - **11 Schemes**: being combinations of the items below:
  - **2 Receiving Environments**: Ocean (via Wastewater Management Plant existing outfall), Land (West of airport via RIBS/tranches)
  - **2 Base Treatment Options**: Biological Trickling Filter (to ocean), Conventional Secondary Treatment (to land).
  - **3 Treatment Enhancements**: UV disinfection, Membrane filtration and Cultural.
  - **3 Wastewater Treatment Plant Sites**: Existing site, West of airport, and Airport.

  Ema Weepu queried what the cultural aspect was about on the Short List.

  John Strange advised that the cultural treatment enhancement is the Mana Whenua desire aspect associated with each of those schemes.

  Ema Weepu commented that there were ticks alongside options that she was aware are not options supported by Mana Whenua.

  Ema Weepu advised that it's not evident in the Short List that Mana Whenua did not support certain options at the Long List assessment stage and wanted this highlighted. It is only the cultural treatment enhancements that have been ticked off.

  John Strange advised that the scoring through the Traffic Light Assessment for the treatment plant at the Existing WWTP Site was scored 0/red from the Māori cultural aspect, and similarly scored poorly in relation to the 'avoid direct discharge to natural water body' criterion – based on the scoring systems.

- **Next Steps**

  Following the Oversight Sub-Committee endorsement of the 'Short List' of potential wastewater schemes, development of the way forward as follows:

  - **Westland Milk Products – open discussion regarding the possible use of their ocean outfall**

Unconfirmed

The CE advised that a lot of that work has already been done and that WMP have left a port available to join in with their output. Westland Milk have the presentation from John Strange available to them today.

- **Silver Fern Farms – options identification and additions to the Short List**
  John Strange advised that a condensed version of the Presentation has been shared with Silver Fern Farms. Jim Bradley noted that Silver Fern Farms have examples of treatment and discharge elsewhere in NZ. These include a plant in Hastings that is connected to the Hastings DC separate industrial / trade waste system and a plant in Timaru currently being newly consented as a stand-alone industry only treatment and discharge.
- **Communication / Engagement (progress update)**
  - Iwi Partner
  - Statutory Authorities (West Coast Regional Council, CPH, Department of Conservation)
  - Water Reform Entity D (3 Waters Pathway)
  - Interested Parties
  - Wider Community (Ensure Westland Community is aware of the options, how they work and how they're being assessed)
  - Other key Stakeholders
- **Detailed Investigations of Short-Listed Schemes including SFF options (multi-faceted).**
- **Multi Criteria Analysis (as a tool) of the Short-Listed Schemes and decision making.**
- **Identification of a Preferred Wastewater Scheme.**

Ema Weepu queried whether at Hastings the industrial / trade waste discharges went through the cultural components of the WWTP?
Jim Bradley advised that the separate industrial /trade waste discharges which is the majority of the trade waste does not go through the Biological Trickling Filter or the rock passage. But after treatment at the industry site, and passing through a milliscreen at the Council site, the trade waste discharges join the treated domestic wastewater to discharge out through the offshore ocean outfall.

Jim Bradley also confirmed that the Silver Fern Farms trade waste was treated at site by Silver Fern Farms in accordance with their trade waste agreement with Hastings DC.

Jim Bradley noted that the real ongoing success in Hastings was the formation, in accordance with a condition of the Treated Wastewater Discharge Consent (issued for 35 years, with 9 yearly reviews required), of a Joint Council Tangata Whenua Wastewater Committee as a Sub-committee of Council under the provisions of the Local Government Act. This sub-committee is constituted for the 35-year life of the discharge consent.

Moved Ema Weepu seconded Cr Neale and **Resolved** that:

1. The presentation from John Strange and Jim Bradley of Stantec be received.

Moved Cr Burden seconded Cr Cassin and **Resolved** that:

2. The Hokitika Wastewater Treatment Plant Project Oversight Sub-Committee endorse the short list of potential wastewater schemes following the traffic light assessment as noted on page 18 of the presentation as presented and illustrated on page 19 of the presentation – noting; that the short list be amended to recognise the Mana Whenua input from the Long List.

DATE OF THE NEXT HOKITIKA WASTEWATER TREATMENT PLANT OVERSIGHT SUBCOMMITTEE MEETING – TBA COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA AND VIA ZOOM

MEETING CLOSED AT 4:55 PM

Unconfirmed

Confirmed by:

_____ _____

Her Worship the Mayor **Date:**
Chair

Unconfirmed

20.07.23 - Council Meeting - Action List

Item No.	Date of Meeting	COMPLETED IN PROGRESS OVERDUE	Item	Action	Completion Date/Target Date	Officer	Status
1	26.08.21		Pakiwaitara Building, 41 Weld Street Hokitika Council Office, 36 Weld Street, Hokitika	Business case and scope of work to be brought to Council after the structural elements of the work have been identified, costed and timelines finalized.	Mar 23	CE	Work is still being evaluated and revisited. Some work has started on guttering that was failing. Butanol replacement needs to be done as well as guttering. The roof was assessed in the last fortnight and the recommendation was to re-roof. One quote obtained for a total roof replacement is $170k. Further quotes to be obtained for comparison. There is a budget allocated mainly for structural repairs to ensure building is watertight.
2.	26.08.21		Hokitika Government Building, Sewell Street, Hokitika		Mar 23	CE	Update from Heritage NZ as part of agenda from CEO Andrew Coleman who advises that they are still working through aspects of the design and funding requirement to complete the work. Currently evaluating commercial options that they have given us to date. The intention is to have another workshop (within the next 30 days) with council to review numbers.
3	24.03.22		Hokitika Racecourse Development	Council to be keep abreast of the IAF Application	Sep 22	CE	Engagement sessions have been completed. There is a paper on this agenda
4	25.05.23		Financial Performance Report April 2023	Summary of Subsidies & Grants received and what this has been spent on to be circulated to Councillors.	22.06.23	CE DA Team	This information is included at this meeting.
5	25.05.23		Stafford Cemetery	To check Museum records & GPR use Further report to come back to Council	20.07.23	CE E. Bencich	An MOU is tabled with Heritage Hokitika for ground maintenance is yet to be signed. Scoping work is being done around the agreements and Fencing & panel work to be done. Have received submitted pricing for fence installation from Heritage Hokitika & another supplier. Initial site walkover and discussion has been undertaken with Charlie Cowie.

Item No.	Date of Meeting	COMPLETED IN PROGRESS OVERDUE	Item	Action	Completion Date/Target Date	Officer	Status
6.	25.05.23		CBD Maintenance	Workshop to be arranged to review how the CBD is maintained.		CE	Footpath areas have had "soft wash" by roading team. Work has started over the last week with tree grate replacements and the Arborist has started pruning (10th July). Walkover of garden plots have occurred and replacement of the barked areas with matting & stone is about to get underway (next 10 days).
7.	22.06.23		Waka Kotahi	Westland District Council to compile a list of areas with speed issues and send through to Mr Caygill at Waka Kotahi NZ Transport Agency		CE / K. Jackson	Present List includes: Otira – SH73 through village, community have requested 50km/h zone. Hokitika – North End of town, extend 50km/h zone to include Glow Worm Dell parking Hokitika – South End of town extend 50km/h zone to encompass whole bridge. Require confirmation from Council of other areas for consideration.

Report to Council

DATE: 20 July 2023

TO: Mayor and Councillors

FROM: Chief Executive

HOKITIKA RACECOURSE INFRASTRUCTURE ACCELERATION FUND – DEVELOPMENT OPTIONS

1. Summary

1.1. The purpose of this report is to feedback to Council the outcomes of the public engagement exercise requested by Council on the 23rd March 2023. The report also supplies detailed infrastructure costings regarding the provision of trunk infrastructure to Hokitika Racecourse.

1.2 This issue arises from Joseph and Associates being tasked with undertaking an engagement exercise with the community regarding the future use of the Hokitika racecourse site and further detailed cost analysis for the provision of trunk infrastructure.

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 proceed with the option whereby the Council will continue to work on the delivery of the 'eligible infrastructure' as per the funding agreement and will seek a development partner for the properties adjacent to the formed legal road. A well-articulated Expression of Interest/Request for Proposal process will seek to bring a development partner or partners to the table who will be capable of building out the lots or as part of a larger development.

2. Background

2.1. The reason the report has come before the Council is because at the Council meeting on the 23 March 2023, in the Confidential session, Council were presented with a report outlining options for the redevelopment of Hokitika Racecourse. The presentation and report included the following topics:

- IAF Application, Current Design Overview
- Zoning and Planning
- Existing Site
- Infrastructure Planning (Eligible and Ineligible)
- Concept Unit Layout
- Update on Works Just Done
- Critical Decision
- Superlots

Councillors then discussed the proposed next steps in the process which had been identified as consisting of the follows:

- Running an open and transparent Expression of Interest/Request for Proposal process.
- Master planning and community engagement.
- IAF delivery plan.
- Detailed/as-built for 'eligible' infrastructure.

2.2. At the meeting, Council resolved the following:

1) Hokitika Racecourse Infrastructure Acceleration Fund – Development Options be received.
2) That Council continues with the Infrastructure Acceleration Funding Agreement Civil Design Costs Eligible Infrastructure.
3) That Council instructs the Chief Executive to undertake an engagement process with the wider community.

3. Current Situation

3.1. This report includes two reports (**Appendix 1** – Cost Certainty Report, and **Appendix 2** – Community Engagement Report) from Joseph and Associates. These reports cover the community engagement exercise undertaken over a six-week period in May and June and the detailed cost analysis for the provision of trunk infrastructure.

4. Options

The following four options for development pathways for the Hokitika Racecourse were presented to Council at the March 2023 Council Meeting. The same options are presented in this report:

4.1. **Option 1:** Council continues with its IAF application as per the Funding Agreement and the Housing Outcome Agreement. Developing the trunk line and acting as primary developer for 110 lots.

4.2. **Option 2:** Council continues with the Funding Agreement and works with its Council Controlled Organisation (Destination Westland Limited) and/or other development partners on the delivery of the pensioner homes as per the Housing Outcome Agreement but looks to align with an appropriate build partner/developer of super lots.

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

4.4. **Option 4:** Council exits from the IAF funding and Housing Outcome Agreements.

5. Risk Analysis

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

5.1.1. Commercial Risk – The main commercial risks to Council are twofold and depend upon the options adopted. The first area of risk relates to the cost of delivering the eligible infrastructure. The report outlines a cost of $3.6M based upon cost analysis work undertaken by Davis Ogilvie and supplemented by costings supplied by a local provider. These costs may fluctuate in the current economic climate. However, detailed analysis has been contained within this report reflecting sensitivities in the economy.

5.1.2. The second area of commercial risk relates to whether the Council would realise a commercial return based upon a sensitivity analysis. The recommendation to Council to seek a development / build partner mitigates this risk. The reasonable endeavours clause within the funding agreement with Kainga Ora allows Council to withdraw from the project should it prove to be commercially unviable.

5.1.3. Reputational damage should Council withdraw from its agreement with the IAF.

5.1.4. A long-term vacant site with ongoing maintenance costs should the site development not proceed.

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 high due to the level of public interest in the project and the future outcomes of the project.

7.1.1. Original public consultation was undertaken via the Long-Term Plan, and another round of engagement has been undertaken by our consultants Joseph's & Associates during May and June 2023.

8. Assessment of Options (including Financial Considerations)

8.1. **Option 1** has a high level of project risk associated with the project, with a negligible return if costs were to further escalate or sale were not to proceed at pace. This option will require Council to initiate and manage a full subdivision process.

8.2. **Option 2** has merit in providing pensioner homes in partnership with Destination Westland. However, a well-articulated Expressions of Interest/Request for Proposal process will seek to bring a development partner to the table who will be capable of constructing pensioner homes as part of the larger development.

8.3. **Option 3** looks to present the best option. Council will continue to work on the delivery of the 'eligible' infrastructure as per the funding agreement but will look to bring on an appropriate build partner of the properties adjacent to the 'to be formed road reserve'. A well-articulated Expressions of Interest/Request 3or Proposal process will seek to bring a development partner or partners to the table who will be capable of building out the lots or as part of a larger development.

8.4. **Option 4** would mean the withdrawal of Council from the IAF Funding and Housing Outcome Agreement. Council could elect to dispose of the site on the open market without the Infrastructure Acceleration Funding.

9. Preferred Option(s) and Reasons

9.1. The preferred option is **Option 3** as outline in Joseph & Associates report.

"Option Three whereby Council will continue to work on the delivery of the 'eligible' infrastructure as per the funding agreement and seek a development partner for the properties adjacent to the 'to be formed road reserve'. A well-articulated EOI/RFP process will seek to bring a development partner or partners to the table who will be capable of building out the lots or as part of a larger development.

9.2. The reason that **Option 3** has been identified as the preferred option is that the agreements with IAF allow Council to bring a new build partner into the development, however, the commitments made in the Housing Outcome Agreement are then transferred.

The Private Sector may be able to look to cost efficiency in the delivery of the project, inclusive of staging the development along with commercial returns.

10. Recommendation(s)

10.1. That the report be received.

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

10.3. That Council initiates an 'Expression of Interest and Request for Proposal' (EOI/RFP) process for the Hokitika Racecourse Development, to ascertain best-fit build partner(s) for the project and the community.

Simon Bastion
Chief Executive

Appendix 1: Cost Certainty Report – Joseph & Associates
Appendix 2: Community Engagement Report – Joseph & Associates

Stage 1 IAF Construction on the former Hokitika Racecourse

Cost Certainty Report to Council

Prepared for: Westland District Council
By: OBJ Joseph & Associates Limited
Date: 7 July 2023

Project Area: 9,000 m^2

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REVISION HISTORY

Revision	Description	By	Chk	App	Date
0	Issued	JM	PZ	TJ	7 Jul 2023

DOCUMENT APPROVAL

	Name	Role	Signature	Date
Author	Jason Mill	Design Lead		7 Jul 2023
Reviewer	Paul Zaanen	Senior Project Manager		7 Jul 2023
Approver	Tony Joseph	Managing Director		7 Jul 2023

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1 Introduction

1.1. Background of the Project

In 2018, the then Minister of Racing, the Rt. Hon. Winston Peters, commissioned John Messara to undertake a review of the New Zealand Racing Industry, with a focus on the thoroughbred racing sector. 17 recommendations were made including reducing the number of thoroughbred racetracks from 48 to 24 across New Zealand – the Hokitika Racecourse was identified as surplus to the future requirements. Based on the outcome the Westland Racing Club (Hokitika Racecourse) sold the property to the Westland District Council (WDC).

The Hokitika Racecourse is the last substantive area within Hokitika zoned and ready for residential and recreational development. At 19.5 hectares and located on an elevated terrace, a significant opportunity exists to meet the retirement living and general housing demand in the district and initially provide modern recreational opportunities.

A Memorandum of Understanding (MoU) was agreed upon between the Westland District Council and Hokitika Racecourse Trust. The key points of the MoU (Appendix 1 of the MoU) are captured below:

- WDC will honour the agreement between Westland Racing and Riding for Disabled (RDA) to make land available for RDA's new indoor riding facility.
- WDC will take over the lease/ownership for the Boys Brigade Building.
- WDC will put in place new agreements for activities (i.e., grazing) for associations and individuals utilising the racecourse grounds.
- Honour the agreement with the A&P Show requirements.
- WDC will appoint a maintenance contract for the grounds excluding maintenance of the racetrack.
- WDC will determine the future of all buildings following consultation with WRC and other stakeholders as required.
- WDC will develop an overarching masterplan for the racecourse land and present this as part of the 2021 Long Term Plan for community consultation.
- WDC will hold the funds transferred to a reserve fund for the following purposes:
    - To maintain the grounds as required.
    - To improve, remove or demolish any buildings or structures not required for future use.
    - To develop a Master Plan for the property.
    - To undertake land improvements on infrastructure as required for the betterment of the property.

1.2. Purpose of the Cost Certainty Report

The cost certainty work has been focused on the following which is a direct result of a Council resolution to provide Cost Certainty on IAF funded eligible infrastructure:

- Cost Certainty on refined Civils to date. There were discrepancies in the costings for the Stage 1 IAF Trunk Road and Services, which require clarification to inform risk and feasibility analysis.

1.3. Scope and Objectives

1.3.1 Scope

A collaboration of Davis Ogilvie and Joseph and Associates to review current scheme plans, test assumptions and issue a Cost Certainty report to Westland District Council.

The following project aspects are to be reviewed, refined and re-estimated;

- Further work and consideration of access road uphill off Hau Hau Road.
- Requirements for the RDA development and adjacent properties.
- Requirements for event access.
- Requirements for Boys Brigade facility.
- Requirements of Traffic on roading options and expected usage loads.
- Design work on Arterial Road A1 and connection to Park St.
- Removal of Roads A1 & A2 from scope.
- Design work on services only under Roads A1 & A2
- Integration with Stantec civils up the hill off Hau Hau Road.
- Drone survey to refine earthworks.
- Integration with Park St services, lighting, electrical supply and parking.

1.3.2 Objectives

The objective of this report is to provide cost certainty in delivering the proposed IAF project by undertaking the following:

- A developed design process that further refines the Civils design allowing a refinement of scope, quantities and costs.
- Refinement of scope, quantities and associated rates.
- An Update of Cost Estimate and Budget documents.
- Compare with similar projects and undertake Peer review.
- Outline and apply contingency and escalation planning to Estimate budget.
- Outline potential risks and a risk response plan that outlines specific actions to manage them.
- Outline Cost Control and project management techniques to provide control of Budget, Variations, Value and Progress reporting.
- Make recommendations for providing Cost Certainty.

2 Stage 1 Project Overview

2.1. Description of the Old Racecourse Site

It is proposed to develop land at 1 Hau Hau Road, Hokitika. The site also has access off Park and Dalton Streets. The development site is legally described as Lot 2 DP 361252 and Section 1333-1336, 3701 and 4053 Town of Hokitika, which is currently partly zoned Residential Mixed and Partly Rural. There are other smaller parcels of land adjacent to the site which may or may not become part of the development.

The development will be a mix of residential, retirement and community with the scheme plan yet to be finalised. The development is proposed to be serviced from the surrounding roads with stormwater treatment within the development on the southern boundary. The area of the site is 20.32 h.

The site grades generally to the northwest, other than areas on the southern boundary which grade to the south. The site is on a terrace with a significant drop to an area of low-lying land fronting Hau Hau Road. The wider area around the site grades southwest to the Hokitika River and this is where all runoff from the site ultimately drains. There are various structures on the site, some of which are proposed to be retained and others demolished. The land is currently used for rural purposes such as agistment, by the Boys Brigade, Riding for the Disabled and has an existing walking trail following its boundary on the western half of the site. With currently only one race meeting being held per year.

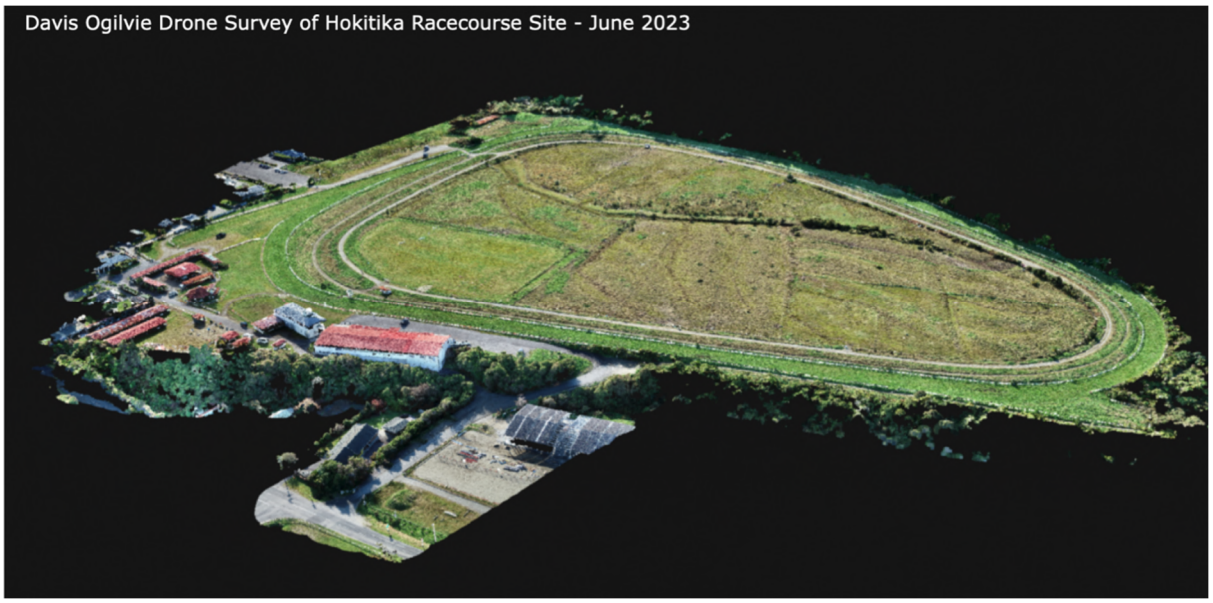
The site is bounded to the north, east and west by residentially zoned land, most of which is developed, and to the south by industrial / commercial and rural zoned land and Hau Hau Road.

The existing infrastructure on site is limited to water and sewer laterals and power and telecommunications laterals connecting the existing buildings on site and open stormwater drains.

Stormwater from most of the site currently drains to the northwest to an open drain in the northwest corner of the site. With areas of low-lying land below the terrace, in the south of the site fronting Hau Hau Road draining to Hau Hau Road. There is a substantial upgrade currently being undertaken by Stantec.

There are sewer and potable water services in Park and Dalton Streets and Hau Hau Road fronting the site.

The geotechnical conditions on the site, and investigations into the ground conditions are covered in the factual report by Davis Ogilvie “Geotechnical Factual Report: Hokitika Racecourse Development, Westland District Council” project number 43040, dated September 2022.



2.2. Stage 1 - IAF Road Construction Project Details

Extracts from Davis Ogilvie Preliminary Servicing Report Hokitika Racecourse. September 2022:

Roading

The carriageway pavements will be designed in accordance with the CPEW, Waka Kotahi and Austroads Pavement Design Guidelines for the appropriate road hierarchy and traffic volumes. Standard kerb and channel will be used on internal roads.

The geotechnical investigations found areas of fill and organic silts and clays that may not provide good bearing. These findings will be considered during detailed design to confirm road pavements meet the required design life.

Due to the earthworks proposed across the site to confirm stormwater drainage is in the desired direction, some roads will be constructed on engineered fill. Meaning that ground bearing strength will be modified, pavement construction depth will reflect this.

Indicative road cross-sections are a 12 m carriageway on the main link road through the site with 9 m carriageways for the majority of other roads.

Water

The WDC water supply is an on-demand system, and the development will be supplied from this network. The site will be supplied by the DN 200 mm Steel main running on Hau Hau Road and a second connection to the 100 mm MPVC main on Park Street. The 450 MDPE main on Hau Hau Road is a dedicated main for the nearby milk factory and unavailable for connection. The WDC Hokitika network can supply the needs of a typical residential / commercial development and firefighting capacity to FW2 following NZS 4509. This was confirmed in a phone conversation with Martin Ross of WDC.

The detailed design of the potable water network will follow the WDC CPEW and maintain head losses in the system at less than 5 m/km for 150 mm diameter and smaller pipes and 3 m/km for pipes 200 mm diameter or greater following NZS 4404.

Given development area, a 150 mm diameter main through the site connecting from the 200 mm on Hau Hau Road to the 100 mm on Park Street will be required with 100 mm mains likely to be

sufficient on all other roads. The sizing of water mains will be confirmed by modelling during detailed design with pressure information from WDC.

Sanitary Sewer

This section identifies the sanitary sewer demands and infrastructure requirements to service the development.

From discussion with WDC the Hokitika Sewer system can accept the expected discharge from the development. Connections will be made to Park and Dalton Streets and Hau Hau Road as parts of the site will grade to each.

Following NZS 4404, and assuming a population of 2.7 people per dwelling sewer demand will be 5.9 to 7.4 l/s at peak wet weather flow. Following the note in Table 5.3 of NZS 4404 a 150 mm diameter pipe at minimum grade of 0.55 % can carry this flow.

Stormwater

Stormwater from most of the site drains to the northwest to an open drain in the northwest corner of the site. With areas of low-lying land below the terrace, in the south of the site fronting Hau Hau Road draining to Hau Hau Road and down Town Belt East. It is proposed that as much as possible of the primary piped stormwater network for the development will be drained to Town Belt East as this will provide the shortest route to the river and minimise the quantity of upgrading required to the existing stormwater system.

WDCs GIS system records the stormwater pipes under Town Belt East as 600 mm diameter increasing to 1200 mm diameter to the Hokitika River. The GIS system gives no invert levels or grades. WDC is currently duplicating this main with a 1200 mm diameter main from Hau Hau Road to the River. This duplicate main was designed with capacity for the residentially zoned land at the racecourse to be drained to the river.

Stantec proposed in their report “Livingston Street Stormwater Improvements - Options Report” dated December 2020 upgrading the existing pipe on Town Belt East to the Hokitika River to a diameter of 1350 mm to 1600 mm, with the racecourse draining this way. Stantec considered the racecourse as remaining in its current form, however, they sized pipes for a 50-year ARI rainfall event. Dual 1200 mm diameter pipes have slightly less capacity than a single 1600 mm diameter pipe but as there is no requirement to carry a 50-year event they are expected to have capacity for the required 10-year primary event flows. As much as possible of the primary piped stormwater network for the development will be drained to Town Belt East, decreasing the catchment to Livingstone Street which was also assessed by Stantec as having insufficient capacity.

Due to the existing ground levels on and surrounding the site a large part of the sites secondary flows will continue to drain to Park Street, though this has been minimised as much as possible.

The 10-year ARI rainfall from HIRDS V4 for climate change RCP 8.5 to 2100 has been used for the preliminary stormwater pipe sizing. 70% imperviousness was assumed on the site due to its density with runoff coefficients of 0.3 for green areas and 0.85 for impervious areas.

Stormwater Treatment

Treatment is not required in the CPEW and NZS 4404 refers stormwater treatment back to the Territorial Authority. WDC recognises in their Stormwater Activity Management Plan 2021-31 that stormwater treatment will increasingly be required due to public opinion and the NPS for Freshwater Management among other current and proposed legislation and regulations.

The West Coast Regional Council, Land and Water Regional Plan, under Policy 8.3.8 states: "With respect to discharges from any new stormwater reticulation system, or any extension to an existing stormwater reticulation system, to require: The use of techniques to trap debris, sediments and nutrients present in runoff". This is not as strictly defined as requirements in other areas of New Zealand leaving room for interpretation. In this case the use of a vortex type GPT with a floatable baffle that will remove most debris, hydrocarbons and sediments and will also remove some nutrients attached to finer sediment or contained in organic litter such as leaves, should be acceptable. Acceptable as the discharge is to the Hokitika River, which will provide a high level of dilution, and the river discharges to the sea approximately 3 km from East Town Belt, meaning there is not a long length of fresh water that can be affected.

Early consultation with the West Coast Regional Council, Mana Whenua and other groups that may have interest in the river environment is important to confirm this level of treatment will be acceptable.

Electricity

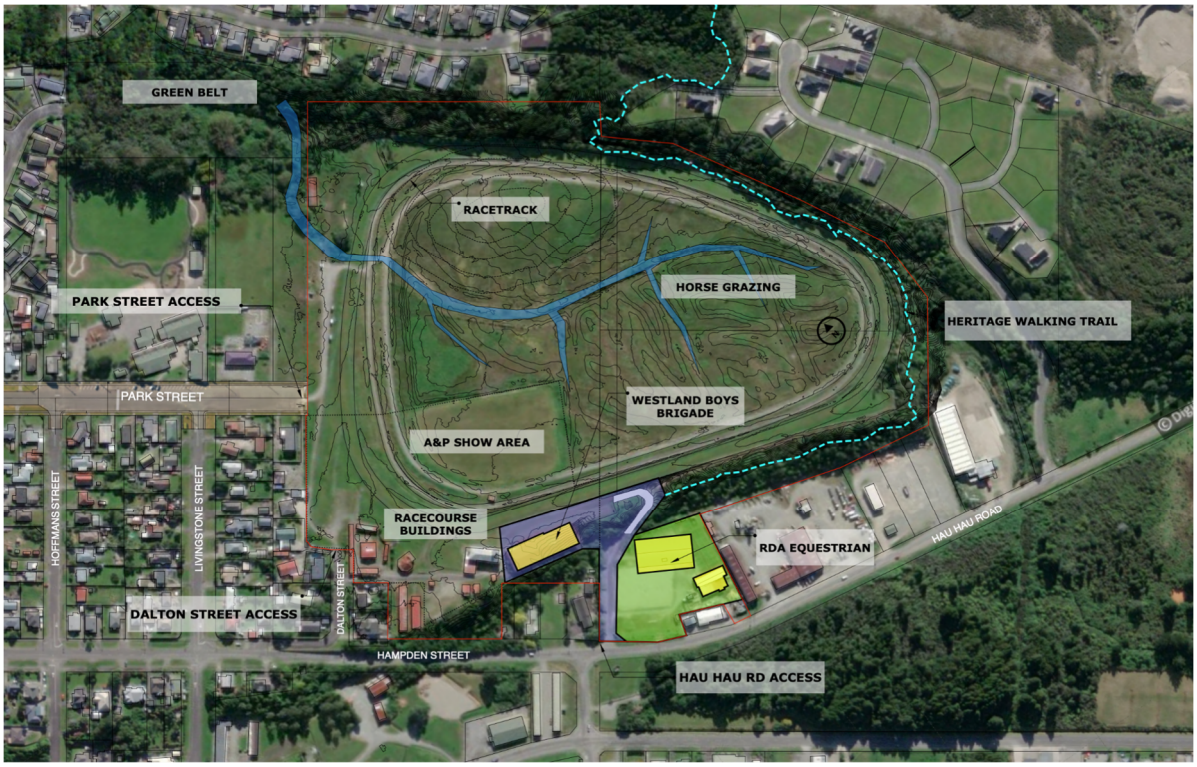
There is existing electrical network infrastructure owned by Westpower fronting the site on Park and Dalton Streets and Hau Hau Road. Any upgrade to the network that may be required will be designed during the detailed design phase.

Lighting

Lighting will be designed to provide a minimum of P3 luminance on the roads and pedestrian areas. The lighting will be designed in accordance with AS/NZS 1158.3.1 Road Lighting – Pedestrian Area (Category P) lighting. LED street lighting will be provided.

Telecommunications

Chorus has a telecommunications network fronting the site with their network map showing that fibre optic connection is available to the site. Any upgrades to the network that may be required will be determined during detailed design.



2.2.1. Project Goals and Deliverables

Infrastructure Acceleration Fund

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

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

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

Proposed Hokitika Racecourse Housing Development.

The Hokitika Racecourse, which will be the site of the Housing Development, is an elevated, hazard-free site. Under the Westland District Plan, approximately half of the site is zoned for mixed residential development and the other half is zoned for rural land. A similar private subdivision that was undertaken on a terrace above the Racecourse has been successful.

It is anticipated that 110 dwellings will be delivered on the mixed residential zone, including much-needed lower-cost and aged-care dwellings. These dwellings may be of medium density, and may potentially include multi-story units, duplexes and standalone dwellings.

A unique feature of this proposal is that proceeds generated from each stage of the Housing Development will be applied towards the development of community recreational facilities to be built on the rural zoned land. Facilities of the nature intended either do not currently exist in the region or require upgrading or centralisation.

The Housing Development will be proximate to employment opportunities. It will be within walking distance (approximately 1.5 kilometres) from Hokitika's Town Centre, which will offer opportunities at the Department of Conservation, Westland District Council, and in retail and hospitality. The Housing Development is also less than 500 metres from Westland Milk Products, a major employer in the region. The Hokitika Town Centre can be accessed from the Housing Development through a walking and cycling track.

A pre-school, primary schools, and secondary schools are all located within walking distance of the Housing Development. Footpaths and crossings are already in place between the Housing Development site and the schools, providing safe access. The Housing Development will also be adjoined by a walking and cycling track that will connect the Housing Development to the Town Centre, a nearby beach, the regional airport, mountain bike tracks and the West Coast Wilderness Trail.

IAF Funding will be applied towards, and accelerate the delivery of, transport, three waters and flood management infrastructure that will enable the Housing Development. Without IAF Funding, the Housing Development would not progress for at least 5 – 7 years, if at all.

2.2.2. Key Stakeholders and their Roles

KĀINGA ORA

Kāinga Ora – Homes and Communities, a Crown entity established under the Kāinga Ora – Homes and Communities Act 2019 and a Crown agency under the Crown Entities Act 2004 (**Kāinga Ora**), acting on behalf of the Crown.

WESTLAND DISTRICT COUNCIL - FUNDING RECIPIENT

Westland District Council, a territorial authority listed in Part 2 of Schedule 2 to the Local Government Act 2002 in its capacity as the "Recipient" under the Funding Agreement

WDC is the current owner of the Racecourse site. WDC is committed to strong community outcomes for the development and retains the desire to confirm that this development also provides a benefit in recreation terms for our community.

2.2.3. Project Schedule and Timeline

The housing delivery schedule presented below is sourced from the Housing Outcomes Agreement and shows the expected delivery timeline for housing development.

		2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035 onwards	Total
1.	**Pensioner Homes**	0	0	0	5	5	5	5	10	0	0	0	0	0	0	30
2.	**Papakāinga dwellings**	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
3.	**Affordable Homes**	0	0	0	0	0	5	5	5	10	0	0	0	0	0	25
4.	**Other dwellings**	0	0	0	0	0	5	5	10	10	10	10	5	0	0	55
5.	**Total**	0	0	0	5	5	15	15	25	20	10	10	5	0	0	110

Figure 1 Current proposed Masterplan. - June 2023

3. Cost Estimation

3.1 Previous Cost Estimate and Budget

A core component of the IAF application is cost certainty on Civil design. Davis Ogilvie was instructed to work alongside Joseph and Associates' Design Lead to design and subsequently estimate the costs for the "eligible" and "ineligible" infrastructure.

The previous estimated cost for delivering the "eligible" infrastructure was $3.5 to $4.6 million, with an estimated overall development cost of $13.4 million (note: the eligible infrastructure costings will vary over time, allowance has been made to reduce the scope of the infrastructure and provide deliverability within the funding agreement volume of $3.5 million).

An early indication of costing was provided by Davis Ogilvie's work in November 2022 for the negotiation phase of IAF application, this had an Eligible infrastructure cost of $3.6M and a total development cost of $10.9 million which was used by O'Connor Partners to inform their Risk and Feasibility Analysis, although the eligible infrastructure costs has stayed within margin the overall development costs have risen.

A civils package and schedule of quantities was provided to a relevant Civils Contractor to confirm that the rates applied were "hometruthed", it is useful that local costings are utilised through the feasibility stage.

	Davis Ogilvie October 2022	**Peer Review March 2023 without Escalation**	**Peer Review coMarch 2023 with Escalation**
Construction Cost	$2,532,409.50	$3,267,212.66	$3,267,212.66
Contingency	$379,861.43	$490,081.90	$490,081.90
Escalation 7.5%	$218,420.32	N/A	$281,797.09
SUBTOTAL	**$3,130,691.24**	**$3,757,294.56**	**$4,039,091.65**
Professional Fees	$436,840.64	$563,594.18	$563,594.18
Escalation 7.5%	$32,763.05	N/A	$42,269.56
TOTAL excluding GST	**$3,600,294.93**	**$4,320,888.74**	**$4,644,955.40**

The methodology used was for a maximum potential development for the site, so that the 'eligible' infrastructure was designed to accommodate a maximum capacity developed site.

This Civil Design exceeds the requirements of connections, roading and three waters for the current IAF proposal of 110 lots.

3.2. Updated Cost Estimate and Budget

		DO REFINED	**PEER REVIEWED**
		Jun '23 - Escalation 12%	**Jun '23 - Escalation 12%**
Construction Cost		$1,974,821.70	$2,155,221.44
Contingency	15.0%	$296,223.26	$323,283.22
Escalation	12.0%	$272,525.39	$297,400.00
SUBTOTAL		**$2,543,570.35**	**$2,775,904.66**
Professional fees		$578,476.27	$512,810.86
Contingency	15.0%	$75,453.43	$76,921.63
TOTAL excluding GST		$3,122,046.62	$3,365,637.14

3.3. Detailed Elemental Breakdown

1. **Site Establishment and Clearance -** Demolition scopes reduced and refined. Plant establishment for Arterial A1 needs refined. Sediment control refined. Rates and quantities revised.

2. **Earthworks** - Drone topographical surveys were undertaken and Earthworks scope and quantities revised. Area of site refined. Geotech data aligned with Drone topography to refine subsoil works. Rates and quantities revised.

3. **Roading** - Area and quantities refined. Arterial A2 & A3 removed from scope. Road narrowing and street intersections refined. Car Parking areas defined. Rates and quantities revised.

4. **Sewer Mains** - Location and quantities refined. Intersections and future road integration refined. Personholes size and locations refined. Rates and quantities revised.

5. **Stormwater Mains** - Location and quantities refined. Intersections and future road integration refined. Integration with Stantec Civils project to Hill Rd and Livingston Street refined. Personhole size and locations refined. Rates and quantities revised.

6. **High Pressure Water -** Location and quantities refined. Intersections and future road integration refined. Personholes size and locations refined. Rates and quantities revised.

7. **Common Services Trenching -** Location and quantities refined. Intersections and future road integration refined. Personhole size and locations refined. Integration with Power and Telecommunications refined. Rates and quantities revised.

8. **Footpaths & Berms -** Area and quantities refined. Arterial A2 & A3 removed from scope. Footpath location and integration refined. Rates and quantities revised.

9. **Street Lighting, Furniture, Signs, Landscaping**. - Potential scope and cost considered.

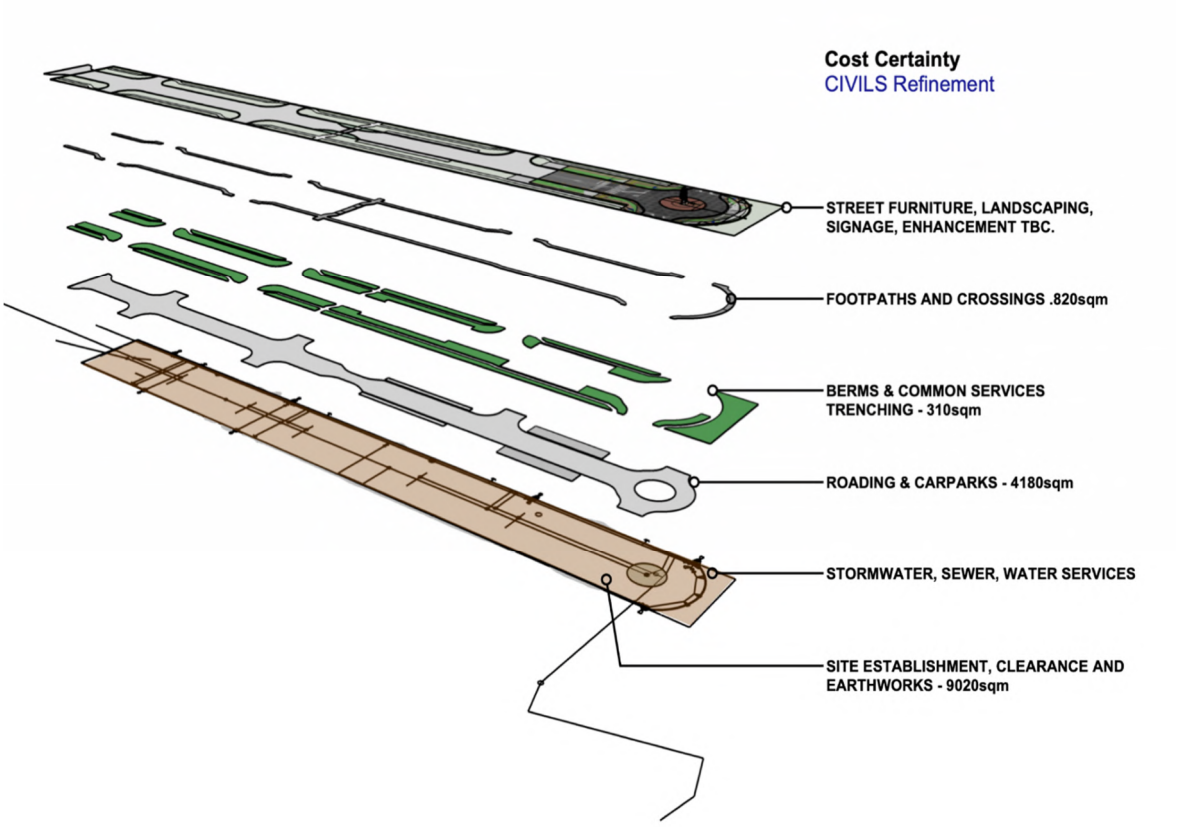


Figure 2 Elemental Breakdown diagram - June 2023

3.4. Cost Assumptions and Factors

3.4.1 Contingencies

Contingencies are provisions made in the project budget to account for unforeseen events, risks, or uncertainties that may impact project costs. In road construction projects, contingencies are crucial as they provide a buffer to cover unexpected expenses that may arise during the project's lifecycle.

Contingencies have been allocated based on historical data, risk assessments, and expert judgement. This considers the project's complexity, the level of uncertainty, and the potential risks involved. Common risks in road construction projects include adverse weather conditions, changes in design requirements, unexpected ground conditions, delays in material delivery, and labour-related issues.

By including contingencies in the budget, the project team can better manage unforeseen events and mitigate their impact on project costs. Regular monitoring and evaluation of risks should be conducted throughout the project to identify potential triggers for utilising the contingency funds.

The Cost Certainty report has assumed a Contingency for Construction of 15% and a Contingency for Professional fees of 15%.

3.4.2 Escalation

Escalation refers to the anticipated increase in costs over time due to inflation and market dynamics. Escalation factors are influenced by various factors, including economic conditions, market demand, changes in material prices, labour rates, and fluctuations in currency exchange rates.

To estimate the impact of escalation, historical data, industry reports, and economic forecasts have been utilised for various cost components, such as materials, equipment, and labour. By incorporating escalation factors into the budget, the project team can anticipate future cost increases so that sufficient funds are allocated to meet those expenses.

It is important to regularly review and update the escalation factors as the project progresses and economic conditions change. Adjustments to the budget should be made accordingly to reflect the current and projected costs accurately.

The Cost Certainty report has assumed an Escalation on Construction of 12% anticipating a start date of July 2024.

3.4.3 Key Assumptions and Exclusions

- The works are produced on a traditional full designer- led basis (i.e not design and build, or cost reimbursement type contract.
- Pricing is based upon traditionally competitive rates- assuming a minimum of three participants. At the preliminary budget estimate stage, no allowance is made for limited suitable market capacity/availability.
- A single main contractor is appointed by the principal to undertake the work including all co-ordination of the sub trades.

Excluding, by way of example:

- Finance and holding costs, rates and insurance
- Acquisition of land
- Reserve/development contributions
- Promotion, marketing, advertising
- WDC's management and set-up costs
- Spend to date
- Legal Fees
- Construction cost escalation due to materials shortages, COVID-19 / lockdowns
- Ground Improvements (if any)
- GST

We would recommend that costs be checked at key milestones throughout the design development and delivery process to maintain a robust budget.

3.5. Comparison with Similar Projects

Following initial cost estimates from Davis Ogilvie, the cost estimates were Industry Reviewed. Data and rates from similar projects on the West Coast were also used to refine the cost estimate. The two estimates were then ratified to produce the Update Cost Estimate and Budget above.

4 Risk Assessment

4.1. Identification of Potential Risks

The following is not an exhaustive list but provides an indication of the potential risks involved.

4.1.1. Cost Overruns

- Potential increase in material costs due to market fluctuations or unexpected price hikes.
- Underestimation of material and/or labour costs, leading to higher expenses than anticipated.
- Changes in project scope that result in additional expenses.
- Unforeseen circumstances requiring additional resources or equipment.

4.1.2. Scope Changes

- Client requests for modifications or additions to the project scope.
- Unforeseen challenges during construction that necessitate alterations to the scope.
- Miscommunication or misunderstandings between stakeholders leading to scope creep.

4.1.3. Delays in Construction

- Adverse weather conditions such as heavy rain, snow, or extreme temperatures.
- Unforeseen site conditions, such as encountering rock formations or soil instability.
- Equipment breakdowns or malfunctions that disrupt construction progress.
- Inadequate project planning and scheduling.
- Permitting or regulatory delays.
- Labour shortages or workforce-related issues.

4.1.4. Unforeseen Site Conditions

- Soil contamination requiring specialised handling and remediation.
- Presence of underground utilities not documented in existing records.
- Environmental constraints or protected species habitats that need to be addressed.
- Geological hazards or unstable ground conditions that impact construction.

4.1.5. Weather-related Challenges

- Heavy rainfall causing erosion or flooding.
- High winds affecting construction operations and worker safety.
- Seasonal limitations on construction activities.
- Extreme temperature fluctuations impacting material performance.

4.1.6. Supply Chain Disruptions

- Delays or disruptions in the delivery of construction materials.
- Shortages of critical resources or equipment.
- Market volatility leading to fluctuating prices or limited availability.
- Changes in trade policies or import/export regulations affecting the supply chain.

4.2. Analysis of Risks and Potential Impacts

- Assess the likelihood and potential impact of each identified risk.
- Evaluate the potential cost implications and schedule impacts for each risk.
- Prioritise risks based on their severity and likelihood of occurrence.
- Consider the interdependencies and cascading effects of multiple risks.

4.3. Risk Mitigation Strategies

4.3.1. Contingency Planning

- Allocate contingency funds to address unforeseen costs or scope changes.
- Develop a risk response plan that outlines specific actions for each identified risk.

4.3.2. EOI/RFP, Procurement, and Contractual Measures

- Confirm that the EOI/RFP and procurement process includes a thorough evaluation of vendors and contractors.
- Include provisions for change orders and scope modifications.
- Establish clear milestones and performance metrics in contracts.

4.3.3. Project Management Techniques

- Implement robust project planning and scheduling methodologies.
- Regularly monitor project progress and address any deviations promptly.
- Utilise earned value management to track performance and cost variances.
- Conduct frequent risk assessments and update risk response plan accordingly.

4.3.4. Communication and Coordination

- Foster open and transparent communication channels among project stakeholders.
- Regularly update stakeholders on project status, risks, and mitigation strategies.
- Establish a project governance structure to facilitate decision-making and issue resolution.
- Encourage collaboration and cooperation among the project team and external parties.

By implementing these risk mitigation strategies, the project can minimise the likelihood and impact of potential risks, providing a more successful and cost-effective outcome.

5. Cost Control Measures

5.1. Budget Allocation and Monitoring:

One of the crucial cost control measures for a civil construction project, is the effective allocation and monitoring of the budget. This involves establishing a detailed budget plan that outlines the estimated costs for various aspects of the project, such as labour, materials, equipment, and overhead expenses. The budget allocation should be done based on accurate cost estimates and market rates.

Throughout the project, it is essential to monitor the actual expenses against the budgeted amounts. Regular financial tracking and analysis should be conducted to identify any deviations or potential cost overruns. By closely monitoring the budget, project managers can take proactive measures to address cost variations and make necessary adjustments so that the project stays within the approved budget.

5.2. Variations/Change Control Procedures:

Variations or changes to the original project scope can significantly impact the project's cost. Therefore, it is important to establish clear procedures for managing variations and change control. This involves implementing a robust change management process that includes documentation, evaluation, and approval of any proposed changes.

The variations/change control procedures should define the steps for assessing the impact of changes on the project budget. This includes evaluating the additional costs associated with scope changes, negotiating with contractors or suppliers for revised pricing if necessary, and obtaining the necessary approvals from relevant stakeholders before implementing the changes. By implementing effective variations/change control procedures, the project team can prevent unexpected cost increases and maintain cost control.

5.3. Value Management:

Value management is a proactive approach aimed at optimising the project's value while controlling costs. It involves analysing the project requirements, identifying potential value-enhancing opportunities, and finding innovative solutions to deliver the desired outcomes at a reasonable cost.

In the context of the proposed IAF Stage 1 project, value management may include activities such as conducting value engineering studies to identify cost-effective design alternatives, exploring opportunities for resource optimisation, and considering sustainable construction practices that provide long-term cost benefits.

5.4. Regular Progress Reporting:

Regular progress reporting is crucial for effective cost control in a road construction project. It involves tracking the project's progress, assessing the achieved milestones, and evaluating the corresponding costs incurred. This information should be documented and reported at regular intervals to keep all stakeholders informed about the project's financial status.

Progress reports should include detailed information on the project's actual costs, budget utilisation, cost variances, and any significant cost-related issues or risks. By analysing the progress reports, project managers can identify cost trends, address potential cost overruns, and take corrective actions to keep the project on track.

5.5. Documentation and Audit Trails

Maintaining comprehensive documentation and audit trails is essential for cost control and transparency and accountability of the process. This includes recording all financial transactions, invoices, contracts, change orders, and other relevant project documents. A well-organised documentation system provides transparency, accountability, and traceability of all cost-related activities.

Additionally, conducting periodic audits can confirm compliance with financial regulations, identify any discrepancies or irregularities, and provide insights into areas where cost control measures can be improved. By maintaining proper documentation and audit trails, the project team can effectively manage costs, facilitate accurate reporting, and mitigate financial risks.

6. Conclusion

6.1. Summary of Findings

The findings of the current workstreams indicate that the IAF funded infrastructure costings are accurate and are capable of being delivered within the IAF funded works package. Further design is required to proceed however the funding and civils can be adjusted to enable cost efficient delivery. It is worth noting that current market conditions are difficult to predict, and all care should be taken so that escalation of costs and associated risks are managed through the project lifecycle.

On completion of cost certainty, it was envisaged that there would be a requirement to re-present the findings to full Council for approval to proceed.

6.2. Recommendations for Providing Further Cost Certainty

To provide further cost certainty in delivering the proposed IAF project, we recommend the following:

- A Developed design process that further refines the Civil design in line with the outcomes of Community Engagement and Master Planning.
- An alignment with the Expression of Interest (EOI) and Request for Proposal (RFP) process for the Stage 2 Housing Development project, to on-board a Developer with appropriate resources, experience and abilities.
- A Tender & Procurement process for the stage 1 IAF project that includes a thorough evaluation of vendors, contractors and rates.
- Implement contingency planning and develop a risk response plan that outlines specific actions to manage potential risks.
- Implement Cost Control and project management techniques to control the Budget, Variations, value and inform progress reporting.

6.3. Final Thoughts

Please note that this report and cost certainty is limited to the Funding Agreement with IAF and relates to Eligible Infrastructure Projects only. Cost are expected to be realised by WDC in respect to works associated with the recommended EOI/RFP process for the potential partnership/sale of land to the private sector to deliver the housing development outside of the trunk line infrastructure.

6.4. Documents Referenced

- Davis Ogilvie - Geotech Report - 43040.factual report
- Davis Ogilvie - Provisional Costing Road A - SM 43040 - Rev B.pdf
- Joseph & Associates Ltd - Engagement & Masterplan Document - PIV_HOK_WKSP_20230630

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Hokitika Racecourse Future Use

Community Engagement Report to Council

Prepared for: Westland District Council
By: Joseph & Associates Limited and Per Procura Limited
Date: 10 July 2023

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	Name	Role	Signature	Date
Author	Rachel Leitch Per Procura Ltd	Engagement Lead		10 Jul 2023
Reviewer	Paul Zaanen	Senior Project Manager		10 Jul 2023
Approver	Tony Joseph	Managing Director		10 Jul 2023

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APPENDICES

Appendix 1 - Community Engagement Plan

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1. Background

Following the purchase of the Hokitika Racecourse by Westland District Council (WDC) and approval for funding by central government's Infrastructure Acceleration Fund (IAF), preliminary plans have been developed by Joseph & Associates and Davis Ogilvie and Partners Limited to inform the need (including the size and quantity) of roading, water and wastewater infrastructure to service any potential future development of the site.

In support of the commitment to increase engagement with the Westland District community, the Council approved the proposed "Community Engagement Plan for the Future Use of the Hokitika Racecourse" presented by Joseph & Associates, within the April 2023 Ordinary Council Meeting.

Refer to Appendix 1 - Community Engagement Plan.

2. Purpose

The purpose of the Community Engagement and this summary report of findings is to assist Westland District Council in their decision on whether to continue, pivot or cease, to progress with planning for development of the former Hokitika Racecourse site.

If the resulting decision by WDC is to progress with plans for any potential future development, the views as expressed through this engagement process will contribute to the criteria within a proposed Expression of Interest (EOI) and subsequent Request For Proposal (RFP) - before any developer is able to purchase and develop the land. These criteria may include such urban design elements as defined within the Community Engagement Survey (Appendix 2).

If the Council chooses not to proceed with the development proposal, then the findings of the community engagement will assist the Council and community of alternate potential future use(s) for the site.

3. Assumptions

The following are assumptions that have been made in compiling this report:

3.1 Project Information

This report assumes that the readers have sufficient knowledge of the stages and decisions already made in respect of the Future Use of the Hokitika Racecourse Project to date - including (but not limited to) land ownership, leaseholds, zoning and that WDC will not act as a developer of the site.

3.2 IAF Conditions

The agreements with Kainga Ora (KO), as the administrator of the Infrastructure Acceleration Fund, contain conditions which have been considered while engaging with the community.

It is assumed that the project team and Council are aware of the conditions within the IAF / KO funding agreements, including the stipulations regarding the typology and quantum of Housing Outcomes expected.

It is also assumed that the project team and Council are aware that any significant deviation from the agreed conditions would be considered an alteration of the agreement and would require collaboration with IAF to ensure that the project remains eligible to receive funding.

3.3 Long Term Plan (LTP)

It is assumed that WDC elected members have read and/or are familiar with the results of the LTP submissions pertaining to the Hokitika Racecourse site. Refer to Appendix 3 - LTP Submissions

4. Considerations

The following considerations must be made when reading this report.

4.1 Engagement vs Consultation

Engagement is the practice of actively bringing community or public voices into decisions that affect or interest them. Consultation is one type of engagement, with a legal definition and statutory obligations for local government.

Community engagement is a flexible and ongoing activity that allows for more informed decision making by governance, while giving the community a platform for dialogue and meaningful participation in Council led projects.

Westland District Council has purposely chosen to undertake community engagement for this project, to allow for meaningful dialogue / two-way discourse with the community on thoughts and aspirations for the former Hokitika Racecourse site. The community engagement undertaken is not legally binding but is supporting Westland District Council's commitment to include the community's voices in decision making.

4.2 Duration of Engagement

The duration of this community engagement has been undertaken over a 7-week period, with a short lead time for planning, engagement method and material preparation.

If the engagement period was undertaken over a longer period of time, allowing for additional engagement activities and methods, the results would be more likely to reflect a larger sample number and potentially a wider range of views.

Accordingly, it is worth noting that existing users and stakeholder groups have a predominant voice in the results of the community engagement undertaken.

4.3. Previous engagement and consultation

Prior to Joseph & Associates and Per Procura undertaking the above engagement activities, the following activities were also undertaken and although are not part of the reference of this report; the results of these activities have contributed to the formation of the proposed land use plans and contribute to WDC's consideration for the future use of the site.

4.3.1 Engagement

- Informal discussions with current land users and lease holders
- RSL Sports Groups Engagement via a series of meetings and workshops in 2021/22 and report.

4.3.2 Consultation

- Te Tai o Poutini Plan (TTPP)
- WDC Long Term Plan (LTP)

5. Call to Engage

Multiple methods were used to alert and invite Westland District ratepayers and identified stakeholders to participate in the Hokitika Racecourse Future Use community engagement. These included:

5.1 Direct invites to identified stakeholders to the Stakeholder Workshops

Stakeholders are considered to include current users and neighbours of the land area and onsite facilities, sport and recreational groups, mana whenua, event managers/owners and those that made submissions regarding the racecourse through the Long-Term Plan.

5.2 Community Notices - The West Coast Messenger (WCM) and via WDC channels

Drop-in sessions: published Wed 31 May and Wed 7 June 2023

Survey: published Wed 7 June, Wed 14 June and Wed 17 June 2023

Refer to Appendix 4

5.3 Full Page Newspaper Advertisement

The West Coast Messenger published Wednesday 7 June 2023

Hokitika Guardian published Thursday 8 June 2023

Refer to Appendix 5

5.4 Media release / pitch and subsequent published articles

Refer to Appendix 6

5.5 WDC Website - www.westlanddc.govt.nz

Website banner, meeting minutes, public notices, media release, and project information.

5.6 WDC Facebook Page

www.facebook.com/westlanddistrictcouncil

Pinned posts, feed pasts and events.

In addition to the “call to engage” by the project team , the following are also to be considered as contributing to the community's awareness and ability to participate:

5.7 Long Term Plan (LTP)

The LTP consultation commenced prior to the engagement activity undertaken to inform this report.

Within the LTP Westland District ratepayers were invited to respond to the potential future use of the racecourse, to which 54 submissions were made. This information does not inform this report, however, is acknowledged and included within the Council’s considerations of the future use of the site. (Refer to Appendix 3)

5.8 Word of mouth

Many participants of this engagement have been informed by other Westland District residents through ‘word of mouth’. This includes social media groups and channels that are not managed by WDC.

It is worth noting, that although word of mouth is a powerful tool for distributing information, it also carries a high risk of distributing inaccurate information.

6. Engagement Activities

The following were planned, designed, and led by Joseph & Associates, as core community engagement activities, with the approval and support of Westland District Council:

6.1 Stakeholder Workshops - 17 and 18 May 2023

Over two evenings invited stakeholders (as listed in item 5.1 above) attended and participated in one of the two stakeholder sessions, hosted by the project team.

The forums began with a presentation by Joseph & Associates to share information on the project to date and to invite the attendees' views and opinions on the information shared. (Refer to Appendix 7 - Stakeholder Presentation)

The presentation was followed by an open floor discussion to allow attendees to ask the presenters questions, and to share their own knowledge of the site history / usage, and desires for the future use of the site.

The Westland District Mayor and several elected members were within the audience on both evenings. Their presence served the dual purpose of 1. hearing the community's feedback first hand and 2. to be available to provide clarification and guidance on aspects of the project if and / or when appropriate.

Attendees gave permission for the sessions to be recorded for the purposes of information gathering and were given reassurance that the recordings would not be shared in a public forum. To support the content of this report, a summary transcript has been compiled (that does not directly identify speakers).

Refer to Appendix 8 - Transcript Summaries.

6.1.1 Session One

Wednesday 17 May 2023, 7pm - 8.30pm, Boys Brigade Hall

Approximately 40 people attended the first targeted Stakeholder workshop, this first evening was largely focused on equestrian usage of the site. Representatives of other user groups were also present, A&P show, dog walkers, general users, and neighbours to the property.

Frustration was shown by many individuals / members of the group(s) who attended, primarily focused on the consultation undertaken under the LTP, and a significant level of angst and lack of trust in the Council's willingness to engage with the community authentically and meaningfully.

Attendees wished to discuss / expressed interest in social housing, co-op housing, retirement / pensioner housing, and other elements of the development proposal.

Points of clarification to attendees included:

- Kainga Ora and the delineation of Social Housing from the IAF funding,
- That Council was / is the developer of the site in its entirety, rather than merely providing traditional 'trunk line infrastructure' via central government funding.
- That the plans presented were confirmed and a "done deal" and Council was only giving 'lip service' to the concept of engagement

6.1.2 Summary points – Session One Stakeholder Workshop

- The equestrian community largely indicated that there were no places within Hokitika and surrounds for alternate horse grazing and/or safe places to ride horses.

- Attendees spoke of the new RDA facilities currently under construction adjacent to the Racecourse and how it was a great asset for Westland.
- The current usage provides a safe environment for RDA community activities.
- Future for usage for RDA needs to be taken into account.
- Current users of the site stated that there was a high level of appreciation for green space and its amenity value to community.
- Dog users for recreation and training purposes were also present and expressed desires to retain site usage.
- Some neighbours of the site attended the evening and were largely against any development on the site.
- The equestrian respondents on the night were primarily against the housing development occurring, the key takeaway rationale for this was:
    - Lack of safe spaces for horse riding elsewhere around Hokitika
    - Lack of alternate places to use for horse grazing, both for privately owned and RDA horses and ponies.
    - RDA usage of the site and future intentions

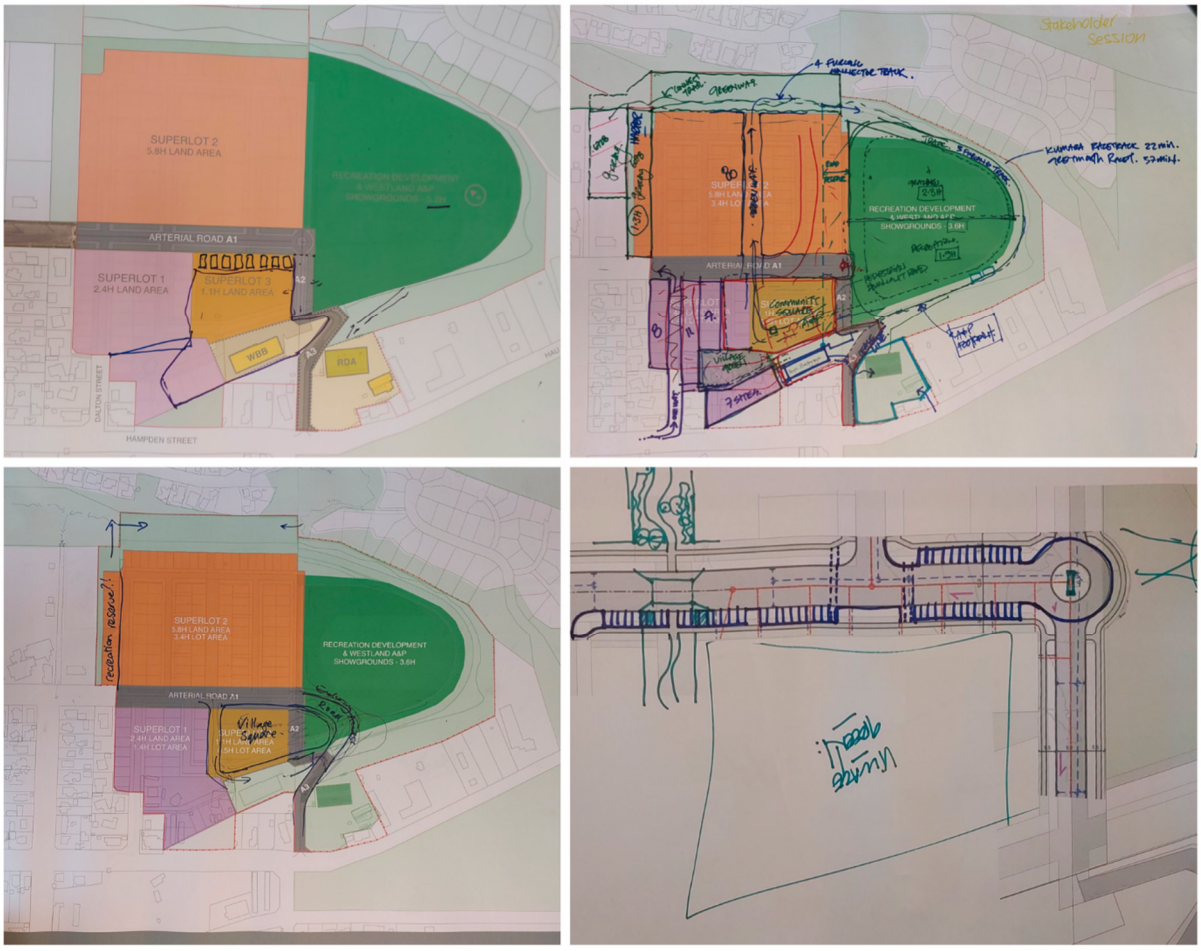

Figure 1 Sample drawings made during the stakeholder sessions

6.1.3 Session Two

Thursday 18 May 2023, 7pm - 8.30pm, Boys Brigade Hall

The second evening saw a different audience attending than that of the previous evening, with a significant alteration on outputs and what the project team heard on the night.

A high level of aspiration was shown towards the criticality of “getting this right” and providing a project that would do justice to the needs of the community of Hokitika and Westland.

Conversations were fluid and largely positive in nature (not specifically to the project’s outputs for housing) but the intention of Council to engage, and to be strategic in its intentions for the site. Some stressed that holistic planning was critical to the Council’s thinking, on not only the racecourse but the community and area at large.

Not all present at the session were supportive of the proposal for housing as it stands. However, the evening provided a collaborative environment to tease out the conceptual ideas and ascertain potential for “middle ground” to be found. Ensuring that planning synergies were sought for recreation users, transport, climate adaptation and an aging and declining population came to the forefront.

6.1.4 Summary points - Stakeholder Session Two

- High level of engagement by multiple individuals and organisations.
- Ensure that any and all development is cognisant of the ‘bigger picture’ for Hokitika.
- A desire for clear linkages to recreational areas to be incorporated into design methodology.
- Set the expectations high for outputs - namely seek to use this project as an exemplar of urban design, to set a standard.
- Be cognisant of Climate Change and Hazard implications for Hokitika.
- Elderly housing discussed extensively, some clarification on the different terminologies used, and the perceptions they gave e.g.: Pensioner Housing vs Elderly Housing.
- Being ‘aspirational’ should drive the intent of the project.

6.2 Drop in Session

Saturday 10 June 2023, 8am - 8pm, Boys Brigade Hall

On Saturday 10 June 2023, members of the public were given the opportunity to ‘drop in’ to the Boys Brigade Hall anytime from 8am until 8pm and meet with the project team for direct two-way conversations regarding the proposed plans. About 70 to 80 people attended throughout the day, with an estimated average ‘stay time’ of over 40 minutes.

The intention from the Project Team and Council and was to ensure that an open environment was created that would allow for building a platform of meaningful and mutual understanding.

Elected Members participation was again noted and appreciated by community / group members and allowed a further level of transparency and open dialogue to occur.

Face to face long form conversation formats such as these allow participants and hosts to work together through project information and intentions, and for community / group members to have time to express concerns, intentions, and advice for the site use.

Use of information maps (that were also used in the stakeholder sessions), were an invaluable tool. They were a natural focus point for discussion, for use in looking for potential ‘design solutions’ and garnering valuable local knowledge of the site.

Refer to Appendix 9 – Maps.

As noted above, the average “stay time” was high, which to the project team, indicated a high level of interest, knowledge, and good will towards ensuring each other's voices were heard.

Good attendance occurred throughout the day, the high levels of interest and knowledge sharing informed a series of the engagement questionnaires received - overall 33% of submissions via questionnaire attended the drop-in session.

As per Council intentions, the workshops and drop-in day were held in the Boys Brigade Hall onsite at the Racecourse. This added a further level of appreciation and understanding of the area, its past and current usage for the project team, and indeed Council, to consider.

The key intention of the drop-in session was to ensure that the information was freely exchanged and knowledge is shared, which informs both the Council and project team and allows community and group members to make informed contributions to submissions.

6.2.1 Summary points – Drop in Session

- High willingness towards collaboration and interest in understanding the project was shown.
- High average stay times.
- Equestrian community re-raised concerns on current usage and future intentions.
- RDA community re-emphasised its requirements, new building location and integrations required.
- Both the 'threats' and 'opportunities' of the site were discussed at length.
- Green space was highly valued by residents and groups alike.
- Criticality of 'getting it right' and intention setting was prevalent.
- The mood of the day was positive and collegial.

6.3 Survey

A survey was developed and shared via the Have Your Say page on the WDC website, with hardcopy versions available for pick-up and collection at the Westland District Council offices in Hokitika and at the Westland District Library, also in Hokitika.

Refer to Appendix 2 - Community Engagement Survey.

6.3.1 Survey Design

The survey was designed to gauge the level of support and / or resistance to the different aspects of the proposed plans presented.

Each question, and sub question, allowed and / or asked for comments. A high level of commentary allows for greater understanding of the rationale behind the respondents' answers and is aligned to the intention of gathering meaningful information from the community.

No survey questions were compulsory to answer - except the respondents' contact details, organisation (if applicable) and whether the respondent had attended a stakeholder session, the drop-in session or had read the supporting project information available on the WDC website. The latter three questions were to provide an understanding of what level of engagement and / or project information the respondent held.

Questions 2 and 3 are the only questions that have quantifiable results / data. In presenting the survey results some simple equations have been applied to this data.

6.3.1.1 Percentage Response

This indicates the percentage of total survey respondents that answered a specific question.

6.3.1.2 Uninformed Responses

This refers to respondents who had not attended a stakeholder session, drop-in session or read the project background information provided on the WDC website (to support and inform the survey questions).

Please note: the term "uninformed" is used in a technical capacity and is not intended as derogatory. In this context 'uninformed' simply means uninformed to the current project details - as presented by Joseph & Associates with the support of WDC.

6.3.1.3 Bias

To validate the survey data, cross-referencing with other relevant data sources and conducting some sensitivity analysis was undertaken, in an attempt to understand the influence of potential bias(es) on the survey responses.

6.3.2 Respondent Numbers

There was a total of 54 respondents, including those responding on behalf of organisations. Of these respondents none completed all questions within the survey.

6.3.3 Geographic Range

95% of respondents were from Hokitika and immediate surrounds, the remainder were from Greymouth, Ikamatua and Kumara.

6.3.4 Survey Questions

There were four main questions within the survey, with sub questions under Question 1 and Question 4. The additional Question 5, asked for any additional comments.

For the purposes of this report (to assist in WDC's decision to continue, pivot or cease to progress with planning for development of the former Hokitika Racecourse site) only Questions 1, 2, 3 and 5 are presented.

Question 4 refers to desired above ground design options, if the project is to proceed. Although Question 4 provides valuable insights, it is not relevant to this report/stage of decision making.

6.3.5 Survey Responses

Following are a summary of the responses received per question.

Question 1 asked for respondents' consideration of the existing buildings and land areas within the racecourse site.

- **Boys Brigade Hall**
  - Overwhelming support for this asset.
- **Riding for the Disabled (RDA) Facilities**
  - Overwhelming support. Concerns over access to grazing.
- **Racetrack and horse grazing paddocks**
  - Support for some form of track remaining for many users.
  - Mixed response on horse grazing, other than RDA requirements.
- **A&P Show / events area**
  - Support for retaining a space for A&P shows and use for other events.
  - This area is used frequently for dog groups.
- **Reserve and Green Belt (including Heritage Walking Trail)**
  - Support for some form of track remaining at racecourse site for many users.

- **Racecourse Buildings**
    - Support to demolish buildings. Some sentiment to pay homage to the historical buildings such as the tote.

Question 2 asked respondents to indicate on a scale from 1 (no) to 10 (yes) whether they considered the balance of land use, as shown in the Land Use Map, as being about right.

80% of completed surveys provided a response to this question, of these 80% the following resulted-

Table 1 Responses to Survey Question 2 – Balance of Land Use

Response Choice	Percentage of Responses	Uninformed Responses Removed
1 - 3	49%	45%
4 - 7	33%	37%
8 - 10	19%	18%
4 - 10	52%	55%

The above data assumes:
1-3 as unsupportive.
4-7 as somewhat supportive.
8-10 as mostly to fully supportive.

Uninformed Responses:

25% of respondents to this question are considered 'uninformed'. (see point 6.3.1.2 for definition)

Question 3 asked respondents if they supported the types of residential dwellings indicated in the the Land Use Map, using a Yes, No, Maybe response. The results of this question are as follows:

Response Choice	Pensioner Housing	Affordable Homes	Market Driven Housing	Medium Density Housing
% Response	91	91	89	87
% Yes	47	33	17	20
% No	22	35	21	15
% Maybe	31	33	62	65
% Yes + Maybe	78	65	79	85

Table 2 Responses to Survey Question 3

Note: 'Uninformed Responses' have not been applied to the data in Table 2. As these are not viewed as influencing factors pertaining to this question.

Question 5 asked for additional comments to assist WDC's consideration of any future development of the former racecourse site. Those that commented voiced concerns over costs to ratepayers, increased traffic, drainage issues and the desire for design aspects. The need for public toilets was also mentioned.

6.3.6 Summary points - Survey

- Small data set, some hidden biases, and uninformed responses.

- Comments informed quantifiable data/questions.
- RDA and Boys Brigade seen as priority users and supported as such.
- Support for A&P / events space being used for additional events.
- Concern over potential loss of recreational space.
- Desire for multi-user access to recreational space.
- Need for housing acknowledged.
- Pensioner Housing/ housing for elderly supported.
- Mixed response on other dwelling types.

6.3.7 Letters

Some organisations and individuals opted to submit their views via letters, either in conjunction with the other organised engagement activities or as a standalone submission. These letters are considered as valid engagement and are included in the future use considerations.

7. Engagement Summary

Summary points on each of the engagement methods have been described in Section 6. The following summary is informed by each formal engagement activity and the discussions that have come from those activities.

7.1 Project Understanding

The beginning of the engagement process showed a general lack of understanding of the different contributing components to the proposed project. The general level of understanding, by individuals and groups that took part in the engagement process, was lifted.

7.2 Existing Users

Support of RDA and the Boys Brigade facility featured in each of the engagement activities and remained unwaveringly high. Engagement outside of the structured activities was undertaken with these parties to better understand their needs and concerns. A walk around the site was also conducted with A&P Show committee members with the same purpose and outcome.

7.3 Housing

The topic of housing was extensively discussed, including affordable housing, density, potential number of houses, and balancing housing development with the preservation of recreational spaces.

Reference to 'other housing developments' was raised a number of times. Clarification was given about the difference those developments presented to the housing market.

7.4 Recreational spaces:

Concerns were raised about the impact of housing development on recreational areas, the importance of preserving open spaces, and the needs of different user groups, such as horse riders, dog walkers and general community usage.

Aspiration for upgrading recreational spaces and paths to allow more users and/or the ability for multi-use spaces to be created.

Great insights were gained by the project team by the information shared by engagement participants.

7.5 Funding, project delivery and cost certainty

Participants expressed concerns about funding for the project, cost overruns, and the need for cost certainty before moving forward with the development.

Clarification was given regarding Council's role in any future housing development (that they are not the developer).

7.6 Community engagement and input

The importance of community involvement and input in the decision-making process was emphasised by both participants and the project team. To this end the project team has made themselves accessible and available throughout the engagement process (not only through the formal activities, but also for incidental conversations and meetings).

7.7 Stormwater management

The topic of stormwater management and its impact on wetlands, biodiversity, and infrastructure was discussed, with suggestions for alternative methods and the involvement of water management

experts were posed by members of the community. This concern pertained to both the proposed housing lots and the proposed recreational space.

7.8 Population trends and demographics

Concerns about declining population, the ability to attract young families and staff to Hokitika and retain young people and retirees were all raised. The need for affordable housing was identified as being able to address housing availability and would assist in addressing these population and demographic issues.

7.9 Pensioner housing

Varied and many discussions held, retirement villages considered, and pensioner housing vs pensioner homes discussed. Clarification was given that any potential pensioner dwellings (whichever type it may be) would not be managed by Council.

7.10 Accessible amenities and facilities

Participants highlighted the importance of accessible amenities, suitable facilities for different user groups (such as catering for pushchairs, mobility scooters / wheelchairs and cyclists), and the need for well-managed spaces for outdoor activities and sports events.

It is worth noting that there was a significant 'mood change' shown by participants during the course of the 7-week engagement period Most participants shared that they felt genuinely listened to and respected for being the knowledge holders and local user groups - past, present, and future. By this measure, this engagement process is considered as a successful endeavour.

9 Recommendations

Irrespective of the Council's intentions to move forward with the proposed development, or not – it is recommended that Council continues to work in a collaborative manner and ensure further engagement is undertaken with the Westland community at appropriate stages relevant in decision making process(es).

The distinct change in the willingness to participate in the conversation, through the engagement process, has created a platform from which Council can strengthen their relationships with user groups and other relevant interested parties in this project, and others.

If the Council chooses to proceed with the development, as it currently stands, the project team recommends continuing to work with interested parties throughout the project lifecycle.

Some key activities /intentions could be set by:

- encouraging engagement throughout the project lifecycle.
- re-engagement with Key Stakeholders for a Design Workshop to further explore potential “middle grounds”.
- utilising the information given by participants throughout the engagement activities to inform the engagement with the private sector and inform key criteria for development partnerships.
- continuing with a willingness to inform parties of activities for the site.

There has been a valuable series of information gained by all parties, and a willingness towards collaboration - if the project ceases to move ahead for a potential housing development, then there may be further opportunities yet to be realised for the site.

If the Council chooses to not proceed with the development there should be an intention to continue to build a relationship with past, current, and potential future uses.

10. Conclusion

The stakeholder engagement sessions provided valuable insights and perspectives from various identified stakeholders. These discussions reflected the stakeholders' concerns, aspirations, and desire for a balanced approach that considers the needs of the community while ensuring responsible development.

The engagement sessions highlighted the importance of transparent and objective facilitation, as well as the need for the Council to actively seek and incorporate community input throughout decision-making processes.

Participants expressed their desire to be involved in shaping the future of the racecourse development, particularly in areas such as housing density, preserving recreational spaces, and ensuring cost certainty.

The point and purpose of ensuring that the project team members were/are available throughout all these activities is to ascertain if a ‘design solution’ can be found to most of the pressing concerns, issues and conflicts of use identified.

The project team feels that although not all parties' needs can be accommodated on site there is a very high probability that through continuing dialogue and solution focused engagement with the community, a project can be realised - that matches the Council’s ability to deliver and the community’s interests and aspirations.

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ii. Where our services are provided for business purposes as defined in the CGA Act then, if any liability arises under this report as a result of the provision of such services, then such liability whether arising under contract, tort or otherwise is at all times limited to the contract price paid for this report.

Appendix 1 Community Engagement Plan

COMMUNITY ENGAGEMENT PLAN

Hokitika Town Belt East Development

(site of the former Hokitika Racecourse)

APRIL 2023

WESTLAND District Council | Te Kahui o Poutini

JOSEPH & ASSOCIATES LTD

Background

Overview prepared as requested by Westland District Council who passed a resolution to engage with the Westland Community on the future use of the former Hokitika Racecourse.

Joseph and Associates have drafted the following communication and engagement plan for Council's consideration for implementation.

Team

Rachel Leitch, SME Community Engagement

A senior internal and external communications practitioner with over 20 years' experience, spanning a wide range of organisational types within multiple industry sectors including: local government, global corporate, infrastructure, supply chain, education providers, conferencing and events, and inbound tourism in both domestic and international markets.

Paul Zaanen, Project Lead

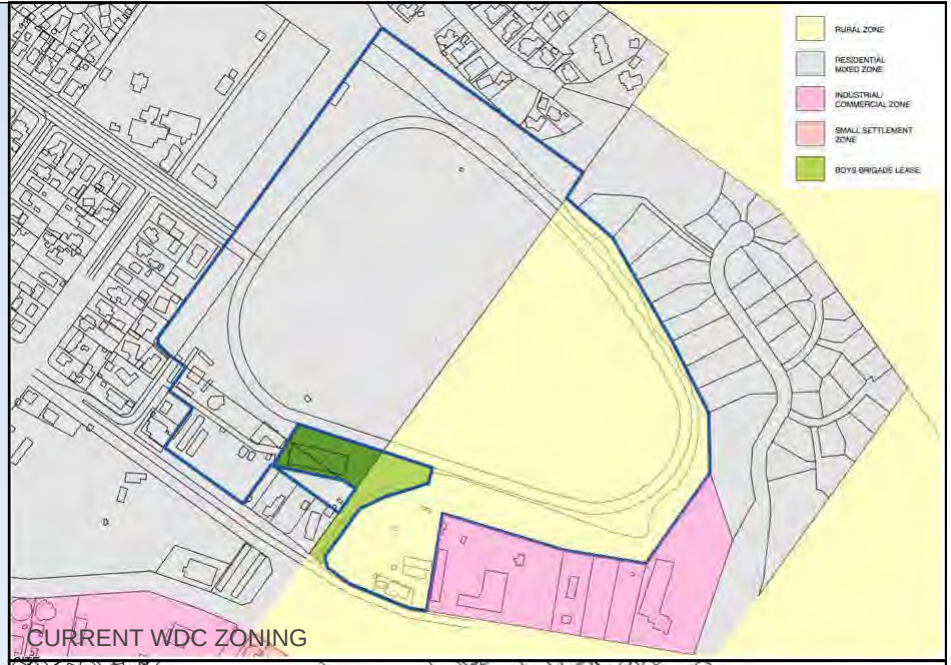
Extensive engagement experience for NGO’s, Private Sector and Public Sector. Westport based and has been Project Lead for the IAF negotiations for WDC.

Jason Mill, Design Lead and Co-ordination

Experienced Designer with a demonstrated history of working in the architecture & construction industry. Strong professional skilled in 3D Modelling, Visualization, Sustainability, CAD/BIM, and Multimedia. Design lead for the IAF negotiations for WDC.

Overview

- LTP
- Zoning
- IAF process



Within Previous Recommendations …

Consultation and engagement

- Core to success of the development
- Stakeholder meetings
- Synergy with recreational reserve and residentially zoned land development
- Findings contribute to criteria for potential EOI / RFP + development agreement

Identified Stakeholders

- Current users of land area (former racecourse)
- Local Iwi
- Neighbours of East Town Belt
- Event Owners / Managers
- Long Term Plan submitters
- Sport and Recreational groups
- Westland District Council rate payers

Method of engagement

- Stakeholder Facilitated Workshops
- Have your say (online engagement via WDC website)
- Drop-in session
- Print format Questionnaire

Consultation & Engagement to date …

- Long Term Plan
- WDC discussions with current land users
- RSL - Sports groups engagement and report
- Te Tai o Poutini Plan (TTPP)

Engagement Content
Sharing information

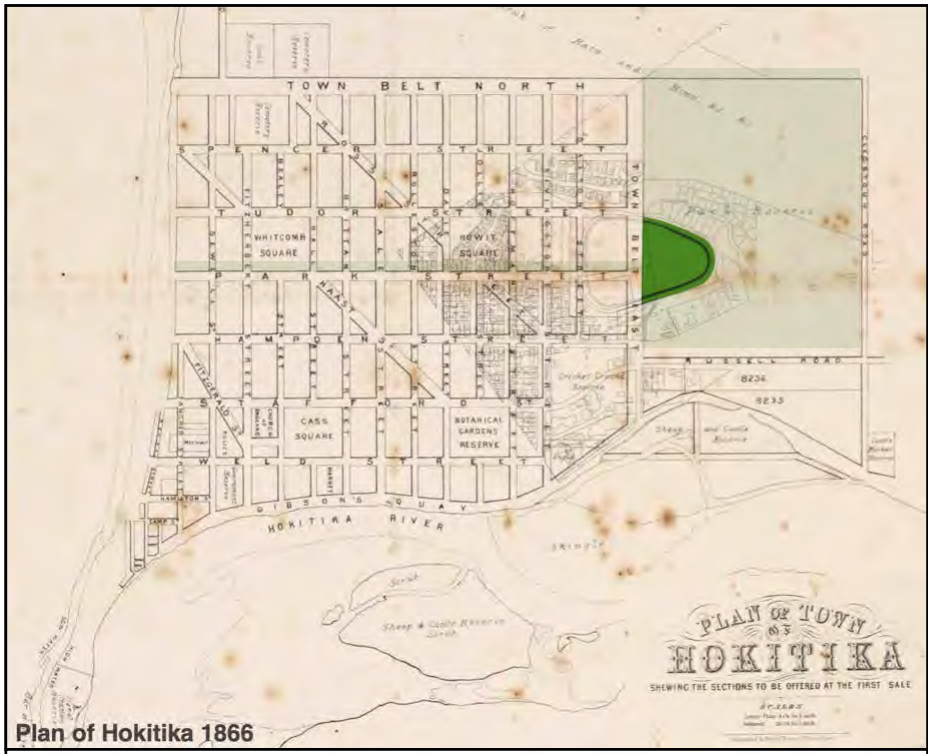
a). WDC ownership and possible development intention

- Land sale from racecourse to WDC
- Long Term Plan
- Infrastructure Acceleration Fund
- EOI /RFP for potential development partner

Engagement Content
Sharing information

b). Land use (historic and current)

- Original/historic zoning
- Existing structures
- Current users



Plan of Hokitika 1866

Engagement Content
Sharing information

c). Land use (proposed)

- Housing
- Recreational
- Community / commercial spaces
- Linkages

PROPOSED LAND USE 2022

MIXED USE CONCEPT 2022

Engagement Content
Sharing information

d). Future Vision for Hokitika

Current statistical forecast

- Aging population
- Declining population

Engagement Content
Seeking information

a). Balance of Residential vs Recreational

b). Extension of Park Road to Town Belt East

c). Utilisation and Integration of Existing Assets (buildings)

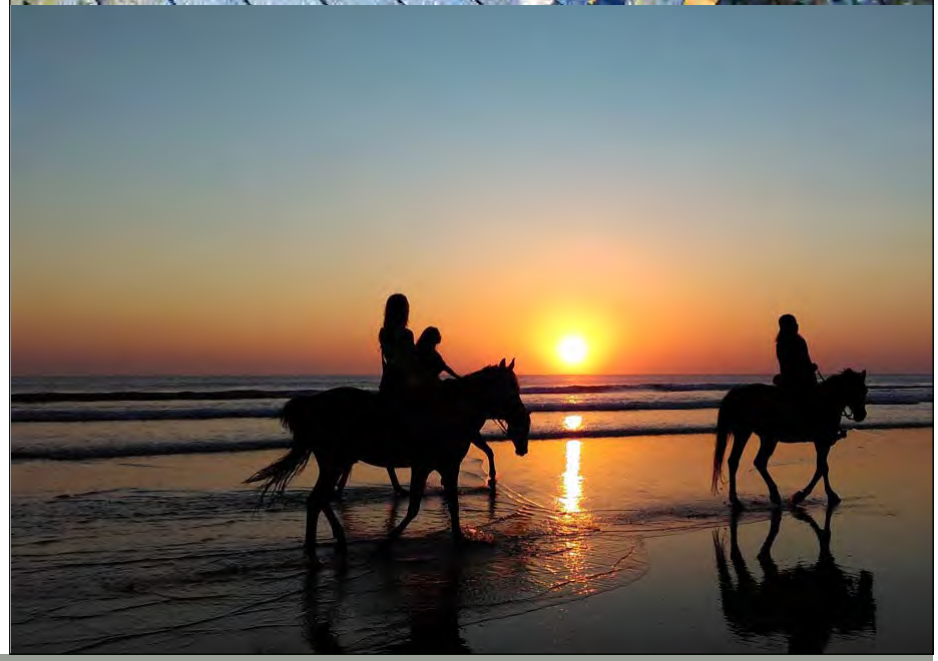
d). Types of Residential Dwellings

Engagement Content
Seeking information

Future Vision for Hokitika

Changing the forecast

- Who do you want to live here
- The proposed development is an opportunity (to retain and attract people)



The Call to Engage

- Direct invite via existing channels
- WDC Website
- WDC social media channels
- Full Page Newspaper advertisement

Post Engagement

Written report

- findings (collated data)
- recommendations
- presentation to WDC

TIMELINE

DATE/ TIMING	ACTIVITY
27/4/23	Council meeting
Early May	Early Awareness email to key stakeholders
Early May	Social Media
Early May	Media Release + full page print advert
Mid May	Workshop - Stakeholder group 1 - users/LTP submitters
Mid May	Workshop - Stakeholder group 1 - Neighbours and affected residents
Mid May - Early June	Have your say online (WDC Website) and Print questionnaire at WDC locations.
Early June	Drop in
Late June	Report to Council

Council Feedback

- Is the Content Correct?
- Have we got the timeline and activity correct?
- Are there any key questions or concerns?

Appendix 2 Community Engagement Survey

Hokitika Racecourse Future Use

SURVEY

June 2023

Introduction

Westland District Council (WDC) are seeking the views of the Westland community on the potential future use of the former Hokitika Racecourse site.

To enable the successful application for funding through the Infrastructure Acceleration Fund (IAF), from central government, preliminary plans have been developed to inform the potential need (including the size and quantity) of roading and 3 waters, (drinking water, wastewater and stormwater) infrastructure, to service any potential development of residential dwellings,

To help you to respond to this survey with informed and considered answers, it is strongly recommended that you read the **project page on the Westland District Council website**.

Name* _____

Email* _____

Address * _____

Phone number * _____

Organisation _____

I attended a stakeholder session

☐ Yes (please indicate which session you attended) ☐ No

☐ Wednesday 17 May 2023 ☐ Thursday 18 May 2023 ☐ Both

I attended the drop in session on Saturday 10 June 2023

☐ Yes (please indicate the drop in session you attended) ☐ No

I have read the project information on the Westland District Council Website https://www.westlanddc.govt.nz/your-council/key-projects/hokitika-racecourse-development/

☐ Yes ☐ No

*Required information

Please note: submissions will be publicly available on the council's website, through inclusion in the council agendas, and/or retrievable by request under the Local Government Official Information and Meetings Act 1987. Contact details will be redacted under the Privacy Act 2020.

This survey has been arranged in the following sections

1. - Integration and utilisation of buildings and land areas
2. - Residential, Recreational and Community/Commercial spaces.
3. - Types of Residential Dwellings.
4. - Park Street Extension

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1. Integration and Utilisation of Buildings and Land Areas

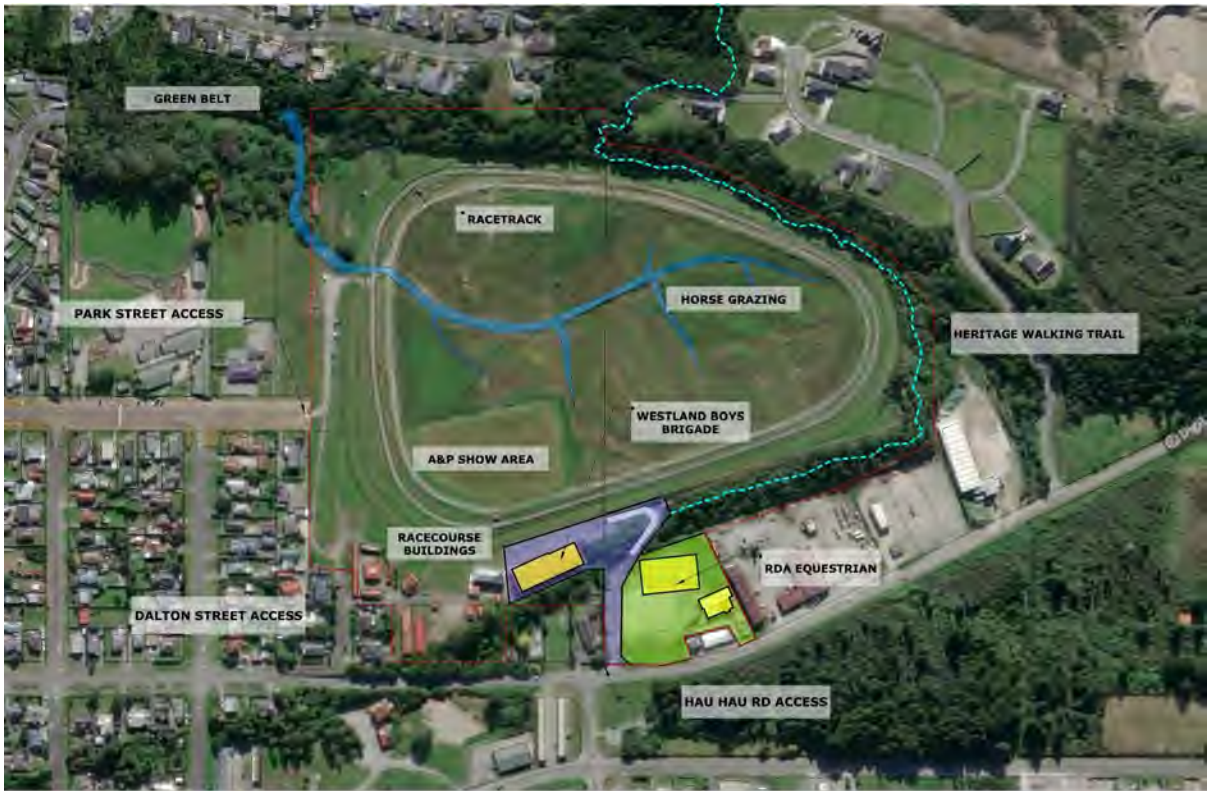

Figure 1.

Statement 1.

The former racecourse site has many existing buildings and land area uses that include:

- * Boys Brigade Hall
- * Riding for the Disabled (RDA) facilities
- Racetrack and *horse grazing paddocks
- *A&P Show / events areas
- Reserve and green belt (including Heritage Walking Trail)
- Racecourse buildings (no longer in use)

* Organisations that have leases and/or usage agreements in place with Westland District Council.

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Question 1.1

Are there other buildings or land areas **that are currently in use / exist** that you believe need to be added to the above list?

☐ Yes (please list / comment) ☐ No

Question 1.2.

Using the list of existing buildings and land areas (including any that you have added). What do you believe Westland District Council needs to consider in any plans for potential future development?

☐ Boys Brigade Hall

Comment

☐ Riding for the Disabled (RDA) facilities

Comment

☐ Racetrack and horse grazing paddocks

Comment

☐ A&P Show / events areas

Comment

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☐ Reserve and green belt (including Heritage Walking Trail)

Comment

☐ Racecourse buildings (no longer in use)

☐ Other (include any that you have added to the list).

Comment

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2. Residential, Recreational and Community/Commercial spaces

Figure 2.

Land Use (proposed, as per Figure 2.)

Zoning	Proposed Use	Zoning	Proposed Use
SuperLot 1 Residential mixed use	Pensioner housing	SuperLot 2 Residential mixed use	Affordable housing
SuperLot 3 Residential mixed use	Community / commercial	Recreation Rural	Recreational development
Arterial Road 1 Residential mixed use	Park Street extension	A2 Residential mixed use	Connecting road / services
A3 Existing roadway	Hill Rd (existing)		

Statement 2.

To enable funding from central government, preliminary plans have been developed to inform the need (including the size and quantity) of roading, water and wastewater infrastructure to service any potential future development.

Figure 2. shows a potential arrangement of additional roading, residential superlots, recreational areas, and community / commercial spaces.

This plan adheres to and takes into consideration current and proposed future zoning, and incorporates use by the Boys Brigade and Riding for the Disabled (RDA) as lease holders.

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Question 2.

Using Figure 2 as reference, including the existing zoning and leaseholder areas, do you consider that the balance of Land Use is about right?

On the scale below, circle the number that reflects your opinion about the proposed land use.

No Not Sure Yes *[circle / click on number]*

1 2 3 4 5 6 7 8 9 10

Comment:

3: Types of Residential Dwellings

Statement 3.

The areas for potential development indicated in *Figure 2*. have been designed to support roading, water and wastewater infrastructure to service between 110 and 170 residential sites .

If WDC progresses with plans for any potential future development, they will inform any property developers of the terms and conditions they must agree to, before they are able to purchase and develop the land. This includes defining the number and types of residential dwellings they must build within the residentially zoned areas.

The following dwelling types are being considered for potential future plans.

Dwelling Type Definitions:

- **Pensioner Housing** is housing designed specifically for people over the age of retirement.
- **Affordable Homes** are homes within a set price range. For Hokitika, as a Tier Three Urban Environment (central government set standard), this is set at $500,000.
- **Market Driven Housing** is housing that is priced at market value and fluctuates in price and value as the market dictates.
- **Medium Density Housing** is housing that is built on a smaller lot (section) size than traditional single-family homes. This type of housing can include townhouses, apartments, and duplexes.

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Question 3.

Do you support the following type of residential dwellings being developed within the residential zones indicated in Figure 2?

3a. Pensioner Housing.

☐ Yes ☐ Maybe ☐ No

3b. Affordable Homes

☐ Yes ☐ Maybe ☐ No

3c. Market Driven Housing.

☐ Yes ☐ Maybe ☐ No

3d. Medium Density Housing.

☐ Yes ☐ Maybe ☐ No

Comment:

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4: Park Street Extension

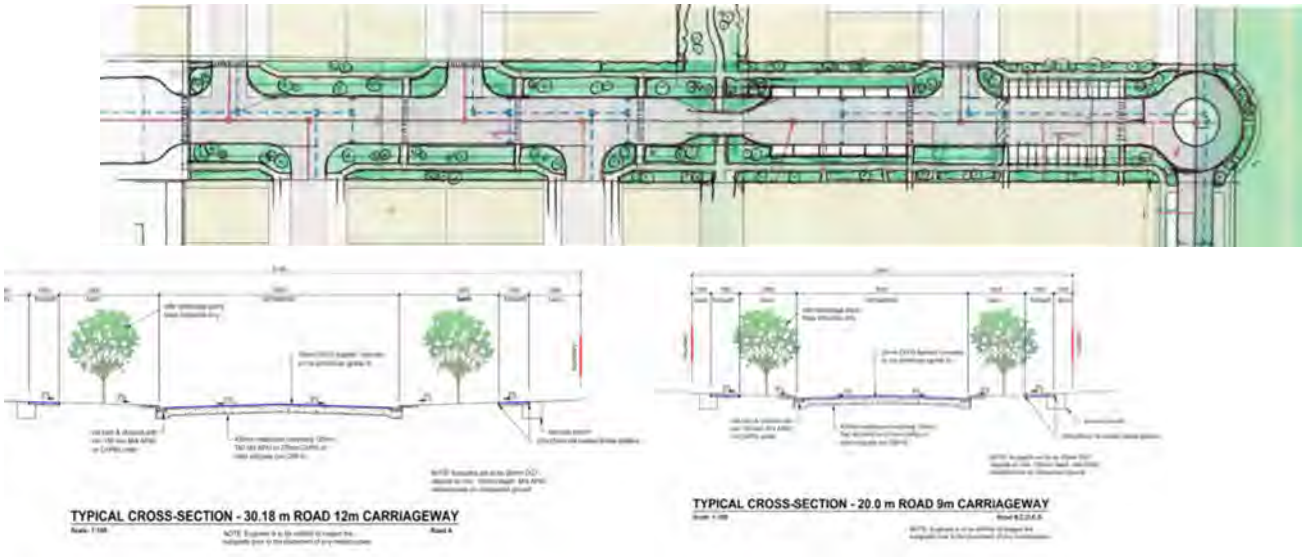

Figure 3.

Statement 4

Within the map shown in *Figure 2*, labelled ARTERIAL ROAD A1, Park Street has been extended to go through the residential areas into the recreational area. There are many purposes that this new roadway will serve, and features that can be included, to make the best use of the potential development. *Figure 3* shows some examples of features that may be added to new roadways.

Question 4.

Considering *Figure 2* and *Figure 3* and other roadways you have seen in other locations, what features do you believe would enhance the usage of a potential extension of Park Street?

4a. Road, berm, and footpath widths.

You may wish to consider the width of the existing section of Park Street and indicate whether you would like a potential extension to be the same width, narrower or wider. You may also want to reference other streets or roads as examples.

Comment:

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4b. Footpaths, pavement, cycleways, horse tracks etc.

You may wish to consider the surface materials used, routes these may follow before and after the proposed extension of Park Street.

Comment:

4c. Landscaping, trees, pavement/street finishes, street furniture, lighting etc.

Consider hedges and shrubs, flowers and fruit, cobblestones and concrete, solar and LEDs, art works and any number of other design aspects.

Comment:

4d. Car Parking - parallel, angled, square to road, time limited, residential only, limited area along roadway, bollards for events and recreational users, etc.

Comment:

4e. Traffic management.

Stop / Give Way signs, roundabouts, speed humps, lower speed limit, pedestrian crossings, one way sections of roadway, combined use, etc.

Comment:

4f. Additional

Please add any features that have not been covered in the above, that you would like to be considered.

Comment:

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5: Additional comments

Are there any additional general comments you would like to add, to assist in the Westland District Council's consideration of any potential future development of the former racecourse site?

Comment:

More pages can be attached if necessary

Thank you for taking the time to complete this survey. Your contribution assists Westland District Council in understanding the community's views on the potential future development of the former Hokitika Racecourse site.

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Appendix 3 LTP Submissions

WDC LTP
Racecourse Responses

Regarding the Hokitika Racecourse I would like to see it grown into a hub for equestrian activities for the future. I use the sand track often for preparing my horses for sale and have been to many horse and A & P shows. I would use it more if there were facilities for schooling, even if I had to pay for it. I'd love to be able to lease a small paddock or large yard on a short term basis to bring a horse for intensive work and schooling, and I'd happily bring my own feed and hay. I think the suggestion to sell off portions of it are short sighted and could render it too small to function as a multi use site, at present there are enough spaces on the periphery to cater for other sporting, event, leisure and entertainment activities. In short I would like to see the racecourse continue it's traditional association with horses but grow into something more inclusive of the horse riding public, and the public in general.
I would like to see the racecourse be retained for RDA grazing. As a parent of a child who attends RDA twice weekly I would hate to see the paddocks become no longer available and potentially affect the RDA service. This is such an important service for our community and should be supported so they can keep providing it for many years to come.
Allow the RDA to continue using the grazing at the Racetrack. This organization is very important to the community and they really rely on the grazing for their horses.
Hokitika Racecourse I think it is extremely important that the racecourse is kept as an equestrian facility for all riders on the West Coast and not just in the closer Hokitika area. I use of track both the sand track and the grass track – I use this track approximately on a weekly basis during the summer to get my horse fit for endurance riding. I compete up to 40km at the moment but hope to be back up to the longer rides in the future. As stated, I use the track to prepare my horse(s) for endurance riding. It is important that I be able to do not only distance work with my horses for fitness (walking and trotting long kiliometers), but also faster work to increase their fitness. This track is invaluable for doing both, but especially the canter work as it is increasingly difficult to find areas to do long canters in as it is hard to find farmers that are willing to let horse riders use their farms and also there is the problem of frequent gates to open when farm riding is found (and the farmers don't really want their pasture depleted by creating our own racetrack around the edges understandably). In the distant past I used to do this canter work along the sides of the roads, but with increased traffic making it an unsafe environment, and roadside verges being graded and tarsealed for bike riders thereby increasing the concussion on horses legs), this is now not an option. Forestry roads are being locked up with gates, and also they are usually so hard that anything faster than a trot increases the concussion on horses legs also, and riding on the beach is reliant on the tides and how stoney the beach is at the time (not so bad if you don't work and are able to go to the beach at any given time, but a lot of people are working 8am-5pm so this cuts out of lot of availability with tides). There is also the issue that this is the only racetrack that is really available to use in the area. I travel from Greymouth to use it as in the past I have approached Omoto Racecourse but they flatly refused to let anyone who wasn't a racehorse trainer use their track. Kumara have let me use their inside track, but they don't have a sand inside track, the only one is the ambulance track, which is very hard. Hokitika racecourse has an ideal inside sand track that isn't way to soft or extremely hard. There is also the beautiful grass track that has recently been made available to use which is absolutely perfect and should only be allowed to be used in spells of fine weather. All these racecourses are great safe areas for horse folk to ride in as they are full enclosed, away from traffic, and able to offer the ability for riders to do long distances and/or faster distances, but 95% of the time they are left unused until the one or two races held a year on them (but obviously not the Hokitika one at the moment). I am also not the only horse rider in the area that uses the racetrack for the above purpose. I would be more than happy to pay a yearly fee to whoever is overseeing the use of the Hokitika racecourse for part of the upkeep of it. Perhaps a once a year fee due on a certain date, and then a padlock pin pad could be changed yearly? Maybe there is also an opportunity for the racetrack to hold one or two actual local races for non-thoroughbred type horses, something like the Rapahoe races was years ago. A race such as for under 16 year olds/ponies/horses with draft breeding/Standardbreds etc. Something along those lines. A fun day only open for West Coast riders? Entry fees could be charged which could go towards the upkeep of the track? It could attract local people as spectators? No betting, just a fun day out. Could something like that be held in conjunction with the Wild Foods Festival to attract tourists as well? I also understand the grazing and track is used for the local RDA. It is extremely important that they have close grazing for their horses so that they can maintain the valuable service they provide for the West Coast people/children who use this service. How much more money will they have to come up with if they have to find grazing further afield and also transport horses back and forth each day they are operating?

I am an regular user of the Hokitika Racecourse and see the area lending itself to multiple uses and users.I emailed a request to Council for the list of Hokitika Racecourse key stakeholders and had a reply stating under the Information Act I can be waiting up to 20 days. So, I hope the Hokitika Racecourse key stakeholders mentioned in the Draft Long Term Plan 2021-2031, include the daily users, the walkers, dog walkers, runners, equestrians – recreational and professionals, the primary school, A&P Show Organisers, West Coast Riding for the Disabled – coaches, volunteers, riders, riders parents and caregivers.

For Council to achieve a strong, resilient community by building social and cultural activities that support members of the community, they need to work in with the activities and programmes that are already in place at the Hokitika Racecourse. Just expand on what is already being used and done.

Currently the Hokitika Racecourse is used for active and passive recreation, horse grazing and equestrian activities, school cross country and a weekly dog park. There are three tracks around the Racecourse which allow an easy flat walk for the general public and a safe secure horse riding facility.

West Coast Riding for the Disabled (RDA) uses the Hokitika Racecourse on a daily basis. They have 80 registered riders who come from Runanga, Cobden, Greymouth, Ross, Kaniere, local schools and Idea Services. RDA contributes to the health and well-being of residents and promotes community engagement. West Coast RDA is the only facility on the West Coast that provides this (at the time of writing Westport RDA is not operational). Currently the Hokitika Racecourse is used for grazing the horses that belong to RDA – it is close to their riding facility and it is a safe environment for them to move between. With the increase in heavy vehicle activity around the Town Belt Road and the speed of those using Hau Hau Road, the Racecourse provides a safe riding area for the riders, horses and their volunteers.

To retain and preserve the Equestrian heritage of Westland, then the Category 1 Totalisator Building needs to remain insitu. The building currently has structural damage to it's support poles – I hope this is going to be remedied soon as it is putting the entire roof and building at risk.

It is agreed there needs to be larger event areas in Hokitika, but it has to be multi purpose. The Westland A&P Show has been crammed between deteriorating stables, multiple fences, equipment vehicles and horse floats. The horse show jumping rings are too big for the one paddock. There needs to be better access, more space for amusement park rides, food stalls, the dog show/parade ring, wood chopping and the horse show jumping rings. Parking for the organisers and public need addressing too.

There is a new sports facility just down the road from the Hokitika Racecourse - the covered courts at Westland High School. Sadly the structure only benefit a small number of sports - not nearly the number that was originally promised before the build. It is not suitable for multiple activities. The students can not use it to shelter from the weather while eating their lunch nor can it be used for school events like the July Matariki festival, as the surface is not durable enough for general use.

In the Westland District Council 2018-2028 Long term plan there is mention of $10,200 under the Reserves for the Hokitika dog park. And in the current draft plan it says this project has been carried over. Well, currently the Hokitika Racecourse birdcage is used as a dog park. Car parking space is good for owners, dogs are able to be off the lead and in a controlled and fully fenced area. This presently allows dogs and their owners a safe environment.

Please consider using Park Street end to develop any residential properties, the Dalton and Hampden Street intersection will be terrible with more traffic exiting.

And if the Council really “want to ensure that we can successfully share Westland’s stories and heritage”, then don’t let the Hokitika Racecourse loose it’s identity like the Blue Spur Racecourse did.

Thank you.

Bobbie Kincaid
Resident
Local Business Owner
Community Volunteer.

Hokitika Racecourse feedback:
I'd like to see the Racecourse be continued to be available for equestrian use as it is now. The sand track is a wonderful facility for all equestrian riders to use, it is very useful for training purposes in a safe/fully fenced area. And use of the A&P Show grounds is great for shows, as this is currently the only place where shows are held in Hokitika itself. It is of great use and benefit to the local RDA (I'm a past volunteer) as riders would get to hack out the horses out in an open area away from the arena. Many of these riders loved riding up there and it would often be their first choice on where to go riding.

I think the Racecourse benefits the community greatly in that RDA is able to be run so close to town with the horses grazing there. This is such an amazing therapeutic procedure for riders of all ages, and it helped teach me all about working with riders, in a team and horse handling. Which has brought me alot of joy and taught me incredible amounts of passion and patience. So I'd love to see this continue to happen in the future.

I am wishing to put my submission is to help keep the Hokitika Racecourse as an equestrian area. The following has been documented by Fiona Anderson which I completely agree with and couldnt have said it better.

I disagree with the plan to spend $2,317,000 dollars on drainage and demolition at the Hokitika Racecourse in years 1-3 and spending $2,076,000 on creating an Event Zone and preparation of Medium Density Housing in years 3-6.

Council has said they will create a concept plan for the space in full consultation with community and stakeholders to determine future uses of the land and this needs to occur before committing to spending millions of dollars the above projects. This land was gifted to the people of Hokitika in the 1880s as a reserve for the community and therefore I oppose selling parts of it off to fund a housing development.
Parks and reserves make a significant contribution to the community's health and physical and social wellbeing, through offering space for physical exercise and recreation as part of a healthy lifestyle and chances to socialise and participate in sport collectively.

The racecourse as it currently exists is used by many people as a safe area to meet and exercise dogs and to walk. The attraction of this area is that it provides a pleasant 1.2km all weather loop track with good footing that is free from vehicle traffic. Many older people use the area for walking.

The racecourse is also widely used by members of the equestrian community and the West Coast RDA for both grazing, riding on the all-weather track and for equestrian events. Mostly the participants in these equestrian pursuits, including the teenagers that volunteer at the RDA and the riding lesson children and the grazers and the casual users of the racecourse are women and girls. Sport NZ has identified clear inequalities for women and girls in participation, involvement and visibility within sport and active recreation. Horse riding has a high female participation rate at all ages and is the third ranked sport for girls 5- 17 years old. I note that most of the council managed recreational sporting areas are rugby fields which largely cater to males.

It is also essential that the Hokitika Racecourse retains grazing and riding areas for the 8 -10 ponies that work at West Coast RDA, catering for the 80 disabled and disadvantaged children and adults who attend from all over the West Coast. Horse riding is great physical therapy; the swinging, repetitive motion improves balance, coordination, strength and muscle tone while gently mobilizing the joints. It allows many to enjoy the outdoor environment in a way that would otherwise be denied them.

It would be great if the council could include the horse-riding community in any decisions it makes on the future of the Hokitika Racecourse.

West Coast Equestrian Advocacy Group wish to submit the following to Westland District Council long term plan
 Include equestrian users in planning considerations when designing trails around the district.
 Change WDC's wording of scenic trails away from calling them Cycleways. Suggest using
terminology of multiuse path, as a starting point of planning, to ensure Cycling and Walking
tracks include Bridleway wherever possible. Make this a starting point of all pathway design.

 Add more signage to the Westland sections of the West Coast Wilderness Trail, to ensure all users are aware they may encounter horses on the trail, and to clearly state the requirements on all users. Eg, who gives way, pick up all droppings and rubbish.

Equestrians in the district have already lost many of their traditional riding trails, and have been overlooked when planning new trails. While we applaud the Westland District council for allowing equestrians on their section of the West Coast Wilderness Trail, we feel that increasing awareness would ensure all trail users are aware of their responsibilities, and what other users they may encounter.
 We disagree with the planned spending on changes to the Hokitika Racecourse.
We feel there needs to be more consultation and discussion before committing to any significant spending. The all-weather track provides many current benefits, not just to the equestrian community. There is no reason we cannot use this space to create an excellent multi use space, without losing any of the benefits we currently enjoy. Consultation with relevant equestrian groups, including the RDA, Pony Clubs, Riding Clubs, and the Equestrian Advocacy Group would be greatly appreciated. Safe equestrian spaces have been slowly eroding over time as more and more developments exclude them. In most cases, equestrians are more than happy to share their spaces, so creating a multi-use space, with clear details on who can use, and when, would mean we can all enjoy the open space, and potentially host events and competitions.

Thank you for your time, I am happy to be contacted in relation to this submission.
Cindie Uddstrom 021 599 166
On behalf of West Coast Equestrian Advocacy Group, part of the New Zealand Equestrian Advocacy Network.

Please add the following to my submission. " In the interest of both safety and encouraging walking and cycling, it would be good to develop the current rough slippery track linking Pine Tree Road to Hau Hau Road, and thus Brickfield Road. This would provide an alternative route to town for pedestrians and cyclists, as Hau Hau Road has sharp turns which can be a problem for motorists trying to pass cyclists, and means walkers have to stand in the ditch sometimes. The whole Blue Spur area is used by cyclists- both the Heritage trail and route through to Cement Lead Road, as well as the bike trails in the forestry. Opening up this short track would allow them to connect to the cycle trail" Thank you Clare Backes
The Hokitika Racecourse redevelopment proposal asks for community feedback. I agree that it would be beneficial to allow some of the land to be sold for housing development to fund development of the balance into a useful community facility. I feel it is important to retain some equestrian facilities at the racecourse as there is no-where else in Hokitika for this. RDA is an important community group that needs to retain space for its therapy work and riding lessons and also facilities to keep its horses. Other equestrian users would also value keeping part of the track to provide a space to exercise horses and an all weather or well drained surface suitable for dressage and other riding practice would help support this sport in our area. I do also think it would be beneficial to allow for walking/running and cycling activities at the racecourse to make exercise more enjoyable in pleasant and safe environment.
If you are a Westland resident please put in a submission this morning before 11am on the Long term Plan and future of the Hokitika racecourse. I have copied mine below - feel free to use. I disagree with the plan to spend $2,317,000 dollars on drainage and demolition at the Hokitika Racecourse in years 1-3 and spending $2,076,000 on creating an Event Zone and preparation of Medium Density Housing in years 3-6. Council has said they will create a concept plan for the space in full consultation with community and stakeholders to determine future uses of the land and this needs to occur before committing to spending millions of dollars the above projects. This land was gifted to the people of Hokitika in the 1880s as a reserve for the community and therefore I oppose selling parts of it off to fund a housing development. Parks and reserves make a significant contribution to the community's health and physical and social wellbeing, through offering space for physical exercise and recreation as part of a healthy lifestyle and chances to socialise and participate in sport collectively. The racecourse as it currently exists is used by many people as a safe area to meet and exercise dogs and to walk. The attraction of this area is that it provides a pleasant 1.2km all weather loop track with good footing that is free from vehicle traffic. Many older people use the area for walking. The racecourse is also widely used by members of the equestrian community and the West Coast RDA for both grazing, riding on the all-weather track and for equestrian events. Mostly the participants in these equestrian pursuits, including the teenagers that volunteer at the RDA and the riding lesson children and the grazers and the casual users of the racecourse are women and girls. Sport NZ has identified clear inequalities for women and girls in participation, involvement and visibility within sport and active recreation. Horse riding has a high female participation rate at all ages and is the third ranked sport for girls 5- 17 years old. I note that most of the council managed recreational sporting areas are rugby fields which largely cater to males. It is also essential that the Hokitika Racecourse retains grazing and riding areas for the 8 -10 ponies that work at West Coast RDA, catering for the 80 disabled and disadvantaged children and adults who attend from all over the West Coast. Horse riding is great physical therapy; the swinging, repetitive motion improves balance, coordination, strength and muscle tone while gently mobilizing the joints. It allows many to enjoy the outdoor environment in a way that would otherwise be denied them. It would be great if the council could include the horse-riding community in any decisions it makes on the future of the Hokitika Racecourse.
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Hokitika Racecourse: Community Park and move things like wild foods festival there. Raze old structures that are probably earthquake prone. Include ample prepared grassed area for large event parking. Events should pay true cost of using the space.
Racecourse Development: I would question whether the community even wants or needs it . I would suggest keeping it in the back pocket for now and possibly subdivide it for residential housing in the future if required.
Hokitika R/Course. WDC is not a developer and ratepayers do not need to carry the cost and uncertainty of residential land development. Set aside RDA grazing and sell the remainder. If WDC goes ahead with the proposal make all tenders public - not only to Westland Holdings - so the competitive commercial value is realised. Cass Square. WDC is already supporting the Hokitika Sports Centre - why duplicate spending into Cass Square as well, especially and at a time when many in the district are struggling. Be realistic.
Hokitika Racecourse development – working with the community, especially Riding for the Disabled, Boys Brigade, local schools, those who use the Heritage Trail around the racecourse and the wider community interested in any current or potential use of the site, is essential to develop and agree plans for this important site and asset for our community. I would like to see plenty of grazing and space retained for the RDA horses and activities, including safe riding areas for everyone in the equestrian community.
Racecourse upgrade: Before any money is invested in the racecourse, we need to develop a clear picture of what the community want to do with this space. The LTP states that drainage improvements, estimated to cost $1 million, would be required regardless of future use. I would challenge that: if the future use would be to develop a green space with recreation facilities, horse grazing and a wetland, no drainage works would be required. I also wonder if the racecourse area should be considered as location for the new waste water treatment and disposal plant, as the community has decided (and it is necessary because of erosion and future sea level rise) to move these facilities inland away from the sea.

I disagree with the plan to spend $2,317,000 dollars on drainage and demolition at the Hokitika Racecourse in years 1-3 and spending $2,076,000 on creating an Event Zone and preparation of Medium Density Housing in years 3-6. Council has said they will create a concept plan for the space in full consultation with community and stakeholders to determine future uses of the land and this needs to occur before committing to spending millions of dollars the above projects. This land was gifted to the people of Hokitika in the 1880s as a reserve for the community and therefore I oppose selling parts of it off to fund a housing development. Parks and reserves make a significant contribution to the community's health and physical and social wellbeing, through offering space for physical exercise and recreation as part of a healthy lifestyle and chances to socialise and participate in sport collectively. The racecourse as it currently exists is used by many people as a safe area to meet and exercise dogs and to walk. The attraction of this area is that it provides a pleasant 1.2km all weather loop track with good footing that is free from vehicle traffic. Many older people use the area for walking. The racecourse is also widely used by members of the equestrian community and the West Coast RDA for both grazing, riding on the all-weather track and for equestrian events. Mostly the participants in these equestrian pursuits, including the teenagers that volunteer at the RDA and the riding lesson children and the grazers and the casual users of the racecourse are women and girls. Sport NZ has identified clear inequalities for women and girls in participation, involvement and visibility within sport and active recreation. Horse riding has a high female participation rate at all ages and is the third ranked sport for girls 5- 17 years old. I note that most of the council managed recreational sporting areas are rugby fields which largely cater to males. It is also essential that the Hokitika Racecourse retains grazing and riding areas for the 8 -10 ponies that work at West Coast RDA, catering for the 80 disabled and disadvantaged children and adults who attend from all over the West Coast. Horse riding is great physical therapy; the swinging, repetitive motion improves balance, coordination, strength and muscle tone while gently mobilizing the joints. It allows many to enjoy the outdoor environment in a way that would otherwise be denied them. It would be great if the council could include the horse-riding community in any decisions it makes on the future of the Hokitika Racecourse. It is mindful to note that half of the member base of the successful Greymouth Pony Club are riders who are based in Hokitika. These riders are not rich or elitist but average people who make sacrifices to ride. Some have little or no access to any other form of grazing and even though the racecourse is wet and poor grazing it is the only option available to many. Without it most if not all could not keep their horse or pony.
We write in support of West Coast Riding for the Disabled. This worthy organisation provides weekly therapeutic sessions for a wide section of the disabled community on the West Coast. Currently RDA horses have grazing on the Hokitika Racecourse, an ideal spot adjacent to the RDA arena and proposed covered arena. The track itself provides a safe area to exercize horses and for students to practise their equine skills, free from roads and traffic. I believe access to grazing and to the racecourse is essential for the ongoing good work of leaders and volunteers. Jeanette and John Oliver Paroa
Acknowledge that major user group of the Hokitika Racecourse is the equestrian community, horse riders. I wish to see the Hokitika Racecourse retained as a space for use by horse riders. The horse riding community that uses the Racecourse is a broad cross section of the community, from young children on small ponies, to friends out for a safe ride, to older riders enjoying the space, to teenagers and adults training their horse either in skills or fitness. The Racecourse presents a safe space for riding unlike anywhere else in Hokitika, The Racecourse to a rider means no traffic, no tide, no motorbikes, even terrain, good track underfoot. More than just retaining the Racecourse, I wish to see some development of the space. The tracks (be it the sand and the grass tracks) are used extensively and constantly by numerous riders for many different reasons. As well as this as a community we need a permanent dressage arena in Hokitika for the purposes of training. This would require a good solid flat piece of ground 50m x 40m with a surface that withstands the rigours of our climate, and horse use. Westland riders often front up to events in Canterbury and around the South Island to compete in dressage without the basic capacity to have practiced their dressage test in an actual dressage arena before having to perform in front of two judges. This is a ridiculous situation and puts our riders at a major disadvantage. Westland High School now enters a team in the Secondary Schools Eventing competition each year who go over to compete in Christchurch on horses who have not had the basic training in a dressage arena. The Racecourse is the perfect place to put this, alongside the track area which gives a good fitness training option in almost all weather. State that no decisions will be made about Racecourse future until the local equestrian community has been invited into the conversation and their responses have been considered.

My comments are primarily in regard to the Hokitika Racecourse proposal. Firstly, I note that the consultation document provides no note of the existing uses or users of the site - namely the Hokitika RDA, the Boys Brigade, Westland A and P and the wider equestrian community. The wider Racecourse area is an important area for Hokitika equestrians and the West Coast Riding for Disabled who utilise the area for grazing, horse exercise on the enclosed and all weather track, practice area for dressage and showjumping, and competition. Having a safe and suitable area for the RDA to continue its operations in Hokitika is important. Ideally, the RDA would be able to operate on a "one site basis", where equestrian activiites and the functions of RDA can be contained - within the one site. This removes a good deal of risk from interaction between horses, traffic and the general public and provides for the safety of clients. The all weather loop track is much valued by equestrians as it provides a safe and enclosed area on which to train horses free from traffic and other incompatible uses. It is useful to be able to move at speed (for fitness and training purposes) on this loop track, with good visibility on a consistent surface, without worrying about bikes or walkers. It would be a real shame to lose this facility, or for the all weather track to become available for other users. I think it is possible (if better drainage of the area is realised) to have a multi purpose events centre in the area, where the A and P show, equestrian competitions and events (such as Wildfoods) could be run, alongside grazing and operations for RDA. Noting venues such as Mystery Creek in Hamilton and the Christchurch Showgrounds, where the Christchurch RDA is based are examples of where this works in practice. In regards to establishing medium density housing in this area to fund the development - I don't see how a decent events centre, the West Coast RDA, green space for general recreation and equestrian use can be "fit" on this site compatibly. I also question why council should develop land commercially in this manner when private land is available for this use. Also, this end of town is pleasant because of the abundant open space, and developing more housing will detract from the nature of this area. Kind regards Jose Watson
I think that the Council should consider Social housing not just for the Elderly. It is a social good for our community.
Racecourse expenditure should be deferred 4 to 5 years, and the true hectares presented.
Hokitika Race Course Development. The plan sets aside considerable sums for the development of the land that was our race course. There has yet to be any public consultation on such developments and before agreeing to set aside such funds the public should be given some idea of what is being proposed. The area concerned is currently used by Riding for the Disabled group. This group provides a great community service and it is important that their needs for grazing and riding areas are catered for. Consultation is urgently required before this is progressed.
My following comments are to do with the Hokitika Racecourse proposal: The westland equestrian community use this area extensively and as a rider with a daughter that also rides i feel it is important to include the equstrian commmunity and their needs when setting out this propposal. I have been involved with many various horse related activities at this site since i was a child. In fact i spent very much time as a child here dealing with horses. There are numerous sites around Hokitika catering for different sporting needs around the westland district, but VERY little that cater for horse riding. Especially that are safe to ride. In other areas you would have designated areas/bridle trials etc. And when i was a child it was alot more user friendly to ride the roads etc but so much has changed and it is not very safe to do so anymore. I feel that the racecourse is a long standing equine venue for various activities i.e the annual Westland A&P show and the annual Westland Spring show and there is a need to see this reflected in the consutation process for the racecourse. The Hokita RDA offers a range of riders and the wider community many opportunities and a site that could be utilsed in conjunction with the RDA would widely benefit the horse community. There is definate need to sort drainage up at the racecourse and the idea of a multi-purpose events area to include equine usage is what i would like to see considered and a equine group or representative be included in the proposal process. Thank you
I think the efforts put into Cass Square and the racecourse are a good idea.

My son along with many of his friends in his community and people in the wider community don't have much to do but currently take full advantage of having RDA in Hokitika. They absolutely love heading down to Hokitika to ride the horses and engage with the awesome supporters and volunteers: Hi, can you please consider the following. RDA is a valuable community organisation - providing therapeutic horse riding sessions to a part of our community who don't have a lot of therapy options, who don't have access to as many sporting and recreational opportunities, and for whom RDA is an important part of their week. Also it would be appropriate to retain some good, safe riding areas for everyone in the equestrian community - Horses have been an historic part of this area for over 100 years! There is a lot of land at the racecourse, and this needn't preclude other activities happening there also.
The current long term plan draft gives no indication as to why previously consulted and agreed timing for upgrades, at Livingston and Hoffman Streets, which are now overdue in line with 2018-2028 long term plan, have been justified. In fact Hoffman Street works appear to have disappeared completely from the 2022-2031 draft long term plan. The MWH (now Stantec) report of November 2015 identified the levels of service for Livingstone and Hoffman Streets equate to a less than 1 in 2 years event. Tancred Street pump station has been upgraded to a 50 years level of service, but to achieve this the report indicates an overland flow path on Tancred Street to a depth of 250 mm is required. Pakiwaitara and the racecourse development are non-essential services, which I support long term, but not at the expense of core infrastructure which gas been previously consulted and agreed upon.
Hokitika Racecourse - Add in provision for putting aside land for new commercial development (shops and offices etc) should relocation to higher ground be required in the future. Or, at least identification of higher ground elsewhere and cinsideration of how to service it with infrastructure.
The racecourse was gifting to the community for recreational use. This is the way it should be. The RDA and horse owners enjoy the benefits and also families out during daily activities with pets and bikes. The race course is not a top concern at the moment to worry about development. Let all the community enjoy the facilities at the race course as there isn't much around anymore. The council has got the land on the corner of pine tree road that they have not as yet developed this into housing. Please use the land that the council has already started to develop and not start another project injecting money we have not got as a community.
I have a 9 year old grandson diagnosed with Autism, since July, 2018. We have been attending RDA, since then and current. The RDA is very therapeutic for his disability needs. He enjoys going to RDA alongside other children, his age from his school (St Patrick's, Greymouth). We need ad much feed as we can for our horses and space. The hokitika race coursr is right next door to RDA. The race course plays a huge role for our horses. We would be very sad and same with our grandson to lose our hokitik race course with no access for our horses. Our grandson (through his parents) are rate payers and help contribute tiwards the Westland district council. Save our Hokitika race course for our RDA horses and our Autistic children.
West Coast Riding for the Disabled (WCRDA) would like to contribute to the discussion on the future of the Hokitika Racecourse. WCRDA currently has in excess of 75 riders from all over the West Coast attending therapeutic riding sessions weekly. Over the 12 years of operation, it has become an integral part of our riders' lives with tangible benefits to them, their whanau/caregivers and the community. Many of our riders experience limited opportunities on the West Coast to access therapy, sport and recreation. The group currently utilises grazing on the Racecourse site and this is important for the efficient operation of our activities at our arena site down the hill on Hau Hau Rd. The expansive area of the Racecourse site also allows us options for rides and horse exercise.As you are aware WCRDA is about to commence the building of a 50m x 30m covered arena at our Hau Hau Rd site and we appreciate Council’s support for this project. We feel it is imperative that we be able to continue the use of the Racecourse for grazing and riding for us to be able to offer an affordable activity for the community. Any fracturing of our activities will affect the viability of our operation. We would like to see as large an area as possible be retained for equestrian purposes in general, thus allowing the equestrian community to share facilities at a convenient location. RDA endorses the following comments that we have received from the equestrian community in regards to future plans for the racecourse. 1. Current A and P grounds are too small for safe equestrian events to be run. 2.The racecourse and RDA grounds are the only publicly accessible area in the Hokitika district where equestrians can exercise their horses in an enclosed facility, the sand track in particular is well valued by people bringing young horses on and training for fitness. 3. If there is to be site sharing, Equestrian needs to have a “closed area” for events, where parking and riding occur in an area which is able to be entirely enclosed and gated. 4. Medium density housing which is proposed for the site may cause problems for equestrian activities - from noise (eg fireworks), loss of size of site, increased traffic to and from site affecting options to “ride out”. 5. Present site includes options for overnighting horses, which is important for horse events. Some yards and capacity to continue to be able to overnight horses needs to be included.

We would like to contribute to the discussion on the future of the Hokitika Racecourse site, with particular regard to West Coast Riding for the Disabled (WCRDA) and other existing users.

Over the last 12 years WCRDA has become an essential part of our community – providing a recreational and educational opportunity for riders from all over the West Coast which they would not otherwise be able to access. This benefits not only them but also their families and caregivers and the wider community in general. It has created employment and also an opportunity for volunteers to contribute.
We feel it is important that WCRDA continue to be able to utilise the grazing and track area in conjunction with the arena area at the bottom of the hill. Being able to have all activities on one site is vital for the viability and efficient operation of WCRDA. These facilities can in turn be shared and utilised by the equestrian community of Hokitika and other organisations such as the A and P association. Sensible development of the racecourse will allow existing users to remain but also create facilities for many other sport and recreation groups.

We ask Council to consider wisely the future use of this site and look forward to seeing the long term plan.

Regards
Pete, Leanne, Natalie and Tom McDonnell

Please use peteandleanne@xtra.co.nz as our email address

To whom it may concern.
I'm writing this letter as a mum who's child goes and needs West Coast RDA.

I drive down from Blaketown every Monday of the school term for my child to go to RDA.
When my child is up on that horse from RDA, he listens to what he has/beening told. He is comfortable, happy and confidence for the hour he is there.
Because he can go to RDA, we have a child who is more balanced for the next 2-3 days.
I have a child who can learn at school for the next couple of days and not say dream. A child who doesn't act out at family or the house.

I believe if you take away the grazing for the horses of RDA then you will not just be affecting the people who run RDA and the amazing horses. You will be putting a lot of pressure on the mental health of children/family's and the already thinly stretched mental health teams on the Westland area as well as the whole west coast.

Thank you for reading.
Rhonda

With regard to use of the racecourse, I can see merit in using a part of it for retirement housing. If the land were offered to one of the Retirement village operators then the DWL might receive some annual rental , or similar arrangements could be negotiated

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Pensioner Housing
We continue to support the provision of pensioner housing, especially as demand is outstripping supply and is predicted to continue to do so for the near future. We appreciate there are limits to how Council can operate its pensioner housing and that this is done on a cost-recovery basis, as no ratepayer funding provided for this activity. We are therefore encouraged to see Council is looking at ways to ensure this type of housing remains available to older people, including kaumātua, within its district. However, we are hesitant about how this can be done and how effective it will be in providing for the most vulnerable of the older population if, as Council suggests, rents will need to be charged at a market rate in the future. This seems to be counter productive to the ethos behind providing housing of this type.

• Race Course Masterplan
A significant open space such as the Hokitika Race Course is a great opportunity for the Westland Council to create a legacy facility for sport, play and active recreation.

In line with the West Coast Spaces and Places and Active Recreation Strategy we support the development of a **Masterplan** for the site. This should consider the short and long term planning for both the Westland district and the wider West Coast. The Masterplan needs to prevent duplications, maximise patronage and partnerships ensuring that investment in facility development has differentiated needs from wants.

We support investment into the creation of a masterplan prior to any commitment into projects to ensure it meets long term needs of the community.

Race Course development should be halted immediately and the property disposed of. Why did we purchase this and what is the benefit of spend over $4m on it?

My comments are regarding the use of the race course. The space at the race course is used by West Coast Riding for the Disabled for grazing and as a safe place to take riders. This area and service are one of the very few opportunities for recreational activities for people with disabilities on the coast. I would like to see the race course remain a space where the RDA can graze their horses, which is integral to providing this service, and for it to remain a safe place for the local disabled community to ride. Plus it is a safe place for all members of the local equine community to exercise their horses.

As a frequent user of this space I notice a large number of people use this space to exercise and walk their dogs. Many of those I have spoke to say they enjoy using the space and feel it is a safe environment.

It is my understanding that this land was historically gifted to the community for equine use.

Over the past year, I have been using the Hokitika Racecourse area for riding a young horse as this is a safe area for her to get her confidence away from traffic, dogs, and other scary obstacle.

This area at the racecourse is an ideal area for a multipurpose outdoor sports venue, it would be a great area to develop a bigger place to hold outdoor events, e.g., like Wild food festival, farming events, sporting events, car rallies, horse events and many more.
My interest is for a horse area that can hold events and training days, at the moment the grounds are limited to just using the sand track. Further development of this could include a multi-use area like they have in Canterbury, the Cust domain is a great example it was just a paddock and now it is used as an equestrian area with all-weather surface arena (80m X 40m), round pen (40m), obstacle course for western riding, jumping area, logs around the grounds for cross country training, there is yards, wash down bay and storage area for equipment. This is a safe area for horses and is used for many horse disciplines. The horse clinics, horse clubs, pony clubs and the uses of the grounds, all pay a yearly sub or a daily charge for the use of the grounds which helps with development and maintain of the grounds.

I know a lot of this area is swampy but with good drainage a creek and ponds could be developed. The planting of natives and a walkway could make this a beautiful place for people to walk around. This could be a great project for Agriculture students either High school or Agriculture polytechnic, as would require skills related to farming eg, fencing, land development for pasture for grazing or ecosystem development. This would be a good way of getting an area developed.

A lot of people use this area for grazing for their horses which there is a lack of in the area but with development of the land this could be more productive, and the grazing area would not require as much land, quality verse quantity.

Some of my thoughts are, the Area where the stables are could be used for parking area for venues, a sports fields and the A&P area could be developed and used in the summer for A& P show and in the winter for sports field like rugby. Horse are allowed on sports fields, there is a three week gap between being used for Sports, this is done with other A&P areas in canterbury so why not here on the west coast. It could be used for Wild food festival and other events leaving Cass square free and not ruining the grounds. There is enough space for camping and campervans to use this area too.

There is a group that use the racecourse for their dogs to exercise, the development of a dog park area would be great asset to have in Hokitika.

The government is promoting the development of these green area within populated area to promote good health for people and the environment these multipurpose areas are valuable to communities and there is a lot of funding from organization for these developments.

There is enough ground to accommodate everyone but would require a lot of planning, money and time, the rewards to the community would be outstanding and inviting to many people, these types of area are in great demand and to have this developed would be amazing to the West Coast.

My thoughts are the more people that can use an area the less the cost is to each user eg if you have 3 types of people using the grounds then the cost is more than if you have 7 types of people using it then the cost is less or you have more revenue for development. So the more groups that can use the area the more the development.
Regards
Tina Abbott

I wish to submit on the proposed future use of the Racecourse. I feel that Riding for the Disabled should continue to have grazing rights there. They provide a service to the community, not only the disabled community but also to members of the public who wish to learn to ride horses. The benefits of horse riding therapy for disabled people are well known and there doesn't seem to be a lot of other services available to them on the Coast.

Further, I would suggest that the part of the racetrack that backs on to the stable area be utilised as a dog park. People already use the old birdcage for a dog exercise area, but the suggested part of the track is bigger and would allow the installation of some agility obstacles for the dogs.

I'd like to see the end of the track that backs onto the Hokitika Heritage Trail opened up and the trail undergo some maintenance to make it wider and then be opened up to horse riders. This could extend right through to Stations Inn and then both cyclists and horse riders would be able to ride up off the main roads to Hau Hau Road and connect with the bike trail that leads out to Lake Kaniere.

A small education campaign could be run that advertises the tracks as multi-use and rules put in place for keeping left, who gives way to whom and the best way for a cyclist to approach a horse from behind. This is not complicated, just call out from about 10m back that you are "coming through" or "cyclist approaching". Horses are fine with people approaching from behind, they just like to be given some advance warning that they are there.

The Heritage Trail could be "pace limited" to a trot for horse riders and maybe open even over a reduced season, or reduced days, to horse riders.

The racecourse area could be planted out in border areas with native trees and a reserve in the same (but smaller) manner as Hagley Park in Christchurch.

Racecourse

As an immediate neighbour to the racecourse I see the great range of recreational users that enjoy and frequent this open and natural environment, that provides an (almost) uninterrupted and unbuilt vista to the Southern Alps.

Aside from the obvious users of this site, the Boys Brigade, Hokitika Riding for the Disabled (RDA), Westland A and P, and equestrian community, there are also the walkers, runners, mountain bikers, school groups, dog-walkers, nature lovers and mountain-gazers that frequent the paths and paddocks on a daily basis as a refuge away from vehicle-traffic and from May through to September, Hokitika's smog.

The benefits of nature-spaces within urban areas on physical and mental health have been extensively-researched. Whilst we live in wonderfully wild Westland, few opportunities other than our beach and Heritage trail including the Racecourse, exist within our town's borders for nature recreation. Recreational spaces that don't require getting in a car to get to, are valuable and valued. For these reasons, I do not support developing the Racecourse commercially to create medium density housing which will detract from the benefits of this area.

I support and encourage:
- Upholding Westland Racing Club's donation and in the words of President Julie Taggert, "we didn't want it to be sold off for subdivisions." (Carroll Joanne, 'Westland Racing Club makes generous racecourse and cash donation to council', Dec 17 2019; Stuff https://www.stuff.co.nz/sport/racing/118249948/westland-racing-club-makes-generous-racecourse-and-cash-donation-to-council)
- Ensuring the Racecourse will be a predominantly natural environment in contrast to the built environment of Hokitika township.
- Continued use for the RDA and equestrian community, including grazing and the all-weather track.
- Retaining the open-space values of the Racecourse and enhancing the biodiversity of the trail
- Connecting the Hampden Street Racecourse section of the Heritage Trail to Town Belt East (east-end of Westland Milk Products) with a pavement alongside Prossers Bush.
- Demolition of unsafe buildings, and preservation and restoration of the Historic Totaliser building.
- Retaining existing event spaces and the opportunity for wider event use
- Improving stormwater and drainage, including the north end of the Racecourse on the Heritage trail which floods in heavy rain, excoriating the trail.

Appendix 4 Public Notices

Appendix 5 Full Page Newspaper Advertisement

Community Engagement
Hokitika Racecourse Future Use

Drop-in Session

10 June, 8am until 8pm
Boys Brigade Hall

On behalf of Westland District Council, representatives from Joseph & Associates will be onsite at the Hokitika Boys Brigade Hall, to engage with the Westland community about potential development of the former Hokitika Racecourse site.

The drop-in session is an opportunity for Westland residents and ratepayers to learn about what is proposed, to provide feedback and to contribute to planning for the future use of this land area.

No bookings or appointments are necessary, all are welcome.

Survey

Calling all Westland residents and ratepayers, individuals, groups, and organisations. Tell us your views on the potential development on the former Hokitika Racecourse site.

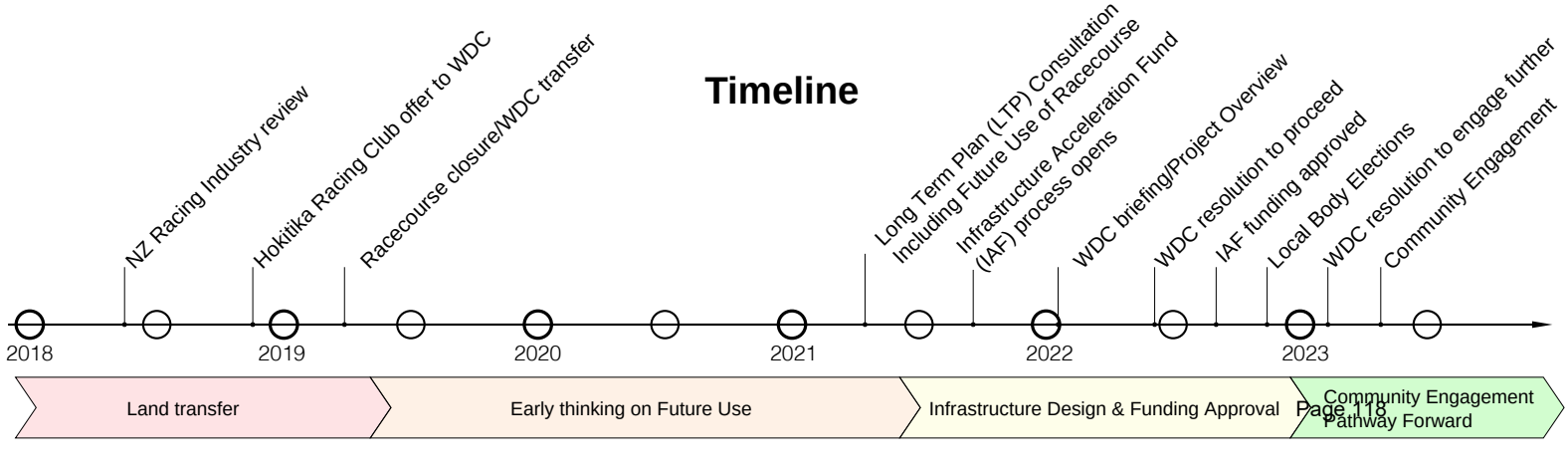
Complete a short survey so we can understand the needs of all the community.

Surveys can be completed online at:
https://www.westlanddc.govt.nz/racecourse-survey/
or emailed to infrastructure@westlanddc.govt.nz

Find the survey in hardcopy at:
Westland District Council
36 Weld Street, Hokitika

Westland District Library
20 Sewell Street, Hokitika

Timeline



Appendix 6 News Article

HOKITIKA Guardian
Incorporating the West Coast Times
Est 1865
Tuesday, June 13, 2023 $1.30 ($1 delivery) 03 755 8422

Large field of riders bid farewell to local legend

JANNA SHERMAN

KEEN Hokitika cyclist Nelson Bradley was remembered on Saturday with a memorial ride by friends, family and fellow cyclists.

The well-known retired businessman, who owned Hokitika Cycles and Sports for more than three decades, died after a short illness on May 28, aged 78.

On Saturday, 50 riders set out from his old shop in Tancred St to the Hokitika Treetop Walkway at Mahinapua — a ride Mr Bradley did two or three times a week before becoming unwell.

Mr Bradley owned the cycle and sports business from 1981 to 2018, retiring five years ago at the age of 72.

Friends and family of the late Nelson Bradley gather outside his former Hokitika business before a memorial ride on Saturday along the keen cyclist's favourite circuit. PHOTO: SUPPLIED

According to his eulogy, he grew up on the family farm on the south side of the Arahura River and travelled to school in the Arahura gold dredge workers' bus.

He left school at 15 to pursue a career as a diesel mechanic in Greymouth. As part of his apprenticeship he joined Fergusons Earthmoving, and on completion of his qualification worked for the company fixing machinery in remote locations from Inangahua to Haast.

During this time, Mr Bradley met his future wife Carolyn at a dance in Greymouth. They married in 1968 and had two daughters, Janine and Lyndene.

| Continued Page 3

Public have say on development

JANNA SHERMAN

WHATEVER the development direction of the Hokitika Racecourse, Westland Mayor Helen Lash says it will not be a "concrete jungle".

She said the ratio of built-up areas to greenspace was among the concerns voiced during a public engagement day on Saturday.

There was also "overwhelming" feedback against pensioner housing being developed at the site, but strong support for a retirement village.

Have your say

Surveys can be completed online at www.westlanddc.govt.nz/racecourse-survey, or hard copies — available from the council office or Westland District Library — can be emailed to infrastructure@westlanddc.govt.nz

About 50 people attended the 12-hour drop-in session, led by project consultants Joseph and Associates.

Mrs Lash said the majority were people who had not previously engaged in earlier discussions.

A survey would continue until the end of the month to capture as many more opinions as possible, she said.

It includes more detailed information on what has been suggested so far for the site in the Westland District Council proposal in conjunction with Kainga Ora (Housing NZ), including areas for mixed residential development, such as affordable housing, and a large recreational area.

"It's not a concrete jungle by any means," Mrs Lash said.

"Some would like to see it planted in trees, others into a bigger cycle-walk trail-greenspace. Many of our more elderly citizens like the idea of a retirement village. There are also those that would like to downsize from their current homes, but there is nothing to suit their needs here, so many move away, often to the east coast, which is not an ideal situation for them or their families.

"There are others that would like the land to remain as it is, with no changes."

However, doing nothing was not sustainable, the mayor said.

"If we leave it as nothing and do nothing we can't afford to maintain that as a council and suck the life out of ratepayers, so we've got to think of some way to generate income."

| Continued Page 2

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PURE POWER SERIES
· Ideal for site safe or house backup generator, run multiple power tools, large draw motors or a welder up to 200amps
· 1x 15amp output IP66, 1x 32amp output IP66, (adapter cable 32 to 15amp included) and 2x USB ports
· Includes wheel kit and handle for easy transport. Weighs 65kg
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Public have say on racecourse development

› From Page 1

The council was successful in securing $3.5 million towards infrastructure groundworks for the site from Kainga Ora's Infrastructure Acceleration Fund.

Joseph and Associates explained that to enable funding from the Government, the preliminary plans had been developed to inform the need of roading, water and wastewater infrastructure to service any future development.

It shows a potential arrangement of additional roading, residential "superlots", recreational areas and community-commercial spaces.

It also took into consideration current and proposed future zoning, and incorporates use by the Boys Brigade and Riding for the Disabled (RDA) as the existing leaseholders.

"The areas for potential development have been designed to support roading, water and wastewater infrastructure to service between 110 and 170 residential sites. If council progresses with plans for any potential future development, they will inform any property developers of the terms and conditions they must agree to before they are able to purchase and develop the land. This includes defining the number and types of residential dwellings they must build within the residentially zoned areas."

"Affordable homes" would be within a set price range of $500,000.

Medium-density housing built on a smaller lot could include townhouses, apartments and duplexes.

Mrs Lash reiterated there was no plan for any social housing at the site.

She urged anyone who had not yet had a say to read the project information and complete the survey.

"We don't want anyone missing out on having their voices heard. We know that many are passionate about the land and what happens to it, so it's important to us – your council — that the community communicates with us on the future of the racecourse."

The council will consider all feedback before making a decision on the future use.

Paul Zaanen, of Joseph and Associates, takes a ride around the Hokitika Racecourse led by West Coast RDA volunteer Anne Barker during a break from the public consultation session on the potential future development of the former racetrack. PHOTO: SUPPLIED

A map of the existing racecourse site and stakeholder areas. IMAGE: SUPPLIED

A proposed development concept showing areas for possible mixed residential, commercial and community as well as recreational use. IMAGE: SUPPLIED

National, Act could form government

THE latest political opinion poll shows National and Act New Zealand could form the next government.

Chris Hipkins

The Taxpayers' Union-Curia Poll has National on 35.7%, Labour on 32.9%, and Act unchanged on 12.7%.

The Greens are up 2.7 points at 9.7%.

Of the smaller parties, Te Pāti Māori is at 3.5% and New Zealand First is on 1.6%.

Assuming all current electorates are held, National is unchanged on 46 seats, while Labour is down two seats at 42. Act is constant on 16 seats, and the Greens pick up three seats to 12.

The Te Pāti Māori is down one seat at four.

The combined projected seats for the centre right is unchanged on last month at 62 seats allowing them to form a government in the October 14 general election.

The centre-left bloc of Labour, Te Pāti Māori and the Greens is also unchanged at 58.

On net favourability, Prime Minister Chris Hipkins has dropped three points to 19% net favourability.

National leader Christopher Luxon still remains underwater with a -2% favourability, but is up five points from the previous poll. — RNZ

Appendix 7 Stakeholder Presentation

COMMUNITY ENGAGEMENT

Hokitika Racecourse Development

May 2023

INTRO - Background

Community Engagement Workshops were requested by Westland District Council who passed a resolution to engage with the Westland Community on the future use of the former Hokitika Racecourse.

Joseph and Associates on behalf of Westland District Council, are hosting and facilitating this Community Engagement Workshop, to discuss the Hokitika Racecourse Development.

During each session, the Joseph's project team will share information with you, and then seek your thoughts and opinions on aspects of the development.

Identified Stakeholders

- Current users of land area (former racecourse)
- Local Iwi
- Neighbours of East Town Belt
- Event Owners / Managers
- Long Term Plan submitters
- Sport and Recreational groups
- Westland District Council rate payers

Method of engagement

- Stakeholder Facilitated Workshops
- Have your say (online engagement via WDC website)
- Drop-in session
- Print format Questionnaire

INTRO - Team

Rachel Leitch, SME Community Engagement

A senior internal and external communications practitioner with over 20 years' experience, spanning a wide range of organisational types within multiple industry sectors including: local government, global corporate, infrastructure, supply chain, education providers, conferencing and events, and inbound tourism in both domestic and international markets.

Paul Zaanen, Project Lead

Extensive engagement experience for NGO’s, Private Sector and Public Sector. Westport based and has been Project Lead for the IAF negotiations for WDC.

Jason Mill, Design Lead and Co-ordination

Experienced Designer with a demonstrated history of working in the architecture & construction industry. Strong professional skilled in 3D Modelling, Visualization, Sustainability, CAD/BIM, and Multimedia. Design lead for the IAF negotiations for WDC.

INTRO - Background & Context

2018	- Racecourse reviews - National
Dec. 2018	- Hokitika racing club approach WDC to offer the land and their bank balance. WDC purchased the land in Dec. 2018 prior to the 1st Bill being presented to cabinet.
2019	- Racecourse Closure - Hokitika Racecourse
28 Feb. 2019	- WDC land takeover date.
2021-31	**-** LTP Consultation Document - indicated intention to develop housing on the Western end of the Racecourse. $4.483M allocated.
2021	**-** Initial IAF expression of interest (EOI)
2022	- IAF Request for Proposal (RFP)
Mid 2022	**-** Council briefing/overview of proposal.
September 2022	- WDC approval to proceed/finalise negotiations.
Late 2022	**-** IAF negotiation phase concluded.

INTRO - Consultation & Engagement to date …

- Long Term Plan.
- WDC discussions with current land users.
- RSL - Sports groups engagement, workshops and report.
- Te Tai o Poutini Plan. (TTPP)

Engagement Content
SHARING information

a). WDC ownership and possible development intention.

b). History.

c). Land use (historic and current).

d). Land use (proposed).

e). Future Vision for Hokitika

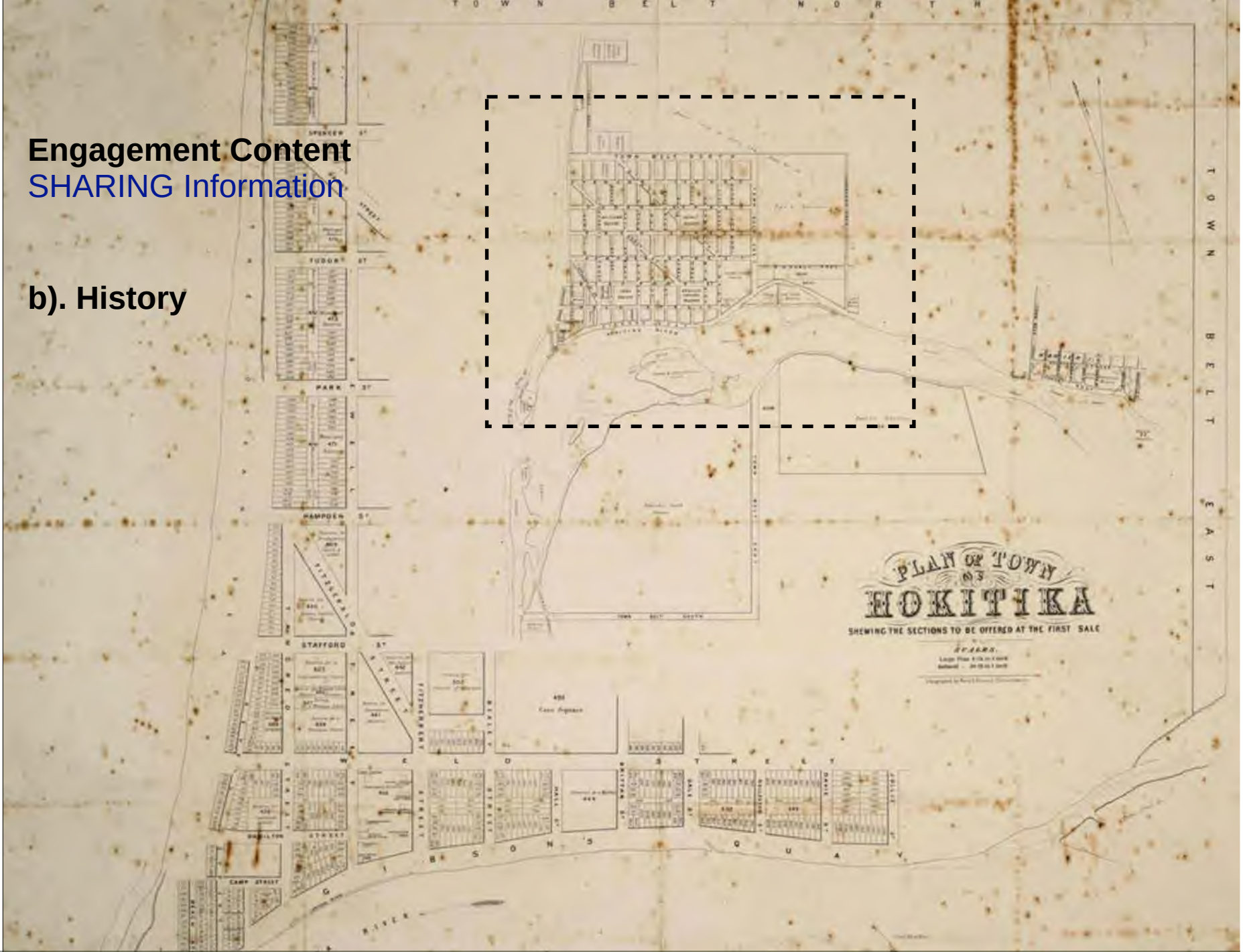
Engagement Content
SHARING information

a). WDC ownership and possible development intention

- Land sale from racecourse to WDC
- Long Term Plan
- Infrastructure Acceleration Fund
- EOI /RFP for potential development partner

Engagement Content
SHARING Information

b). History



Hokitika Townhall speech of 1921 ..

"The reference is to Park Street which was not named after any individual, but was so called because it led the way to the Public Park of something like 200 acres which the founders of Hokitika placed on the outskirts of the town's eastern boundary, and which is now a municipal endowment.

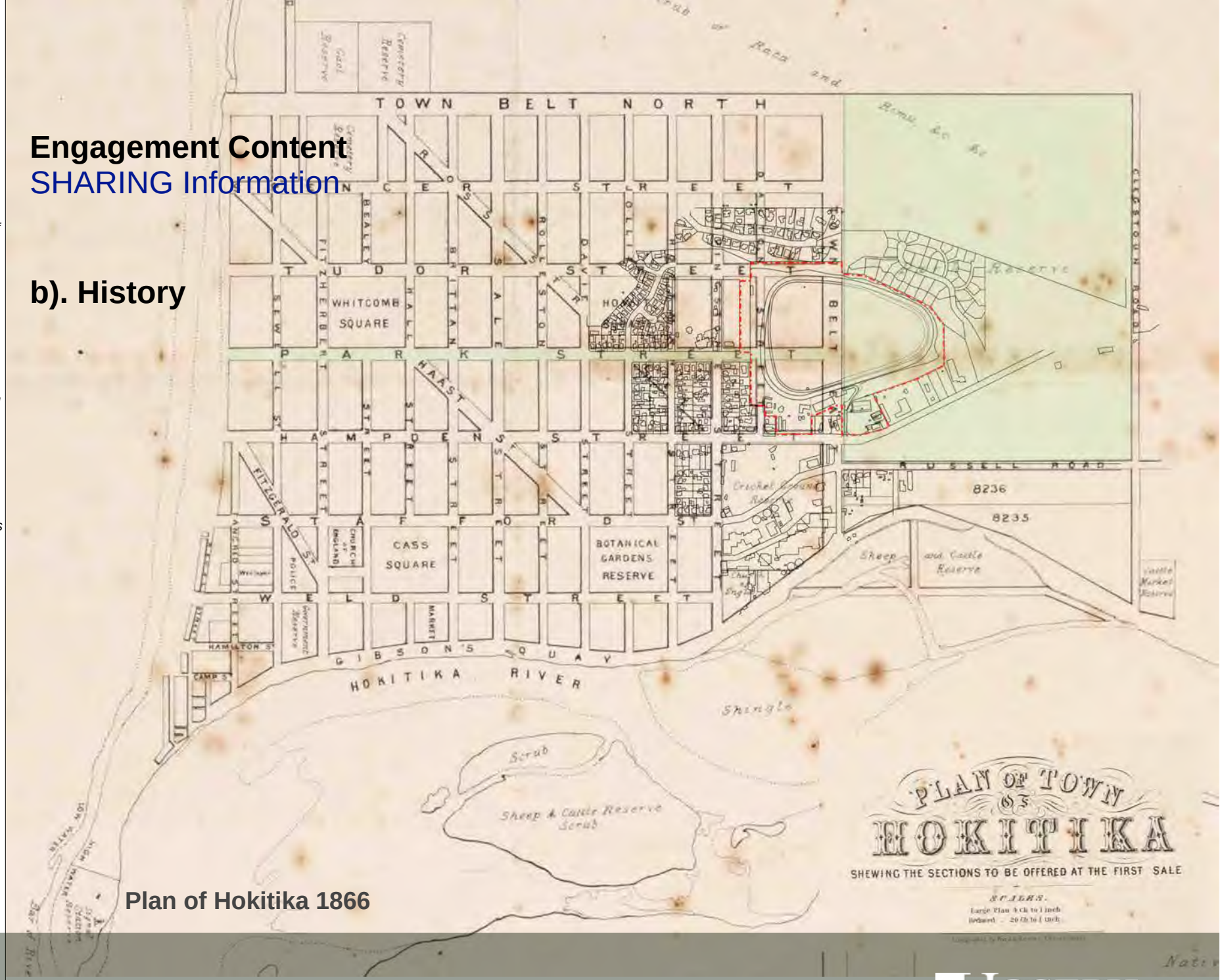
In addition Park Street leads past Whitcombe and Howitt Squares, each of eleven acres.

There are other educational and endowment areas along the route of the street all undeveloped, so that it is clear the thoughtful founders of the municipal area intended Park Street to be the main thoroughfare tapping all sources for outdoor recreation which should be the lungs of the city to be. "

Engagement Content

SHARING Information

b). History



Plan of Hokitika 1866

Engagement Content
SHARING information

c). Land use (historic and current)

- Original/historic zoning
- Existing structures & Current users

Plan of Hokitika 1866

HERITAGE WALKING TRAIL
Existing Hokitika Heritage trail to perimeter of Racecourse.
SITE CONTOURS
Existing higher knoll to back straight. Considerable site countering to natural drainage.
PARK STREET ACCESS
TRANSPORT - Good wide corridor.
3WATERS - 100dia SEWER at end of line, 100dia STORMWATER two blocks away Water connection TBC
BOYS BRIGADE
Ongoing usage to be retained and enhanced.
A&P SHOW AREA
Existing Westland A&P area - 3.4H
RDA EQUESTRIAN
Ongoing usage to be retained and enhanced.
DALTON STREET ACCESS
TRANSPORT - Restricted low traffic access, difficult intersection.
3WATERS - 100dia SEWER, 100dia STORMWATER. Water connection TBC
HAU HAU RD ACCESS
TRANSPORT - Restricted private road up steep grade.
3WATERS - 100dia SEWER, 100dia STORMWATER. Water connection TBC

Engagement Content
SHARING information

d). Land use (proposed)

- Housing
- Recreational / Reserves
- Community / commercial spaces
- Linkages

PROPOSED LAND USE 2022

CURRENT WDC

Engagement Content
SHARING information

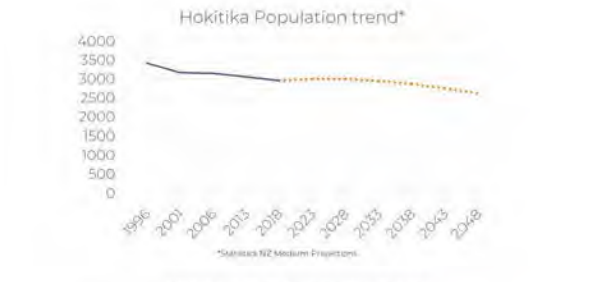
Any clarifications on Information Shared?

Engagement Content
SHARING information

e). Future Vision for Hokitika

Current statistical forecast

- Declining population
- Aging population



Engagement Content
SEEKING information

a). Utilisation and Integration of Existing Assets (buildings).

b). Balance of Residential vs Recreational.

c). Types of Residential Dwellings.

d). Extension of Park Road to Town Belt East.

e). Wider Context.

Engagement Content
SEEKING information

a). Utilisation and Integration of Existing Assets (buildings).

- Boys Brigade Building.
- RDA Facility.
- Racecourse Buildings.
- A&P Show and other Events.
- Reserve & Green Belt.

Engagement Content
SEEKING information

b). Balance of Residential vs Recreational.

- Current scope proposes:
  - Residential Superlots.
  - Recreation Development
  - Recreation/Reserve/Roads
  - Boys Brigade/RDA.

Engagement Content
SEEKING information

c). Types of Residential Dwellings.

- Affordable Homes.
- Pensioner Housing.
- Market driven Housing.
- Medium Density Housing.

Preliminary design to size trunk infrastructure is for between 110 and 170 Residential sites.

The Housing Developer will be selected via a RFP/EOI Process. There is the ability to inform the scope of development in this process.

PROPOSED LAND USE 2022

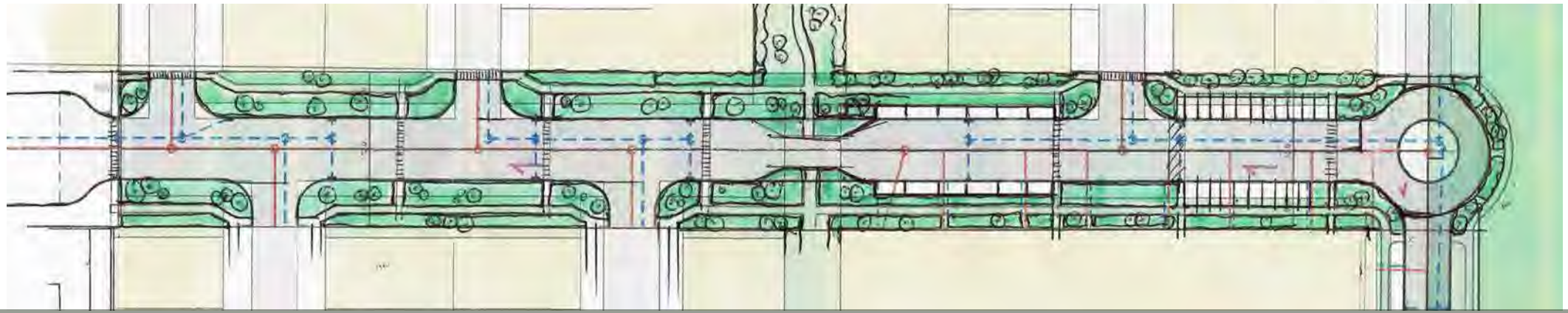
Engagement Content
SEEKING information

d). Extension of Park Road to Town Belt East.

- Width of Road/Carriageway
- Footpaths, cycleways, Horsetracks.
- Landscaping and street furniture
- Carparking.
- Stop Sign or Roundabout.

TYPICAL CROSS-SECTION - 30.18 m ROAD 12m CARRIAGEWAY

TYPICAL CROSS-SECTION - 26.0 m ROAD 9m CARRIAGEWAY



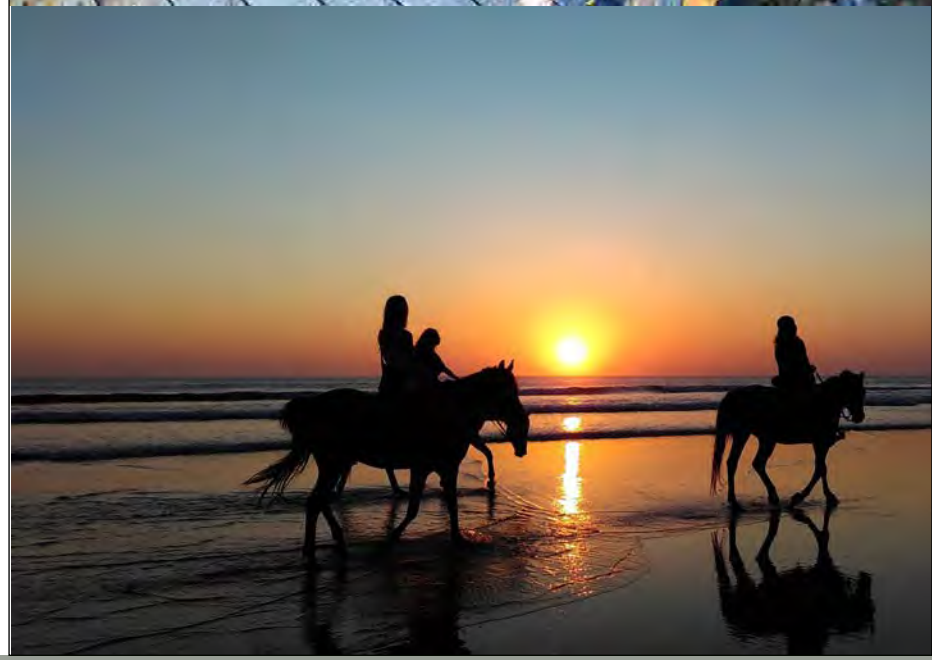
Engagement Content
SEEKING information

e). Wider Context.

Future Vision for Hokitika

Changing the forecast

- Who do you want to live here
- The proposed development is an opportunity (to retain and attract people)



TIMELINE

DATE/ TIMING	ACTIVITY
27/4/23	Council meeting
Early May	Early Awareness email to key stakeholders
Early May	Social Media
Early May	Media Release + full page print advert
Mid May	Workshop - Stakeholder group 1 - users/LTP submitters
Mid May	Workshop - Stakeholder group 1 - Neighbours and affected residents
Mid May - Early June	Have your say online (WDC Website) and Print questionnaire at WDC locations**.**
Early June	Drop in
Late June	Report to Council

Community & Stakeholder Feedback

- Is the Content Correct?
- Have we got the balance of activity correct?
- Are there any key questions or concerns?

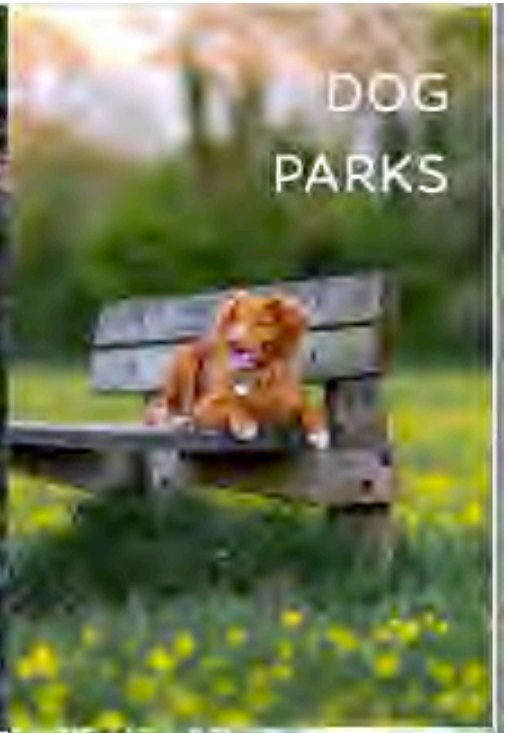
Post Engagement

Written report

- findings (collated data)
- recommendations
- presentation to WDC

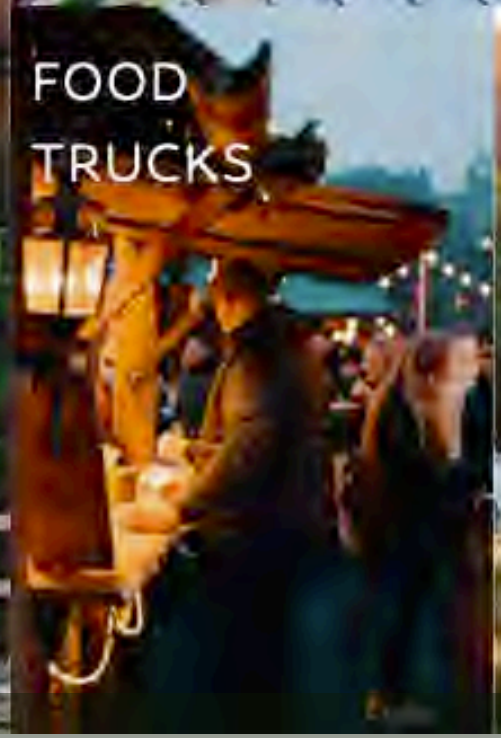
FARMERS
MARKET
MARKETS

WILDERNESS TRAIL
CONNECTIONS

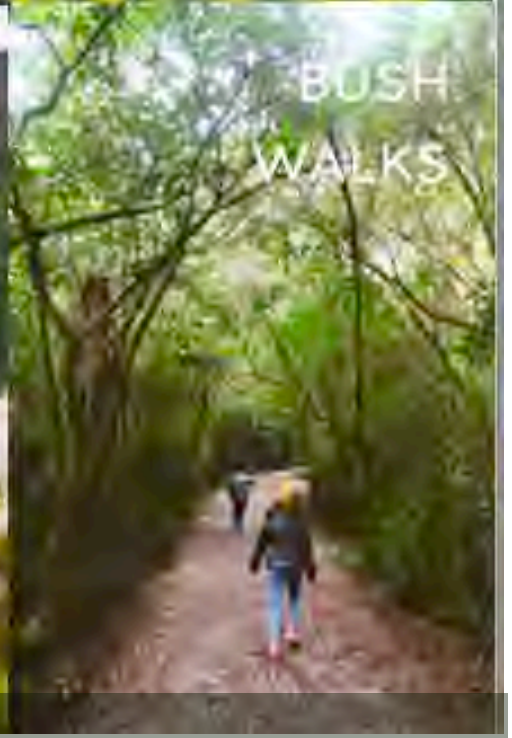

DOG
PARKS

HORSE
TRAILS

EQUESTRIAN
FESTIVALS


FOOD
TRUCKS

HORSE
GRAZING

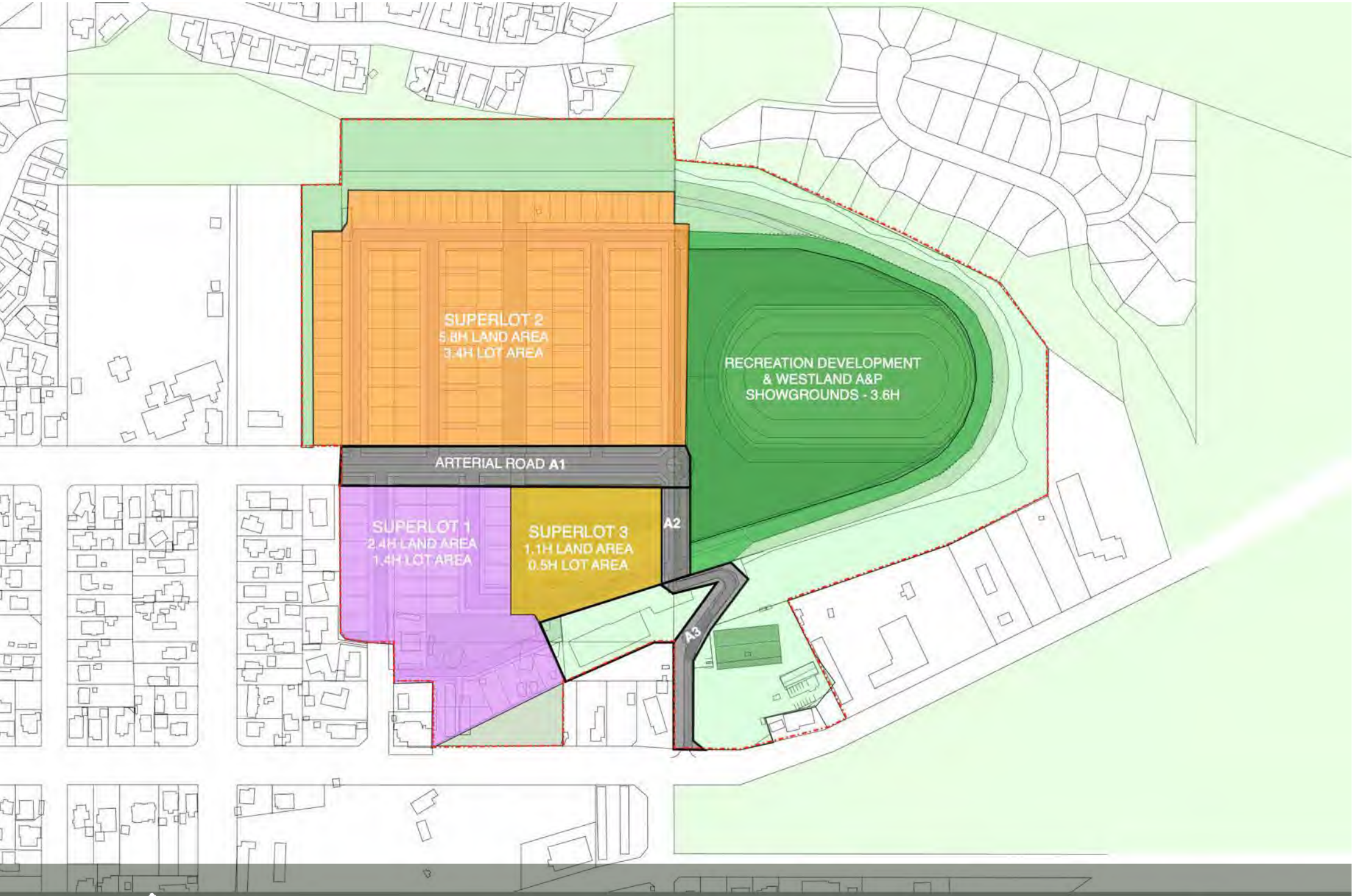

BUSH
WALKS

Events

EVENT MANUAL
CYCLING NEW ZEALAND
AGE GROUP ROAD NATIONAL CHAMPIONSHIPS
22 - 24 APRIL 2022 - HOKITIKA

SOUTH ISLAND
ULTRA MARATHON
WHAT'S WILD?
TICKETS ON SALE NOW
SAT 11TH MARCH
A TASTE OF THE WILD
Wildfoods Festival
HOKITIKA, NZ

Ride the
Wilderness
TRUE WEST


SUPERLOT 2
5.8H LAND AREA
3.4H LOT AREA
RECREATION DEVELOPMENT
& WESTLAND A&P
SHOWGROUNDS - 3.6H
ARTERIAL ROAD A1
SUPERLOT 1
2.4H LAND AREA
1.4H LOT AREA
SUPERLOT 3
1.1H LAND AREA
0.5H LOT AREA
A2
A3

Appendix 8 Transcript Summaries

HOKITIKA RACECOURSE DEVELOPMENT

STAKEHOLDER ENGAGEMENT SESSIONS - BULLETED NOTES FROM TRANSCRIPT PREPARED BY PER PROCURA

Stakeholder Engagement sessions were held over two nights. The first night referred to as NA and the second night as NB. The sessions are broken down into segments as listed below.
The Stakeholder sessions labelled as "NA" and "NB" differed in several aspects.

The "NA" sessions focus on specific technical details of the racecourse development, including infrastructure, housing, and stormwater management. They provide more in-depth information and discussions related to these topics.

On the other hand, the "NB" sessions have a broader focus, covering community engagement, historical considerations, population trends, and social housing. The emphasis in the "NB" sessions is on community concerns, inclusivity, and the need for accessible amenities and facilities. The tone and approach of the sessions also varied, with the "NA" sessions adopting a more objective and fact-based approach, while the "NB" sessions had a more participatory and inclusive approach.

SUMMARY COMMENTS:

Night One (NA) discussion Topics:

- Memorandum of Understanding and land enhancement/retention
- Site history and intentions, including Park Street as a main thoroughfare
- Proposed new line in the TTTP plan intruding into recreational spaces
- Geotech studies, stormwater work, and ongoing infrastructure projects
- Design work for maximum housing capacity and community input
- Infrastructure exceeding current needs and potential for selling the land
- Park Street extension for public access and guaranteeing recreational space
- Council's decision on Park Street extension and ongoing design process
- Expert opinions on housing and utility plans
- Intention of providing access to recreational area for residents.

Night Two (NB) discussion Topics:

- Engagement process, experience of facilitators, and funding sources
- Council's openness to discussion and engagement on the project
- Previous consultations and engagements, including LTP submissions and TTPP
- Zoning, proposed housing plans, and potential density changes
- Concerns and feedback from various user groups on recreational space and horse riding
- Infrastructure assessments and upgrades, including stormwater and road access
- Affordable housing, pensioner homes, and market-rate housing plans
- Impact on housing market, housing affordability, and community needs
- Balance between residential and recreational zones, preserving heritage and green spaces
- Social housing, biodiversity preservation, and potential opportunities for recreation

Disclaimer- Transcripts were produced from recordings made on each night with best endeavours to provide an accurate record of the discussion heard on file.

TRANSCRIPTS:

SESSION 1 - NIGHT A (NA) - Wed.17 May 2023

NA0

- The council has a memorandum of understanding regarding the land's enhancement and retention.
- The facilitators have done extensive research on the site's history and intentions.
- The Hokitika founders intended Park Street to be the main thoroughfare for outdoor recreation.
- There is a proposed new line in the TTTP plan that intrudes further into the recreational spaces.
- The geotech engineers have conducted studies on the site and there is ongoing stormwater work.
- The design work is for the maximum amount of houses that could be built, but the council & community have the opportunity to decide.
- The infrastructure is more than what is likely to be needed.
- The extension of Park Street is to guarantee public access to the recreational space.
- The council could sell the land and cut off access to the recreation site.
- The Park Street extension is the main piece of work to be done now.
- The decision to extend Park Street has already been made.
- The speakers are experts in the area and this plan makes the most sense for housing and utilities.
- The intention of the area was to provide access to the recreational area for Hokitika residents.
- The rolling corridor design is the best guess at the moment.
- The civil engineers are currently designing the road extension.
- The money for the project has not been confirmed and the concept is still being discussed.

NA1

- The famous Hokitika map is a beautiful old map that is found in pubs and Airbnbs.
- The map reveals a gridded layout for the whole city, with Park Street as the only street in the middle.
- There is a 200-acre block at the end of Park Street, which used to be a public park but is now a mud school endowment.
- Other educational and endowment areas are located along the streets where the high school is growing.
- The speaker mentions the split between residential and recreational areas in the city, which has been in place since the early years.
- The current planning proposes a new line that cuts into the recreational spaces, but the speaker prefers sticking to the old line.
- The speaker mentions the historical boundaries of the Hokitika area and how the racecourse affected the recreation space.
- There has been a cyber vision writer project that has changed the landscape and reduced the size of the 100-acre recreational park.
- The speaker discusses the geotech and topographical study of the site, as well as the stormwater and transport studies.
- The design work aims to accommodate the maximum number of houses and upgrade the infrastructure accordingly.
- The speaker mentions the oversubscription of stormwater access and the possibility of stormwater basins.

Disclaimer- Transcripts were produced from recordings made on each night with best endeavours to provide an accurate record of the discussion heard on file.

- The extension of Park Street is intended to provide public access to the recreational space and relieve pressure on smaller roads.
- The speaker emphasises that the Park Street extension is the main piece of work that will be implemented.
- The decision to extend Park Street has already been made, but the design is not finalised and community input is sought. Note: Some parts of the transcript were unclear or incomplete, and the summary is based on the available information.
- Park Street was named because it led to the public park with 200 acres.
- There were other educational and endowment areas along the Park Street.
- The speaker mentions the split between residential and recreation areas since the early years of the city.
- The proposed TTP plan introduces a new line that intrudes into the recreational spaces.
- The speaker emphasises the broad intention of the area for outdoor recreation.
- Geotech and topographical studies have been conducted on the site.
- There is ongoing stormwater work and interest in the RDA, Boys' Brigade, and A&P Show.
- The design work includes upgrading pipes and roads to accommodate maximum housing capacity.
- The infrastructure is expected to be more than what is needed for the current houses.
- The extension of Park Street is intended to provide public access to the recreational space.
- The council could choose to sell the land, but it would cut off access to the recreational area.
- The Park Street extension is the main piece of work planned.
- The decision on the Park Street extension is not final and can be discussed further.
- The road corridor is seen as the best use of the allocated funds for housing and utilities.
- The speaker mentions a sketch with a curved end for the road, designed by civil engineers.

NA2

- The project includes concepts for housing, including retirement and affordable housing.
- The population in the area is believed to be declining, but there are new jobs and retirees moving in.
- The project will focus on infrastructure, and the type of housing will be decided later.
- The site will be split into three super lots for developers to potentially pick up.
- There will be 30 sites for professional housing and a potential change to medium density.
- The plan includes greenways and reserves for recreational spaces.
- The heritage walkway may be extended for multi-use purposes.
- The funding for the project is around three and a half million.
- If there is an overrun in costs, the local authority will have to cover it.
- Cost certainty is being sought before moving forward with the project.
- The construction industry prices have been increasing in recent years.
- The project will address the current dangerous state of Dalton Street.
- Traffic engineering and road improvements will be considered.
- The current number of houses planned is 110, but the breakdown of housing can still be changed.

NA3

- Importance of linking tracks and creating more recreational opportunities is highlighted.
- More analysis and planning is needed before concrete action can be taken.
- Buller is mentioned as being more at risk than Hokitika due to recent floods and its topographical maps.
- The possibility of a temporary village in Westport is brought up.

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- The speakers emphasise the need to consider long-term planning for climate change and potential hazards.
- The idea of relocating houses from the beach to create more recreation space is suggested.
- The speakers acknowledge that they don't have all the answers but will take feedback into account.
- Private sector involvement and land ownership changes are mentioned, with criteria and conditions for development.
- The speakers discuss the need for infrastructure, such as healthcare services and housing, to support a growing population.
- The population decline and ageing population trends in Hokitika are highlighted.
- The speaker's express optimism about changing population dynamics and attracting young families and retirees.
- The importance of connectivity and trails in the area is discussed.
- Housing decisions are acknowledged as contentious and subject to debate.
- The speakers mention the need to balance residential and recreational spaces.
- The types of residential dwellings and road extensions are considered.
- The speakers invite further discussion and feedback on the future of Hokitika.
- The transcript concludes with a break and the suggestion of taking a few minutes for a break or bathroom break.

NA4

- They decided to have a conversation rather than a formal presentation.
- Participants were provided with pens and paper to write down their thoughts.
- One participant expressed frustration about their group not being included in the discussion.
- The group represented recreational horse riders who wanted a safe space to ride.
- Another participant mentioned the need for a dog park in the area.
- Local residents highlighted the importance of having a green space for walking and relaxation.
- Hockey players mentioned the lack of hockey facilities in town.
- Horse riders emphasised the benefits of the space for exercise and training.
- They expressed the need for a permanent dressage arena for competitive riders.
- The group requested inclusion in the Heritage Trail for safe riding access.
- The council acknowledged the need to reevaluate proposed plans and listen to community input.
- The council aims to change the way they interact with the community.
- Participants stressed the importance of ongoing conversation and involvement in the decision-making process.
- Data and information gathered from the workshop will be used for designing future plans.
- The workshop aims to address the concerns and needs of various user groups in the area.

NA5

- The size of the green space is mentioned (3.8 hectares) and questions are asked about the amount of land needed for the A&P show and RDA horses.
- The importance of preserving grazing land for the RDA horses is highlighted.
- Concerns are expressed about potential negative effects on the community and the availability of resources.
- The need for the voices of those who want to be heard and their input is acknowledged.
- Overall, the discussion centers on finding a balance between development, preservation, and meeting the needs of various users of the recreational space.
- Concerns about selling the land without any say in its future use
- Mention of government funding for infrastructure in the area

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- Discussion about the current use of the existing buildings and their potential for other uses
- Concerns about the impact of housing development on recreational space
- Mention of the AD show and its utilisation of the area
- Discussion about the need to develop the unusable land in the eastern end
- Concerns about the timeline and resource allocation for development
- Mention of the RDA's investment in the area and its importance to them
- Discussion about the transition from Christchurch and the potential for building around existing facilities
- Mention of the A&P show and its facilities
- Discussion about the funding for new buildings in the recreational area
- Mention of potential profits from land sales and their allocation for development
- Discussion about the parameters for housing development and the need for input on the recreational space
- Mention of the need for stables and other uses in the green space

NA6

- Speaker 3 highlights the need to involve the public in decision-making regarding building use.
- Speaker 2 suggests using a questionnaire to gather input from rate payers on building use.
- Speaker 3 references previous studies on recreational buildings and meeting rooms in the town.
- Speaker 5 raises concerns about the economic downturn and affordability of rates for residents.
- Speaker 3 emphasises the importance of affordable housing.
- Speaker 2 acknowledges that $500,000 houses are not affordable for many.
- Speaker 6 inquires about the amount of land outside the racecourse with buildings.
- Speaker 3 explains that there is about 0.8 hectares of land with buildings and describes them.
- Speaker 6 asks about the potential number of houses that could fit on that land.
- Speaker 3 estimates around 15 to 20 houses could fit on the land.
- Speaker 1 clarifies that the crown pays for road and infrastructure, while the council can sell adjacent sites for funding.
- Speaker 4 expresses disappointment at not being included in the conversation about assumptions regarding the Park Street extension.
- Speaker 2 apologises for the oversight and assures that the forum is for community input.
- Speaker 4 questions if the council has the authority to use residential zone land for the project.
- Speaker 2 confirms that the decision to proceed with the project was made at the LTP point and that funding is available in the budget. The project aims to develop housing on the racecourse site.

NA7

- A suggestion is made to sell land to developers and use the funds for recreational development.
- Selling land can provide immediate funds for the council, instead of waiting for profits from housing development.
- The council needs a clear plan for the recreational space before allocating funds.
- Concerns are raised about the cost of the project and the need for visible progress.
- The community is encouraged to provide input and ideas for the design.
- The council plans to gather feedback through submissions and public consultations.
- The balance between residential and recreational areas is not considered correct.
- The council wants to be transparent and involve all stakeholders in the decision-making process.
- There have been overspends on previous projects, but the council is committed to managing costs.

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- Ideas for a supermarket and grazing land for horses are discussed.
- The council needs to know the amount of land required for horse grazing.
- Drainage and grass quality are important factors for horse grazing.
- The big picture and the interests of the entire community need to be considered.
- The community is asked about their current expenses for horse grazing.

NA8

- Speaker 1 asks about the amount being paid, specifically regarding horses.
- Speaker 2 states they pay $20 per horse/acre.
- Speaker 1 emphasises the importance of the facility and the need to have horses graze there.
- Speaker 1 mentions a half a million dollar facility already in place.
- Speaker 2 points out that this is their only safe space compared to other recreational areas.
- Speaker 2 raises the question of whether other recreational activities, like mountain biking, should be considered.
- Speaker 1 states that mountain bikers already have their own tracks.
- Speaker 2 mentions that RSL consulted with other sports groups but not the race course users.
- Various users, including Hokitika Primary, cyclists, walkers, dog park users, and horse riders, utilise the facility.
- Speaker 3 mentions the importance of providing a track for horse riding and fitness training.
- Speaker 3 suggests a track similar to Hyde Park that can accommodate three horses abreast and is at least a kilometre long.
- The track should have a suitable surface for walking, trotting, and cantering.
- Speaker 3 mentions the need to keep riders off the beaches for safety reasons.
- Speaker 1 asks if the track should be all-weather and grass, to which Speaker 2 agrees.

SESSION 2 NIGHT B (NB) - Thur.18 May 2023

NB1

- The stakeholders are people who have a vested interest in the use of a specific area.
- Online questionnaires and drop-in sessions will be opened up to ratepayers for broader engagement.
- Rachel has experience working with communities, local government, and tourism.
- Paul is involved in recovery work for the Buller district council and has experience in Christchurch.
- Jason is from Christchurch and has also been involved in recovery work in Westport.
- The engagement process is being undertaken as a neutral party with experience in the space.
- The engagement is being done in response to a change in elected members in the council.
- The project is funded by the Infrastructure Acceleration Fund (IAF) provided by Kainga Ora.
- The funding is for enabling infrastructure such as roads and three waters, not for social housing.
- There are two contracts on the table: a funding agreement for infrastructure and a housing outcome agreement.
- The housing outcome agreement includes 30 pensioner homes, 25 affordable homes, and market-rate homes.
- The council has not drawn down any money from the funding agreement, and the project is not a fait accompli.
- Previous consultations and engagements have taken place, including LTP submissions and the TTPP.

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- The TTPP reinforces existing zoning, with about half of the site zoned as residential.
- Bulk and location maps have been used to determine the number of houses that could fit on the site.

NB2

- The council received 54 submissions about developing the racecourse and budgeted for it in the long term plan.
- The council's new members are keen to engage, listen, learn, and understand.
- There is a plan to go through an expression of interest and request for proposals process with the private sector.
- The government has a loose contractual agreement for the development of the land.
- If the council makes money from the development, it will be put back into recreational reserves.
- The speaker emphasises that the current state of play is not a done deal and they are open to discussion.
- The speaker discusses the possibility of developing residential zoned land and the origins of the zoning.
- A map from 1866 shows the founders' intent for the land and its connection to Park Street and the racecourse.
- The racecourse has been seen as part of the East Belt since 1866.
- The speaker discusses soil stability, drainage, and the cost of flipping the land for different uses.
- The Stantec work on stormwater upgrade provides potential for improving services and resilience for the area.
- The speaker mentions the poor access up Hau Hau road, which is currently a private access road.

NB3

- The top area is designated for affordable housing with a maximum density of 95 houses, but potentially could accommodate up to 170-180 houses.
- The speaker emphasises that the layout presented is a proposed plan and subject to change based on community input.
- The green buffer will be maintained around the affordable housing area, and there is consideration for a larger green buffer in Harper Park.
- The Pinkie Purple area is an extension of Dalton Street and is intended for pensioner housing.
- The yellow space is designated for community development and can be used for shops, a lawn, or houses.
- The A&P show expressed interest in using the yellow space as a village square and for their events.
- The speaker mentions the importance of preserving the old track and incorporating it into the development.
- The total area inside the running rail is 3.8 hectares, which includes a bush track and space for potential recreational activities.
- The speaker compares the size of the oval to Te Puna Wai in Christchurch, a 400m running track, to provide scale.
- The sections in the development are currently 400 sqm, but there is potential for medium density with 300 sqm sections.
- The speaker clarifies that the minimum number of houses required under the government's agreement is 110, but this number can change through negotiation.
- Developers will be required to adhere to the conditions set by the council, informed by

community input, regarding density, open space, and design.

- Concerns are raised about high-density housing and the need for open space and accessibility for recreational activities.
- The speaker emphasises the desire for space and maintaining the heritage character of the area.
- The speaker acknowledges the concerns raised and assures that the design is still in its early stages, with no concrete plans yet.

NB4

- The size of the housing units on the minimum block is a concern for some participants.
- Market forces will likely determine the demand for smaller sections and high-density housing in the area.
- The capacity of the existing infrastructure is being assessed to ensure it can handle the proposed development.
- If the infrastructure is not sufficient, the council will need to allocate funds for upgrades.
- The council has conducted an external servicing report to determine the necessary upgrades.
- The recreational zone cannot be built on, and changing the zoning would require a lengthy process.
- Safety concerns were raised regarding the use of the land for horse riding and other recreational activities.
- The council acknowledges the importance of maintaining a safe area for recreational use.
- Not all of the residential zone needs to be developed.
- The balance between residential and recreational zones is being considered.
- The need for housing and affordable rental accommodation is a driving factor for the development.
- The fund aims to alleviate housing stress in the area.
- The presence of Air BnBs has added pressure to the housing market.
- Expansion plans for the Milk factory may require additional staff accommodation.
- The decision-making process is still ongoing, and the drivers for the development are being evaluated.

NB5

- The speaker suggests that the current trend can be changed and housing can be instrumental in attracting more staff.
- There are unknowns about the type of housing needed and the future vision for Hokitika.
- A question is raised about the Pine Tree Road Subdivision and why it has not been fixed up for housing.
- The stability of the land in that area is mentioned as a potential issue.
- The proximity of the proposed housing block to the town centre is highlighted as a positive factor.
- Concerns are raised about the impact of housing on existing recreational areas and horse riders.
- The lack of rest homes in the area is mentioned as a sad reality for the elderly.
- The potential for pensioner homes and retirement villages is discussed, with a focus on maintaining community connections.
- The accessibility of the proposed housing for elderly residents is a concern, particularly for those who cannot drive.
- E-bikes, scooters, and mobility aids are mentioned as potential solutions for some elderly residents.
- The deficit in pensioner homes is highlighted, with the suggestion that the proposed housing could address this need.
- The proximity of amenities, such as the airport and village, is seen as a positive aspect for pensioner housing.

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- The idea of smart design and integrated age groups is suggested as an opportunity for the housing development.
- The need for community input and aspiration in the design process is emphasised.

NB6

- Concerns raised about the volume of people using the recreation space, including those with mobility issues, and how it will work with the Equine requirements.
- Uncertainty about the minimum requirement of Equine to make it functional for people.
- Discussion about the need to consider the equestrian needs for grazing and the Riding for the Disabled Association (RDA).
- Concerns about the lack of space for the RDA's horses and the potential swamping of the recreational zone with increased population pressure.
- Discussion about the potential for affordable housing and the challenge of preventing rich people from buying homes for BNBs.
- Suggestions for putting conditions on housing development to prioritise affordable housing and first home buyers.
- Examples of affordable housing initiatives in other areas and the need for developers willing to comply with these conditions.
- Mention of the A&P show and the potential for it to expand to multiple days.
- Concerns about the focus on housing development and the potential for developers to make significant profits.
- Explanation of how the sale of the property to the private sector can be negotiated to include affordable housing commitments.
- Discussion about the cost of buying and building houses and the influence of Hokitika on housing prices.
- Clarification that the zoning map determines the line for development and the need for discussions on where that line should be.
- Assurance that developers are not trying to maximise profits to the detriment of the community, but rather ensuring infrastructure is adequate.
- Question about whether having shops or infrastructure near houses would affect the price of houses, with the response that they are separate property titles.
- Mention of the importance of infrastructure, such as pipes and roads, in determining the price of houses.

NB7

- They express concern about the lack of social housing and the potential conversion of houses into short-term rentals.
- Speaker 7 agrees that social housing should be implemented properly, not in large blocks, and mentions the lack of direction from the council and private sector.
- Both speakers discuss the importance of preserving biodiversity and managing stormwater effectively.
- Speaker 2 suggests that social housing can help alleviate the rental market issue in Hokitika.
- Speaker 8 recalls a developer's promise to include social housing in a project in Seaview.
- The discussion shifts to potential opportunities and connections in the area, including outdoor access, walking and cycling trails, and sports events.
- Speaker 6 highlights the hub potential of the area and its connection to various tracks and walks.
- Speaker 2 mentions the density of people using the trails around the racecourse and the need for suitable facilities for various sports and recreational activities.
- They discuss the potential for equestrian activities and the need to address grazing and transfers.
- The Westland Mountain Bike Club representative emphasises the importance of linking tracks for various activities and safe access to schools.
- The discussion touches on the challenge of managing shared spaces for horses and cyclists.

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- The need for fit-for-purpose facilities and recreational opportunities for the community is mentioned.
- There is a shift towards less structured sports and recreational activities.
- It is suggested that the community can work together to make use of available funding for the benefit of the town.
- The recording ends with no further discussion or contributions.

Appendix 9 Maps

GREEN BELT

RACETRACK

PARK STREET ACCESS

HORSE GRAZING

HERITAGE WALKING TRAIL

PARK STREET

WESTLAND BOYS BRIGADE

A&P SHOW AREA

HOFFMANS STREET

LIVINGSTONE STREET

RACECOURSE BUILDINGS

DALTON STREET

RDA EQUESTRIAN

HAU HAU ROAD

DALTON STREET ACCESS

HAMPDEN STREET

HAU HAU RD ACCESS

© Digi

FIGURE.1

SUPERLOT 2
5.8H LAND AREA

RECREATION DEVELOPMENT
& WESTLAND A&P
SHOWGROUNDS - 5.2H

PARK STREET

ARTERIAL ROAD **A1**

SUPERLOT 1
2.4H LAND AREA

SUPERLOT 3
1.1H LAND AREA

A2

WBB

A3

RDA

HAU HAU ROAD

HOFFMANS STREET

LIVINGSTONE STREET

DALTON STREET

HAMPDEN STREET

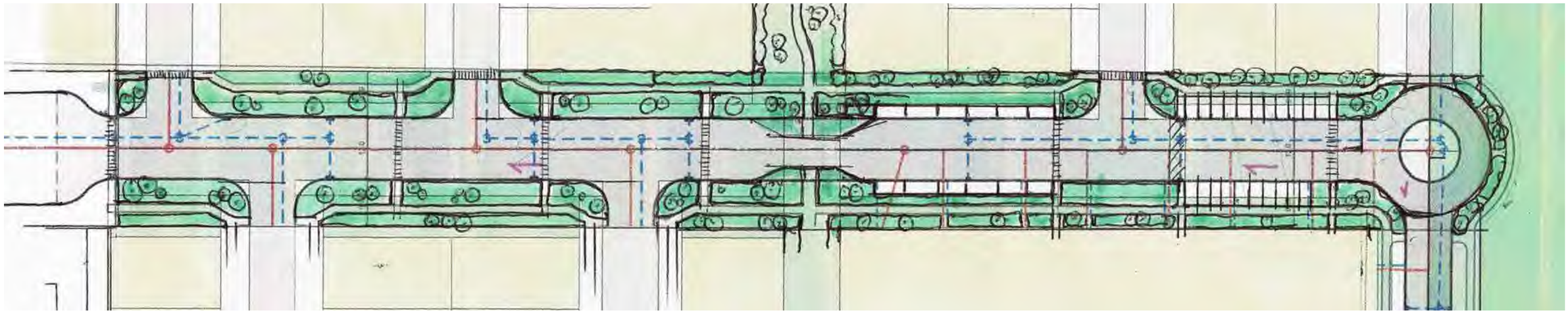
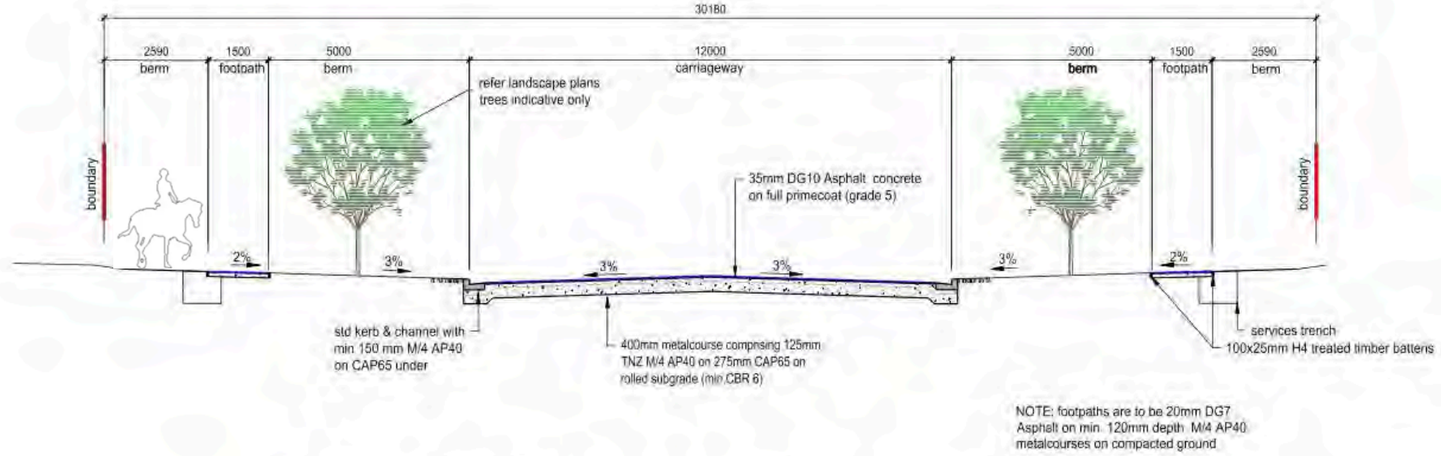


FIGURE.3

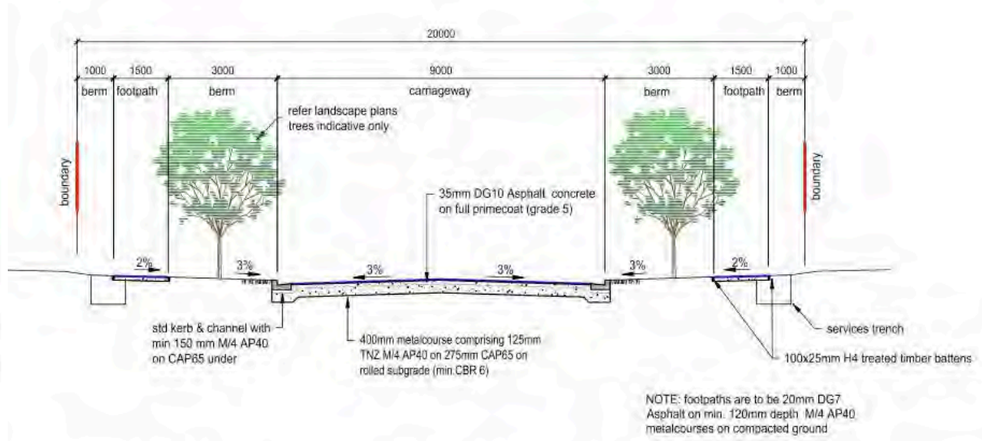


TYPICAL CROSS-SECTION - 30.18 m ROAD 12m CARRIAGEWAY

Scale: 1:100 **Road A**

NOTE: Engineer is to be notified to inspect the subgrade prior to the placement of any metalcourses.

FIGURE.4A



TYPICAL CROSS-SECTION - 20.0 m ROAD 9m CARRIAGEWAY

Scale: 1:100 **Road B,C,D,E,G**

NOTE: Engineer is to be notified to inspect the subgrade prior to the placement of any metalcourses.

FIGURE.4B

Report to Council

DATE: 20 July 2023

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 20 July 2023

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 Affordable Waters Reform

3.1.1 The Water Services Entity Bill had its first reading on Thursday 22nd June 2023 and was referred to the Governance and Administration Select Committee. The Bill creates 10 Entities instead of the original 4. WDC will fall within Entity I. The Bill introduces a funding agency. The entities debt will not be underwritten by the government.

3.1.2 All entities will be fully operational by the 1st July 2026 at the latest. A staggered approach to go live will take place. Under the new proposals entities can go live at the end of a financial quarter not just year-end. Entity A will be operational by the 1st July 2024. Community Priority Statements, digital shared service arrangements and voluntary merger options have been introduced. A 12-month transition runway has been developed which frames the activities and timelines required in lead up to the go live date.

3.1.3 The Chief Executive, Group Manager Corporate Services and Group Manager District Assets attended a National Transition Unit (NTU) roadshow for entity I in Christchurch on the 5th July 2023. The Councils attending were anticipating that the NTU would be providing greater clarity regarding the progress with Affordable Water Reform. Pre reading material for the meeting was supplied and is enclosed as **Appendix 1** to this report.

3.1.4 The focus of attention from Councils related, in the main, to the likely go live date for Entity I. Councils believe that they had been given an undertaking by the minister that they could determine the go live date for the new Entity and the transfer from their Council. The programme outlined by the NTU at the roadshow suggests that the minister will decide on go live dates for each entity based on a report from the NTU. This presents a range of challenges for WDC, particularly if the proposal is to go for a mid-year go live. There are likely to be differing views between the Council's in Entity I on the go live date. A meeting is currently being arranged to bring together the Mayors and Chief Executives with Entity I do discuss the matter.

3.2 The Hokitika Wastewater Treatment Plant (WWTP).

3.2.1 Council was updated in February in regard to the latest status of the WWTP project form our consultants Stantec.

3.2.2 WE have completed a full detail analysis of all the various options and are down to validating the following components to determine the best outcome:

Components that make up the 11 Short List Options

Component	Description
Receiving Environments (2)	**Ocean** (via Westland Milk Products existing ocean outfall) **Land** (West of airport via Rapid Infiltration Basins / Trenches)
Base Treatment Options (2)	**Biological Trickling Filter** (to Ocean) **Conventional Secondary Treatment** (to Land)
Treatment Enhancements (3)	**UV Disinfection** **Membrane Filtration** **Cultural**
Treatment Plant Sites (3)	**Existing Site** **West of Airport** **Airport**

3.2.3 We have reopened discussion with Westland Milk Products (WMP) in regard to the potential utilisation of the Ocean Outfall infrastructure. A workshop on this will occur on the 28th April with WMP, council staff and our consultants;

3.2.4 Ongoing conversations are underway with Silver Fern Farms in regard to our current position and options plus reviewing their future requirements and expectations.

3.3 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 are not yet chlorinated. The implementation of chlorination is to meet compliance with the Drinking Water Quality Assurance Rules. Once all the units have been installed and commissioned an implementation program will be established and publicized. This is expected to take place within the next 8 weeks.

Fox Glacier WTP

Marshall Projects Ltd have been prefabricating the majority of the treatment equipment at their Invercargill depot, ready to install when work on site commences later this year. Due to procurement delays with electrical equipment the new water treatment plant operational date was pushed out to October 2023. The current budget for the project is $1.09M. Included in this is Tourism Infrastructure Funding of $468,000. Total cost year to date: $568,701

2022/2023 Financial Year Project achieved

- Kumara and Harihari Watermains Upgrade. Total cost of the contract: $285,317. Completed March 2023.
- Hokitika Watermains Replacement. Total cost on the contract: $374,319. Completed October 2022.
- Hokitika Wastewater Z-Line Replacement. Total cost: $455,964. Completed January 2023.
- Livingstone St Pump Upgrade. Total cost: $1,666,071. Completed January 2023.
- Jollie St Stormwater Extension. Total cost $65,171. Completed February 2023.
- Beach St Stormwater. Total cost $61,222.

Kumara & Harihari Watermains Upgrade

Jollie Street Stormwater Extension

Beach St Stormwater

3.4 Solid Waste and Recycling Update

Waste Minimisation

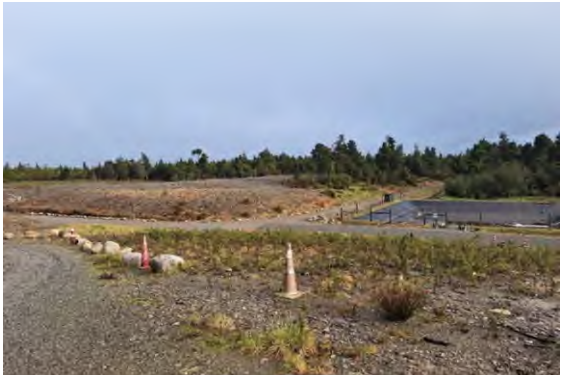
1. Construction and Demolition Waste - continues to be investigated and viability checked in a combined project with Buller, Grey & Regional Councils. The bulk of the funding for this project has been provided through MBIE via a grant.
2. E-waste continues to be recycled with the Tech Collect pilot program, extending to 31 March 2024

Hokitika Transfer Station – Maintenance

1. Sealing of the entrance and road up to Weighbridge
2. Replacement concrete pad at the Pit Shed
3. Recycling Shed Roofing nails were replaced with Screws to stop leaks
4. New water sampling bore was installed to meet Resource Consent sampling conditions.

Butlers Landfill

1. One 19.2 x 9M Pole shed with Two open bays, Office, and lockable bay
   One 14.4 x 6M Pole Storage shed. Funding for this was part of the PGF allocation via the Fox Landfill & river basin waste extraction.
2. Existing leachate ponds have received upgraded pumps and forest development continues as part of an ongoing future focused expansion to ensure waste management is available over the next decade.



3.5 **West Coast Wilderness Trail**

Kaniere Waterrace Bridges

Significant progress has been made on the West Coast Wilderness Trail Kaniere Waterrace project. Bridge 2 has seen the existing structure dismantled and removed. Excavation for the new pads have started. Components for the third bridge have been prefabricated off site and were lifted into site at the end of June by Anderson Helicopters.

3.6 **Carnegie Building**

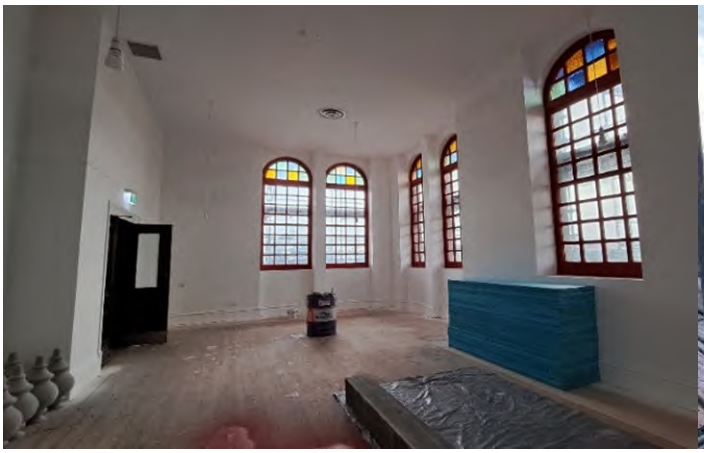
The Carnegie building is in the final stage of the earthquake strengthening. The remaining works to be undertaken are external finishes to the plasterwork at the top of the building. This includes recoating the columns on the roof. Some of the works are required to resecure mouldings that have become detached from the building and present a safety hazard. Delays relating to the reprovision of the parapet meant that the plastering contractor moved on to another contract. The project is set to be completed by the end of July 2023.

Works completed to date include:

- Installation of new concrete foundations
- Installation of the new shear walls to all the perimeter and the main internal wall
- Structural steel installation of the vertical bracing to the new shear walls
- Structural steel installation to the ceiling bracing
- Painting of interior, Repairs to broken glazing
- Drilling and installation of the reinforcing to the entry columns
- Electrical services (lighting, emergency lighting and sire protection)
- Completion of parapet works.

Works to be completed include

- Exterior seal of building
- Exterior clean of building/Windows once all external scaffolding removed.
- Installation of disability carpark



3.7 **Council Headquarters**

A workshop was held with Council on February 27th. As a result of this workshop further investigating and a pricing review was required for each building option. We are still awaiting final valuations for the buildings which we are expecting at the end of July. Following their receipt, we intend to hold a further workshop with Councillors.

Pakiwaitara - External contractor, Bayley's has completed a walkthrough of the building to provide a valuation. The report is expected at towards the end of July.

3.8 Hokitika Swimming Pool

The program of work for the execution of Stage two of the Hokitika Swimming Pool has been finalised and the contract has been awarded to Evan Jones Ltd. Physical works began on Site on June 6th. The month of June seen the existing front of house be demolished, as well as preparation for the new front entrance e and changing rooms foundations completed. Contractor, Coombes Aquatics have made great progress in installing the new pool services.
The expected outcomes of the Stage two will be:

- A new plant room
- Construction of new plant room by main contractor
- Deferred strengthening of south wall by main contractor
- Installation of new pool lining by pool services contractor
- Installation and commissioning of new treatment plant and associated pool works by pool services contractor
- Deferred strengthening of northern wall
- Construction of new reception and changing facilities
- Completion by end of April 2024
- Pool to remain open during construction period (excluding new winter close for maintenance)

3.9 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.

A workshop was held in early 2023 with the community to understand their needs. A working group was formed and have been working on different ways to reduce the overall cost of the project. Multiple community fundraisers have been held with a large amount of local business having donated. A website called “Let’s Play Hokitika” was developed for members of the public to be able to donate easily. $29,675.15 has been raised by the community to date, 40% of their $75,000 goal.

Design and build tenders to be submitted and returned by the end of July. Tender evaluation estimated for August 2023.

3.10 Racecourse

There is a separate report on the Agenda regarding the Racecourse.

3.11 Emergency Operations Centre (EOC)

Council have contracted RDB Project Management to lead the EOC project. Work has commenced on the concept phase of the Westland Emergency Operations Centre & Emergency Coordination Centre

(EOC/ECC) Project. An agency briefing document has been drafted and sent out to all relevant agencies and stakeholders. Initial design and services work is to begin once all agency briefing questionnaires have been received back.

The end goal is for Westland to have a fully setup EOC/ECC in an IL-4 rated building which includes co-location of partners, storage for critical response equipment, alternate communications, and alternate options for lifelines utilities so the building can be self-sufficient and not reliant on any service so that there is continuity for emergency management and coordination for our district and partners.

A business case will be developed for council's consideration.

Capital Grants Funding

A table of capital grants funding is contained in appendix 2.

4 Other Activities

4.1 Corporate Services

Finance:

The Finance Teams' time, apart from Business As Usual, has been taken up with the finalisation of the Annual Plan and a preliminary 2022-23 Annual Report on-site visit from the Ernst & Young Audit Team. Further work was completed with regards to financial information requests from the 3 waters National Transition Unit.

An upgrade of the financial system to the cloud also meant that the finance team were busy testing the new system before it went live. This upgrade now allows for e-invoices to be received from those suppliers that have e-invoicing enabled. This reduces user error and provides for more efficient Accounts Payable processes.
The Team's core project focus is now on completing the 2022-23 Annual Report.

Information Technology:

The Information Technology team have set up devices for 9 new staff and carried out IT inductions with them to ensure a smooth transition onto Councils systems.

Council's core financial system (MagiQ Software) has now been migrated to the cloud making it easily accessible to staff while not in the office. To ensure that security of access is maintained two factor authentication has been enabled.

Council has introduced an e-Invoicing system as an extension of the financial system cloud migration project, allowing Council to receive invoices from its suppliers electronically. This will provide a more efficient payment system.

18 community locations in the district that may be used for emergency evacuation centres are now being outfitted with generators, power stations, satellite communications and tablets. This will ensure vital communications to potentially isolated communities should disaster hit.

Information Management:

This quarter the IM Department extended the work on Human Resources related processes & workflows. Approval to recruit, online applications, Warrant Applications, Offboarding and signing of non-disclosure agreements are all processes that can be completed 100% digitally within the

organisation. There is still work to complete to capture the entire lifecycle of staffing HR requirements including the finalisation of an Onboarding process, and the linkage of all the various processes together.

The IM Department have worked on the migration of our Council Agendas & Minutes documents (including Committee meetings). This has involved sorting, categorisation, renaming and setting of appropriate security flags. This work will make it possible for council to make these documents more readily available to the public in a semi-automated process. It is expected that the migration of the files will be complete by the end of the month however full testing will be required before documents become available on our website.

The IM Department have convened a project team to work through our extensive collection of Policies. These documents include mandatory (by legislation) & non-mandatory policies that need revision, publication, and monitoring. A further benefit to this work will be the making of these policies readily available to staff and the public as required. This work will continue into the next quarter and will be reporting to the Risk & Assurance Committee on progress.

Strategy and Communications

This quarter has been busy with work to complete the Annual Plan 2023/2024. The Plan received 50 submissions and 13 submitters addressed the Council at the hearing on 7 June. The final Annual Plan was adopted on 30 June, meeting the statutory timeframe.

During this time support has also been provided to Joseph and Associates who managed the engagement process for the Hokitika Racecourse, and to staff at Stantec who are updating the communications plan for the Hokitika Wastewater Treatment Plant Project and developing their engagement plan.

Engagement with our Facebook page is increasing. Efforts are being made to share interesting project information as it happens to maintain public interest and transparency.

4.2 Regulatory, Planning & Community Services

Building

The building department remains busy with a range of legislation requirements its tasked to undertake. Building Consent numbers have remained consistent with previous years ensuring the workload remains high.

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 = 263 **93.8%** 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 = 198 99% issued within 20-day statutory timeframe

Territorial Functions Activity	
Notices to fix	55 issued
Building Warrant of Fitness Audits	71 undertaken
Earthquake Prone Building Notices Issued	21
Certificates of Acceptance	11 issued
Certificates for Public Use	13
Swimming Pool Barrier Audits	14

This financial year we issued 55 notices to fix. The main reason was owners undertook work without a building consent and a small percentage was failing to provide us with a Building Warrant of Fitness.
The department has also had an MBIE technical audit undertaking on several of the Territory Authority functions that also fall under the legislation. This audit was on Swimming Pools and Building Warrant of Fitness Audits. The team received one item to address, regarding the number of audits it was required to undertake for buildings classed as high risk – which are public buildings that contain overnight accommodation and a change to the policy was adopted to address this. The policy now states that 100% of premises within the district that have overnight sleeping facilities for the public will receive an annual audit. The remaining buildings are only required to have one audit every 5 years. To the end of the financial year, we undertook 71 audits.

The final deadline for the Territory Authority to provide engineering assessments to meet the methodology requirements regarding the Earthquake Prone Legislation was 30 June 2023. Earthquake prone notices are in the process of being issued to the remaining building owners. This financial year we have issued 21 notices, with several more to be completed in the coming weeks.
The Building Consent Authority team is preparing for the bi-annual IANZ assessment mid-July. This assessment is the tool to determine that the BCA is meeting its requirements under the Accreditation Regulations, which requires us to have a robust Quality Assurance Manual and meet the legal requirements to accept, process, issue and certify Building Consents. It provides specific requirements for employees to have appropriate qualifications and competencies and identifies all training requirements. Other requirements are around equipment and resourcing numbers.

Planning Department Update

Applications for resource consents remain steady, with an increase in larger subdivision applications for Rural Zoned sections.
Annual reporting for the Ministry for the Environment commences in July, with the planning department preparing the data set for the National Monitoring System. This includes reporting on statutory timeframes, compliance monitoring, certificates, applications received, consents granted and policy or plan reviews. The data that feeds into this monitoring is quite complex with the entire planning team contributing towards the completion of this task.
Input into the TTPP progresses with the Planning Manager attending Technical Advisory Team meetings (TAT). Council has prepared a further submission on the Proposed Plan which will be lodged before the extended closing date.
Compliance activities remain steady, with a variety of non-conformance issues currently being investigated. The appointment of a Senior RMA Compliance Officer will ensure there is support in this space and enable staff to catch up on overdue historical monitoring and implement an updated compliance and enforcement policy.
Overall, the Planning Department has had a productive quarter. The stability and direction from senior members has enabled internal development leading to department successes.

Hokitika Museum Report

The Hokitika Museum Director, Kararaina Te Ira resigned her position as of 15th June to take up a new Senior Management role with Ngā Taonga Sound and Vision in Wellington.

Laureen Sadlier has been appointed as the new Museum Director and commenced employment on 17th July 2023. Laureen was Deputy Director (previously having held the position of Acting Director) at the Pātaka Art + Museum in Porirua and has also been the Lead Curator in a number of very successful exhibitions.

While awaiting completion of the Earthquake Strengthening of Carnegie, Museum Staff are continuing to work with Axiell to transfer the collections catalogue from Past Perfect to the new Emu database. Emu is a multidisciplinary Collections Management System with a responsive web-based interface that allows the development and maintenance of a narrative for components of a collection: objects, sites, people, multimedia resources, events, and other related aspects. This is a large project being undertaken in conjunction with an assessment of collection items in line with the Museum Accessions and De-Accessioning Policy.

Conservative work is continuing with our large Photograph Glass Plate Collections, and additional cabinets have been ordered for safe storage of these delicate items. There is the potential for the size of this collection to increase, with discussions underway with a benefactor of a collection that is pertinent to Westland District.

Narratives are continuing to be gathered for future displays, including the initiating of discussion by a local business owner, and their collection of photographic sports memorabilia, previously displayed at the Beachfront Hotel. Options for future display are under consideration.

Westland District Library Report

Library Spaces – providing safe, inclusive, and welcoming spaces for learning, social and recreational purposes
The library is a multi-use hub, with ongoing collaborations with Workbridge, ConnectedNZ, JP's, PHO, New Coasters, a local knitting group and Westland Arts Incorporated. Visitor numbers remained steady this quarter, our busiest month of the year was May with almost 4000 visitors to the library, although this is 2000 less than our pre-COVID levels.

Programmes and Events – aiding literacy, learning, social cohesion, and active citizenship
In addition to our regular literacy, social programmes and outreach, the library hosted a Jam Session in celebration of NZ music Month, an Introduction to ChatGPT and a talk by the West Coast Marine Reserves Ranger in support of World Oceans Day. By demand, our Easter Holiday programme offered both in-person activity sessions in the library and take-home activity packs, engagement with three times as many children as the previous quarter. Online reading challenges for adults and children have continued to be popular but with a focus on in-person events we have not run so many online challenges this quarter.

Collections – supporting literacy and providing access to culture, information, and life-long learning
Visitors to the library continue to praise the adult book collection, impressed by the breadth of content and quality of the collection. This quarter we have reviewed our children's collection to ensure it is current, relevant and meets the needs of our younger patrons. Patrons have given feedback and made suggestions to improve it, some of which we will be incorporating in the new financial year. E-resource issues continue a trend upwards although patrons have expressed dissatisfaction at the long waiting lists for popular titles. This would be alleviated by purchasing additional e-copies and is something to be considered for the future.

APNK Internet Access - providing equitable access to information and enabling digital inclusion
This quarter has seen a slight decrease in use of the APNK WiFi and devices compared to last quarter, a reflection of the lower number of tourists over the winter season. The trend over the year shows a general increase in the use of computers and internet access compared to last year (under pandemic restrictions).

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. Library staff have visited, assisted, and supported volunteers in the Community Libraries, however, some have been unable to re-open after the pandemic. The library is investigating alternative ways to support the volunteers and deliver more comprehensive and consistent services to these communities.

Volunteers
There are 32 volunteers contributing over 20 hours/week to support the delivery of library services in the main library and across the district. Their contribution was acknowledged in Volunteer week and library staff are grateful for their ongoing support.

- **Customer Satisfaction – responsive to changing community needs**
  We have had 3 patrons join our Home Delivery Service; this service enables some of our most vulnerable patrons to continue to access library services which support their wellbeing.
  "*Thank you for your wonderful service, deliveries feel like Christmas.*" Library Home Delivery Patron

Westland Mayors Task Force For Jobs (MTFJ):

The Mayors Taskforce team has exceeded the financial year goal of 50 placements this quarter. Many participants have enrolled in concurrent education options complementing their vocational pathways. The Westland team have also successfully delivered the District's fourth Youth Employability Programme (YEP), supported two Outward Bound scholarships, and accompanied five youth to Festival for the Future in Wellington.
The Westland YEP, coordinated by the MTFJ Youth Facilitator, ran for 12 weeks, three days a week. The eight participants aged 16 – 24 had the opportunity to improve their soft skills, gain work experience, participate in volunteer initiatives, develop teamwork skills, and explore industries in Westland.
The Westland team has observed unique barriers affecting rural youth, particularly the limited availability of driver's licencing services. Obtaining a driver's licence remains challenging on the West Coast, as young people struggle to secure a test date for their restricted licence in Greymouth. The MTFJ driver tutoring partners, West Coast Driver Services and WestREAP continue to provide support through lessons and defensive driving courses, helping those who manage to secure a slot to pass their tests successfully.
The collaboration between the Westland MTFJ and community agencies has strengthened, leading to improved interagency relationships. This collaboration ensures that young people have access to comprehensive wrap-around support.
The National Mayors Taskforce for Jobs team has secured funding for an additional two years. This funding is lower than in previous years. However, the Westland District team will remain in-situ, with the objective for the next financial year being to support 38 youths and individuals at risk in the labour market. The Westland team will also continue to offer the Youth Employability Programme, a youth and drop-in space at the Pakiwaitara Building, which has proved invaluable to date, and introduce an internship for youth not in education, employment, or training.

Youth Employability Programme - Tourism and Hospitality module South Westland

Hamish Hamilton
Electrical Apprentice supported by Westland MTFJ, Jesse Jones

Outward Bound scholarship recipient Liam Fairhall-Scally

Youth Employability Programme – Tourism and Hospitality module South Westland

4.3 Wadeson Island Development

The Wadeson Island Project was instigated through the Jobs For Nature program to provide further enhancement of Wadeson Island as a whitebait sanctuary.
After discussions and initial concept development plans were instigated in 2020, the various affected parties and participants gathered at regular intervals to review changes and ideas regarding the Wadeson Island site. Some delays were inevitable due to COVID 19 impacts, but in early 2022 formal documentation and agreements were put in place and the Wadeson Island Governance Group was established.
The combined parties of –

1. Westland District Council
2. Department of Conservation
3. Westland Regional Council
4. Conservation Volunteers New Zealand
5. Local Iwi inputs – Shane Lang

With support and contributions from Westland Milk Products Ltd.
To date site works have been undertaken to establish new channels for the whitebait sanctuary; placement of approximately 2,500 native seedlings, new heritage trail / walkway of an initial 490m is established with a predicted additional 450m pending funding & future development.

Conservation Volunteers New Zealand are continuing to clear 5.3 hectares of invasive & noxious weeds and plants. This site will require future attention to keep this problematic issue under control.
Westland District staff have been working with Hokitika Rugby League to ensure the league grounds and nature experience meld well together.

Signage has been installed to deter motorcycles from utilizing the trails and playing fields for motor-X practice. Fly tipping also continues to be an issue, but incidences are reducing as the areas to dump are getting restricted due to site development. Future enjoyment and community ownership should help reduce this littering issue due to peer pressure and the overall presentation of the site.

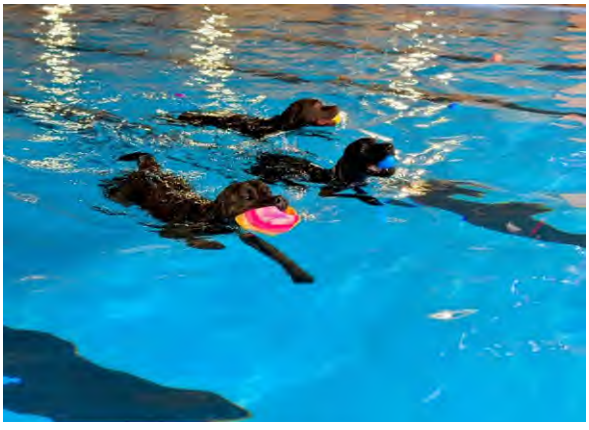
Although the impact of the Regional Councils project to increase the height of the adjoining flood wall has been established as having minimal impact on this project, placement of information panels and an official opening of the site may require a delay for aesthetic and safety reasons.

4.4 Destination Westland

Swimming Pool

Looking back

- Pool closed for the season Kings Birthday weekend.
- Pooches Pool party held prior to shut down. Great community event, well received by the community and fun day out by all who attend. Huge thanks to Claire (Dog Control) and the regulatory team for their support and attendance on the day



- Pool is currently under WDC control while the project is being completed.
- Pool Safe accreditation achieved (KPI)

Looking Forward

- Pool opening event being planned to include a 24-hour Swim-a-thon.
    - Date to be confirmed once confirmation of handover of pool back from WDC following completion of the first part of the project.
- Awaiting information regarding new operating costs due to implementation of the new plant room.
- Funding to be applied for to allow discounted/free swim lessons to as many children as possible.

iSITE

Looking Back

- Visitor numbers quarter ended June 2023 up 31.2% on the same quarter previous year.
- VIN Inc Rebranding being rolled out nationwide, new logos being implemented.
- Part of the governance group for the 150 Years Connection on the West Coast Celebrations
- Qualmark accreditation renewed. (KPI met)

Looking forward

- Currently partnering with Lions and their Matariki celebration by hosting the Christmas Trees at the iSite
- Organising families with local West Coast Operators as part of the growing relationship and supporting our operators.
- Host local Arts display during the year to attract more visitors into the iSite
- Promotion of 150 years Connection on the West Coast assist in attracting more visitors to Westland over the next 12 months

WCWT

Looking Back

- Quarter ended June 2023 saw some storm damage work being completed.
- Prepare map for emergency services access points.
- Enhance safety by the addition of additional safety rails at Milltown switchbacks
- KPI Ensure trail is maintained to acceptable standards – based on feedback from WDC/WCWT Trust/users this is being achieved.
- Monthly meetings with WDC Assets team to keep them update on work being completed and upcoming work.

Looking forward

- Finish off storm damage work at Milltown.
- Begin this year's annual maintenance programme starting in Ross.
- Reporting to WDC Walking & Cycling Sub Committee

Baches on Road Reserve

Looking Back

- Number of baches on road reserve under LTO 82 for the year ended 30 June 2023 (KPI >80)

Looking forward

- Big body of work underway to pick up unlicensed baches that have appeared on Road Reserve, working with WCRC who holds the details of all whitebait stands licence holders.

5. Staffing Update

Incoming and Outgoing Staff (May - July 2023)

Arrivals

Amanda Aveyard – Customer Service Officer

Hayley Dixon – Graduate Planner

Jan Visser- Facilities and Property Manager

Starting soon:

- Carmel Taylor - Building Control Officer – 10th July
- Todd Moreton - Building Control Officer – 17th July
- Laureen Sadlier - Museum Director – 17th July
- Dewald Villoen - Senior RMA Compliance Officer – 17th July
- Keile Collins – Library Assistant – 17th July

Internal Promotions:

- Kate Baird progressed to the role of Asset Management Officer within the District Assets Team.
- Leon Hume progressed to the role of Team Leader- Building Control within the Building Control Team.

Departures:

- Kararaina Te Ira departed 12th June to undertake Senior Management and Project Management roles with Ngā Taonga in Wellington.
- Tallulah Martin-Taylor departs the Library team on 4th July

Current Vacancies:

- Technical Assistant – Three Waters
- Welcoming Communities Coordinator
- Environmental Planner – Senior or Team Leader
- Mayor's Taskforce For Jobs Intern
- Building Quality and Auditing Officer

Training Provided:

- Change Resilience, Tools for Change Workshop (2hrs) - 15 staff
- Leading Through Change Workshop (4hrs) – 8 staff
- LGOIMA Training (1hr) – 30 staff
- Sign Language Course (1hr) – 12 staff
- Civil Defence Emergency Management
    - Welfare Training - 3 staff
    - Psychological 1st Aid - 2 staff
- Retirement Planning Workshop online – 1 staff member
- Matariki information sessions for staff- end June/July

Well-being Calendar events:

- Sign language Awareness week 8-12 May
- Pink Shirt Day 19 May
- Men's Health Week 12-16 June

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.
10.2 There are no financial implications to this option
10.3 Option 2 is not the preferred option
10.4 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)

12.1 That the Quarterly Report from the Chief Executive dated 27 April 2024 be received.

Simon Bastion
Chief Executive

Appendix 1 – Three Waters NTU Programme
Appendix 2 – Capital Grant Funded Projects 2020-2023

Entity I

Water Services Reform Programme

NTU Roadshow | 5 July 2023

Canterbury, West Coast
Buller District
Grey District
Westland District
Kaikoura District
Hurunui District
Waimakariri District
Christchurch City
Selwyn District
Ashburton District
Timaru District
Waimate District
Mackenzie District
Waitaki District

Te Tari Taiwhenua
Internal Affairs

www.waterservicesreform.govt.nz

WS WATER SERVICES REFORM PROGRAMME

Water Services Reform Programme

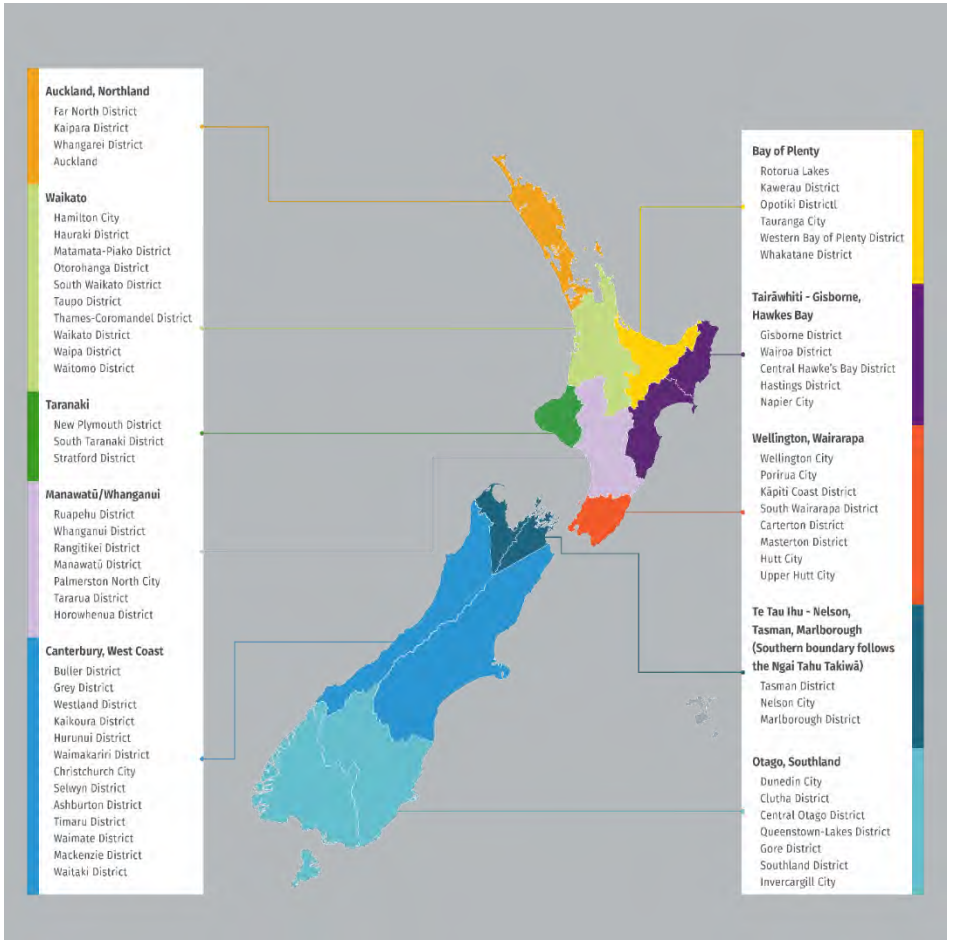
Heather Shotter

Executive Director, National Transition Unit – Water Services Reform Programme

Refocusing the reform

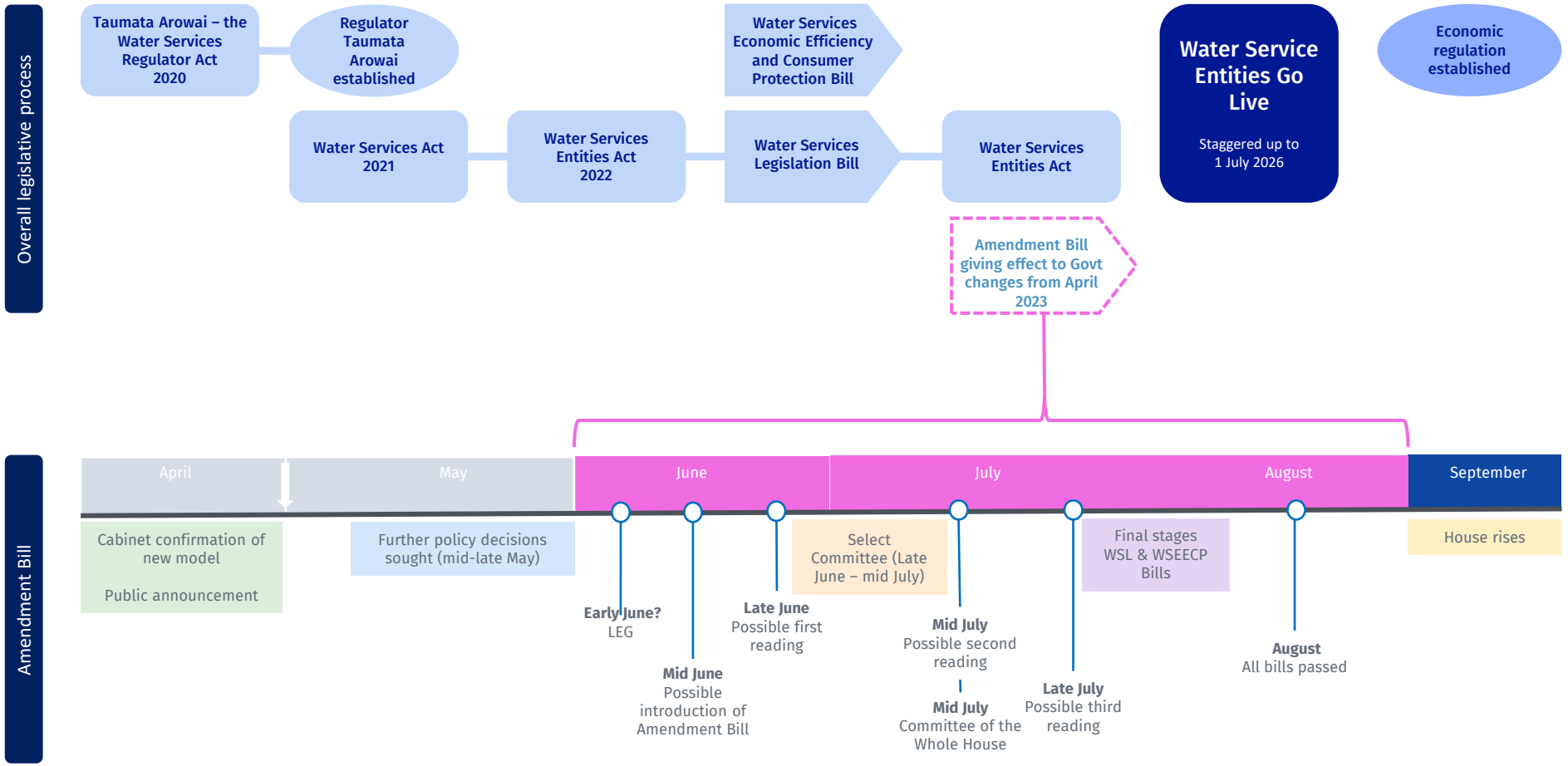
In April 2023 Prime Minister Rt Hon. Chris Hipkins and Minister of Local Government Hon. Kieran McAnulty announced:

- **Ten regionally owned and led** Water Services Entities to be established, rather than the four originally proposed.
- Under the 10-entity model the **local voice is strengthened** with every territorial authority owner – and therefore every community – represented on the entity's regional representative group.
- Mana whenua continue to have **equal representation** on the regional representative groups alongside councils.
- **Competency-based** WSE Boards remain in place.
- **Te Mana o te Wai remains at the core.**
- Community Priority Statements introduced.
- Entities will deliver water services with **staggered start dates** up to 1 July 2026 with Entity A to go first on 1 July 2024.
- The Government decided not to move ahead with the $1.5 billion second phase/tranche of **"better off" funding** for councils to ensure the Water Services Entities are able to operate sustainability. The first $500 million of Crown-funded "better off"' funding is unaffected by the decision.
- **Further legislation** to enact changes has been introduced and is intended to be passed before this year's election.



Legislative process and timeline

The Government intends to introduce and pass legislation giving effect to the changes it announced in April before this year's election. It will be subject to Parliamentary timetable and processes, including the opportunity for public feedback.



Amendment Bill introduced

- Staggered approach to Go Live for all entities.
- Legislative changes and guidance that clarifies what councils are expected to include in their planning and reporting documents over the transition period.
- Approach to further transition funding enabling councils to continue to carry out transition work.
- Process to enable regionally-led, voluntary amalgamation of entities.
- Advice and proposals for suitable entity financing mechanisms.
- Clarifying the process for communities who have connections and interests in water, water sources and water catchments in their regions to make priority statements and how an entity is expected to respond.
- Modifications to the water reform work programme, including the transitional arrangements during the establishment period.

Note:
The Amendment Bill is currently in Select Committee Process

Iwi Māori

Peata Williams

Chief Advisor, Iwi Māori – Water Services Reform Programme

Relationships are key

Strong relationships with iwi and hapū will be pivotal – shifting the team to be regionally focused.

Regular communications and engagement forums established for relationship building.

Focus of Iwi Māori Directorate

Stand up of iwi collectives
Support the establishment of 10 functioning iwi collectives that have the opportunity to participate in the stand up of their entity

Te Mana o Te Wai
Having a collective understanding, supported by good communication and appropriate resourcing, monitoring & system stewardship

Transition of Treaty Settlements
Staging the engagement with PSGE's based on the staging of the stand up of the entities

Aligned with the NTU staggered runway

Te Mana o te Wai remains at the core

Te Mana o te Wai acts as the guiding principle for WSEs to make decisions on how best to deliver water services to all communities.

- There is a hierarchy of obligations in Te Mana o te Wai that prioritises:
  - First, the health and well-being of water bodies and freshwater ecosystems
  - Second, the health needs of people (such as drinking water)
  - Third, the ability of people and communities to provide for their social, economic, and cultural well-being, now and in the future.

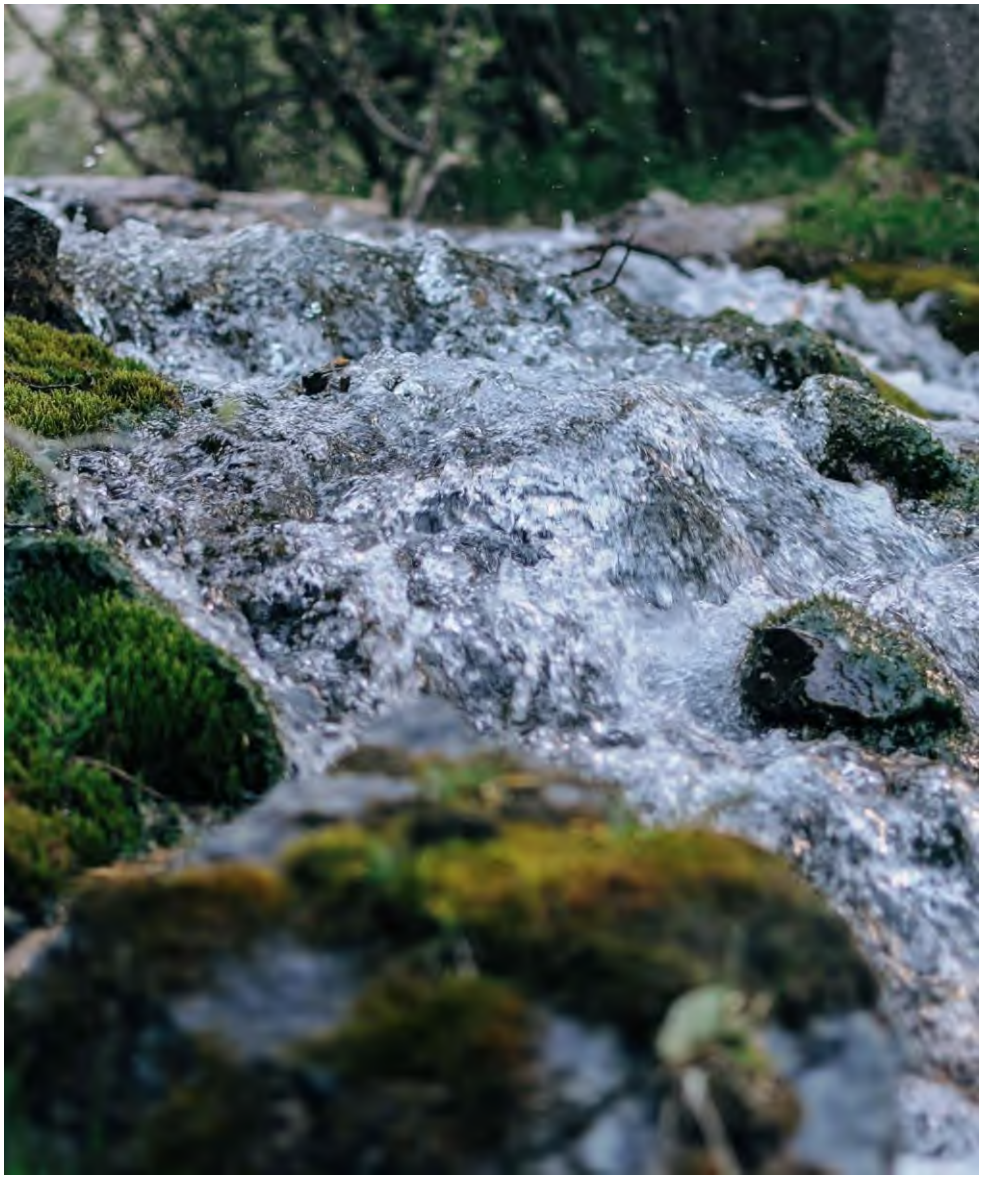
- WSEs will give effect to Te Mana o te Wai through their strategic and operational planning and reflect this in their response to Te Mana o te Wai Statements submitted by Mana Whenua to deliver on those commitments.

- Giving effect to Te Mana o te Wai will require entities to partner with mana whenua, identifying both how Te Mana o te Wai will be applied locally and the outcomes that mana whenua want for waterbodies now and in the future.

Te Mana o te Wai

What we have heard, is that Te Mana o te Wai:

- is a transformative mechanism focused on **re-aligning the relationship between people and water** in all its forms to ensure the well-being of our waters.
- is the **responsibility of all New Zealanders to uphold and prioritise the health of our water.** To do this, Te Mana o te Wai must be at the **forefront of all decisions**.
- enable **structural change** that benefits not only our water and water services but also the **health and well-being of all New Zealanders**.
- and its expressions should be delivered by Iwi, at place and implemented in partnership.



The National Transition Unit

Jaron Shaw
Head of PMO

The National Transition Unit

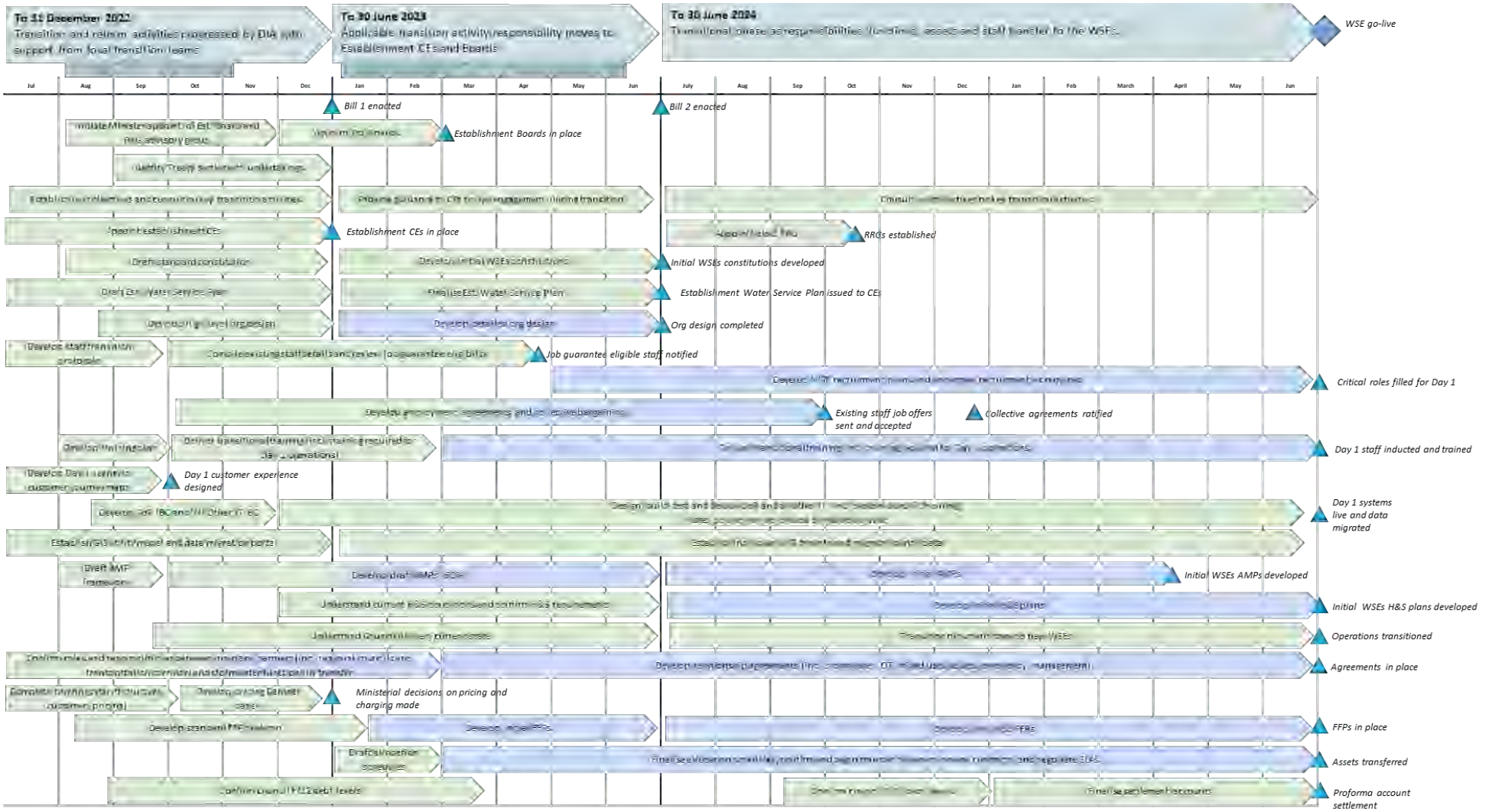
The National Transition Unit's work programme contains the component parts required to successfully establish the new water services entities, and ensure safe transfer of functions, staff, assets, debt, revenue and interests.

The components, or workstreams, of entity establishment are:

- **Governance and establishment**: development of establishment plans, Establishment Board appointments, support for CE appointment and establishment of entities as organisations, including constitution development.
- **Data and digital**: Putting in place the information systems and digital enablers and migration of data to support entity operations.
- **Customer**: Defining day 1 customer experience, standing up customer reference groups, development of a customer strategy.
- **Finance and commercial**: Debt and revenue transfer, development of funding and pricing plans, transfer principles, insurance strategy, naming, brand, office locations, and fleet. Entity financing / financing strategy will now be led by the Treasury.
- **People and Workforce:** Workforce engagement and staff transition guidelines, collective and individual employment agreements, organisational design and mapping of staff to functions in the new entities, transfer and recruitment, consolidated transition training plan and workforce development.
- **Asset management, operations and stormwater**: Developing compliance frameworks, development of asset management plans, Code of Practice and service and performance measures.

Alongside these workstreams, engagement with iwi has been critical to ensure Māori rights and interests are embedded into the design and establishment of the new entities.

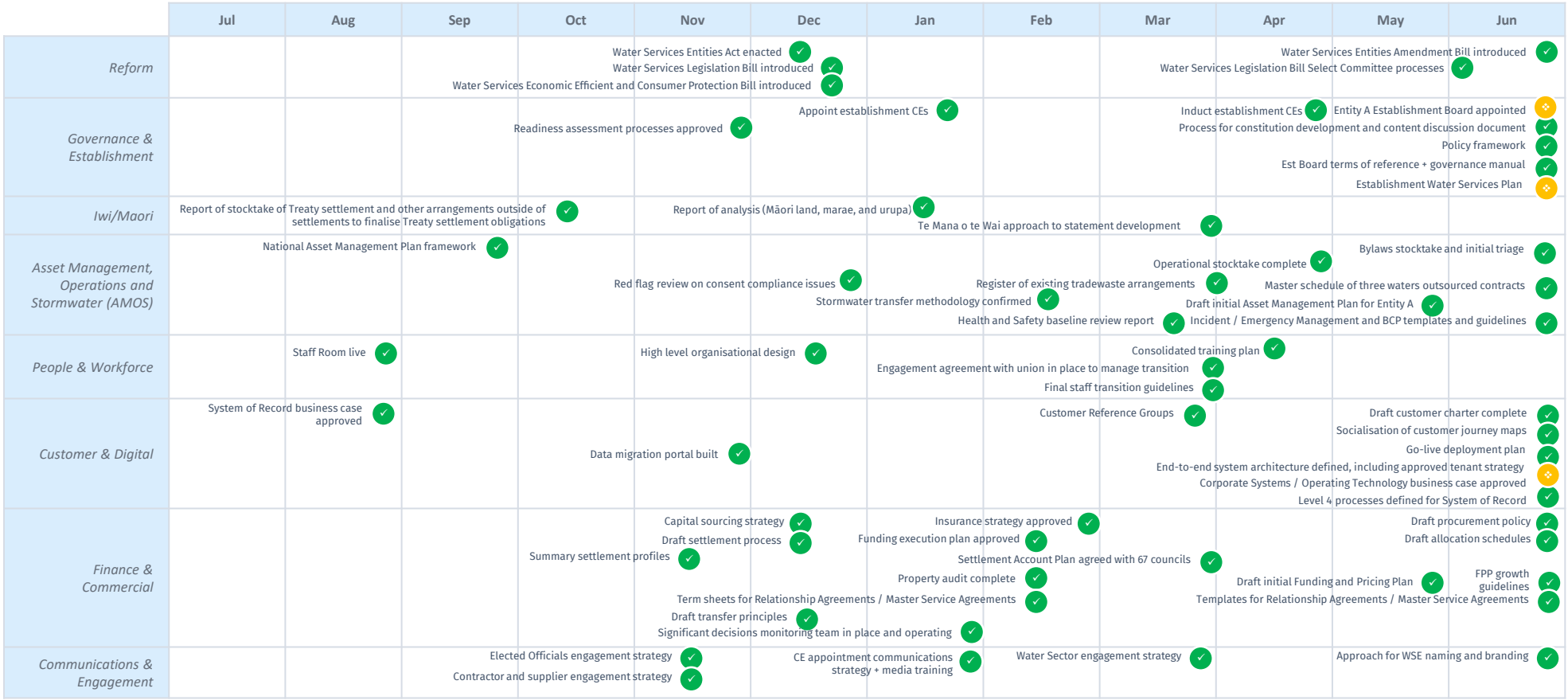
Our plan to-date



Where we are at today

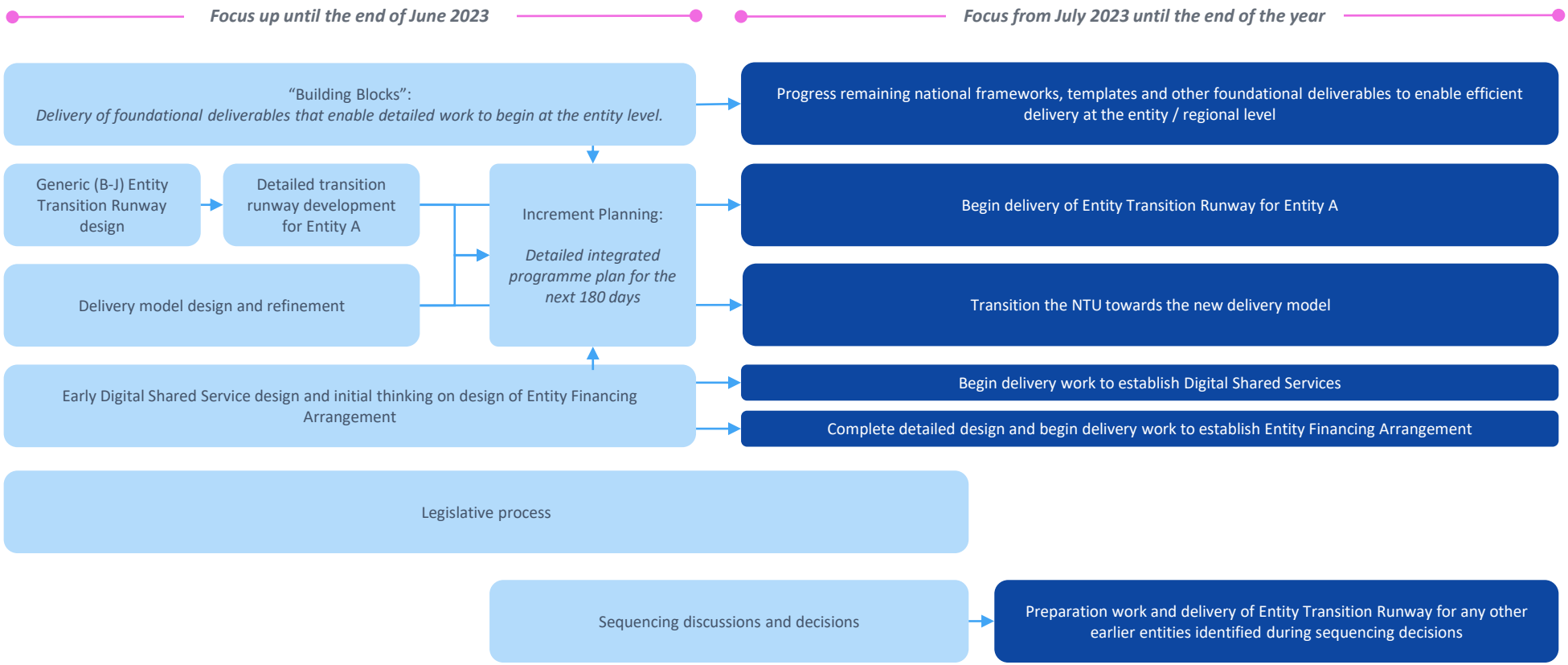
HORIZON 0 to 31 December 2022
Transition and reform activities progressed by DIA with support from local transition teams

HORIZON 1 to 30 June 2023
Applicable transition activity responsibility moves to Establishment CEs and Boards



KEY
- Completed
- Reset dependency that may impact completion

Moving into the next phase of delivery

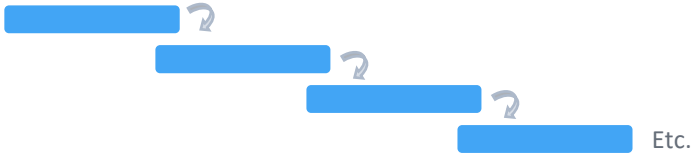


Implementation strategy

Alongside the legislative process, an implementation strategy has been devised to facilitate the staggering of delivery of each entity between July 2024 and July 2026. This will decrease the go-live risk, providing the opportunity to adapt and better support an increased number of entities.

Implementation strategy: *staggered delivery*

Between now and 1 July 2026, entities will be established through a staggered delivery model, which likely means that we will have groups of entities going live at the end of each financial quarter.



Determining the sequencing: *our planning considerations…*

- All entities must be **fully operational by 1 July 2026** at the latest. The Government intent is for as many of the entities as possible to 'go-live' before this date, when each entity and its council owners are ready.
- The **only known go-live date is for Entity A**, determined as being 1 July 2024, given that the composition of Entity A remains the same as in the Water Services Act.
- Each **entity requires a 12-15 month 'runway' leading up to go-live**, based on critical path requirements. These runways will vary slightly by entity; however, the critical activities and timeframes will be consistent.
- To stand up the new entities efficiently and effectively, we would ideally have an even distribution of work effort across the establishment period. This would mean from **one to three entities go live at each quarter-end.** We believe we should also consider building up to three, growing our implementation muscles over time.
- Ideally the **spread of entities will take into consideration relative scale** so we have a mix of different sized entities in each implementation period.
- A **spread across New Zealand will be pursued** so that all regions benefit incrementally through transition.
- Go-live dates are scheduled at the **end of Financial Year quarters** to better manage the rating implications for councils for transitions that occur part way through a financial year.
- Each WSE will go live in full to ensure they have the **full scope of capabilities,** rather than compromised hybrid solutions driven by speed.

Implementation strategy

Concept of the Entity Transition Runway

In the implementation strategy, we have assumed that it will take (as a baseline) 12-15 months from the start of entity-focused delivery, to that entity being operationally ready, as defined by the Day One outcomes.

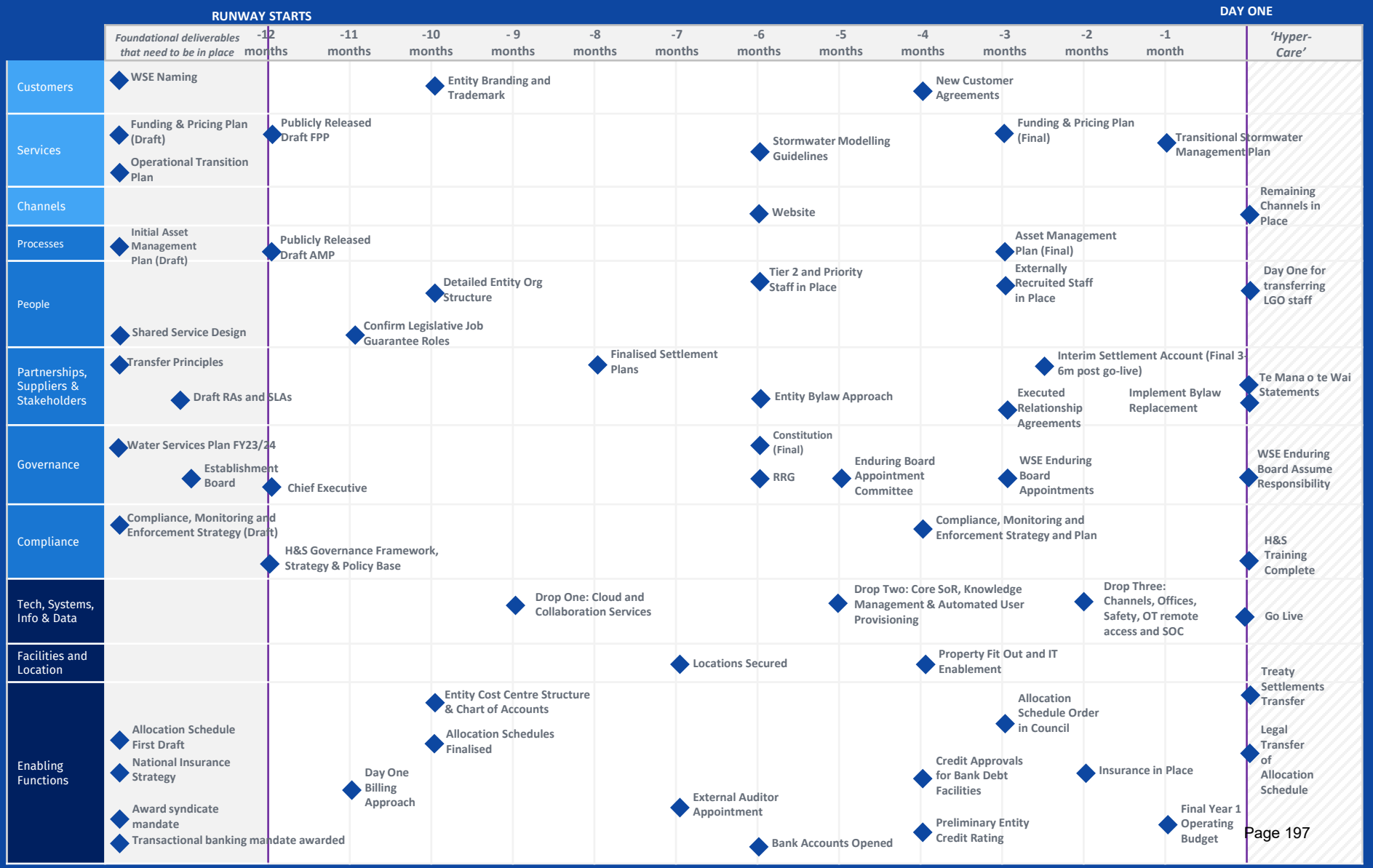
Advance work	Entity Transition Runway	Hypercare
3-5 month 'advance' work to prepare a regional team, work with councils and iwi and hapū to refine the baseline plan, start work on Establishment Boards and CE appointments, issue information requests to Councils and other preparatory activities.	The Entity Transition Runway is 12-months of entity-specific delivery activity leveraging national frameworks, templates, learnings and SME support, to ensure the entity is ready for their Day One. It outlines a relatively detailed sequence of activity and deliverables that need to be completed in the 12-month period. Currently, the Entity Transition Runway is a baseline plan that will later be tailored and refined for each entity to suit their specific circumstances, timing considerations, and iwi, hapū and council priorities for the entity.	1-3 months of hyper-care activity to support with any refinement to process or systems post Day One.

Activity detailed in the Entity Transition Runway includes:

- Constitution development
- Credit rating and financing arrangements
- Establishment Board and Enduring Board appointments
- Funding and Pricing Plan consultation, revision and approvals
- Technology development and deployment activity
- Transition of Treaty settlements
- Asset Management Plan consultation, revision and approvals
- Allocation schedules and completion of debt / revenue transfers
- People & workforce arrangements including recruitment and management of Legislated Job Guarantees

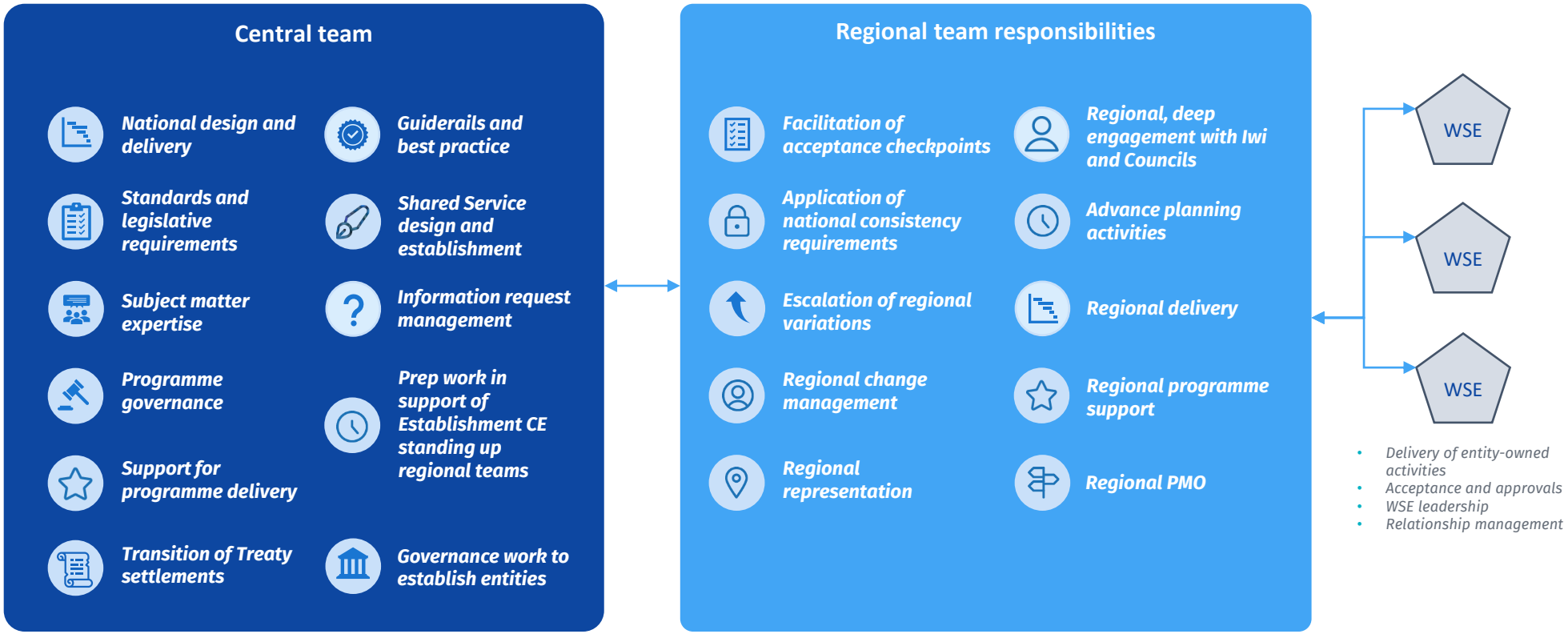
High-level Entity Transition Runway (Entities B-J)

This view only shows some of the critical deliverables, and at a high level, to illustrate the sequencing. This is supported by detailed planning. There will be foundational work for multiple entities ahead of the runway commencing for a particular entity.



Delivery approach

Decisions made closer to the point of impact while retaining the benefit of national consistency and access to shared national expertise and learnings.



*TBC groupings of WSEs against regional teams

Discussion: Entity Sequencing

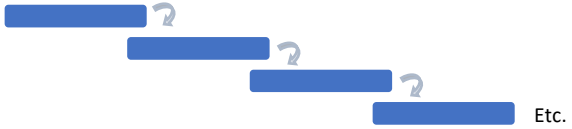
Michael Brewster

Establishment Chief Executive

Implementation strategy - at a national level

Implementation strategy: *staggered delivery*

Between now and 1 July 2026, entities will be established through a staggered delivery model, which likely means that we will have groups of entities going live at the end of each financial quarter.



Determining the sequencing: *our planning considerations…*

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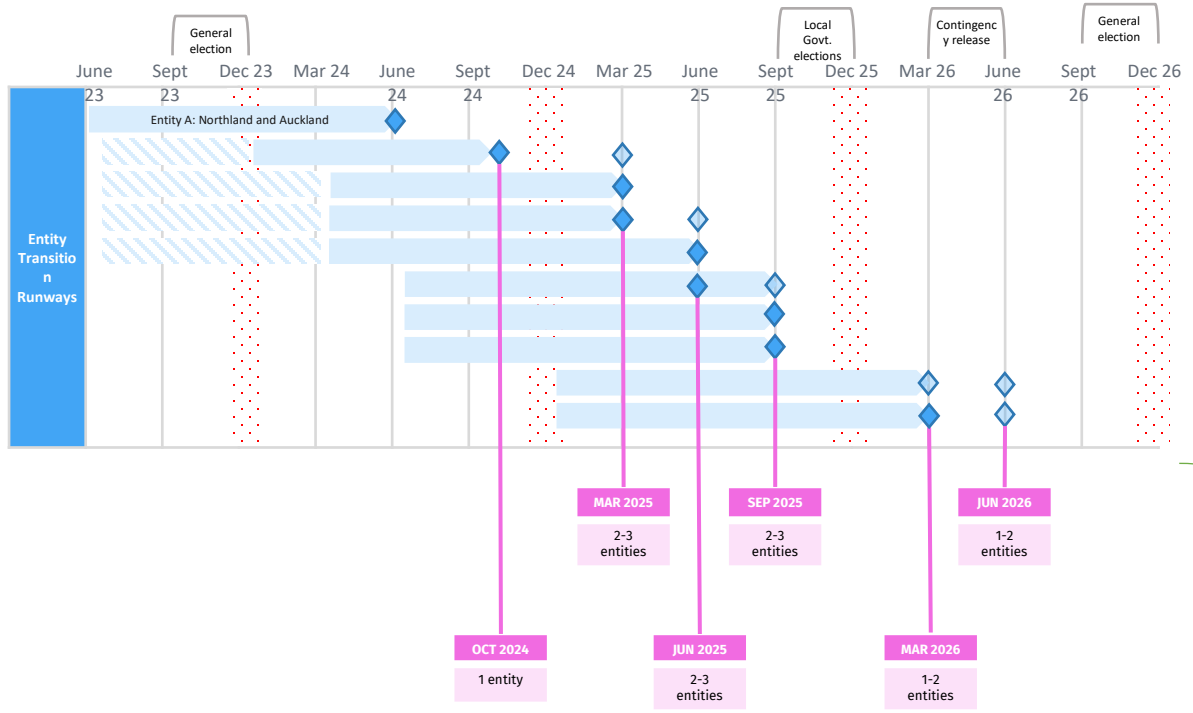
- Each WSE will go live in full to ensure they have the **full scope of capabilities,** rather than compromised hybrid solutions driven by speed.

Implementation timeline (illustrative)

Entities, once assessed against the criteria will be slotted into one of 7 implementation windows, depending on the amount of implementation capacity available.



Principles to be applied in determining sequencing

- All entities fully operational by 1 July 2026
- Entity A only confirmed go-live date so far (1 July 2024)
- 12-month transition runway required for each entity
- Maximum three entities going live at once
- Allocation of entities will need to into account need to spread scale and regions
- Go-live dates aligned to end of Financial Year quarters
- Go-live must achieve all future state capabilities in scope

Other (more granular) criteria in determining the entity sequence

	Water Services Reform objective*	Proposed criteria	Why is it important
Entity make-up	Entities are operationally and financially independent	A. Number of impacted staff with an element of water services delivery or support responsibility	A high volume of transferring staff means efficiencies in providing support (especially in neighbouring council areas) and permits greater traction with the reform. However, this also brings greater implementation complexity due to: • the quantity of staff requiring confirmed pathways under the legislative job guarantee and associated offer processes • the size, scale and breadth of change support required to ease transferring staff through transition (e.g. training, resilience support) • the extent of unfulfilled positions within the entity after pathways have been confirmed, where external recruitment is needed or where cross-entity employment opportunities may be present.
	Entities are operationally and financially independent	B. Number of contracts to novate	The greater the volume and complexity of commercial relationships transferring from local government organisations to the WSE, the higher the implementation risk due to the quantity of relationship or service agreements that need to be novated or created to facilitate the continuity of water services, and the impact on customers through the existence of things like the mix of billing methodologies.
	Iwi/Māori rights and interests are provided for in the new system	C. Number and complexity of iwi Treaty settlements to be upheld through the establishment of entities	In addition to embedding Te Mana o te Wai, upholding Treaty obligations through transition is a critical component of enhancing the partnership with Iwi in each entity area.
Implementation considerations	A strengthened regulatory regime, both for quality, and standards and price	D. No legislative impediments / constraints to an entity going live	The legislative process will occur in parallel to implementation planning and must conclude before the entity sequencing can be confirmed. Complexities that may arise during that process will need to be factored into final planning to ensure that the legislation can be applied accurately and completely.
	Entities are operationally and financially independent	E. The value of demonstrating the benefits of reform	The reform programme is built on delivering a number of benefits for New Zealand. Maximising the realisation of these early and fully should be factored into implementation planning, including ensuring that there is benefit delivered across the country simultaneously. This dimension should also allow for consideration of other government priorities that overlap with water services reform, which are supported by the establishment of the entities. These priorities may be more relevant in certain communities, such as where housing shortages and infrastructure deficits may rank highly.
	Entities have sufficient financial capacity and credit standing to cost effectively fund the required investment	F. Ease of price transition	These factors relate to the challenges some entities may face in achieving revenue sufficiency post-day 1, and/or will start with high debt. The Government may need more time to consider options in these circumstances, leading to the need for later establishment.
	Entities have connections to councils and local communities	G. Presence of existing relationships between Councils, and between Councils and Iwi to maximise integration opportunities	Leveraging existing relationships between Councils enable efficiencies to be incorporated into the implementation planning, as this could reduce the number of relationship or service agreements needed, contract changes, and/or operational transition requirements. Continuity in relationships will also reduce the impact of the staff involved, and stakeholders in the entity area.
	A strengthened regulatory regime, both for quality, and standards and price	H. Current compliance risk of each council rolled up to entity, based on consent volume risk, compliance risk and expiry risk	Councils requiring support to remedy compliance issues and meet regulatory standards could be considered candidates of greatest need, and greatest reform benefit, and therefore, considered for early implementation. This may also include climate change considerations and/or where there is high RMA non-compliance.
Partner and stakeholder readiness	No district is left behind, and all councils are included in one of the new entities	I. Subjective Iwi and Council willingness/preference to go-live as early as possible, rolled up to entity	External and stakeholder factors, including Councils willingness to transition, and the impact of external events on Council's ability and readiness to transition will have an impact on the ease of transition. The strength and efficacy of relationships between stakeholder and partner groupings within the entity area will also have a bearing.

Sequencing next steps

<u>After</u> all of the roadshows, we will:

- Consolidate all of the input that we receive from Councils and Iwi across the country
- Correlate that input with some implementation principles to ensure local voice is blended with the overall implementation intent
- Make recommendations to the Minister via a departmental report to help inform Cabinet's decision on entity sequencing ahead of the national election.
- Entity sequencing is confirmed via Order in Council.

It is anticipated we will be in a position to confirm the order of march by December 2023 at the latest.

In the meantime, there is work we can do together

Including, but not limited to:

- **Naming each entity** to reflect the region that it serves (English and te reo Māori).
- Completion of the **legal RFI** in order to identify what arrangements need to be put in place for service level agreements and relationship agreements.
- Preparation work to ensure each entity's **governance appointments** can be accelerated as soon as entity sequencing is known.
- Progress the **Funding and Pricing Plan** and **Asset Management Plan** drafting for each entity.
- Progress drafting of transfer principles and **allocation schedules.**
- Completion of **stormwater** rules best practice approach, stormwater modelling guidelines and transitional stormwater management strategies framework.
- Defining our day one **billing approach**.
- Developing **transition plans** for three waters 'standard' operations.
- Defining standardised draft operational **processes, procedures and policies**.
- Progressing an **iwi / Māori representation model and election process**.
- **Supporting staff transition activities,** including staff access to transition-related training, and participation in collective bargaining processes.
- Progressing high-level entity **prototype/templated org structures**.

Pātai? | Questions?

Thank you

Capital Grant Funded Projects 2020 – 2023

Shovel Ready Funding – Ministry of Business, Innovation and Employment

Project	Description	Year	Grant	Other funding
Hokitika Swimming Pool Stage One	Stage One – Structural works, upgrades to electrical services, a new Fire System, and the installation of a new HVAC system.	2021-2022	$3,000,000.00	$420,317 – Westland District Council
Hokitika Swimming Pool Stage Two	Stage Two – Upgrades to the current pool, new filtration system and liner. New Front of house and changing room facilities.	2022-2024	$1,420,000.00	$690,000 – Better Off Funding
Cron Street, Franz Josef	Extension to Cron street included footpaths and road sealing.	2020-2023	$1,500,000.00	$0 – Westland District Council
Old Christchurch Road	Seal extension to Old Christchurch Road. Completed 6km of 12km originally proposed.	2020-2022	$3,200,000.00	$0 – Westland District Council
Butlers Landfill & Fox River Remediation	Removal of waste from Fox Glacier Landfill to Butlers	2020-2023	$3,350,000.00	$0 – Westland District Council

	Landfill. Construction of new cell at Butlers landfill.			
Jacksons Bay Wharf	Upgrades to causeway were completed. Project requires further funding to complete lower deck and wharf.	2021-2022	$1,000,000.00	$250,000 – Westland District Council
Total:			**$13,470,00.00**	**$1,360,317.00**

Provincial Growth Funding

Project	**Description**	**Year**	**Grant**	**Other funding**
Haast Community Hall	Upgrades to Kitchen, Toilets. Replace exterior weatherboards. Complete structural fixes, as well as EQ assessment. Install new rainwater tank	2020-2023	$137,000.00	$7,853.00 – Westland District Council
Kumara Memorial Hall	New shower block and commercial kitchen installed. Drainage and spouting works. Fix structural issues and instal new insulation.	2020-2023	$179,000.00	$0 – Westland District Council
Okuru Lodge Community Hall	Re-roofing, painting, re-piling, water blasting, new toilets, and kitchen.	2020-2023	$112,000.00	$35,987.00 – Westland District Council

Bruce Bay Community Hall	Re-piling works and replace windows.	2020-2023	$100,000.00	$13,764.00 – Westland District Council
Kokatahi Community Hall	Rear wall external cladding. Improvements to bathroom and hallway.	2020-2023	$44,000.00	$0 – Westland District Council
Waitaha Community Hall	Bathroom improvements, electrical work, new kitchen, new entrance, replacement windows and re piling works.	2020-2023	$165,000.00	$0 – Westland District Council
Greypower Pensioners Assoc Building	Replace windows, upgrades to kitchen, external painting and a deep clean of building.	2020-2023	$47,500.00	$0 – Westland District Council
Hokitika Band Rooms	Selective repile and recald. New bathroom installed; new internal wall built.	2020-2023	$65,000.00	$0 – Westland District Council
Total:			**$849,500.00**	**$57,604.00**

Culture and Heritage Funds

Project	Description	Year	Grant	Other funding
Carnegie Building	Seismic Strengthening Project	2020-2023	$794,830.00	$1,631,630 – Lottery, Better Off Funding and Westland District Council
Total:			**$794,830.00**	**$1,631,630**

Lottery Grants

Project	Description	Year	Grant	Other funding
Carnegie Building	Seismic Strengthening Project	2020-2023	$500,000.00	$1,926,460 – Culture and Heritage, Better Off Funding and Westland District Council
Cass Square Playground	New Cass Square Playground Installation	2021-2023	$510,000.00	$546,788 – Westland District Council
Total:			**$1,010,000.00**	**$2,473,248.00**

Maintaining the Quality of Great Rides Fund

Project	Description	Year	Grant	Other funding
Lake Kaniere Stage One	4km of new trail constructed between Hauhau Road and Striplands Creek.	2022-2023	$271,424.00	$127,666.51 – Westland District Council
Old Christchurch Road Cycle Trail	New section between Old Chch Road and Kapitea Reservoir	2020-2021	$122,000.00	$0 – Westland District Council
Kaniere Water Race Bridges	Replacement/upgrade of existing Water Race bridges.	2022-2023	$127,000.00	$127,000.00 – Westland District Council
WCWT Storm Damage Repairs	Storm Damage claim as required	2021-2023	$76,471.00	$0 – Westland District Council
WCWT Operational Fund	Operational annual funding contribution	2022-2023	$135,000.00	$$0 – Westland District Council
Total:			**$604,895.00**	

Tourism Infrastructure Fund

Project	Description	Year	Grant	Other funding
Campervan Dump Stations	Install campervan dump stations at Franz Josef and Upgrade the facility at Hokitika.	2020-2021	$102,000.00	$67,000.00 – Westland District Council

Franz Josef Wastewater Pump Station	Upgrades to existing facility, including the installation of larger pumps.	2020-2021	$128,000.00	$67,000.00 – Westland District Council
Jacksons Bay Boat and Trailer Park	Project terminated. Funding claimed to date reallocated to other TIF projects ongoing	2021-2023	$123,000.00	$65,500.00 – Westland District Council
Cass Square Toilets	New toilet block to be installed, including extended shelter and Ebike charging stations	2021-2023	$191,500.00	$233,500.00 – Westland District Council
Paringa Public Toilets and Carpark	New four pan toilet installed at Paringa, including a new carpark	2021-2023	$236,000.00	$76,000.00 – Westland District Council
Franz Josef Heliport and Carparking	New carpark installed, with lighting	2021-2023	$137,000.00	$63,000.00 – Westland District Council
Hokitika Beachfront Development	Beachfront carpark installed. New Beachfront access to be installed also	2021-2023	$230,500.00	$81,854.00 – Westland District Council
Sunset Development – Toilets, Carpark etc	New toilet installed, as well as additional carparking	2020-2021	$485,325.00	$500,000.00 – Westland District Council
Ross Toilets	New four pan toilet installed in Ross	2020-2021	$320,250.00	$106,750.00 – Westland District Council

Franz Josef Wastewater Treatment Plant		2020-2021	$1,985,800.00	$1,500,000.00 – Westland District Council
Total:			**$3,939,375.00**	**$2,760,604.00**

Project	**Description**	**Year**	**Grant**	**Other funding**
Westland Promotional Signage	Install Westland Promotional billboards around the gateways to Westland. Project scope to include a new Hokitika town entrance sign	Future (2023-2024)	$70,000.00	$75,000.00 – Westland District Council Annual Plan
Hokitika Gorge Bridge Extension of life	Extend life of current bridge by at least 5 years.	Future (2023-2024)	$150,000.00	$50,000.00 - Westland District Council Annual Plan
Glacier Country Township Improvements	Bundle of projects, includes Flagtrax installation in Franz Josef and Fox Glacier.	Future (2023-2024)	$140,000.00	$140,000.00 – Westland District Council Annual Plan
Westland Industrial Heritage Park	Reshaping, draining, and sealing the WIHP yard to improve amenity and accessibility of the site.	Future (2023-2024)	$55,000.00	$55,000.00 - Westland Industrial Heritage Park

Beachfront Development	Beachfront Access Ramp Project shortfall	Future (2023-2024)	$65,000.00	$65,000.00 – Westland District Council
Blue Spur Mountain Bike Park	Realign 177m of local heritage trail which is currently at a high level mountain bike grade.	Future (2023-2024)	$90,000.00	$90,000.00 – Blue Spur Mountain Bike Club
Community Waste Bins	Install new rubbish bins at Cass Square to align with future improvement works. As well as install new bins in Franz Josef and Fox Glacier.	Future (2023-2024)	$37,250.00	$37,250.00 – Westland District Council Annual Plan
Otira Public Toilets	Install new three pan toilet block in Otira	Future (2023-2024)	$162,500.00	$162,500.00 – Westland District Council Annual Plan
Total:			**$769,750.00**	**669,750.00**

Kainga Ora Infrastructure Acceleration Fund

Project	**Description**	**Year**	**Grant**	**Other funding**
Racecourse Development Stage One		2022-2028	$3,500,000.00	$200,000 - Westland District Council
Total:			**$3,500,000.00**	

Better Off Funding

Project	Description	Year	Grant	Other funding
Community Funding	Portfolio made up of 12 different projects	2022-2024	$500,000.00	$0 - Westland District Council
Community Halls	Portfolio made up of 14 different projects	2022-2024	$900,000.00	$0 - Westland District Council
Community Resilience	Portfolio made up of 17 different projects	2022-2024	$200,000.00	$0 - Westland District Council
Culture and Heritage	Portfolio made up of 5 different projects	2022-2024	$500,000.00	$0 - Westland District Council
Township Improvements	Portfolio made up of 1 project, Hokitika Swimming Pool	2022-2024	$690,000.00	$0 - Westland District Council
Total:			**$2,790,000.00**	

Overall Capital Grants awarded between 2020-2023

Year	Description	Grant	Westland District Council Contribution
2020-2021	Funding grants awarded in 2020-2021	$13,337,705.00	$2,375,154.00 - Westland District Council
2021-2022	Funding grants awarded in 2021-2022	$5,504,471.00	$1,736,959.00 - Westland District Council
2022-2023	Funding grants awarded in 2022-2023	$8,243,424.00	$454,666.51 - Westland District Council
Total:		**$27,085,600.00**	**$4,439,113.00**

Report to Council

DATE: 20 July 2023

TO: Mayor and Councillors

FROM: Scott Baxendale – District Assets Group Manager

UPDATE ON BETTER OFF FUNDING, TRANCHE ONE PROJECTS

1. Summary

1.1. The purpose of this report is to provide an update to Council on the status of the Three Waters Reform, Better Off Funding Tranche One projects.

1.2. This issue arises from Westland District Councillors requiring to be kept regularly updated on all Better Off Funded projects.

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 this report.

2. Background

2.1. The reason this report has come before the Council is due to Westland District Council being successful in receiving Tranche One of the Three Waters Reform, Better Off Funding Grant. This grant has a total value of 2.79 Million and has been allocated to 49 different community projects. Council's vision for Tranche One of the Better Off Grant was to evenly distribute the funding across the district, benefitting and making a difference to multiple communities.

2.2. Westland District Council received the official Department of Internal Affairs, Better Off Funding portal access at the beginning of April. Westland District Council aim to submit a quarterly claim at the end of July for all costs incurred in the last quarter.

2.3. Individual community funding agreements have been written and sent to all community groups necessary. Alongside a reporting template required to be completed monthly to council. This reporting template was put in place to ensure transparent communication between community groups and council regarding the Better Off funded project. These reports also allow Westland District Council to have ample information on hand for reporting to the Department of Internal Affairs through the Better Off Funding portal.

3. Current Situation

3.1. 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)	Costs committed (Excl Gst)	Project update	Photos/Plans
Bruce Bay Community Hall Improvements	Budget Allocation: $46,035.00 Replace windows. Sand and coat wooden floors. Replace kitchen vinyl.	In progress	$10,880.00	$21,624.93 – Windows Quote.	Samuel Blight and Kate Baird visited site on 08/06/23. Wooden floors have been sanded and coated. Replacement windows have been ordered. Community Agreement – Signed	
Fox Glacier Memorial Aboretum	Budget Allocation: $44,000.00 Install new plating, bench seat and parkland shelter.	In progress	$65.52	$500.00 – Landscape Designer Quote.	Samuel Blight and Kate Baird visited site on 08/06/23. Community has appointed a landscape designer to design the memorial garden. A purchase order has been raised for the initial site visit. Community Agreement – Signed	

HariHari Civil Defence Plan	Budget Allocation: $22,944.00 Supply two new water tanks at Guy Menzies Park. Purchase bulk dry food for civil defence container.	Complete	$18,982.49		Samuel Blight and Kate Baird visited site on 08/06/23. Water tanks have been purchased and delivered to site. Community to organise installation. Bulk dry food has been ordered and delivered to site. Community to store these in Civil Defence container. Community Agreement – Signed Project Completed under budget. $3.961.51 remaining.	
Lake Kaniere Community Resilience Plan	Budget Allocation: $43,633.00 Install two new containers to be used for civil defence purposes.	In progress	$224.64	$0	Samuel Blight and Karl Jackson have completed a site visit with community to confirm both shipping container's locations. The community is now to clear the land (Bush etc) on site. Shipping container quotes received. Community Agreement – Signed	

Lions Club Lazar Park Hall Upgrade	Budget Allocation: $103,628.00 Extension to existing Lazer Park Hall.	In Progress	$0	$10,725.22 – First Progress Claim	30/05/23 Confirmation received from Latham Martin, Lions Club of Hokitika was successful in their lotteries grant. $178,316.00. First progress claim, alongside progress report received 26 June from Project Manager Latham Martin. Community Agreement – Signed	
West Coast RDA, Arena surface	Budget Allocation: $57,234.00 Install new indoor arena surface	Not Started	$42,780.00	$0	Project is being project managed by West Coast RDA. A creditor form has been supplied to the Arena Surface contractor, to raise a purchase order. Community Agreement – Signed	
West Coast RDA, Arena electrical works	Budget Allocation: $35,733.00 Electrical work for indoor arena.	In progress	$7,146.59	$31,072.17 – Will Pilcher Electrical. Purchase order raised.	Project is being project managed by West Coast RDA. A purchase order has been raised for the electrical works. 20% progress payment has been paid to the electrical contractor. Community Agreement – Signed	
Kumara Gentle Annie Track Extension	Budget Allocation: $29,115.00 Track extension linking Gentle Annie at Sunset Point.	In progress	$37.44	$0	Initial meeting held with community members. Physical work expected to begin in July. Sam to meet with contractor on site first week in July. Community Agreement – Signed	

Kumara Memorial Hall Resilience Container	Budget Allocation: $39,964.00 Install new civil defence container. Container is to include shelving, windows, and a PA door.	In progress	$290.16	$0	Initial meeting held with community. Community to agree on location for container. Container quote received. Purchase order to be raised in new financial year. Community Agreement – Sent	
Otira Civil Defence Hub	Budget Allocation: $14,593.00 Install civil defence container alongside some solar lighting.	In progress	$0	$0	Initial meeting held with community. Container quote received. Purchase order to be raised in next financial year. Working with Kiwirail for land use agreement. Kiwi rail to clear site so container screws can be installed. Community Agreement – Sent	
Ross Civil Defence Hub	Budget Allocation: $24,559.00 Install a water tank and ChatR radio phones for civil defence purposes.	In progress	$0	$0	Initial meeting held on site with community. Water tank has arrived and is being installed. Waiting on plumbing quote. Community Agreement – Sent	

Whataroa Civil Defence Infrastructure	Budget Allocation: $78,882.00 Install civil defence container and a 50kVA diesel generator	In progress	$149.76	$31,532.33 – CAT Generator. Purchase order raised.	Samuel Blight and Kate Baird visited site on 08/06/23. CAT DE50EO generator ordered. Community to build shed for generator to be installed inside. Site visit to Whataroa Fire station to confirm container location complete. Container quote received. Purchase order to be issued in next financial year. Community Agreement – Signed	
Total	**$500,000.00**		**$80,556.60**	**$95,454.65**		

Township Development

Project	**Project Scope**	**Project Status**	**Costs to Date (Excl Gst)**	**Costs committed (Excl Gst)**	**Project update**	**Photos/Plans**
Hokitika Swimming Pool	Budget Allocation: $690,000.00 Funding for Hokitika swimming pool project overruns due to additional expenditure due to materials cost increases.	In progress	$1,692,882.14	$690,000.00	Council adopted to reallocate the entire Township Development fund to the Hokitika Swimming Pool. Stage Two of the Hokitika Swimming Pool Project began on 06/06/2023. Community Agreement – Not required.	
Total	**$690,000.00**		**$1,692,882.14**	**$690,000.00**		

Community Resilience

Project	Project Scope	Project Status	Costs to Date (Excl Gst)	Costs committed (Excl Gst)	Project update	Photos/Plans
Rapid deployment and communication kits for Fox Glacier, Franz Josef, Hari Hari, Hokitika and Okarito	Budget Allocation: $65,064.00 Supply Civil defence equipment. Rapid deployment and communication kits	In Progress	$78,977.00	$0	All satellite communication kit equipment and 19 community Starlink internet kits have been ordered and arrived. It is expected that the Community Resillience projects will be completed by the end of 2023. This project is being internally manged by Westland District Council IT and Civil Defence staff. Community Agreement – Not required. Internal project.	
Rapid deployment kit, communication kit and satellite phone for Bruce Bay, Haast, Kumara, Okuru, Waitaha and Whataroa.	Budget Allocation: $60,600.00 Supply Civil defence equipment. Rapid deployment kit, communication kit and satellite phones.					
Rapid deployment kit, communication kit and VHF	Budget Allocation: $11,230.00 Supply Civil defence					

communication for Otira	equipment. Rapid deployment kit, communication kit and VHF communication.					
Rapid deployment kit, communication kit, VHF communication and Satellite phone for Arahura, Kokatahi, Kowhitirangi, Lake Kaniere and Ross.	Budget Allocation: $63,050.00 Supply Civil defence equipment. Rapid deployment kit, communication kit, VHF communication and Satellite phones					
Total	**$200,000**		**$78,977.00**			

Culture and Heritage

Project	Project Scope	Project Status	Costs to Date (Excl Gst)	Costs Committed (Excl Gst)	Project update	Photos/Plans
Westland Anniversary Expended Legacy Digital Initiative	Budget Allocation: $200,000.00 Augmented reality application or location-based beacon heritage experience. Recreating the historic Hokitika Wharf. Fixed term event coordinator and project manager. Event seed funding for 2023 community events throughout Westland. Event program and advertisement.	In progress	$2,500.00	$0	Project working group met on 15/05/23. Zand Smith has been hired as the Event coordinator/project manager. “150 years of connection” branding design complete. Otira community group well into planning stage and have sold over 200 tickets to date for their Westland Anniversary event. Purchase order to be raised in new financial year. Community Agreement – Signed	
Hokitika Regent Theatre Upgrade	Budget Allocation: $36,000.00 Exterior building lighting. Main auditorium LED lighting and display. Interpretation panels	In progress	$0	$0	Regent theatre have begun work on site. Expect first project claim in July. Community Agreement – Signed	

Hokitika Town Clock Feasibility Study	Budget Allocation: $15,000.00 Engineering inspection report on Hokitika Town Clock	In progress	$0	$15,000.00 – Purchase order raised.	Local engineer company contracted to complete inspection and provided report. Purchase order raised.	
Westland Industrial Heritage Park	Budget Allocation: $180,000.00 Boatshed building and display elements. Heavy machinery display and storage building	In progress	$110,360.00	$173,305.00 – Building contractor. Kit set sheds. Purchase order raised.	Project has begun. Kits sets for both sheds have been ordered and paid for. Quotes received and purchase order raised for installation costs.	
Total	**$431,000**		**$112,860.00**	**$188,305.00**		

Community Halls

Project	**Project Scope**	**Project Status**	**Costs to date (Excl Gst)**	**Costs Committed (Excl Gst)**	**Project update**	**Photos/Plans**
Carnegie Strengthening Project	Budget Allocation: $260,000.00 Funding to cover greater than expected project costs due to project variations required on the Carnegie project.	In progress	$2,721,833.37	$260,000.00	Council adopted to reallocate part of the Community Halls funding to the Carnegie Strengthening Project. Project on track to be complete by 06/07/2023. Community Agreement – Not required. Internal project.	

Fox Glacier Hall	Budget Allocation: $19,0000.00 Installation of disability access.	In progress	$0	$0	Samuel Blight and Kate Baird visited site on 08/06/23. Sourcing local quotes to install three or four disability parks at the front of the Fox Glacier hall, as opposed to the ones currently on the side of the building.	
Franz Josef Hall	Budget Allocation: $149,432.00 Seismic Assessment, Temporary propping, and bathroom improvements	In progress	$3,913.30	$0	Samuel Blight and Kate Baird visited site on 08/06/23. Working with community to establish next steps forward for project. Seismic Assessment work will be completed alongside other community halls to reduce overall cost.	
Haast Hall	Budget Allocation: $56,309.00 Stormwater work, Electrical work, and Seismic assessment.	In progress	$0	$2,680.00 – Fire installation quote. Purchase order raised.	Initial project site meeting held. Fire installation quote accepted. Seismic Assessment work will be completed alongside other community halls to reduce overall cost.	
HariHari Hall	Budget Allocation: $11,697.00 Heat pump drain, fix spouting, investigate ceiling	Not Started	$28.08	$0	Initial project meeting to be held on site between community hall group and Samuel Blight.	

	ventilation, tighten roofing screws, seal, and rivet ridging laps.					
Civil Defence Welfare Centres	Budget Allocation: $81,879.00 Conduct Seismic Assessments as required to validate suitability	In progress	$0	$0	Westland District Council to identify the centres that require seismic assessments. Hokitika Boys Brigade Hall to be included due to reallocation of funds.	
Grey Power Hall	Budget Allocation: $45,426.00 Install new windows, curtains, and a new sliding door	In progress	$65.52	$0	Project manager Samuel Blight has met with committee chair. Replacement windows have been ordered. Purchase order to be raised in new financial year.	
Hokitika Regent Theatre	Budget Allocation: $88,580.00 Exterior maintenance: walls, windows, doors, spouting, downpipes, roller door, external wash and painting.	In progress	$0	$0	Hokitika Regent theatre has started this project. Expect first project claim in July.	

Kokatahi Hall	Budget Allocation: $46,334.00 Seismic assessment, electrical board, and heating	In progress	$0	$0	Initial project meeting to be held on site between Community Hall group and project manager Samuel Blight. Seismic Assessment work will be completed alongside other community halls to reduce overall cost.	
Kowhitirangi Hall	Budget Allocation: $9,290.00 Support in shortfall from Lottery Funding.	Complete	$8,180.00	$0	Matt Fairmaid has ordered new windows with the Better Off Funding. Windows to be installed with halls Lottery funding. Project Completed under budget. $1,110.00 remaining. Potential to contribute further funds to the overall project if required.	
Okuru Hall	Budget Allocation: $51,860.00 Hot Water, stormwater, cladding, seismic assessment.	In progress	$10,420.00	$24,073.14 – Plumbing purchase order raised.	Quote for Stormwater drainage, portable water filtration, gas water heating and kitchen auto boiler has been accepted. Seismic report to be completed alongside other community halls to reduce cost.	
Ross Hall	Budget Allocation: $65,300.00 Removal of Asbestos cladding.	In progress	$0	$0	Cladding sample has been taken, awaiting testing results. Work cannot begin until results are received.	

Waitaha Hall	Budget Allocation: $16,201.00 Balance needed for Water tanks	In progress	$14,726.25	$0	Plumbing quote received. 75% claim paid, remaining 25% to be paid on completion of works. Quote includes stormwater works, Spouting and Watertanks. Tanks being installed in early July. Project should be complete by August.	
Whataroa Hall	Budget Allocation: $7,503.00 Install a handrail and lighting storage.	In progress	$0	$0	Samuel Blight and Kate Baird visited site on 08/06/23. Community has installed handrails and lighting storage with community funding. Kate to contact DIA regarding reallocating the funds to install two new heat pumps in the hall.	
Total	**$900,000**		**$37,333.15**	**$286,753.14**		

3.2. The current Three Waters Reform, Better Off Funding Tranche One financial situation is summarised by portfolio below.

Portfolio	Funding Allocation	Funding Spent or Committed	Claimed through DIA/BOF portal
Community Funding	$500,000.00	$176,011.25	$66,577.00
Township Development	$690,000.00	$690,000.00	$0
Community Resilience	$200,000.00	$78,977.00	$200,000.00
Culture and Heritage	$500,000.00	$301,165.00	$180,00.00
Community Halls	$900,000.00	$324,086.29	$0
Total:	**$2,790,000.00**	**$1,570,239.54**	**$446,577.00**

4. Options

4.1. Option 1: Council receive this report.

4.2. Option 2: Council do not receive this report.

5. Risk Analysis

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

6. Health and Safety

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

7. Significance and Engagement

7.1. The level of significance has been assessed as being of low significance and administrative in nature.

8. Assessment of Options (including Financial Considerations)

8.1. Option 1 – Council receives this report.
8.1.1.There are no financial implications to this option.
8.1.2.Westland District Council have provided a progress report as required by Councillors.

8.2. Option 2 – Council do not receive this report.
8.2.1.There are no financial implications to this option.

9. Preferred Option(s) and Reasons

9.1. The preferred option is Option 1, Council receives this report.

9.2. The reason that Option 1 has been identified as the preferred option is that Westland District Council has provided an in-depth progress report update on the Three Waters Reform, Better Off Funding Tranche One projects as requested.

10. Recommendation(s)

10.1. That the report be received.

Scott Baxendale
District Assets – Group Manager

Report to Council

DATE: 20 July 2023

TO: Mayor and Councillors

FROM: Group Manager, Corporate Services and Risk Assurance

Elected Member Policies

1. Summary

1.1. The purpose of this report is for Council to adopt the Elected Member Allowances Policy and Elected Member Parental leave of Absence Policy.

1.2. This issue arises due to the requirements of the Local Government Members Determination that allows for expenses incurred to be reimbursed to Elected Members, and the option for Elected Members to take Parental Leave of Absence.

1.3. Council seeks to meet its obligations under the Local Government Act 2002 and the achievement of the District Vision adopted by the Council in June 2021, which are set out in the Long Term Plan 2021 - 31. Refer page 2 of the agenda.

1.4. This report concludes by recommending that Council;
1.4.1. Adopt the Elected Members Allowances Policy, attached as **Appendix 1.**
1.4.2. Adopt the Elected Members Parental Leave of Absence Policy, attached as **Appendix 2.**

2. Background

2.1. The reason the report has come before the Council is due to the payment of allowances to the elected members to carry out Council business where the elected member is using their own equipment or vehicle.

2.2. The Local Government Elected Members Determination produced each financial year allows for certain allowances to be paid to elected members for the determination term.

2.3. Elected members are not entitled to statutory “parental leave” as they are not subject to the Parental Leave and Employment Protection Act 1987. Local Government New Zealand (LGNZ) have provided a template policy to encourage a more inclusive and supportive local government.

3. Current Situation

3.1. The council is not mandated to pay an allowance or mileage to elected members, however it is normal practice to do so.

3.2. The determination states “that a local authority may pay” but does not require to be paid allowances for the use of personal information technology items such as laptop, mobile phone, printers and consumables, use of own vehicle and travel time.

3.3. Generally an allowance is paid, however if agreed then the Council can pay actual costs for items such as mobile and internet services and phone calls. The Remuneration Authority mandates that there is clear proof of use to be provided which constitutes Council business and personal use.

3.4. The determination for the 1 July 2023 to 30 June 2024 year has been received and there have been some changes. The maximum values that are allowed under the determination period are attached as an appendix to the policy so as not to require a change to the policy each time a value changes. However, there have been other changes that require the policy itself to be updated.
3.4.1. A change to the travel time to allow for part hours travelled to be claimed.
3.4.2. Clearer explanation around the requirements for childcare allowance.

3.5. Staff have also updated the process for elected members to make a claim for mileage and travel time to enable efficient financial recording of allowances, which includes the method of submission and timing.

3.6. The Elected Member Parental Leave of Absence Policy has been prepared using a template developed by LGNZ in discussion with the National Council of Women of New Zealand (NCWNZ).

3.7. LGNZ suggest that a standalone policy for Elected Members Parental Leave of Absence is preferred.

3.8. The policy is supported by the clauses found in the adopted standing orders around leave of absence 13.3.

3.9. The policy is to support and encourage members of our community to stand for Council by removing barriers and creating an inclusive environment. It is important that all eligible citizens feel able to stand for election and can participate fully.

4. Options

4.1. Option 1: That Council;
4.1.1 Adopt the Elected Members Allowances Policy.
4.1.2. Adopt the Elected Members Parental Leave of Absence Policy.

4.2. Option 2: That Council do not adopt the policies.

5. Risk Analysis

5.1. Risk has been considered, and the following risks have been identified Process risk and reputational risk where the policy is not clear and erroneous claims or approvals are made. There is financial risk for overpaid allowances.
There is reputational risk for not providing for parental leave where council is not seen to provide an inclusive environment.

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 moderate, as although the adoption of policies is administrative in itself, the content of the policies will be of interest to the ratepayers of Westland District Council.

7.2. No public consultation is considered necessary**.**

8. Assessment of Options (including Financial Considerations)

8.1. Option 1 – The Elected Members Allowances Policy has had minimal changes, these changes are based on the Remuneration Authority Determination. For elected members to be reimbursed any allowable expenses and allowances, Council must have an adopted policy.
The Elected Members Parental Leave of Absence Policy although optional, provides for an inclusive environment and can encourage members of the community to stand for Council that would not do so currently.

8.1.1. The following financial implications have been identified. Allowances payable to elected members are budgeted and funded through general rates.

8.1.2. There would be no financial implications by adopting the Elected Members Parental Leave of Absence Policy.

8.2. Option 2 – If Council does not adopt the policies, allowances available to elected members cannot be paid. Adopting a policy for parental leave is optional, however Council could be seen to be creating barriers to certain members of the community if there is no policy.

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 allowances are currently paid to elected members and to continue to do so from 1 July, Council must have an adopted policy. The policy has been updated to reflect the determination from the Local Government Remuneration Authority for maximum allowances and for those allowances that may be paid.

9.3. The Elected Members Leave of Absence Policy is an optional policy, however by adopting this policy provides for a more inclusive council and may attract members of the community to stand for council that would not normally do so. There are no financial implications to this policy.
This policy template is endorsed by the NCWNZ.

10. Recommendation(s)

10.1. That the report be received.

10.2. That Council adopt the Elected Members Allowances Policy.

10.3. That Council adopt the Elected Members Parental Leave of Absence Policy.

Lesley Crichton
Group Manager, Corporate Services and Risk Assurance

Appendix 1: Elected Members Allowances Policy
Appendix 2: Elected Members Parental Leave of Absence Policy

Elected Members' Allowances Policy

1. Purpose

To set the rules on the claiming of expenses by elected members and the resources that will be available to them during their term of office.

1.1 Scope

This policy applies to the Elected Members of Westland District Council (WDC).

Elected members should only be reimbursed for actual and reasonable expenses they incur in carrying out Council business, within the parameters set by the Authority and legislation.

Reasonable resources should be made available to elected members to enable them to more efficiently carry out their responsibilities.

Reimbursement of expenses, payment of allowances and use of the Council resources apply only to elected members personally, and only while they are carrying out Council business in their capacity as an elected member.

Transparency and accountability guide the reimbursement of elected members' allowances and expenses.

1.2 Commencement

This policy comes into force on 1 July 2023.

1.3 Definitions

1.3.1 **"Actual"** means as evidenced by the original receipt attached to the claim form.

1.3.2 **"Council Business"** includes but is not limited to, formal Council meetings, committee meetings, workshops, hearings, training courses and other meetings where attendance is required by a Council appointment.
It does not include events where the primary focus is on social activity or private meetings with community or groups.

1.3.3 **"Reasonable"** means that it is within the amount specified by this policy or the Remuneration Authority or as deemed reasonable by the Mayor and Chief Executive.

1.3.4 **"Remuneration Authority"** is the independent body established by the Remuneration Authority Act 1977 whose responsibilities under the Local Government Act 2002, determine remuneration, expenses and allowance rules for local authority members.

2. Policy

2.1 Equipment

2.1.1 At the commencement of each 3 year term, all elected members will be provided with approved standard IT equipment such as laptop or tablet, (Mayor may be provided with a mobile phone). IT support is provided to elected members.

2.1.2 All equipment is to be returned at the end of each 3 year term.

2.1.3 Any equipment provided must be used in accordance with the Council's ICT acceptable use policy.

2.2 Communications Expenses and Allowances

2.2.1 Elected members who do not use Council equipment are entitled to a communications allowance at the rate determined by the Remuneration Authority for the determination term. Allowances include:

2.2.1.1 Use of personal computer, tablet or laptop, including any related docking station.

2.2.1.2 Use of a multi-functional or other printer.

2.2.1.3 Use of a mobile phone.

2.2.1.4 Use of ICT consumables.

2.2.1.5 Use of members own internet service.

2.2.1.6 Use of members own telephone service for authority business. An option of an allowance or actual costs on production of telephone records and receipts.

2.2.1.7 The council will provide a reasonable supply of stationery requirements to elected members for their use on Council business.

2.2.1.8 If a member is not a member for the whole of the determination term, any allowance will be pro-rated using the formula determined by the Remuneration Authority determination.

2.3 Childcare allowance

2.3.1 Council will pay a childcare allowance, in accordance with the relevant sections of the Local Government Elected Members Determination to an eligible member as a contribution towards expenses incurred by the member for childcare provided while the member is engaged on local authority business.

2.3.2 A member is eligible to be paid a childcare allowance for childcare provided for a child only if –

2.3.2.1 The member is a parent or guardian of the child or is a person who usually has responsibility for the day-to-day care of the child (other than on a temporary basis); and

2.3.2.2 the child is under 14 years if age; and

2.3.2.3 the childcare is provided by a person who-

i. is not a parent of the child or a spouse, civil union partner, or a de facto partner of the member; and

ii. does not ordinarily reside with the member; and

2.3.2.4 the member provides satisfactory evidence to the Council of the amount paid for childcare.

2.4 Training and conference attendance

2.4.1 Any training or conference attendance paid for by the Council must:

2.4.1.1 be relevant to Council business or governance, as determined by the Chief Executive; and

2.4.1.2 bookings should be made by Council staff with the Councils preferred agents and at the most economic cost (where possible) at the time of booking, unless all costs are being met privately or by an outside party.

2.4.2 If elected members wish to attend professional development training or conferences of their own choice, they must make a written request to the Chief Executive.

2.4.3 Where the Council has formally appointed elected members to external organisations or approved elected members attendance at training or a conference, the Council will pay or reimburse elected members for appropriate and reasonable costs if not booked through Council booking staff.

2.4.4 All requests are required to be approved by the Chief Executive and Mayor (Deputy Mayor) and ratified by Council. All overseas conferences or training must be approved by full Council.

2.4.5 The Chief Executive may on a case-by-case basis approve the payment of a contribution to a host in lieu of accommodation for actual and reasonable costs. This reimbursement is paid to cover actual and reasonable costs incurred when staying in private accommodation (friends/family) when travelling on Council business to a maximum of $50 per night.

2.4.6 Refer to the Sensitive Expenditure Policy for details on accommodation, rental vehicles, taxis and air travel.

2.5 Vehicle Mileage and Travel Time Allowance

2.5.1 Elected members are entitled to a mileage allowance when using their own vehicle for Council business within the parameters, and at the rates, set out in the Local Government Members' Determination for the determination term and this Policy.

2.5.2 A mileage allowance is payable for any distance travelled in excess of 20 kilometres each trip when on Council business. Therefore any member travelling in excess of 40 kilometres (round trip) can claim.

2.5.3 The 20 kilometre threshold does not apply when claiming for travel outside of the district on Council business.

2.5.4 Elected members must maintain an accurate record of travel undertaken in their private vehicles related to any claimed mileage allowance and provide a copy in support of mileage claims.

2.5.5 Claims must include details of where and why the travel was undertaken, and must be submitted using the appropriate Laserfiche form within one month of the travel. Claims received after that time will not be accepted.

2.5.6 The Mayor will not be provided with a vehicle unless otherwise approved by Council. If a vehicle is provided with full private use, the relevant deduction as per the Local Government Members' Determination calculation will be made from the Mayors remuneration. The Mayor may not claim a mileage allowance if a vehicle is provided.

2.5.7 Elected members (other than a Mayor) are entitled to claim an allowance for travel time whilst on Council business provided the journey is by the quickest form of travel reasonable in the circumstances and by the most direct route that is reasonable in the circumstances.

2.5.8 The travel time allowance paid as set out in the Local Government Members' Determination s12 (5), for the determination term is paid for each hour of eligible travel time after the first hour of travel time in each day, pro-rated in the case of a part of an hour.

2.5.9 If a member of a local authority resides permanently or temporarily outside the local authority area and travels to the local authority area on local authority business, the member is only eligible for a travel time allowance for eligible travel time;

2.5.9.1 after the member crosses the boundary of the local authority area: and

2.5.9.2 after the first hour of eligible travel time within the local authority area.

2.5.10 Subclause 2.5.9 does not apply to the payment of a travel time allowance by a local authority to a member who permanently or temporarily resides outside of the local authority area if-

2.5.10.1 the member's primary place of residence was outside the local authority area at the time of the local election, or an exceptional circumstance beyond the member's control requires them to move outside the local authority area; and

2.5.10.2 the Remuneration Authority determines, on an application from the member and having considered the recommendation of the Mayor that subclause 2.5.9 does not apply.

2.5.11 The maximum total amount of travel time allowance that a member may claim for eligible travel time in a 24-hour period is 8 hours.

2.6 Other items of possible private benefit

The following matters that are for private benefit will not be paid for or reimbursed unless otherwise stated:

2.6.1 Medical Insurance

Elected members are not permitted to obtain medical insurance through any Westland District Council scheme the authority may put in place.

2.6.2 Staff Discounts

Flu vaccination and eye tests will be at the cost of the elected member and will not be reimbursed by WDC. No other staff discounts offered from time to time will be permitted.

2.6.3 Life, Accident and Income Replacement Insurance

Council will not take out any insurance policy on behalf of elected members where the payment of a claim is made to the elected representative or his or her estate.

2.6.4 Airpoints

Refer to the sensitive expenditure policy.

2.7 Gifts, Corporate Hospitality and Entertainment

2.7.1 Refer to the sensitive expenditure policy.

3 Policy Process

3.1 The expenses and allowances payable, and supplies, consumables or services administered under this Policy are provided:

3.1.1 at no cost to elected members, but only while they are holding office (e.g. not on a leave of absence or absent without leave): and

3.1.2 for Council-business use only. They cannot be used for electioneering purposes, personal use or communications, or any other specific use as notified by the Chief Executive from time to time.

3.2 All claims for reimbursement of expenses must be submitted on the councillor expense claim form to the Governance Administrator. Claims must be signed by the elected member, and all expenses claimed must be supported by a tax invoice.

3.3 All expenses must be approved by the Mayor, Deputy Mayor or Chair Audit and Risk Committee.

3.4 A summary of elected members expense claims and reimbursement paid under this Policy will be published on the Council's website on a monthly basis.

2 Related Documents and Acts

The following Westland District Council documents relate to this policy:

- Remuneration Authority Determination
- Code of Conduct
- Sensitive Expenditure Policy
- Office of the Auditor General guidelines

The following Legislation relates to this policy:

Note: Any legislation referred to should be interpreted as meaning the Act and its amendments

- Local Government Act 2002
- Local Government Members Determination

3 Policy Review

A review of this policy will take place in June annually2025.

Created:	June 2022	**Date for review:**	Annually
Author:	GMCS	**Authorised by:**	
Consulted on:		**Version**	3

Appendix 1

Local Government Members Determination Allowances 2023/24

Table of Allowances for the Determination period 1 July 2023 - 2024

Mileage:	**Rate**	
Petrol or Diesel Vehicle	$0.95c/km	14,000 km
Petrol or Diesel Vehicle	$0.34c/km	> 14,000 km
Petrol hybrid Vehicle	$0.95c/km	14,000 km
Petrol hybrid Vehicle	$0.20c/km	> 14,000 km
Electric vehicle	$0.95c/km	14,000 km
Electric vehicle	$0.11c/km	> 14,000 km
Travel time:		
Eligible travel	$40.00	> 1 hour each day
ICT allowances:		
PC, laptop, tablet	$400.00	Annual
Printer/ multi-functional device	$50.00	Annual
Mobile phone	$200.00	Annual
ICT consumables	up to $200.00	Annual
Internet service:	up to $800.00	Annual
Mobile telephone service provider*	up to $500.00	Annual
* or actual on production of receipts and telephone records		
Childcare Allowance*	up to $6,000.00	Annual

Pro-rating calculation*

(a ÷ b) x c

* a = number of days member held office

*b = number of days in determination term

*c = relevant amount specified in determination

Mayoral vehicle (Council approval)	
Maximum vehicle price - Petrol/Diesel	$55,000.00
Maximum vehicle price - electric/hybrid	$68,500.00
Restricted private use	No deduction
Partial private use*	v x 41% x 10%
Full private use*	v x 41% x 20%

* v = purchase price of vehicle

Elected Member Parental Leave of Absence Policy

1. Purpose

As the law stands, elected members are not entitled to statutory "parental leave", as they are not subject to the Parental Leave and Employment Protection Act 1987. The purpose of this policy is to remove barriers that deter people running for council and create the right environment that encourages a more inclusive and supportive local government.

1.1 Scope

This policy applies to the Elected Members of Westland District Council (WDC).

This policy assumes that a parental leave of absence will be total leave of absence, where no duties or functions are performed.

The reference to parental leave in this policy does not mean "parental leave" as that term is used in the Parental Leave and Employment Protection Act 1987.

1.2 Commencement

This policy comes into force on DAY MONTH YEAR.

1.3 Definitions

"Remuneration Authority" is the independent body established by the Remuneration Authority Act 1977 whose responsibilities under the Local Government Act 2002, determine remuneration, expenses, and allowance rules for local authority members.

"Leave of absence" means a pre-approved absence for a specified period of time consistent with the council policy.

2. Policy

2.1 When an elected member gives birth or adopts a baby under 12 months old, the Council may approve a leave of absence understanding order clause 13.3 parental leave of absence.

2.2 A parental leave of absence may be approved for up to 6 months on request.

2.3 Approval of a parental leave of absence will mean that the elected member must not carry out any duties, either formal or informal.

This will mean that the elected member will not attend any Council, Community Board, Local Board, or Committee meetings, meetings with external parties or constituent work. The elected member is also not able to speak publicly on behalf of the Council or represent the Council on any issue.

2.4 An elected member will not be paid any remuneration or allowances while on an approved parental leave of absence.

2.5 If a member continues in their role in a more limited (partial) capacity, such as attending to constituent enquiries, e.g. phone calls and engagements where possible, and reading, but not attending council meetings or workshops. Then their remuneration will revert to the remuneration received by a councillor with minimum allowable remuneration for their council, as set out in its determination.

2.6 Council will offer elected members returning from full parental leave, a programme to assist them to transition back into their former role. This may involve a briefing from the chief executive on matters of importance that occurred during the elected member's absence.

3. Related Documents and Acts

The following Westland District Council documents relate to this policy:

- Standing orders
- Elected Members Allowances Policy
- Remuneration Authority Determination

The following Legislation relates to this policy:

- Remuneration Authority Act 1977
- Local Government Act 2002

Elected Members are also referred to:

- Local Government New Zealand Parental leave of absence template

4. Policy Review

A review of this policy will take place in MONTH YEAR.

Created:	June 2023	**Date for review:**	June 2026
Author:	GMCS & Risk Assurance	**Authorised by:**	
Consulted on:		**Version**	1

Report to Council

DATE: 20 July 2023

TO: Mayor and Councillors

FROM: Transportation Manager

Creation of Loading Zone in Revell Street

1. Summary

1.1. The purpose of this report is to seek Council approval for a designated loading zone outside the St Vincent de Paul shop at 80 Revell Street

1.2. This issue arises from a request made by Mike Keenan on behalf of St Vincent de Paul to establish a loading zone in one of the carparks in front of their newly reconstructed building at 80 Revell Street.

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 approves the creation of a new loading zone in accordance with its Traffic and Parking Bylaw 2013 outside St Vincent de Paul

2. Background

2.1. The reason the report has come before the Council is due to a service request created by Mike Keenan on 24 April 2023 requesting consideration be given towards creation of a loading zone to allow for easy drop offs to be carried out by the public.

2.2. There is a large roller door at the rear of the new building along Petrie Lane however this area is not well suited to use from the public and is often heavily congested by other surrounding business owners.

2.3. While Council presently do not carry out parking enforcement there remains a legal requirement that any potentially enforceable signage must be authorised by resolution of Council in accordance with its Traffic and Parking Bylaw 2013. In this specific instance Part 3.2 (b) (i) states “Council may by resolution (b) set aside, designate or reserve any road, part of a road or any piece of land owned or controlled by Council, as (i) stopping places or stands for a specified class, classes or types of vehicle, including bus stops, taxi stands and loading zones.”

3. Current Situation

3.1. The current situation is the parking along this section of Revell Street is time restricted but not monitored. With standard parking outside the shop there is a tendency for others to park all day which restricts the ability of the public to conveniently drop off donated goods.

4. Options

4.1. Option 1: Council approves the request for the creation of a single carpark loading zone outside 80 Revell Street.

4.2. Option 2: Council declines the request to create a loading zone outside 80 Revell Street

5. Risk Analysis

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

6. Health and Safety

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

7. Significance and Engagement

7.1. The level of significance has been assessed as being low

7.1.1. No public consultation is considered necessary**; or**

8. Assessment of Options (including Financial Considerations)

8.1. Option 1 – Council approves the installation of a loading zone outside 80 Revell Street, St Vincent de Paul regularly accept donations of goods for the charity shop, the volunteers that run the shop believe that having the loading zone immediately outside the shop will leave the carpark space vacant for when donations are made. The only real disadvantage is the reduction of 1 regular parking space, there is however sufficient normal parking in other parts of town that is underutilised already.

8.1.1. The following financial implications have been identified.

8.1.2. The item is unbudgeted expenditure and will be funded from land transport activities, this will require the installation of 2 “P5 Loading Zone” signs and associated road marking and is estimated to cost between $1500 - $2000.

8.2. Option 2 – Council declines the request to install a loading zone outside 80 Revell Street, this will potentially disadvantage those that wish to donate goods to the charity shop.

8.2.1. There are no financial implications to this option**.**

9. Preferred Option(s) and Reasons

9.1. The preferred option is Option 1 – Council approves the installation of a loading zone outside 80 Revell Street

9.2. The reason that Option 1 has been identified as the preferred option is that when Revell Street was redeveloped there was intent to install a loading zone but at that time there was no clear direction where this would be best situated as some businesses receive deliveries at the rear of their premises. Being centrally located within the block this loading zone has the potential to be utilised by the other businesses for deliveries.

10. Recommendation(s)

10.1. That the report be received.

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

Karl Jackson
Transportation Manager

Report to Council

DATE: 20 July 2023

TO: Mayor and Councillors

FROM: Transportation Manager

Road Naming for Unnamed Road at Ruatapu

1. Summary

1.1. The purpose of this report is to obtain a Council resolution on the naming of an unnamed legal road off State Highway 6, Ruatapu

1.2. This issue arises from the fact that this road was once named Paiere Road, however that name was reallocated (by Council) to what is now referred to as Paiere Road on 19 June 2008 (**Refer to Appendix 3**). This then left the original Paiere Road without a legal road name. This report seeks to resolve that matter.

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 accepts the preferred option of "Bittern Creek Road".

2. Background

2.1. The reason the report has come before the Council is due to the request made on behalf of the developer to formally allocate a new name for this section of legal road (**Refer to Appendix 1)**.

2.2. In accordance with the present road naming policy and guidelines the developer has suggested 3 potential names and provided these in order of preference (Mirror Creek Road, Mirror Creek Estate Road, & Bittern Creek Road). Feedback was sought from Councils Iwi Partners in May 2023 and Te Runanga O Makaawhio had no concerns about any of the suggested names.

3. Current Situation

3.1. The current situation is this road has no legal name and development has occurred since the alignment was opened and formed as a legal road. This has necessitated the need to allocate a name.

4. Options

4.1. Option 1: Council resolves to name this road "Mirror Creek Road"

4.2. Option 2: Council resolves to name this road “Mirror Creek Estate Road”

4.3. Option 3: Council resolves to name this road “Bittern Creek Road”

5. Risk Analysis

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

6. Health and Safety

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

7. Significance and Engagement

7.1. The level of significance has been assessed as being low
7.1.1.No public consultation is considered necessary**; or**

8. Assessment of Options (including Financial Considerations)

8.1. Option 1 – Council resolves to name this road Mirror Creek Road – While this does provide a name for the road and will resolve the issue of it not having one there is one potential disadvantage in that this will prevent the use of Mirror Creek for a presently unnamed section of road off Woodstock Rimu Road.
8.1.1.There are no financial implications to this option**; or**

8.2. Option 2 – Council resolves to name this road Mirror Creek Estate Road – While this does also provide a name for the road and will resolve the issue of it not having one there is still one potential disadvantage in that this will prevent the use of Mirror Creek for a presently unnamed section of road off Woodstock Rimu Road as mentioned in Option 1
8.2.1.There are no financial implications to this option**; or**

8.3. Option 3 – Council resolves to name this road Bittern Creek Road – There are no other similar road names within the Westland District, Bittern Creek does actually bisect the far end of this road and it leaves the potential use of Mirror Creek for a road that it is better suited to.
8.3.1.There are no financial implications to this option**; or**

9. Preferred Option(s) and Reasons

9.1. The preferred option is Option 3 – Council resolves to name the unnamed section of road off SH6 Ruatapu, Bittern Creek Road.

9.2. The reason that Option 3 has been identified as the preferred option is that despite the preference from the developer this particular road has no association with Mirror Creek. Mirror Creek crosses the Woodstock Rimu Road and flows into Lake Mahinapua. Bittern Creek is directly associated with this development as the creek bisects the road at its far end. The road therefore provides an access point to Bittern Creek

10. Recommendation(s)

10.1. That the report be received.

10.2. That the Council resolves to accept Option 3 and adopt Bittern Creek Road as the new name for this unnamed section of road at Ruatapu as identified in red on the location map **(Appendix 2)**.

Karl Jackson
Transportation Manager

Appendix 1: Application letter from Coastwide Surveys
Appendix 2: Location Map
Appendix 3: June 2008 Council minutes extract

COASTWIDE SURVEYS LTD
LAND SURVEYORS

03 756 8905
admin@coastwidesurveys.co.nz
Ground Floor, Como House
51 Tancred Street
Hokitika

27 May 2022

Karl Jackson
Transportation Manager
Westland District Council

Dear Karl

Proposed Road names for un-named Legal Road at Ruatapu.

Applicant: Jacbrat Holdings Limited, Jason Francis Jones, Ann Joyce Jones & Ethan Francis Vernall Jones

Legal Road to be named: The Legal Road situated between Lot 1 DP 482257, Ruatapu-Ross Road, and Lots 1 – 3 DP 456266. The Road was vested in Council in the subdivision shown on DP 2159 in 1981 – Lot 3, 1.4690ha, to vest as road in the Westland County Council.
This Road was formed by Jacbrat Holdings under Resource Consent 080092, to provide access to their land to the West (now Lot 1 DP 482257. At that time the Road was named Paiere Road, however that name was later allocated to the Road approximately 1km to the west. The Road also provides access to Lots 1 – 3 DP 456266.

Proposed Names in order of preference:

1. Mirror Creek Road
2. Mirror Creek Estate Road
3. Bittern Creek Road

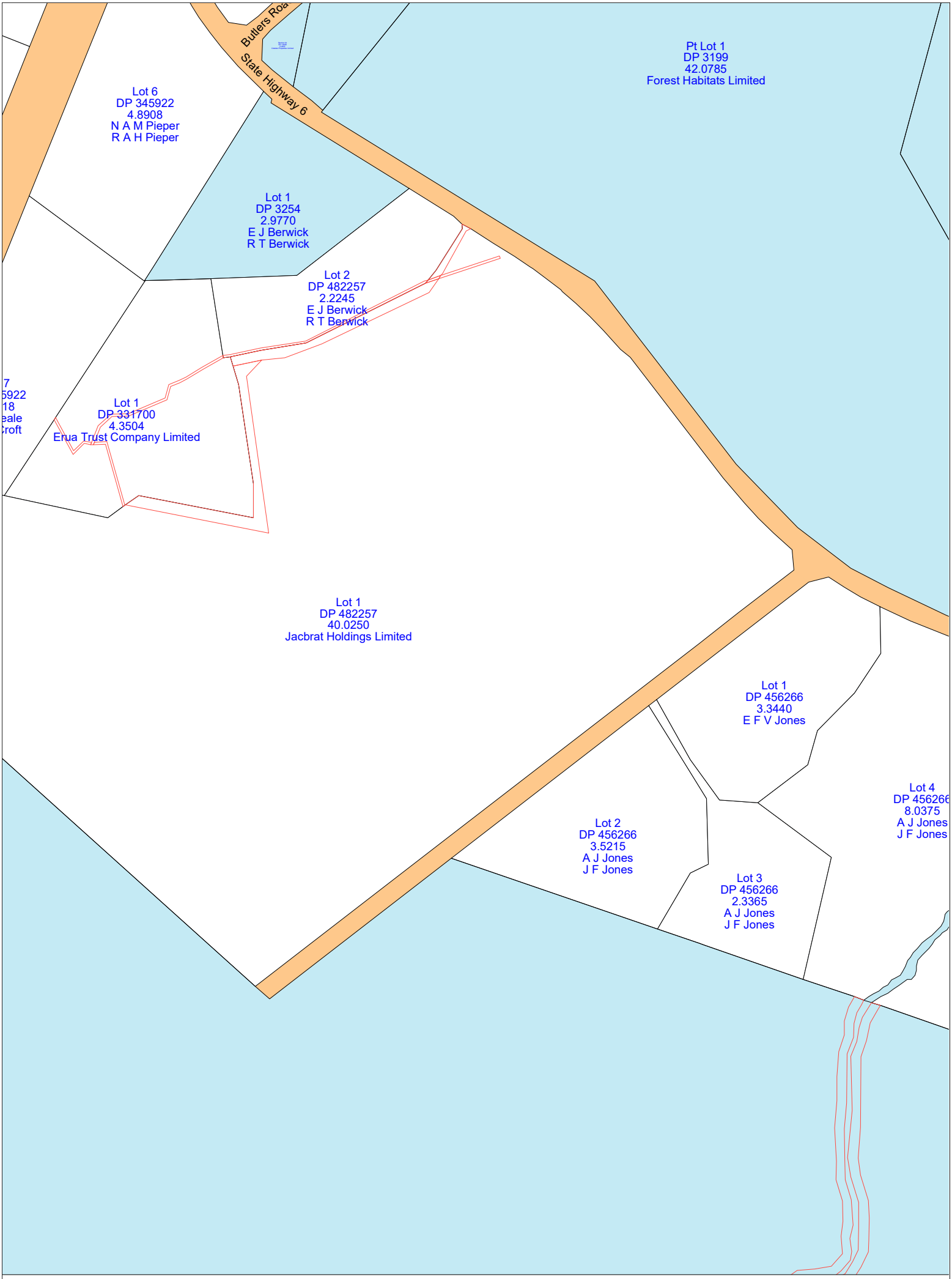
The proposed names are creeks in the vicinity of the site.

Please contact me if you require any further information.

Kind regards

LM Watson

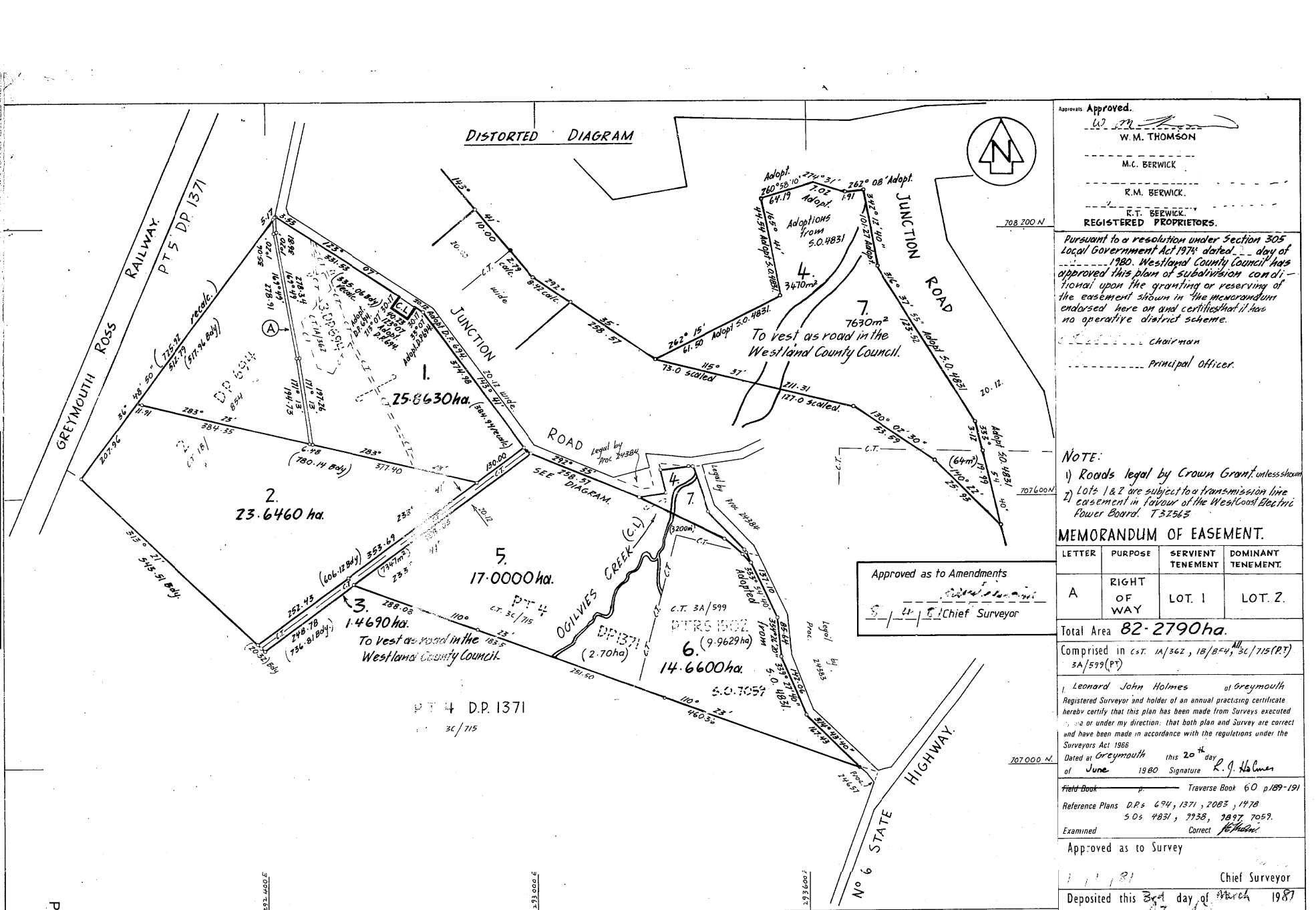
Lynda Watson
Registered Professional Surveyor



QuickMap
Custom Software Ltd

Any person wishing to rely on the information shown on this map must independently verify the information

Scale 1:5000 Topographical and Cadastral map derived from LINZ data. Printed: 27-May-2022 03:06.



Approvals **Approved.**

W. M. THOMSON

M.C. BERWICK

R.M. BERWICK.

R.T. BERWICK.

REGISTERED PROPRIETORS.

Pursuant to a resolution under Section 305 Local Government Act 1974 dated ___ day of _____ 1980. Westland County Council has approved this plan of subdivision conditional upon the granting or reserving of the easement shown in the memorandum endorsed here on and certifies that it has no operative district scheme.

_____ Chairman

_____ Principal Officer.

Approved as to Amendments

_____ Chief Surveyor

NOTE:

1) Roads legal by Crown Grant unless shown
2) Lots 1 & 2 are subject to a transmission line easement in favour of the West Coast Electric Power Board. T 37563

MEMORANDUM OF EASEMENT.

LETTER	PURPOSE	SERVIENT TENEMENT	DOMINANT TENEMENT
A	RIGHT OF WAY	LOT. 1	LOT. 2.

Total Area 82-2790ha.

Comprised in C.T. 1A/362, 18/854, All 3C/715 (P.T.) 3A/599 (PT)

I Leonard John Holmes of Greymouth Registered Surveyor and holder of an annual practising certificate hereby certify that this plan has been made from Surveys executed by me or under my direction: that both plan and Survey are correct and have been made in accordance with the regulations under the Surveyors Act 1966

Dated at Greymouth this 20th day of June 1980 Signature R. J. McEwen

~~Field Book~~ p. Traverse Book 60 p189-191

Reference Plans D.Ps 694, 1371, 2083, 1478 S.Os 4831, 9938, 9897, 7059.

Examined Correct

Approved as to Survey

1/1/81 Chief Surveyor

Deposited this 3rd day of March 1987

District Land Registrar

File Received 10 · 9 · 80 Instructions

DP2159

LAND DISTRICT Westland.
SURVEY BLK. & DIST. XI Mahinapua S.D
NZMS 261 SHEET No. J33/12-2

LOTS 1-7 being, SUBDIVISION OF LOTS 2&3 D.P. 694, PT LOT 4 D.P. 1371 AND PART RURAL SECTION 1502.

LOCAL AUTHORITY Westland County Council.
Surveyed by Cowan & Holmes. 1482 & 1499
Scale 1:5000 Date Mar 79-April 80

Supplied by A.M. International Limited
I.F. Stirling, Surveyor-General, Department of Lands and Survey, Wellington
L&S FORM N 33

Extract from Council Minutes

Ordinary Council Meeting – 24 January 2008

5.2 Naming of Road – Dean Arthur and Others

Moved Councillor Gugich, seconded Councillor Bradley and **Resolved** that Manager Operations arrange for the proposed name of Paiere to be advertised and discussed with the RSA.

Ordinary Council Meeting – 19 June 2008

4.5 New Road Name – Paiere Road

Moved Councillor Thomson, seconded Councillor Bradley and **Resolved** that Council adopt the name Paiere Road. MO

RDS 13.1

Contact Peter Oliver

MEMORANDUM

DATE: **09 June 2008**

TO: **Council**

FROM: **Manager Operations**

NEW ROAD NAME - PAIERE ROAD

The piece of road to be named is the first 800 metre long piece of the ex Ross Railway line land off Ruatapu Road (SH 6). On the west side of the Road is a subdivision of 5 residential lots.

This name was considered at the January 2008 Council meeting. It was resolved at that meeting to advertise the name and call for objections. No objections were received.

Recommendation:

That the Council now adopt the name ***Paiere Road****.*

R J Daniel
Manager Operations

APPENDIX 2

Created By: Karl Jackson
Print Date: 2/07/2023
Print Time: 7:44 PM

Scale: 1:12500
Original Sheet Size A4

Projection: NZGD49 / New Zealand Map Grid
Bounds: 2336766.23221889,5818353.60026626
2339480.22589311,5819850.52090174

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The Westland District Council accepts no responsibility for incomplete or inaccurate information.